**LEARNING AGREEMENT FOR STUDIES**

**The Student**

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| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Date of birth |  | Nationality[[1]](#endnote-1) |  |
| Sex [*M/F*] |  | Academic year | 2024/2025 |
| Study cycle[[2]](#endnote-2) |  | Subject area code/  Field of education[[3]](#endnote-3) |  |
| Degree  programme |  | | |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Universität Passau/ University of Passau  D PASSAU01 | Faculty/ Department |  |
| Address | Innstrasse 41 94032 Passau | Country | Germany, DE |
| Contact person name | Franziska Hanisch | Contact person e-mail / phone | auslandsstudium@ uni-passau.de  +49 851 5091167 |

**The Receiving Institution**

|  |  |  |  |
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| Name |  | Faculty/ Department |  |
| Address |  | Country |  |
| Contact person name[[4]](#endnote-4) |  | Contact person e-mail / phone |  |

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#### **BEFORE THE MOBILITY**

#### Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **TABLE A: Before the mobility**  **Study Programme at the Receiving Institution** | | | |  | **TABLE B: Before the mobility**  **Recognition at the Sending Institution** | | | |
| Component code[[5]](#endnote-5)  (if any) | Component title  at the Receiving Institution  (as indicated in the course catalogue[[6]](#endnote-6)) | Semester (e.g. autumn/ spring; term) | Number of ECTS credits (or equivalent)[[7]](#endnote-7)  to be awarded by the Receiving Institution upon successful completion |  | Component code  (if any) | Component title  at the Sending Institution  (as indicated in the course catalogue) | Semester (e.g. autumn/ spring; term) | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution | |
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| Total: | | |  |  | Total: | | |  | |

#### **Web link to the course catalogue at the Receiving Institution describing the learning outcomes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If the credits of any component cannot be recognised, please fill in Annex 1.**

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| **Language competence of the student**  The level of language competence[[8]](#endnote-8) 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 🞏 |

**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.

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 Table A or 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.

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| **Student**  Name: Position: *Student*  E-mail:  Date: Signature: |

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| **Responsible person[[9]](#endnote-9) at the Sending Institution (Programme coordinator/Dean of Studies)**  Name: Position:  E-mail:  Date: Signature: |

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| **Responsible person[[10]](#endnote-10) at the Receiving Institution**  Name: Position:  E-mail:  Date: Signature: |

**Annex 1: Reasons for Non-Recognition**

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| Component code5  (if any) | Component title  at the Receiving Institution  (as indicated in the course catalogue6) | Semester (e.g. autumn/ spring; term) | Reason for Non-Recognition  (as listed below) |
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1. The student has already accumulated most or all credits required for his/her degree at the University of Passau and does not need (some of) the credits obtained abroad.
2. The student wishes to complete an additional educational component not required by his/her chosen degree programme at the University of Passau in order to broaden his/her qualification profile.
3. The information provided on the educational component is not sufficient to decide about the recognition of the module/course at this point of time. Therefore, the decision about the individual learning agreement for this module/course is still pending.
4. The respective faculty member in charge of the module/course for which a recognition is desired was unable to decide on the student’s request before the deadline for submitting the learning agreement.
5. The receiving institution is unable to assure the availability of the respective educational component during the student’s stay at this point of time.
6. The decision of the receiving institution on whether the student can actually take this educational component during his/her stay is still pending.
7. Due to a major difference between the learning outcomes of the educational component at the University of Passau and the receiving institution, the credits cannot be counted towards the student’s degree.

1. **Annex 2: End notes**

   **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **Field of education:** The ISCED-F 2013 search tool 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. [↑](#endnote-ref-3)
4. **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. [↑](#endnote-ref-4)
5. 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. [↑](#endnote-ref-5)
6. **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. [↑](#endnote-ref-6)
7. **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. [↑](#endnote-ref-7)
8. **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-8)
9. **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. [↑](#endnote-ref-9)
10. **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. [↑](#endnote-ref-10)