

How to fill out the Form for Academic Recognition / Learning Agreement correctly

This guide is only for students going on exchange to Non-European Countries and freemover-mobilities

This document contains information on how to correctly fill out a Learning Agreement (LA) for Non-European 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-European 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 [Form for Academic Recognition/ Learning Agreement before or during mobility](#) (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 → “Form for Academic Recognition / Learning Agreement before Mobility”).

2. How can you get your Learning Agreement signed?

Please send us your filled out LA as an editable PDF via email to outgoing@wi.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 you 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. 2019/20
- 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:

für den Studiengang / for the degree:

Master in Management (MiM) ▼

**Ich, der / die Studierende /
I, the undersigned**

Name: John Doe	Matrikelnr. / Matriculation no.: 0123456789	E-Mail: john.doe@tum.de
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Auslandsaufenthalt / Period spent abroad: 20 17 / 20 18

akademisches Jahr / academic year **WS** **SS**

über das Programm / on the program: TUM SOMex (excl. ERASMUS+) ▼

**beabsichtige, im Rahmen meines Auslandsstudiums an der Gastuniversität /
intend, as part of my period of study at the following foreign host university**

Name: Example Host University	Land / Country: Brazil
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3.2. Courses

Please see the course list, which is provided by your exchange university, for the courses that you can select. We recommend you to choose between 15-20 ECTS credits. 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: Please choose the corresponding course category from the drop down menu.
→ **Hint:** This is how you plan to get the credits of that course transferred at TUM. If you are not sure which options you have to get credits transferred at TUM, please have a look at the credit transfer paper of your study program (<https://www.wi.tum.de/student-life/going-abroad/your-tum-somex/#credittransfer>)

Example:

Course name at host university	Course Code	Credits at host university	Course title (or module title, if different) at TUM SOM (leave blank for management elective)	Course Code (WI-No.) (leave blank for management elective)	ECTS TUM	Name of professor of chair at TUM SOM (leave blank for management elective)	Category	To be completed by TUM after the mobility	
								Grade at host uni	Grade at TUM
Economics of Real Estate	xy123	7,5					B.Sc./ MMT/ WTW / Elective in Management and T		
Corporate Finance	zz234	7,5	Corporate Finance	6		Professor X	B.Sc./ MMT/ M.Sc. TUM.BWL/ WTEC. BWL Ver		

3.3. Commitment of the two parties

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

Example:

Ggf. weitere Veranstaltungen auf einem zweiten Blatt ausfüllen. / Continue on a second form if necessary.

Unterschrift der/des Studierenden / Signed by student: _____	Datum / Date: _____
<p>Hiermit wird bestätigt, dass das beabsichtigte Studienprogramm für eine Anrechnung wie aufgeführt möglich ist. / I hereby confirm that the planned study program can be recognized as described above. Unterschrift und Stempel des Program Manager – Student Exchange Programs / Signed and stamped by the Program Manager – Student Exchange Programs</p> <p>Datum / Date: _____</p> <p>Ute Helfers</p>	<p>Hiermit werden die erbrachten Prüfungsleistungen wie aufgeführt anerkannt. / I hereby recognize the exams taken at universities abroad as described above. Unterschrift des Vice Dean's of International Affairs (i.A. Ute Helfers) / Signed by the Vice Deans of International Affairs (p.p. Ute Helfers)</p> <p>Datum / Date: _____</p> <p>Prof. Dr. Rainer Kolisch</p>

Mit der Unterschrift des Vice Dean's of International Affairs werden die Prüfungsleistungen nach der Rückkehr der/des Studierenden aus dem Ausland anerkannt. Wenn sich Inhalt und Umfang der einzelnen Veranstaltungen nicht geändert haben und an der TUM zwischenzeitlich nicht vergleichbare Leistungen erbracht wurden, kann, vorbehaltlich der Einhaltung der prüfungsrechtlichen Vorgaben, von einer Anrechnung der Leistungen im angegebenen Studiengang an der TUM School of Management ausgegangen werden.
By signing this form, the Vice Dean of International Affairs recognizes the exams taken by the student, after his or her return from the period of study abroad. If the contents and scope of the specific courses have not changed and no comparable credits have been gained at TUM in the meantime, it may be assumed that the credits will be transferred as part of the stated degree course at TUM School of Management, subject to the normal exam regulations.

As soon as we have checked your LA, we will sent back the signed LA to your TUM email. The remaining sections will be signed when the courses are confirmed and recognized, respectively after your mobility.

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 “Form for Academic Recognition / Learning Agreement before Mobility” (<https://www.wi.tum.de/student-life/going-abroad/downloads/>).

5. Contact Person

TUM SOMex, TUMexchange, Freemover:

Joint International Programs, Freemover:

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