Instruction for completion of your Learning Agreement

In the Learning Agreement, you agree with your Erasmus+ coordinator in Bielefeld and your host university on a study program, that you will be completing abroad and regulate the later crediting of study achievements at Bielefeld University. Please note that within the European Union, one semester usually covers 30 ECTS. We recommend that you follow this guideline. Larger deviations must be explained. The "Before the mobility" part of the Learning Agreement must be completed before the start of your study abroad and be signed by all parties. The "During the mobility" section only has to be completed and signed if unforeseen changes to the study program occur after your arrival at the host university. These are to be approved within the first five weeks. Even if you do not want to receive ECTS from the semester abroad for your studies at Bielefeld University, you must complete the Learning Agreement. In this case, leave tables B and B2 blank.
Completing the Learning Agreements

General information

• Complete the Learning Agreement according to the following instructions.
• Fill in the Document on your computer – if possible, not handwritten.
• The document must be easy to read. If there are any changes at the host university, scan the document and send the pages to the responsible Erasmus+ coordinator as a PDF document. Do not send any photographed documents as image files.

1. At the beginning of the document, fill in your name and the year(s) of your semester abroad.
2. Fill in your data.
Completing “Before the Mobility“ – Tables A and B

This part of the Learning Agreement must be completed by you and signed by all parties before you leave!

1. Above the Table, indicate for which period of time your stay abroad is planned (month/year).
2. In table „A Before the mobility“ indicate which course you would like to attend at your host university. To do this, enter the course number, the course name, the semester in which you will take the course (“winter” or “summer semester”) and the number of ECTS credits you will receive if the course is successfully completed. Please enter a realistic number of courses that you can take during one semester abroad. Remember the default of 30 ECTS.
3. Enter the total number of ECTS here.
4. Enter the web link under which the course catalog of your host university can be found.
5. Enter the language in which the courses are held at your host university and indicate your level in this language.

1. In table "B Before the mobility", indicate for which modules you would like to receive the ECTS, you will receive abroad, for your studies in Bielefeld. To do this, enter the module name (for example "30-M25"), the name of the module and the module element (for example "Transnationalization, Migration and Development, Seminar 2"). Do not enter individual seminars here, only modules. Please note that the content of the courses taken
abroad must correspond as far as possible to the competencies from the module descriptions of your studies, to be credited. Do not re-enter in this table the titles of the courses you want to attend at your host university, but only information about the modules at Bielefeld University.

Please note that you only enter realistic ECTS credits. Follow the credit points in the module handbook for your degree program. For seminars you will normally receive 4 credits and for examinations 2 (BA) or 6 (MA) credits. This means that you will be credited with 10 credits in Bielefeld for a Master course including an exam, even if you only receive 8 ECTS credits at your host university. Therefore, enter in the table "B. Before the mobility" the points that you receive in Bielefeld, even if they deviate from the ECTS credits at your host university.

Also make sure that examinations you perform abroad are graded. Otherwise, these cannot be counted as such in Bielefeld.

2. Enter the total number of ECTS here.

Finally, you must enter the details of all persons involved in the "Commitment" table. Then you have to collect the signatures of the persons. Proceed according to the row order.

1. Enter your data and sign at the end of the line.
2. Enter the data of the responsible coordinator at Bielefeld University.
3. Enter the data of the recognition officer: Prof. Dr. Oliver Flügel-Martinsen.
4. Enter the data of the responsible person at your host university. These may be supplemented at your host university.

Let the participants at the Bielefeld University sign in the order of the lines. Then send your learning Agreement as a PDF document to your host university and have the responsible person there signed. The Learning Agreement is only valid with all signatures!
Completing „During the Mobility“ – Tables A2 und B2

This part of the Learning Agreement must be completed by you during your semester abroad and signed by all involved persons, only if there are changes in the courses you wish to take. If you are uncertain about the effects of a change of course on the crediting of ECTS, please discuss these changes with your coordinator before filling out the form.

1. Enter the course number and course name of the courses that have changed during your stay abroad at your host university. Be sure to include the course you want to delete from your study program and then, directly below, enter the course you are visiting according to the crosses in the "Deleted component" and "Added Component" columns. Only enter the courses that have changed!

2. For each entry made, enter a number for the reason of the change in your study program. The possible reasons and the corresponding numbers can be found at the end of the appendix to the Learning Agreement.

3. Enter the number of ECTS here.

1. In table "B2 During the mobility", list changes that will result from your change of course, for recognition at the Bielefeld University. First enter the module number (for example, "30-M25") and the module name with module element (for example, "Transnationalization, Migration and Development", Seminar 2) of the module for which you no longer wish to receive ECTS credits. Place a cross in the "Deleted component" column and specify the number of ECTS you have already noted in table B1. In the next line, enter the module number (for example "30-M23") and module name with module element (for example "Organization I", Seminar 1) of the module for which you wish to have the ECTS credits to the new courses in your Learning Agreement. Put a cross in "Added component" and enter the new number of ECTS that you want to be credited.

Should there be no changes to the recognition, for example your newly chosen course can be recognized in the same way as the old one, then leave this table empty. Have the responsible person signed at your host university. E-mail the scanned document to your Erasmus+ coordinator in Bielefeld. This person will also sign the document and forward it to the Recognition Officer for signature, or you will have to forward it yourself. The changes in your Learning Agreement are only effective with all required signatures.