



Erasmus+ Learning Agreement/Information (dated 02.05.2016)

- ⇒ Please ensure you fill out your learning agreement in full.
- ⇒ In close consultation with the Erasmus subject coordinator for your Faculty and the Chairperson of the examination board, please enter the components you intend to study at your host institution (min. 20 ECTS credits) in *Table A*, and in *Table B* enter the components required under the regulations of your home institution for **full** recognition of your course of study. **IMPORTANT:** There does not have to be 1:1 equivalence between the two tables (see example on page 2 of this leaflet). The aim is to ensure **full** recognition of comparable learning outcomes. If the examination board declines to recognise your components, please contact the International Office (IUZ).
- ⇒ Please also enter components at the host institution with few or no ECTS credits in the table titled "Annex" (Exception from Recognition) on the final page of the Learning Agreement.
- ⇒ Please enter the language of instruction at your host institution under *Language Level* and the level of skill you anticipate achieving in that language at the latest by the beginning of your stay.
- ⇒ Please sign the learning agreement yourself, obtain the signature of your subject coordinator and examination board chair (*responsible person/sending institution*) and send a scanned copy by email to your host institution for signature and return.

IMPORTANT: You must submit a scanned, emailed or printed copy of your fully completed learning agreement to Mr Sachs in the International Office (IUZ), with all pages signed, at least four weeks before the start of your stay.

If further amendments to your original study plans are necessary at a later stage, these can be agreed with your examination board up to five weeks after the start of the semester and recorded on the *Changes* form (email a signed copy to: oliver.sachs@ius.tu-chemnitz.de).

Examples of completed Tables A and B:

Table A:

	Planned period of the mobility: from [month/year] to [month/year]					
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution/Gasthochschule (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ¹ to be awarded by the Receiving Institution upon successful completion		
	XY1	International Politics	autumn	6		
	XY2	Law of the EU	autumn	4		
	XY3	20 th Century Economics	autumn	5		
	XY4	European Civilisation	autumn	5		
	XY5	Theories in Cultural Sciences	autumn	4		
				Total: 24		

Table B:

Recognition at the Sending Institution/Anerkennung durch die Heimathochschule						
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue) Hinweis: Angabe von Modulleistungen bzw. Modulen It. Studienordnung Ihres Studiengangs an der TU Chemnitz	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution		
		Modulleistung B3	autumn	3		
		Modulleistung K2	autumn	7		
		Modulleistung C4	autumn	4		
		Modulleistung D5	autumn	4		
		Modulleistung A5	autumn	6		
		oder:				
		Auslandsmodul AB2	autumn	24		
				Total: 24 (Hinweis: Falls Gesamtzahl ECTS credits Table B niedriger als in Table A → "Annex to Learning Agreement" (siehe unten) ausfüllen!)		

Learning Agreement Flow Chart

Before your trip

Fill out Part 1 of Learning Agreement

J,

Sign Part 1 of Learning Agreement

reement eil I

Student in discussion with Erasmus subject

coordinator

Student, Erasmus subject coordinator, examination

committee

Send Part 1 of Learning Agreement to host institution

Student

J

Sign Part 1 of Learning Agreement + return to student

Host institution

D

Submit to International Office

Student

During your trip

Fill out changes form (Learning Agreement Part II) as necessary

Student

J,

Sign changes form

Host institution

Send changes form to International Office within five weeks of start of stay

Student



Forward changes form to subject coordinator for signature and further forwarding to examination committee for signature

International Office, Erasmus subject

coordinator



Return to International Office

Examination Committee

After your trip

Issue Learning Agreement Part III Transcript of Records

Host institution



Send to student or International Office no more than five weeks after end of stay

Host institution

П

Submit LA Part III "Transcript of Records" (+ Learning Agreement Part I + changes form if necessary) and LA Part III "Recognition" to examination committee

Student



Fill out and sign LA Part III "Recognition", forward to student

Examination Committee



Submit LA part III "Recognition" (original) to Central Examination Office and to International Office (copy)

Student