

Higher Education Learning Agreement for Studies



Academic Year 2016 /2017

To be filled before the mobility

	Last name(s)	First name(s)	Date of birth	Nationalities	Sex [M/F]	Study cycle	Semester before the study abroad	Field of education	Phone	E-Mail
Student						<i>Bachelor</i> <input type="checkbox"/> <i>Master</i> <input type="checkbox"/> <i>PhD</i> <input type="checkbox"/> <i>State examination</i> <input type="checkbox"/>		1.at University of Würzburg: _____ 2.at host university: _____		
Sending Institution	Name	Faculty/ Department	Erasmus code	Address	Country, Country code	Contact person name; email; phone 1. Departmental coordinator from whom you get your consent to go 2. Responsible person for signing the Learning Agreement (see also: http://www.international.uni-wuerzburg.de/fileadmin/32020000/Auslandsamt/Formulare/Outgoing/UEbersicht_Zust_aendigungen_neue_LAs_Version_II_nach_Fakultaeten_01.pdf)				
	Julius-Maximilian-Universität Würzburg		D WURZBUR01	Sanderring 2 97074 Würzburg, Germany	Germany, DE	1. _____ 2. _____				
Receiving Institution	Name	Faculty/ Department	Erasmus code*	Address (optional)*	Country	Contact person name; email; phone (will be filled by the host university)				

* Leave empty if you do not know!

This document is slightly modified in order to fit better to the study systems of the University of Würzburg.

Higher Education Learning Agreement for Studies



Student's name: _____

Academic Year 2016 /2017

To be filled before the mobility

To the student: You have to fill the document although recognition is yet guaranteed by the internal rules of the University of Würzburg (e.g. ASPO and LASPO). You need to choose at least 20 ECTS-points per semester. Please also note that courses chosen need to be followed. In case of significant difference to your study plan you may be asked to specify about your reasons and in severe cases may be charged to pay back your financial grants! Your host university is allowed to inform us about our students who are not following courses as foreseen.

Study Programme at the Receiving Institution

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

Table A
Before the mobility

Component code (if any)	Nr.	Component title at the Receiving Institution (as indicated in the module or course catalogue)	Semester [e.g. autumn/ spring; term]	Course is part of Bachelor, Master or PhD-Level at receiving Univ.?	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion	The student wants this component to be recognized:**
	1					yes <input type="checkbox"/> no <input type="checkbox"/>
	2					yes <input type="checkbox"/> no <input type="checkbox"/>
	3					yes <input type="checkbox"/> no <input type="checkbox"/>
	4					yes <input type="checkbox"/> no <input type="checkbox"/>
	5					yes <input type="checkbox"/> no <input type="checkbox"/>
	6					yes <input type="checkbox"/> no <input type="checkbox"/>
	7					yes <input type="checkbox"/> no <input type="checkbox"/>
	8					yes <input type="checkbox"/> no <input type="checkbox"/>
	9					yes <input type="checkbox"/> no <input type="checkbox"/>
	10					yes <input type="checkbox"/> no <input type="checkbox"/>
					Total:	

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: _____

****You can only choose "no" if you already have completed this module or the module is not foreseen in your study plan. Please note: Recognition by this document is your right but not your obligation. Therefore you can still decide if you want this component to be counted to your degree after coming back to Würzburg!**

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Student's name: _____

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Your level of language 1 competence in _____ [indicate here the main language of instruction] that you already have or agree to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2 Native speaker

Your level of language 2 competence in _____ [indicate here the second language of instruction] that you already have or agree to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2 Native speaker

To be filled before the mobility

Recognition at the Sending Institution					
Table B Before the mobility	Component code	Nr.	Component title at the Sending Institution (as indicated in the module or course catalogue or in the Studienordnung)	Number of ECTS credits (or equivalent) to be recognised by the University of Wü.	
		1			
		2			
		3			
		4			
		5			
		6			
		7			
		8			
		9			
		10			
		11	Alternative to be proposed by your Faculty: Mobility Window for 30 ECTS-Credits for exchange semester without further requirements (despite of discipline related courses from the students level/semester granted with 30 ECTS-Credits by the receiving university)		Total:

Provisions applying if the student does not complete successfully some educational components: international.uni-wuerzburg.de/auslandsstudium/allgemeines/wichtige_hinweise/beurlaubung/

If the student does not complete successfully some educational components, the following provisions will apply: Not applicable, if only a few courses will be failed. But students might be asked to describe the problems that occurred if they failed the courses. Additional requirements could be found by your faculty/department. Students will benefit from the bonus program if they do not take the full 30 respectively 60 ECTS-Points (vgl. Fachsemesterzählung bei Erreichen von 30 bzw. 60 ECTS-Punkten). Students could be charged to pay grants back in severe cases of absence from courses at the guest university.

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Student's name: _____
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To be filled before the mobility

<p>Responsible person at the Univ. of Würzburg (see: http://www.international.uni-wuerzburg.de/fileadmin/32020000/Auslandsamt/Formulare/Outgoing/UEbersicht_Zustaendigkeiten_neue_LAs_Version_II_nach_Fakultaeten_01.pdf):</p> <p>Function: authorized to sign the Learning Agreement including pre-recognition in the field of _____</p>	<p>Responsible person in the receiving institution (to be filled by receiving institution):</p> <p>Only if different to contact person at page 1!</p> <p>Name, phone number, E-mail:</p> <p>Function:</p>
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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 Sending 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 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	Date	Signature
Student		
Responsible person at the Univ. of Würzburg		
Responsible person at the Receiving Institution		

Higher Education Learning Agreement for Studies



Student's name: _____
Academic Year 2016 / 2017

Exceptional Changes during the Mobility

Exceptional changes to Table A (to be approved by signature of the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)										
Table A2 During the mobility	Component code (if any)	Nr.	Component title at the Receiving Institution (as indicated in the module or course catalogue)	Course is part of Bachelor, Master or PhD-Level at receiving Univ.?	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change (please choose a number from the table below)*	Number of ECTS credits (or equivalent)	The student wants this component to be recognized:**	
			1			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
			2			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
			3			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
			4			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
			5			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
			6			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
			7			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
			8			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
			9			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>
		10			<input type="checkbox"/>	<input type="checkbox"/>			yes <input type="checkbox"/> no <input type="checkbox"/>	

*** Reasons for deleting a component**
 1 = Previously selected educational component is not available at the Receiving Institution
 2 = Component is in a different language than previously specified in the course catalogue
 3 = Timetable conflict
 4 = Other (please specify)

*** Reasons for adding a component**
 5 = Substituting a deleted component
 6 = Extending the mobility period
 7 = Other (please specify)

****You can only choose "no" if you already have completed this module or the module is not foreseen in your study plan. Please note: Recognition by this document is your right but not your obligation. Therefore you can still decide if you want this component to be counted to your degree after coming back to Würzburg!**

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Student's name: _____

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Exceptional Changes during the Mobility

Exceptional changes to Table B (if applicable) (to be approved by signature of the student and the responsible person at the Univ. of Würzburg)						
Table B2 During the mobility	Component code	Nr.	Component title at the University of Würzburg (as indicated in the module or course catalogue or in the Studienordnung)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
		1		<input type="checkbox"/>	<input type="checkbox"/>	
		2		<input type="checkbox"/>	<input type="checkbox"/>	
		3		<input type="checkbox"/>	<input type="checkbox"/>	
		4		<input type="checkbox"/>	<input type="checkbox"/>	
		5		<input type="checkbox"/>	<input type="checkbox"/>	
		6		<input type="checkbox"/>	<input type="checkbox"/>	
		7		<input type="checkbox"/>	<input type="checkbox"/>	
		8		<input type="checkbox"/>	<input type="checkbox"/>	
		9		<input type="checkbox"/>	<input type="checkbox"/>	
		10		<input type="checkbox"/>	<input type="checkbox"/>	
		11		<input type="checkbox"/>	<input type="checkbox"/>	
		12		<input type="checkbox"/>	<input type="checkbox"/>	
		13		<input type="checkbox"/>	<input type="checkbox"/>	
		14		<input type="checkbox"/>	<input type="checkbox"/>	
		15		<input type="checkbox"/>	<input type="checkbox"/>	
		16	Alternative to be ticked by the Univ. of Würzburg: Mobility Window for 30 ECTS-Credits for exchange semester without further requirements (despite of discipline related courses from the students level/semester granted with 30 ECTS-Credits by the receiving university)	<input type="checkbox"/>	<input type="checkbox"/>	



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Exceptional Changes during the Mobility - Changes in responsible Persons, if any -

<p>New responsible person in the Sending institution (see: http://www.international.uni-wuerzburg.de/fileadmin/32020000/Auslandsamt/Formulare/Outgoing/UEbersicht_Zustaendigkeiten_neue_LAs_Version_II_nach_Fakultaeten_01.pdf):</p> <p>Name, phone number, E-mail:</p> <p>Function: authorized to sign the Learning Agreement including pre-recognition in the field of</p> <p>_____</p>	<p>New responsible person in the receiving institution (to be filled by receiving institution):</p> <p>Name, phone number, E-mail:</p> <p>Function:</p>
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Student's name: _____
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The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Exceptional Changes during the Mobility

Commitment	Date	Signature
Student		
Responsible person at the Sending Institution		
Responsible person at the Receiving Institution		

Higher Education Learning Agreement for Studies



Student's name: _____

Academic Year 2016 /2017

After the mobility: This part to be filled ONLY on students' request!

The student's original Transcript of Records issued by the receiving institution can replace Table D of this document.

The student's original Transcript of Records issued by the sending institution, which lists all recognition outcomes, can replace Table E of this document.

Therefore, Table D and Table E of this document do not have to be filled out if the student hands in a copy of the Transcript of Records issued by the receiving and sending institutions to the International Office in Wuerzburg.

In order to show all recognition outcomes, the student can attach Table D and E of this document to the Diploma Supplement ("*Zusatz zum Endzeugnis der Universität Würzburg*") issued by the University of Wuerzburg.

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Student's name: _____
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After the Mobility

Transcript of Records at the Receiving Institution Study term of the students mobility: <input type="checkbox"/> winter term 16/17 <input type="checkbox"/> summer term 2017 <input type="checkbox"/> full academic year 16/17					
Table D After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the module or course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total:	

Signature of responsible person in receiving institution: see original transcript

Higher Education Learning Agreement for Studies



Student's name: _____
Academic Year 2016 /2017

After the Mobility

Transcript of Records and Recognition at the Sending Institution

Study term of the students mobility: winter term 16/17 summer term 2017 full academic year 16/17

Table E
After the
mobility

Component code (if any)	Title of recognised component at the University of Würzburg (as indicated in the module or course catalogue or in the Studienordnung)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Univ. of Würzburg (if applicable)
Total: ...			

Signature of sending person in receiving institution: see original transcript