

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/ Undefined] M F U	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] to [month/year]

Table A Before the mobility	Numbering	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
Total: ...					

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: *[web link to the relevant information]*

The level of language competence⁹ in _____ *[indicate here the main language of instruction]* that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Recognition at the Sending Institution

Table B Before the mobility	Numbering	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
Total: ...					

Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)							
Table A2 During the mobility	Numbering	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equival.)
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)						
Table B2 During the mobility	Numbering	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Commitment					
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹³ at the Sending Institution					
Responsible person at the Receiving Institution ¹⁴					

- ¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- ⁶ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

- ¹³ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹⁴ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Student's name

TUM Faculty

Date of birth [dd/mm/yyyy]



Annex to the Erasmus+ Higher Education Learning Agreement For Studies

In departure from the stipulation contained in Section III of the Learning Agreement For Studies that all modules listed in Table B will be fully recognized without any further review by the examination committee, the parties agree as follows:

1.

The parties agree that the modules listed in Table B will not be recognized without further review unless the requirements stipulated in the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Convention) and laid down in Art. 63 of the Bavarian Higher Education Act (*Bayerisches Hochschulgesetz*) and § 16 of the General Academic and Examination Regulations of TUM (APSO) have been complied with.

According to these requirements, students must submit to the examination committee in charge of the program an application containing all documents necessary for the review including, but not limited to, the official transcript of records of the host institution, module descriptions including learning outcomes, types of assessment, contents, workload and requirements as well as the grading system applicable to the module in question, in German or English language, and the examination committee must approve the application before the student signs the Learning Agreement.

2.

If students cannot submit the documentation necessary for the review before their return from abroad, it is understood by the parties that Table B is a non-committal list from which the Erasmus coordinator may select the components that can be recognized.

The final decision on the recognition of the listed modules will be made by the examination committee once the student has returned from abroad and filed an application for recognition pursuant to § 16 (4) of the General Academic and Examination Regulations of TUM (APSO), including the necessary documents.

The examination committee will take account of the following principles of TUM policy in the review for recognition:

I. In the bachelor's program:

1.

A module completed at another institution will be recognized if there are no major discrepancies between its module and the module in the corresponding TUM program with regard to the competencies acquired. In addition, students must not have completed the same module at the TUM.

2.

Where there are major discrepancies between modules of another institution and those of the corresponding programs at the TUM in terms of learning outcome, modules completed at the other institution may be recognized as elective courses if they match a module listed in the elective modules catalog of TUM both in terms of content and level (i.e. 'if this course were offered by TUM it would be part of the elective courses catalog').

Student's name

TUM Faculty

Date of birth [dd/mm/yyyy]



II. In the master's program:

1.

A module completed at another institution will be recognized if there are no major discrepancies between that module and the module in the corresponding TUM program with regard to the competencies acquired, if it was not previously completed at the TUM, and did not count toward the bachelor's program on the basis of which a student was admitted to the master's program.

2.

Modules may be recognized as elective courses up to the amount of credits stipulated in the Academic and Examination Regulations pertaining to the program in question. The modules completed at the other institution must have master's level (based on the modules of the corresponding bachelor's program) and match the contents of the program (i.e. 'if this course were offered by TUM it would be part of the elective courses catalog').

The grading system is set out in § 16 (6) and (7) of the General Academic and Examination Regulations of TUM (APSO).

Individual agreements (to be filled in by your TUM contact person):

Student
Signature _____ Date: _____

Sending institution: Technische Universität München
Responsible person _____
Signature _____ Date: _____

Receiving institution
Responsible person _____
Signature _____ Date: _____