

Guideline Learning Agreement

- Part I: Before the mobility

Dear students

This guide is intended for students who are planning a semester abroad and need to draw up a Learning Agreement. In order to guarantee a smooth process, the following describes how to complete "Part I: Before the mobility" of the Learning Agreement and which documents need to be submitted. Please also have a look at the Model Learning Agreement, which we have prepared for you.

We hope you enjoy your semester abroad!

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1. Required documents

In order to request a Learning Agreement, students must submit the following documents (manually or by e-mail):

- Short **cover letter** indicating which courses of the University of Siegen are to be replaced abroad. (See Model Learning Agreement)
- Excerpt from the current course schedule and grades („**Leistungsübersicht**“ can be downloaded in unisono)
- Information on courses planned to be attended abroad and **course outlines / syllabus** of these courses with regard to content, examination modalities, scope, ECTS
- Information on the **courses of the University of Siegen**, which are planned to be replaced (according to the „Modulhandbuch“: exact name of the courses, the contents and the examination modalities)
- **Overview of all modules** in the course of studies at the University of Siegen and their module designations (study plan or graphic to better classify the courses in their meaning)
- Official form of the Learning Agreement (to be found in the „[Formularcenter](#)“)

On our homepage you will also find a model Learning Agreement. Please check this against yours to ensure that all necessary documents have been submitted.

2. Contact person and procedure

For recognition, students go to the relevant subject coordinator („[Fachvertreter](#)“) of their higher-level study subjects. The representatives responsible for the student inform the other subject representative colleagues by e-mail about pending recognition in their subject area. If there are any questions, the student will be contacted online. In special cases, a personal discussion is to be preferred. If all documents are complete and correct, the students will receive an online confirmation for the complete Learning Agreement from the subject coordinator. The documents can then be collected in the form of paper from the office of the subject coordinator.

3. Learning Agreement - Part I: Before the mobility

3.1. Basic information




Learning Agreement Student Mobility for Studies

Higher Education:
Learning Agreement form
Mustermann, Max
Academic Year **2018/2019**

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
	Mustermann	Max	16.07.1999	German	Male	Master	0413: Management and administration (04.4 - 345)
Sending Institution	Name	Faculty/Department	Erasmus code ⁴	Address	Country	Contact person name ⁵ ; email; phone	
	Universität Siegen	International Student Affairs	D Siegen01	Adolf-Reichwein-Str. 2, 57068 Siegen	Germany	Mrs. Prof. Dr. Petra Moog, p.moog@uni-siegen.de, +49 271 / 740 - 3012 Mrs. Madita Steffens madita.steffens@zv.uni-siegen.de , +49 (0)271/740-3909	
Receiving Institution	Name	Faculty/ Department	Erasmus code	Address	Country	Contact person name; email; phone	
	Comenius University in Bratislava	Faculty of Management	SK BRATISL02	Comenius University in Bratislava Faculty of Management Odbojárov 10 P.O. BOX 95 820 05 BRATISLAVA 25	Slovak Republic	Administrative contact: Maria Muster E-Mail: Maria.Muster@fm.uniba.sk Tel: 00421 2 50 117 438	

1. First, the name and academic year of the planned semester abroad must be entered in the header.
2. Field of education: Please use the [ISCED-F 2013](#) search tool to find the area that best fits your study programme.
3. Contact person: [Subject coordinator](#) of the **University of Siegen** as well as the responsible [ISA staff member](#)
4. Erasmus Code: Please search [here](#) for the appropriate **host institution**, the Erasmus code is given there.

Univerzita Komenskeho v Bratislave

Name (Übersetzung)	Comenius University of Bratislava
Land	 Slowakei
Stadt	Bratislava
Erasmus-Code	SK BRATISL02
Homepage	http://www.uniba.sk

5. Specify the relevant contact person at the **host institution**. This can be the subject coordinator of the host institution or the Erasmus+ coordinator. Usually, the host institution informs the applicants about the respective contact person.

3.2. Table A (Host institution)

6 I. Before the mobility

<i>Study Programme at the Receiving Institution</i>						
Planned period of the mobility: from 09/18 to 02/19						
<i>Minimum of 15 ECTS credits per semester</i>						
Table A Before the mobility	8	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion	
			FM.KIS/030A M/16	Management Information Systems	Autumn term 18/19	6
			FM.KMK/016 AM/16	Marketing management	Autumn term 18/19	6
			FM.KSP/046A M/17	Value Based Management and Entrepreneurial Risks at SME's	Autumn term 18/19	6
						Total: 18
	10 Web link to the course catalogue at the Receiving Institution describing the learning outcomes: https://www.fm.uniba.sk/en/international-relations/erasmus-programme/courses/winter/					
The level of language competence ⁹ in English that the student already has or agrees to acquire by the start of the study period is: <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker						

6. Gather information on the courses offered by the **host institution** and create an individual course plan. For more information on creditability, please refer to Chapter 3.3 (Creditability of courses - ECTS points)
7. Enter dates of beginning and end of the semester at the **host institution**
8. Component code: Course number or course ID can for example be found in the module manuals, course outlines / course syllabus of the **host institution**. When in doubt, please check with your host institution
9. For each course you wish to attend, a course outline / course syllabus must be enclosed with the Learning Agreement when it is handed in to the subject coordinator's office.
10. Please insert a link that leads to an overview of the **host institution's** courses
11. Enter the language of teaching at the **host institution** and tick the level attained in this language (which is determined, for example, by the OLS language assessment)

3.3. Creditability of courses - ECTS points

- In order to achieve the 9 or 6 ECTS points per module that are usual at Faculty III, it is possible to combine courses abroad. (e.g. 4.5 + 4.5 ECTS or 3 + 6 ECTS)
- In order to achieve the 9 ECTS (6 ECTS) required in Siegen it is also possible to assign courseworks and their ECTS for recognition on two modules in Faculty III. (For example, three courses (A, B, C) with 6 ECTS each are taken abroad. These can be divided into two modules with 9 ECTS, i.e. 6 ECTS from course A and 3 ECTS from course C as well as 6 ECTS from course B and another 3 ECTS from course C for a second module.)
- With small overhangs of 1 ECTS it is not necessary to obtain this one point via other modules, but with 3 ECTS it is
- Students should try to generate course solutions abroad that completely cover a module in Siegen. It is not advisable to take courses abroad that only provide partial points for a module in Siegen, as their recognition is very time-consuming and is only permitted in exceptional cases. In this case, the students have to find a concrete solution with the respective module coordinator or person involved in advance to the stay abroad and have to be able to prove this agreement with the module coordinator individually. The supervisor then offsets the partial grades from abroad with the partial grades here, mostly from work during the semester, such as written term papers, data evaluations, interviews or individual partial exams. (e.g. „Bankenfinanzierung und international Banking“ = 1 module with one final exam; hardly possible to write a partial exam for only one area; therefore special agreements with the respective module coordinators are necessary (IN ADVANCE to the stay abroad))
- In the Bachelor Management (BWL) as well as the Master programs AAT and CR the elective module (Wahlmodul) has to be chosen from a given catalogue. According to the module handbooks, other courses / modules can also be chosen on request in justified exceptional cases. Studying abroad is considered a justified exception in this sense. (In the Master MM and in the Master SME the compulsory elective module the student is completely free to choose.)

3.4. Table B (University of Siegen)

<i>Recognition at the Sending Institution</i>					
Table B Before the mobility	12	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
		MS-SME-M3	Technologiemanagement	Autumn term 18/19	9
		MS-SME-M7	Marketing-Management	Autumn term 18/19	9
					Total: 18
Provisions applying if the student does not complete successfully some educational components: https://www.wiwi.uni-siegen.de/pruefungsamt/downloads/pruefungsordnungen/sme-msc_(2012)_po.pdf					14
<input type="checkbox"/> Recognition not desired <input type="checkbox"/> Recognition not possible					

12. Component code: Course number or course ID can usually be found in the respective module manual (Modulhandbuch) of your programme at the **University of Siegen**
13. For each course that should be credited, the corresponding page of the module manual must be enclosed with the Learning Agreement when it is handed in to the subject coordinator
14. Please insert a link to the examination regulations (Prüfungsordnung) for your study programme at the **University of Siegen**. The examination regulations can be found on the homepage of the Examination Office ([Prüfungsamts der Fakultät 3](#))

3.5. Commitment

Commitment					
<p>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 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.</p>					
Commitment	Name	Email	Position	Date	Signature
Student	Mustermann, Max	max.mustermann@student.uni-siegen.de	Student		15
Responsible person ¹⁰ at the Sending Institution	Prof. Dr. Moog, Petra	p.moog@uni-siegen.de	departmental coordinator		
Responsible person at the Receiving Institution ¹¹	Prof. Dr. Michael Beispiel	michal.beispiel@uniba.sk	Vice Dean for international Relations	16	

15. Please sign
16. Enter the subject coordinator of the **host institution**. Usually, the host institution will inform you about this person. If in doubt, please ask there.