

# How to fill out the Learning Agreement correctly (non-ERASMUS)

**This guide is only for students going on exchange to non-ERASMUS countries and freemover mobilities**

This document contains information on how to correctly fill out a Learning Agreement (LA) for non-ERASMUS Universities. Please, carefully read through all of the information provided. We advise to fill out your LA step by step according to the following guide.

Please note: Students going to non-ERASMUS universities via TUM SOMex, TUMexchange or as a Freemover are **not required** to fill out a Learning Agreement before mobility. However, we advise you to fill out the [Learning Agreement for students going to non-ERASMUS countries and freemover students](#) (once you are sure which courses you are going to take) if you want to know in advance whether your selected courses can be recognized.

If you do not submit a Learning Agreement, we will check your course choice for recognition after your stay abroad when you hand in the “Form for Academic Recognition after Mobility” after you return.

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. What happens after your stay abroad?
6. Contact person

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## 1. Which Learning Agreement (LA) should you use?

Before or during mobility, please use the LA template, which is provided in the Download Center (<https://www.mgt.tum.de/download-center>) under International Exchange Programs→ Credit Transfer → “Learning Agreement for students going to non-ERASMUS countries and freemover students”.

## 2. How can you get your Learning Agreement signed?

Please email your completed LA as an editable PDF to [outgoing@mgt.tum.de](mailto:outgoing@mgt.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.

Please include the following in your email text:

- Your study program (BMT, MMT, MiM, MCS, BSMT, MSMT)
- 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 in section [“3.2. Courses”](#)
- For 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](http://www.xxx-yyy.com/theeconomicsofrealestate)
  - 1.2. Elective in M&T
2. International Management
  - 2.1. [www.xxx-yyy.com/internationalmanagement](http://www.xxx-yyy.com/internationalmanagement)
  - 2.2. Elective in M&T
3. Corporate Finance
  - 3.1. [www.xxx-yyy.com/corporatefinance](http://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](http://www.xxx-yyy.com/historyoffinancialcrises)
  - 4.2. Electives

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

- The course is part of your program tree (in TUMonline) if you wish to get a 1:1-recognition



- You have not taken a similar course at TUM before (special attention to the basic courses in the TUM-BWL B.Sc. and MiM). Have a look at your 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. We expect you to achieve at least 15 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!)
- Academic year of exchange: e.g. 2017/2018
- Period spent abroad: winter term (WS), summer term (SS), or both
- Program you are taking part in: 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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akademisches Jahr / academic year: 20 23 / 20 24

Auslandsperiode/ period spent abroad: ☒ WS ☐ SS

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

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

Name (Gastuniversität/ host university): Example University	Land / Country: Brazil
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### 3.2. Courses

Please see the course list of your host universities for the courses that you can select. We expect the attendance of a minimum of two courses with a workload of at least 15 ECTS credits in total. Please only choose a reasonable amount of ECTS that you can actually accomplish during your stay abroad. Furthermore, please make sure to adhere to the minimum and/or maximum workload requirements specified by your host university (if there are such regulations on their side).

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, Name of professor of chair at TUM MGT  
Please note: For elective courses, these fields should be left **blank!**
- Category: Decide how you would like to get the courses from abroad recognized at TUM and choose the corresponding area from the drop-down menu.

If you are not sure which options you have to get credits transferred at TUM, please have a look at the fact sheet “*Recognition of International Modules\_Your Study Program*” in the section on **Credit Transfer** on our website (<https://www.mgt.tum.de/programs/international-exchange-programs/going-abroad/your-tum-somex>).

### 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 (W-No.) (leave blank for management elective)	ECTS TUM	Name of professor of chair at TUM SOM (leave blank for management elective)	Category
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/ WITEC: BWL Verte

### 3.3. Commitment of the two parties

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

Unterschrift der/des Studierenden / Signed by student: _____	Datum / Date: _____
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	
_____	Datum / Date: _____
Ute Helfers	

\*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 aus dem Ausland nach ihrem Auslandsaufenthalt im angegebenen Studiengang an der TUM School of Management ausgegangen werden. Bitte beachten Sie, dass eine Anerkennung nur möglich ist, wenn der Kurs Teil Ihres Studienprogramms ist.  
\*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 from the study abroad period will be transferred as part of the stated degree course at TUM School of Management after your stay abroad, subject to the normal exam regulations. Please note that recognition is only possible, if the course is part of your study programme.

As soon as we have checked your LA, we will send it back to you with our signature.

### 4. How can you make changes to the Learning Agreement?

During your stay, you can always make changes to your original LA. If you want to add courses to your LA during your stay, you have to submit a new “Learning Agreement before Mobility” (<https://www.mgt.tum.de/download-center>). If the only change is that you decide to drop one of the courses listed in your LA, sending in a new Learning Agreement is unnecessary.

### 5. What happens after you return from abroad?

After you have received your official transcript from your host university, you can apply for credit transfer by completing the “Form for Academic Recognition after Mobility”, which can also be found in the [Download Center](#). You are not obliged to recognize all the courses you have taken. This means that you still have the opportunity to choose which of the courses in your Learning Agreement you actually want to transfer (if any at all) once you have received your grades.

Please complete the “Form for Academic Recognition after Mobility” to start the recognition process. Please only enter the courses you now want to get recognized, using the same structure as in the LA. If you want to transfer courses that were not previously listed in your Learning Agreement, you need to send us the course descriptions and information about the relevant area of your study tree along with the Form for Academic Recognition after mobility and the Transcript of Records.

### 6. Contact Person

TUM SOMex, TUMexchange,  
Freemover (non-Erasmus countries):

Karin Michaela Burkart  
[outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)  
Tel.: +49 (0)89 289 25847

Freemover (Erasmus+ countries)

Ute Helfers  
[outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)  
Tel.: +49 (0)89 289 25083

Joint International Programs:

Josephina Buhr  
[jip@mgt.tum.de](mailto:jip@mgt.tum.de)  
Tel.: +49 (0)89 289 25028

Consultations in: TUM Campus Munich, Building 0505, Room 3550 Student Hub