

## LEARNING AGREEMENT for Studies Changes

***This form has to be completed ONLY in case of any exceptional CHANGES TO THE ORIGINAL LEARNING AGREEMENT on arrival at the Receiving Institution!***

*(to be approved by e-mail or signature by the student, the responsible person at the Sending Institution and the responsible person at the Receiving Institution and sent to the International Office at Zittau/Goerlitz University within seven weeks after the starting date of the studies)*

### Student

Last name(s)		First name(s)	
Date of birth		Nationality <sup>1</sup>	
Sex [M/F]		Academic year	
Study cycle <sup>2</sup>		Field of education <sup>3</sup>	

### Sending Institution

Name	Hochschule Zittau/Görlitz	Faculty/Department	
Erasmus code <sup>4</sup>	D ZITTAU01	Country	Germany
Address	Theodor-Körner-Allee 16 02763 Zittau	Country code	DE
Contact person <sup>5</sup> name	Stephanie Ludwig	Contact person e-mail / phone	s.ludwig@hszg.de +49 (0) 3583 612-4499

### Receiving Institution

Name		Faculty/Department	
Erasmus code		Country	
Address		Country code	
Contact person name		Contact person e-mail / phone	

## Section to be completed DURING THE MOBILITY

### I. EXCEPTIONAL CHANGES TO THE AGREED MOBILITY PROGRAMME

**Table A2: Exceptional changes to Table A of the original LA**

Component code <sup>6</sup> (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>8</sup>	Number of ECTS credits (or equivalent) <sup>9</sup>
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item	
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item	
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item	

**Table B2: Exceptional changes to Table B of the original LA (if applicable)**

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)
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

### II. CHANGES IN THE RESPONSIBLE PERSON(S), if any

**New responsible person<sup>10</sup> at the Sending Institution:**

Name: \_\_\_\_\_ Function: Departmental Coordinator  
(academic issues)  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**New responsible person<sup>11</sup> at the Receiving Institution:**

Name: \_\_\_\_\_ Function: Departmental Coordinator  
(academic issues)  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### III. COMMITMENT OF THE THREE PARTIES

The student, the Sending Institution and the Receiving Institution confirm that they approve the proposed amendments to the mobility programme.

<b>Student</b>	
Student's signature	Date:

<b>Sending Institution</b>	
Responsible person's signature	Date:

<b>Receiving Institution</b>	
Responsible person's signature	Date:

<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 relation 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> **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>8</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	Reasons 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)	

<sup>9</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>10</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the mobility programme of outgoing students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

<sup>11</sup> **Responsible person at the Receiving Institution:** an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

MUSTER