How to fill out the Learning Agreement correctly

This guide is only for students going on exchange to non-ERASMUS countries and freemover-mobilities

This document contains information on how to correctly fill out a Learning Agreement (LA) for non-ERASMUS Universities. Please, carefully read through all of the information provided. It is advised to fill out your LA step by step according to the following guide.

Please note, students going to non-ERASMUS universities via TUM SOMex, TUMexchange or as a Freemover do not have to fill out a Learning Agreement before mobility. We advise you to fill out the Learning Agreement for students going to non-ERASMUS countries and freemover students (once you are sure which courses you are going to take) or to fill out the “Form for Academic Recognition for Courses at Universities Abroad after Mobility” after you return from your semester abroad.

1. Which Learning Agreement (LA) should you use?
2. How can you get your LA signed?
3. How should you fill out the LA?
4. How can you make changes to the LA?
5. Contact person

1. Which Learning Agreement (LA) should you use?

Before or during mobility please use the LA, which is provided on our website (https://www.wi.tum.de/student-life/going-abroad/downloads/) → International → “Learning Agreement for students going to non-ERASMUS countries and freemover students”.

2. How can you get your Learning Agreement signed?

Please send us your completed LA as an editable PDF via email to outgoing@mgt.tum.de. We ask you to send us your documents with your student TUM email address. This is due to higher security and data protection, personal documents will therefore, only be sent to the TUM email address.

Please include in your email text:

- Your study program (TUM-BWL B.Sc., MMT, MiM, MCS)
- List of courses that you want to choose at your exchange university and the direct link to their course descriptions”. Please also state how you later plan to get the credits of that course transferred at TUM. This equals the “category” you choose from the drop down menu as explained subsequently in section “3.2. Courses”
- In case of Master courses → please indicate a proof / reference of study level
Example email text:
Study program: MMT
Courses:
1. The Economics of Real Estate
   1.1. www.xxx-yyy.com/theeconomicsofrealestate
   1.2. Elective in M&T
2. International Management
   2.1. www.xxx-yyy.com/internationalmanagement
   2.2. Elective in M&T
3. Corporate Finance
   3.1. www.xxx-yyy.com/corporatefinance
   3.2. 1:1 recognition for Corporate Finance
4. History of Financial Crises
   4.1. www.xxx-yyy.com/historyoffinancialcrises
   4.2. Electives

Important Information: For a successful credit transfer, it is your responsibility to check that:

1. The course is part of your program tree (in TUMonline)

2. You have not done a similar course at TUM before (special attention to the basic courses in the TUM-BWL B.Sc. and MiM). Have a look at your program tree as mentioned above.

   You should only include courses in your LA within an ECTS range that you can realistically take in one semester. It is recommended to achieve at least 15-20 ECTS during your semester abroad. If you enter too many courses in your LA, we will ask you to make a selection before checking your LA.

3. How should you fill out the Learning Agreement?

   3.1. General information

   - Please choose your degree / study program from the drop down menu
   - Indicate your personal information such as last name(s) and first name(s), matriculation number, and email (TUM address only!)
   - Period spent abroad: e.g. 2017/2018
   - Academic year: winter term (WS), summer term (SS), or both
   - On the program: choose from the drop down menu
   - Indicate information about your host university such as name and country

Example:
3.2. Courses

Please see the course list, which is provided by your exchange university, for the courses that you can select. We expect the attendance of minimum two courses with a workload of at least 15 ECTS credits in total. Please only choose a reasonable amount of ECTS that you can actually accomplish during your stay abroad. Furthermore, make sure, if your host university indicates a specific number of required credits.

Within the courses section in your LA please indicate the information as follows:

- Course name at host university, Course Code, Credits at host university according to the information provided by your host university
- Course title, Course Code (WI-No.), Name of professor of chair at TUM SOM
  Please note: In case of elective courses, these fields should be left blank!
- Category: Decide how you would like to get the courses from abroad recognized at TUM and choose the corresponding course category from the drop down menu.

If you are not sure which options you have to get credits transferred at TUM, please have a look at the fact sheet to your study program in section 12 of our website (https://www.wi.tum.de/student-life/going-abroad/your-tum-somex/#credittransfer).

**Example:**

<table>
<thead>
<tr>
<th>Course name at host university</th>
<th>Course Code</th>
<th>Credits at host university</th>
<th>Course title or module title, if different at TUM SOM</th>
<th>Course Code (WI-No.) and name of professor of chair at TUM SOM</th>
<th>Name of professor of chair at TUM SOM</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics of Real Estate</td>
<td>xy123</td>
<td>7,5</td>
<td></td>
<td></td>
<td>Professor X</td>
<td>To be completed by TUM after the mobility phase at host uni</td>
</tr>
<tr>
<td>Corporate Finance</td>
<td>zz234</td>
<td>7,5</td>
<td>Corporate Finance</td>
<td></td>
<td>Professor X</td>
<td>Category</td>
</tr>
</tbody>
</table>
3.3. **Commitment of the two parties**

Please sign the LA under section “student” and state the date.

**Example:**

![Image of signed Learning Agreement]

As soon as we have checked your LA, we will send back the signed LA to your email.

4. **How can you make changes to the Learning Agreement?**

During your stay, you can always make changes to your original LA. If you make changes to your LA during your stay you have to submit a new “Learning Agreement before Mobility” ([https://www.wi.tum.de/student-life/going-abroad/downloads/](https://www.wi.tum.de/student-life/going-abroad/downloads/)).

5. **Contact Person**

TUM SOMex, TUMexchange, Freemover

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