

Liebe Studierende, um das Ausfüllen des LA für Sie einfacher zu gestalten, haben wir für Sie eine Vorlage erstellt. In dieser Vorlage werden nicht alle Felder kommentiert, sondern nur diejenigen, die erfahrungsgemäß Probleme bzw. Missverständnisse bereiten könnten.

Bei dem LA handelt es sich um ein Word-Dokument 2010 (docx). Sollten Sie zu Hause kein Microsoft Office 2010 besitzen, dann füllen Sie bitte das Dokument an einem Rechner der Ostfalia aus. Alle Ostfalia Rechner sind mit dieser Software ausgestattet.

**Legende:**

- Grüne Felder werden von den Studierenden ausgefüllt
- Purpurrote Felder werden vom ISO ausgefüllt bzw. ergänzt
- Rote Felder werden sowohl von dem Paten der Kooperation bzw. dem Auslandsbeauftragten Ihrer Fakultät als auch dem Prüfungsausschussvorsitzenden unterschrieben
- Orangene Felder werden von der Gasthochschule ausgefüllt

## LEARNING AGREEMENT FOR STUDIES

### Student

Last name (s)	Doe	First name (s)	Jane
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Date of birth	11.11.1991	Nationality <sup>1</sup>	German
Sex [M/F]	F	Academic year	2014/2015
Study cycle <sup>2</sup>	Bachelor	Field of education <sup>3</sup>	Computer Science
Phone	0531-55555	E-mail:	j.doe@ostfalia.de

### The Sending Institution

Name	Ostfalia University of Applied Science	Faculty	Computer Science/IT
Erasmus code <sup>4</sup> (if applicable)	DE WOLFENB 01	Department	IT-Management
Address	Salzdahlumer Straße 46/48 38302 Wolfenbüttel	Country	Germany
Contact person <sup>5</sup> name	Christine Storm	Contact person e-mail / phone	<a href="mailto:ch.storm@ostfalia.de">ch.storm@ostfalia.de</a> +49 5361 8922 15520

Vorgegebenes Feld – wählen Sie ein Element aus

Tragen Sie Ihren Studiengang an der Ostfalia auf Englisch ein

Tragen Sie den Namen der Fakultät an der Gasthochschule ein.

### The Receiving Institution

Name	Coventry University	Faculty	Computer Science
Erasmus code <sup>4</sup> (if applicable)	GB COVEN 01	Department	IT-Management
Address	Oxford Street 3	Country	England
Contact person name	John Doe	Contact person e-mail / phone	<a href="mailto:john.doe@coventry.uk">john.doe@coventry.uk</a> +44 111 1111 111

Tragen Sie den Namen des Studiengangs an der Gasthochschule ein.

**NOTE:**  
Form should be filled out on PC

## SECTION TO BE COMPLETED BEFORE THE MOBILITY

Tragen Sie alle Module ein, die Sie an der Gasthochschule besuchen möchten

### I. Study Programme at the Receiving Institution

Planned period of the mobility: from **August 2016** till **December 2016**

Table A: Study programme abroad – before the mobility

Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS <sup>7</sup> credits to be awarded by the Receiving Institution upon successful completion
15121	Introduction to Data Structures	Spring	6
15319	Cloud Computing	Spring	5
			Total: 11

Web link to the course catalogue<sup>8</sup> at the receiving institution describing the learning outcomes:

<http://web1.eng.coventry.ac.uk/euro/default.htm>

Tragen Sie die Ostfalia Module ein, die nach Absprache mit dem Prüfungsausschussvorsitzenden, durch die Module an der Gasthochschule ersetzt werden

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad. The recognition will not occur automatically but will be granted on student's request upon the end of the exchange.

NB: no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits to be awarded by the Sending Institution upon successful completion
6982	Einführung in die Datenstruktur	Spring	6
			Total: 6

If the student does not complete successfully some educational components, the following provisions will apply:

Finden Sie In Kürze unter folgendem

Link: [http://www.ostfalia.de/cms/de/international/internationales\\_Buero\\_-\\_student\\_office/Studium\\_im\\_Ausland/EU/Studium/index.html](http://www.ostfalia.de/cms/de/international/internationales_Buero_-_student_office/Studium_im_Ausland/EU/Studium/index.html)

#### Language competence of the student

The level of language competence<sup>9</sup> in *Spanish* 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

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## II. COMMITMENT OF THE THREE PARTIES

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 Sending 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 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 in **Annex 1** 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 within 3 weeks from the beginning of the study program.

Bringen Sie das LA sowohl zum Paten der Auslandskooperation oder zum Auslandsbeauftragten Ihrer Fakultät als auch zum Prüfungsausschussvorsitzenden Ihrer Fakultät zur Unterschrift

Unterschreiben Sie hier

### The student

Student's signature: *Jane Doe*

Date: 03.03.16

### Responsible persons<sup>10</sup> in the sending institution:

#### Academic Contact

Name: *Prof. Erika Musterfrau*

E-mail: [e.musterfrau@ostfalia.de](mailto:e.musterfrau@ostfalia.de)

Phone number: +49 5361 8922 16610

Signature: *Erika Musterfrau*

Date: 04.03.16

#### Examinations Board Chairman

Name: *Prof. Max Mustermann*

E-mail: [m.mustermann@ostfalia.de](mailto:m.mustermann@ostfalia.de)

Phone number: +49 5361 8922 16620

Signature: *Max Mustermann*

Date: 05.03.16

Tragen Sie den Namen und die Kontaktdaten des Paten der Auslandskooperation bzw. des Auslandsbeauftragten Ihrer Fakultät ein

Tragen Sie den Namen und die Kontaktdaten des Prüfungsausschussvorsitzenden Ihrer Fakultät ein

Fragen Sie den Paten der Auslandskooperation an der Ostfalia, wer Sie an der Partnerhochschule fachlich betreuen wird, und tragen Sie hier dessen Namen und Kontaktdaten ein

### Responsible person<sup>11</sup> in the receiving institution:

Function: *Academic Contact*

Name: *David Begood*

E-mail: [david.begood@coventry.uk](mailto:david.begood@coventry.uk)

Phone number: +44 111 1111 112

Signature: *David Begood*

Date: 14.04.15

### NOTE:

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**ANNEX 1: EXCEPTIONS TO THE RECOGNITION OF THE PROPOSED STUDY PROGRAM**

The Ostfalia encourages students to broaden their horizons by attending extra curricula courses. However, due to the rules of the study regulations, these courses cannot be recognized officially in the student's study program. The following table contains the courses that the student is allowed to attend at the receiving institution but will not be recognized in the student's study program upon completion.

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Justification for non-recognition
15319	Cloud Computing	The student does not want to recognize the course

Sollten Sie an der Gasthochschule Kurse besuchen, die an der Ostfalia nicht angerechnet werden können – sei es weil Sie scheinfrei ins Ausland gehen, sei es weil Sie Kurse besuchen möchten, die Sie weiterbilden, jedoch thematisch/fachlich in Ihrer Studienordnung nicht vorgesehen sind – müssen Sie hier die Kurse eintragen und einen Grund für die nicht Anrechnung eingeben.

## ANNEX 2: END NOTES

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<sup>1</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **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).

<sup>3</sup> **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](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.

<sup>4</sup> **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.

<sup>5</sup> **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.

<sup>6</sup> 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.

<sup>7</sup> **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.

<sup>8</sup> **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.

<sup>9</sup> **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>

<sup>10</sup> **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.

<sup>11</sup> **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.