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

This document contains information on how to correctly fill out an Erasmus+ Learning Agreement (LA). Please read all of the information provided carefully. It is advised to fill out and complete 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 their courses during their semester abroad. The LA also shows how courses can be recognized at the TUM and should be available at the host university. However, students can still decide after the exchange and after receiving their grades from abroad, which courses they 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 TUM LA in the first step, which can be found on our website https://www.mgt.tum.de/download-center → International Exchange Programs → Credit Transfers → “TUM Learning Agreement for ERASMUS+ Students”).

4. How can you get your Learning Agreement checked?

Please fill out the TUM 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 checked it. You are responsible for sending it to us on time, so we can check it for you. You should send it to us no 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, BSMT, BMDS, MMT, MiM, MMDT, MCS, MSMT)
- 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.mgt.tum.de/programs/international-exchange-programs/going-abroad/your-tum-somex).
- 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-yyyy.com/theeconomicsofrealestate
   1.2. Elective in M&T (WTW)
2. International Management
   2.1. www.xxx-yyyy.com/internationalmanagement
3. Elective in M&T (WTW)
4. Corporate Finance
   4.1. www.xxx-yyyy.com/corporatefinance
5. 1:1 Recognition course for Corporate Finance
6. History of Financial Crises
   6.1. www.xxx-yyyy.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)

   ![Program Tree](image)

2. **For Electives:** You have not done a similar course at TUM before (special attention to the basic courses/required courses in your study program). Have a look at your program tree mentioned above.

Please select your courses carefully to avoid having your TUM Learning Agreement checked multiple times.
5. How should you fill out the TUM 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. 2024/2025
Study cycle: Bachelor/ Master (1st/2nd)
Subject area, Code: 0419

Example:

```
Learning Agreement
Student Mobility for Studies

Student

<table>
<thead>
<tr>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Gender</th>
<th>Study cycle</th>
<th>Field of education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mustermann</td>
<td>Max</td>
<td>02/10/2000</td>
<td>German</td>
<td>Male</td>
<td>Bachelor</td>
<td>0419</td>
</tr>
</tbody>
</table>
```

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 / Josephina Buhr (find your contact person here)
Contact person email/phone: outgoing@mgt.tum.de / jip@mgt.tum.de

Example TUM LA (pdf version):

```
Sending Institution

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty/Department</th>
<th>Erasmus code</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email/phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUM</td>
<td>TUM School of Management</td>
<td>D MUNCHEN02</td>
<td>Arcisstr. 21, 80333 Munich</td>
<td>DE</td>
<td>Gabriele Loparco: <a href="mailto:outgoing@mgt.tum.de">outgoing@mgt.tum.de</a>; <a href="mailto:josephina.buhr@mgt.tum.de">josephina.buhr@mgt.tum.de</a></td>
</tr>
</tbody>
</table>
```

5.3. “The Receiving Institution”

Gather all of the information required here from the various sources you already know. This can be the partner university’s fact sheet, the website, our TUM SOMex (incl. ERASMUS+) overview (https://www.mgt.tum.de/programs/international-exchange-programs/going-abroad/your-tum-
somex, Step 4), or search the Internet. If you are unsure 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.mgt.tum.de/programs/international-exchange-programs/going-abroad/your-tum-somex, Step 4).

Example:

![Before the mobility](image)

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

Please see the course list given by your exchange university for the courses you can select. We demand at least a study-related workload of approximately 15-20 ECTS. Please note: In case 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 catalog. As stated in section 4, “How can you get your TUM LA signed?” Please provide us with the direct links to every course you selected in Table A of your TUM LA in your email text. We will then fill out Table B for you according to the information that you send us.

![Table A](image)
5.6. Language competence of the student

Please complete your language competence according to the language certificate you acquired.

Example:

Table B

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 for transferring 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:

5.9. Commitment of the three parties

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

Once we have checked your TUM LA and filled out Table B, we will send the TUM LA back to your TUM email.
Example:

Since you will have to transfer the information in the OLA Dashboard, there is no need to get the pdf version of your TUM LA signed by the receiving institution and us. 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.

6. Changes to the original TUM LA

During the first 5 weeks after the semester start of your host university, you can still make changes to your original TUM LA. Please indicate these in Page 2 of the TUM 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 TUM Learning Agreement.

Example:
List of Reasons:

1. Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reason for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previously selected educational component is not available at the Receiving Institution</td>
<td>5. Substituting a deleted component</td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in the course catalogue</td>
<td>6. Extending the mobility period</td>
</tr>
<tr>
<td>3. Timetable conflict</td>
<td>7. Other (please specify)</td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

**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 TUM Learning Agreement checked?”).

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

Please note: All three parties should sign your **Online Learning Agreement** (changes to the OLA) within the first five weeks after the start of the semester abroad.

7. **Contact Person**

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