

**Learning Agreement**

**Student Mobility for Studies**

**International Mobility**

**General information**

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| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | | **Nationality\*** | **Gender**  **[Male/Female/Undefined]** |
|  |  |  | |  |  |
| **Study cycle\*** | | **Field of education/Study programme** | | | |
|  | |  | | | |
| **Sending Institution** | **Name** | **Faculty/Department** | | **Country** | **Administrative contact person name\*; email; phone** | |
| University of Münster | Faculty of Biology | | Germany | Vanessa Rüttler; [bioint@uni-muenster.de](mailto:bioint@uni-muenster.de); +49 251 8323956 | |
| **Receiving Institution** | **Name** | **Faculty/Department** | | **Country** | **Administrative contact person name\*; email; phone** | |
|  |  | |  |  | |
| The level of language competence\* 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* | | | | | | |
| Estimated duration of the mobility:  Academic year: Semester:  from [day (optional)/month/year]: to [day (optional)/month/year] | | | | | | |

**Study programme**

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| **Table A**  **Study Programme at the Receiving Institution (physical component of the mobility)** | | | |
| **Component****code** (if any) | **Component title at the Receiving Institution** | **Term** [e.g. autumn/spring; term] | **Number of ECTS credits\* (or equivalent) to be awarded by the Receiving Institution upon successful completion** |
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|  |  |  | **Total: …** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] | | | |

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| **Table B**  **Recognition at the Sending Institution (physical and virtual components, if applicable)** | | | |
| **Component code**  (if any) | **Component title at the Sending Institution (as indicated in the course catalogue)** | **Term** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** |
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|  |  |  | **Total: …** |

**Commitment of the three parties**

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| 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 are in line with its course catalogue or as agreed otherwise 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. 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 |  |  | *Student* |  |  |
| Responsible person at theSending Institution\* |  |  |  |  |  |
| Responsible person at theReceiving Institution\* |  |  |  |  |  |

**Changes to the learning agreement during the mobility**

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| **Table A2**  **Exceptional changes to Table A**  (to be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) | | | | | |
| **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 changing a component**  [Add the applicable reason code or write other reason] | **Number of ECTS credits (or equivalent)** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

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| **Table B2**  **Exceptional changes to Table B (if applicable)**  (to be approved by the student and the responsible person in the Sending Institution) | | | | | | |
| **Component code** (if any) | **Component title at the** **Sending Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Reason for changing a component** | **Number of ECTS credits (or equivalent)** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

**Approval of changes to the learning agreement**

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| 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 are in line with its course catalogue or as agreed otherwise 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. 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 |  |  | *Student* |  |  |
| Responsible person at theSending Institution\* |  |  |  |  |  |
| Responsible person at theReceiving Institution\* |  |  |  |  |  |

**Glossary**

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| **Term** | **Definition/Explanation** |
| **Nationality** | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| **Level of education** | 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). |
| **Administrative Contact person** | A 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. |
| **ECTS credits (or equivalent)** | In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme 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. |
| **Automatic recognition** | All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students’ [diploma supplement](https://europa.eu/europass/en/diploma-supplement) or [Europass](https://europa.eu/europass/en) Mobility Document. |
| **Educational component** | 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. |
| **Level of language competence** | A description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> |
| **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. |
| **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. |
| **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. |
| **Reason for changing a component** | Previously selected educational component is not available at the Receiving Institution  Component is in a different language than previously specified in the course catalogue  Timetable conflict  Substituting a deleted component  Extending the mobility period  Adding a virtual component  Other (please specify) |