

Guideline how to fill out the Erasmus+ Learning Agreement and the Swiss-European Mobility Program correctly

This document contains information on how to fill out an Erasmus+ Learning Agreement (LA) correctly. **Please read all of the information provided carefully.** It is advised to fill out your LA step by step according to the following guide.

This guide is only for students going on exchange to European countries with the TUM SOMex exchange program

1. What is a Learning Agreement (LA)?
2. Swiss-European Mobility Program (SEMP)
3. Which LA should you use?
4. How can you get your LA signed?
5. How should you fill out the LA?
6. How can you make changes to the LA?
7. Contact person

1. What is a Learning Agreement (LA)?

With the LA, students commit to the courses they are going to take during their semester abroad. The LA also shows how courses can potentially be recognized at the TUM and that the courses should be available at the host university. However, students can still decide after the exchange and after they have received their grades from abroad, which courses they actually want to get recognized and which courses not. This will be done by a separate application process after the mobility.

2. Swiss-European Mobility Program (SEMP)

The Swiss-European Mobility Program has some similarities to Erasmus+. Please see the bottom of the page from this link for more information: <https://www.international.tum.de/en/going-abroad/students/erasmus/>

3. Which Learning Agreement should you use?

We advise you to use the LA, which is can be found on our website <https://www.wi.tum.de/student-life/going-abroad/downloads/> → International → “Learning Agreement for ERASMUS Students”).

4. How can you get your Learning Agreement signed?

Please fill out the LA with all the relevant information and sign it (see description below).

Next, you send it to us at outgoing@mgt.tum.de and we will send it back to you once we have signed it. It is your responsibility to send it to us on time, so we can check it and sign it for you. You should send it to us **not later than approximately 3-4 weeks before** you need it back.

We ask you to send us your documents with your student TUM email address. This is due to higher security and data protection.

Please include in your email text:

- Name and faculty of your host university
- Your study program (BMT, MMT, MiM, MCS)
- List of courses that you want to choose at your exchange university and the direct link to their course descriptions ([see 5.5 "Table A"](#)). Please also state how you later 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/#credit-transfer>).
- The course descriptions should be in English.

Example email text:

Study program: TUM-BWL B.Sc.

Courses:

1. The Economics of Real Estate
 - 1.1. www.xxx-yyy.com/theeconomicsofrealestate
 - 1.2. Elective in M&T (WTW)
2. International Management
 - 2.1. www.xxx-yyy.com/internationalmanagement
3. Elective in M&T (WTW)
4. Corporate Finance
 - 4.1. www.xxx-yyy.com/corporatefinance
5. 1:1 Recognition course for Corporate Finance
6. History of Financial Crises
 - 6.1. www.xxx-yyy.com/historyoffinancialcrises

Elective in M&T (WTW)

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

1. **For 1:1 recognition:** The TUM course is part of your program tree (in TUMonline)



[20161] Bachelorstudiengang Technologie- und Managementorientierte Betriebswirtschaftslehre

- ▣ Grundlagen
- ▣ Technik-Schwerpunkt
- ▣ Projektstudium
- ▣ Wirtschaftswissenschaftlich-technische Wahlmodule
- ▣ International Experience & Communication Skills
- ▣ Bachelorarbeit

2. **For Electives:** 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 mentioned above.

Please select your courses carefully in order to avoid having your Learning Agreement checked multiple times.

5. How should you fill out the LA

5.1. "The Student"


Please fill out your personal information such as Last name(s), First name(s), Date of birth, Nationality and Sex (F=Female/ M=Male).

Academic year: e.g. 2021/2022

Study cycle: Bachelor/ Master (1st/2nd)

Subject area, Code: 041

Example:

Erasmus+		Learning Agreement Student Mobility for Studies				Higher Education: Learning Agreement form	
						Student's name Max Mustermann	
						Academic Year 20 21 / 20 22	
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female/Divers]	Study cycle	Field of education
	Mustermann	Max	02/10/1992	German	Male	Master	041

5.2. "The Sending Institution"

Name: Technical University of Munich

Faculty: TUM School of Management

Erasmus code: D MUNCHEN02

Address (of Faculty): Arcisstr. 21, 80333 Munich

Country, Country code: DE

Contact person name: Gabriella Loparco / Miriam Mahler (find our your contact person [here](#))

Contact person email / phone: outgoing@mgt.tum.de / jip@mgt.tum.de

Example LA (pdf version):

Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone
	TUM	TUM School of Management	D MUNCHEN02	Arcisstr. 21, 80333 Munich	DE	Gabriella Loparco; outgoing@mgt.tum.de; +498928925036

5.3. “The Receiving Institution”

Gather all of the information that is required here from the various sources that you already know. This can be the partner university’s fact sheet, the website, our TUM SOMex (incl. ERASMUS+) overview (<https://www.wi.tum.de/student-life/going-abroad/your-tum-somex/>, Section 1), or simply search the Internet. If you are not sure about your contact person at the receiving institution, please leave this blank, the partner university will fill it out themselves.

5.4. “Planned period of the mobility”

If you are not able to figure out the exact dates yet, please use the approximate periods provided in our TUM SOMex (incl. ERASMUS+) overview (<https://www.wi.tum.de/student-life/going-abroad/your-tum-somex/>, section 1).

Example:

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] 09/21 to [month/year] 01/22

5.5. “Table A: Study program at the Receiving Institution”

Please see the course list given by your exchange university, for the courses that you can select. We demand at least two study related courses, respectively a workload of approximately 15-20 ECTS. Please note: In case that your host university has stricter rules, you have to follow them. If, for example, your host university demands a workload of 30 ECTS, this must be evident in your Learning Agreement (courses worth at least 30 ECTS).

Please do not fill out the web link to the course catalogue. As stated in [section 4](#) “How can you get your LA signed?”. Please provide us with the direct links to every course that you have selected in Table A of your LA in your email text. We will then fill out table B for you according to the information that you send us.

Table A Before the mobility	Numbering	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	1	25083	The Economics of Real Estate		7,5
	2	25084	Machine Learning		7,5
	3	25085	Corporate Finance		7,5
					Total: 22.5

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

5.6. Language competence of the student

Please fill out your language competence according to the language certificate that you have acquired.

Example:

The level of language competence in <u>English</u> [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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>
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5.8. “Table B”

Please do not fill out Table B. We will fill out table B for you according to the information you provided after we have checked your course selection and your possibilities to transfer courses.

Electives ECTS will be transferred according to the amount the ECTS this course weighs at your host university. In case of a 1:1 recognition, you will receive the number of ECTS of the replaced TUM course.

Example of how Table B could look like after **we have filled it out for you:**

Table B Before the mobility	Recognition at the Sending Institution				Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	Numbering (same as Table A)	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	
	1		Elective in M&T	Fall	7,5
	2		Elective in M&T	Fall	7,5
	3	WI000091	Corporate Finance	Fall	6
					Total: 21

5.9. Commitment of the three parties

Please sign the LA under “The student”, indicate your name and email address and also state the date.

As soon as we have checked your LA and filled out Table B, we will sent you the signed LA back to your TUM email.

Example:

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 agreed by all parties and are documented in Table B. 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	Max Mustermann	max.mustermann@tum.de	Student	08.05.2021	<i>MAX MUSTERMANN</i>
Responsible person at the Sending Institution	Ute Helfers	outgoing@mgt.tum.de	Teamlead International Office	12.05.2021	<i>Ute Helfers</i>
Responsible person at the Receiving Institution					

Since you will have to transfer the information in the OLA Dashboard, there is no need to get the pdf version of your LA signed by the receiving institution. It just serves you to easier complete the Online Learning Agreement.

Please note: All three parties should sign your Online Learning Agreement before the start of the semester abroad.

5.7. Compulsory justification

Table A should be filled out by you and signed by all three parties – that means by you, by your outgoing coordinator at TUM School of Management and by the incoming coordinator of your host university – **before** the start of the semester at your host university. In case that for some reason it is not possible for you to get it signed in time, you will have to indicate the corresponding justification.

Compulsory justification	
In case one of the commitment parties signed the learning agreement "Before the Mobility" after the start of the mobility (start date on Grant Agreement) at the receiving institution.	
<input type="checkbox"/>	Absence of contact person <input type="checkbox"/> home <input type="checkbox"/> receiving institution
<input type="checkbox"/>	Long processing time of contact person <input type="checkbox"/> home <input type="checkbox"/> receiving institution
<input type="checkbox"/>	Contact person will only sign upon arrival to receiving institution

6. Changes to the original LA

During the **first 5 weeks** after the semester start of your host university, you can still make changes to your original LA. Please indicate these in Page 2 of the LA, to be completed **DURING THE MOBILITY**.

Enter the courses you want to delete or add. For courses, you want to delete write down the same number they had in Table A. For courses you add continue the numbers after the last number you used in Table A. Please select the reason for the change. You will find a list with the reasons and the corresponding code on page 3 of the Learning Agreement.

Example:



Higher Education:
Learning Agreement form
Student's name Max Mustermann
Academic Year 20 21 / 20 22

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 [see foot- note 12]	Number of ECTS credits (or equiva- lent)
	1	25083	The Economics of Real Estate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 -	7,5
	3	25085	Corporate Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 -	7,5
	4	25100	Business Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 -	7,5
	5	25101	Asset Pricing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7 -	7,5
				<input type="checkbox"/>	<input type="checkbox"/>	F -	
				<input type="checkbox"/>	<input type="checkbox"/>	F -	
				<input type="checkbox"/>	<input type="checkbox"/>	F -	
				<input type="checkbox"/>	<input type="checkbox"/>	P -	

List of Reasons:

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)	

Please do not fill out Table B2. We will fill out Table B for you after we have checked your changed course selection and your possibilities to transfer courses.

Please include the information for the new courses in your email text according to ([section 4](#) "How can you get your Learning Agreement signed?").

Courses of Table A that have not been deleted are still valid. They do not have to appear in Table A2.

6.1. Compulsory justification

As stated before, if you want to change anything in your Learning Agreement during your stay abroad, you can do so within the first 5 weeks after the start of the semester. In case that you hand it in later, again, you will have to justify why it was not possible for you to get the signatures of all parties within these 5 weeks.

Compulsory justification	
<small>In case one of the commitment parties signed the learning agreement "During the Mobility" later than 5 weeks after the start of the semester specify the reason for delay:</small>	
<input type="checkbox"/>	Absence of contact person <input type="checkbox"/> home <input type="checkbox"/> receiving institution
<input type="checkbox"/>	Long processing time of contact person <input type="checkbox"/> home <input type="checkbox"/> receiving institution
<input type="checkbox"/>	Changes occurred late, due to time overlap of exams
<input type="checkbox"/>	Late admission to course(s) / Late course offer
<input type="checkbox"/>	Semester is divided into two or more parts, courses of the second (or following) part could only be changed to a later time

7. Contact Person

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