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|  |  | | | **Learning Agreement**  **Student Mobility for Studies** | | |  |  | |  | |  | | | **Student ID** | | |  | | | |
| **Student** | **Last name(s)** | | | **First name(s)** | | |  | **Date of birth** | | **Nationality**[[1]](#endnote-1) | | **Gender: [Male/Female/Undefined]** | | | **Study cycle**[[2]](#endnote-2) | | | **Field of education** [[3]](#endnote-3) | | | |
|  | | |  | | |  |  | |  | |  | | |  | | |  | | | |
| **Sending Institution** | **Name** | | | **Faculty/Department** | | |  | **Erasmus code**[[4]](#endnote-4)  **(if applicable)** | | **Address** | | **Country** | | | **Contact person name**[[5]](#endnote-5)**; email; phone** | | | | | | |
|  | | |  | | |  |  | |  | |  | | |  | | | | | | |
| **Receiving Institution** | **Name** | | | **Faculty/ Department** | | |  | **Erasmus code (if applicable)** | | **Address** | | **Country** | | | **Contact person name; email; phone** | | | | | | |
|  | | |  | | |  |  | |  | |  | | |  | | | | | | |
|  | | | **Before the mobility** | | | | | | | | | | | | | | | | | | |
| ***Study Programme at the Receiving Institution***  **Planned period of the mobility from [day/month/year] ……………. to [day/month/year] ……………** | | | | | | | | | | | | | | | | | | | | |
| **Table A**  **Before the mobility** | | **Component**[[6]](#endnote-6) **code** (if any) | | | **Component title at the Receiving Institution** (as indicated in the course catalogue[[7]](#endnote-7)) | | | | | | | | **Semester** | **Number of ECTS credits (or equivalent)**[[8]](#endnote-8) **to be awarded by the Receiving Institution upon successful completion** | | | | | ***Reference to Table B (Optional)*** | |
|  | |  | | |  | | | | | | | |  |  | | | | | ***a)*** | |
|  | |  | | |  | | | | | | | |  |  | | | | | ***b)*** | |
|  | |  | | |  | | | | | | | |  |  | | | | |  | |
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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*] | | | | | | | | | | | | | | | | | | | | |
|  |  | | |  | |  | | |  |  |  | | | | |  |  | | |  | | |
|  | | | The level of language competence[[9]](#endnote-9) 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* | | | | | | | | | | | | | | | | | | |

| ***Recognition at the Sending Institution*** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Table B**  **Before the mobility** | **Component code**  (if any) | **Component title at the Sending Institution** (as indicated in the course catalogue) | **Semester** | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** | ***Reference to Table A (Optional)*** | |
|  |  |  |  |  | ***a)*** | |
|  |  |  |  |  | ***b)*** | |
|  |  |  |  |  |  | |
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|  |  |  |  | **Total: ……..** |  | |
| Provisions applying if the student does not complete successfully some educational components:  *[web link to the relevant information]* | | | | | |

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| ***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 documented in 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. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person[[10]](#endnote-10) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[11]](#endnote-11) |  |  |  |  |  |

**During the Mobility**

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|  | **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** | **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[[12]](#endnote-12)** | **Number of ECTS credits (or equivalent)** |
|  |  |  |  |  | Choose an item. |  |
|  |  |  |  |  | Choose an item. |  |

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|  | **Exceptional changes to Table B (if applicable)**  (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) | | | | |
| **Table B2**  **During the mobility** | **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] | **Number of ECTS credits (or equivalent)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**After the Mobility**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Transcript of Records at the Receiving Institution***  **Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** | | | | | | | | | | | | | |
| **Table C**  **After the mobility** | **Component code**  (if any) | **Component title at the Receiving Institution**  (as indicated in the course catalogue) | | | | **Was the component successfully completed by the student?** [Yes/No] | | | | **Number of ECTS credits** (or equivalent) | | **Grades received at the Receiving Institution** | | |
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|  | ***Transcript of Records and Recognition at the Sending Institution***  **Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** | | | | | | | | | | | | | |
| **Table D**  **After the mobility** | **Component code** (if any) | **Title of recognised component** **at the Sending Institution**  (as indicated in the course catalogue) | | | | | | **Number of ECTS credits** (or equivalent) **recognised** | | | **Grades registered at the Sending Institution**  (if applicable) | | | |
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|  |  | | | | | | **Total: …** | | |  | | | |

**NATIONAL SHEET[[13]](#footnote-1)**

|  |  |  |
| --- | --- | --- |
| **Antrag der/des Studierenden**: | |  |
| Ich (Name und Daten siehe Seite 1 des Learning Agreements „Student“) beantrage gemäß  § 12 Fachhochschul-Studiengesetz (FHStG) die Feststellung der Gleichwertigkeit der in „Table A (Study Programme at the Receiving Institution)”des *Learning Agreement Student Mobility for Studies* angeführten Lehrveranstaltungen/Prüfungen mit jenen gemäß Studienplan an der Heimathochschule. | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Datum | Unterschrift der/des Studierenden | |

|  |  |  |
| --- | --- | --- |
| **BESTÄTIGUNG DES FÜR ANERKENNUNGSFRAGEN ZUSTÄNDIGEN ORGANS ÜBER DIE FESTSTELLUNG DER GLEICHWERTIGKEIT VON PRÜFUNGEN** | | |
| ***Das Learning Agreement ist integraler Bestandteil dieser Bestätigung*** | | |
| Ausstellende Institution: siehe Seite 1 des Learning Agreements „Sending Institution“. | | |
| Die Gleichwertigkeit der von Herrn/Frau …………………………………………………..……………  an der Gastinstitution (Daten siehe Seite 1) zu erbringenden Studienleistungen wird gemäß „Table B: Recognition at the Sending Institution“ (basierend auf „Table A: Study Programme at the Receiving Institution“) des Learning Agreement Student Mobility for Studies gemäß § 12 Abs 1 FHStG (BGBl I Nr. 340/1993) festgestellt. | | |
| **BEGRÜNDUNG** | | |
| Dem Antrag wird vollinhaltlich stattgegeben. | | |
| **BESCHWERDERECHT** | | |
| Gegen diese Bestätigung ist eine Beschwerde an das Kollegium zulässig. Die Beschwerde ist innerhalb von vier Wochen nach Zustellung der Bestätigung schriftlich, telegrafisch oder per Fax beim Kollegium einzubringen. Die Beschwerde muss die Bestätigung bezeichnen, gegen die sie sich richtet, und hat einen begründeten Beschwerdeantrag zu enthalten. | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Datum | Name der Studiengangsleitung | Unterschrift der Studiengangsleitung |

|  |  |  |
| --- | --- | --- |
| **BESTÄTIGUNG DER BETREUERIN ODER DES BETREUERS DER DIPLOMARBEIT, DER BACHELOR- ODER MASTERARBEIT SOWIE DER DISSERTATION bzw. BESTÄTIGUNG DER STUDIENGANGSLEITUNG [[14]](#footnote-2)** | | |
| Ich bestätige, dass der Erasmus-Studienaufenthalt von Herrn/Frau …….......................................................... an der Gastinstitution (Daten siehe Seite 1 des Learning Agreements „Receiving Institution“) der Abfassung der Diplomarbeit / Masterarbeit / *Dissertation* / Bachelorarbeit (nicht zutreffendes bitte streichen) mit dem Titel  …………………………………………………………………………………………………………………………………………………………………………………………………… dient. | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Datum | Name der Betreuerin/des Betreuers/Studiengangsleitung | Unterschrift der Betreuerin/ des Betreuers/Studiengangsleitung |

**NATIONAL SHEET**

**Tatsächlich absolviertes Studienprogramm (Äquivalenzliste)**

Siehe Table C und Table D des Learning Agreement Student Mobility for Studies (Transcript of Records)

|  |  |  |
| --- | --- | --- |
| **BESTÄTIGUNG des für Anerkennungsfragenfragen zuständigen Organs über die Anerkennung von Prüfungen** | | |
| Ausstellende Institution: siehe Seite 1 des Learning Agreements „Sending Institution“. | | |
| Die Anerkennung der von Herrn/Frau ............................ .................................................... an der Gastinstitution (Daten siehe Seite 1 des Learning Agreements „Receiving Institution“) erbrachten Studienleistungen wird aufgrund der in „Table D: Transcript of Records and Recognition at the Sending Institution“ des Learning Agreement Student Mobility for Studies enthaltenen Lehrveranstaltungen gemäß § 12 Abs 1 FHStG (BGBl I Nr. 340/1993) im Ausmaß **von ..................... ECTS-Credits bzw. im Ausmaß von .................. Semesterstunden** (nicht Zutreffendes streichen) festgestellt. | | |
| **Begründung** | | |
| Dem Antrag wird vollinhaltlich stattgegeben. | | |
| **BESCHWERDERECHT** | | |
| Gegen diese Bestätigung ist eine Beschwerde an das Kollegium zulässig. | | |
| Die Beschwerde ist innerhalb von vier Wochen nach Zustellung der Bestätigung schriftlich, telegrafisch oder per Fax beim Kollegium einzubringen. Die Beschwerde muss die Bestätigung bezeichnen, gegen die sie sich richtet, und hat einen begründeten Beschwerdeantrag zu enthalten. | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Datum | Name der Studiengangsleitung | Unterschrift der Studiengangsleitung |

|  |  |  |
| --- | --- | --- |
| **BESTÄTIGUNG DER BETREUERIN ODER DES BETREUERS DER DIPLOMARBEIT, DER BACHELOR- ODER MASTERARBEIT SOWIE DER DISSERTATION bzw. BESTÄTIGUNG DER STUDIENGANGSLEITUNG** | | |
| Ich bestätige, dass Herr/Frau ................................................................. im Rahmen des Erasmus-Auslandsaufenthaltes erfolgreich an der Abfassung der Diplomarbeit / Masterarbeit / *Dissertation* / Abschlussarbeit zum Bachelor (nicht zutreffendes bitte streichen) mit dem Titel …………………………………………………………………………………………………………………………………………………….. gearbeitet hat. | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Datum | Name der Betreuerin/des Betreuers/Studiengangsleitung | Unterschrift der Betreuerin/ des Betreuers/Studiengangsleitung |

**Hinweise für die nationale Abwicklung:**

Diese nationalen Hinweise gelten gemeinsam mit den beiliegenden Erasmus+ «Guidelines on how to use the Learning Agreement for Studies».

**VOR ANTRITT** des Erasmus-Auslandsaufenthaltes (Section A des Learning Agreements)

Das **für Anerkennungsfragen zuständige Organ** bestätigt vor Beginn des Auslandsstudiums mit seiner/ihrer Unterschrift die Gleichwertigkeit der Studienleistungen in Bescheidform/in Form einer Bestätigung..

Dient der Erasmus-Auslandsaufenthalt ausschließlich der Abfassung einer Diplomarbeit oder Dissertation oder Bachelor- oder Masterarbeit, so ist dies von der Betreuerin / vom Betreuer der wissenschaftlichen Arbeit bzw. von der Studiengangsleitung zu bestätigen.

Das Learning Agreement (Section A) ) muss von allen Parteien (Studierende/r, entsendende sowie empfangende Hochschule) unterzeichnet werden. Das Original dieses Formulars verbleibt während des Erasmus-Aufenthaltes bei der/dem Studierenden, je eine Kopie erhält die entsendende und die empfangende Hochschule.

Grundsätzlich sind Studienleistungen im Ausmaß von 30 ECTS Credits pro Semester zu erbringen. Die detaillierten Bedingungen (z.B. Rückforderungsgrenze für den Mobilitätszuschuss) sind Bestandteil der Vereinbarung zwischen Studierenden und der OeAD GmbH bzw. sind in den nationalen Richtlinien für die Erasmus-Mobilität enthalten.

**NACH BEGINN** des Erasmus-Auslandsaufenthaltes (Section B des Learning Agreements)

Allfällige Änderungen des Studienprogramms werden in Tabelle A2 eingetragen (Fristen siehe Guidelines des Learning Agreements).

Im Fall gravierender Änderungen des Studienprogramms ist von der entsendenden Hochschule eine Tabelle B2 (analog zu Tabelle B) einzufügen (siehe “Guidelines on how to use the Learning Agreement for Studies” „ Exceptional Changes to the Study Programme “).

**VOR bzw. NACH RÜCKKEHR** vom Erasmus-Auslandsaufenthalt (Section C des Learning Agreements)

Am Ende des Auslandsaufenthaltes ist Tabelle C des Learning Agreements von der Gasthochschule zu unterzeichnen (**Hinweis: der bei Tabelle C angegebene Zeitraum des Auslandsaufenthalts muss jenem in der Aufenthaltsbestätigung entsprechen!**).

An der Heimathochschule ist Tabelle D von dem für Anerkennungsfragen zuständigen Organ zu bestätigen und die Anerkennung der im Ausland absolvierten Studienleistungen in Bescheidform/ in Form einer Bestätigung vorzunehmen.

Wenn die/der Studierende den Erasmus-Auslandsaufenthalt für Arbeiten an der Diplomarbeit oder Dissertation oder Bachelor- oder Masterarbeit verwendet hat, so ist dies von der Betreuerin / vom Betreuer der wissenschaftlichen Arbeit resp. der Studiengangsleitung zu bestätigen.

**ZU BEACHTEN:**

**Sollten die Tabellen A und B bzw. C und D aus hochschulinternen Gründen nebeneinander dargestellt werden müssen, so ist jedenfalls zu gewährleisten, dass beide Tabellen als solche gekennzeichnet sind und somit sichtbar bleiben.**

Es liegt in der Verantwortung der entsendenden Institutionen nach Einlangen des Antrages die Anerkennung **binnen 2 Monaten** gemäß§ 12 Abs 1 FHSTG idgF durchzuführen.

1. **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](http://ec.europa.eu/education/tools/isced-f_en.htm) 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. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
5. **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-5)
6. 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-6)
7. **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-7)
8. **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-8)
9. **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 [↑](#endnote-ref-9)
10. **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-10)
11. **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-11)
12. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

    |  |  |
    | --- | --- |
    | ***Reasons for deleting a component*** | ***Reason for adding a component*** |
    | 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) |  |

    [↑](#endnote-ref-12)
13. According to the Austrian legal regulations the student applies to the responsible person at the home university for agreement that the course components at the receiving institution are deemed equivalent to the course components at the sending institution as described in Table A, if they are successfully completed. Due to this application the responsible person at the home university herewith gives notice that the course components at the receiving institution are deemed equivalent to the course components at the sending institution as described in Table A, if they are successfully completed. [↑](#footnote-ref-1)
14. Confirmation of the academic advisor at the sending institution in case the stay abroad is used for work on a thesis. [↑](#footnote-ref-2)