**LEARNING AGREEMENT FOR STUDIES**

#### **SECTION TO BE COMPLETED DURING THE MOBILITY**

(NB: This section is only valid together with the previously signed Part 1 of the Learning Agreement “Before Mobility”)

**Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Ostfalia University of Applied Science | Faculty | Wählen Sie ein Element aus. |
| Contact person  name | Christine Storm | Contact person  e-mail / phone | [ch.storm@ostfalia.de](mailto:ch.storm@ostfalia.de)  +49 5361 8922 15520 |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Contact person[[1]](#endnote-1) name |  | Contact person  e-mail / phone |  |

**CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

###### **I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

Table A2:

Exceptional changes to Table A. To be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component[[2]](#endnote-2) code**  (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue) | **Status of the component** | **Reason for change[[3]](#endnote-3)** [if applicable] | **Number of ECTS credits** |
|  |  | Wählen Sie ein Element aus. | Wählen Sie ein Element aus. |  |
|  |  | Wählen Sie ein Element aus. | Wählen Sie ein Element aus. |  |
|  |  | Wählen Sie ein Element aus. | Wählen Sie ein Element aus. |  |
|  |  | Wählen Sie ein Element aus. | Wählen Sie ein Element aus. |  |
|  |  | Wählen Sie ein Element aus. | Wählen Sie ein Element aus. |  |
|  |  | Wählen Sie ein Element aus. | Wählen Sie ein Element aus. |  |
|  |  |  |  | Total: |

Table B2:

Exceptional changes to Table B - if applicable. To be approved by e-mail or signature by the student and the responsible person in the Sending Institution.

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code**  (if any) | **Component title at the Sending Institution** (as indicated in the course catalogue) | **Semester**  [autumn / spring] | **Number of ECTS credits to be recognised by the Sending Institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total: |

###### **II. COMMITMENT OF THE THREE PARTIES**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the proposed amendments to the mobility programme

The Receiving Institution confirms that the educational components listed in **Table A2** 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 B2**.

Any exceptions to this rule are documented in in **Annex 2** of this Learning Agreement and agreed by all parties.

|  |  |
| --- | --- |
| **The student** | |
| Student’s signature: | Date: |

|  |  |  |
| --- | --- | --- |
| **Responsible persons[[4]](#endnote-4) in the sending institution:** | | |
| Academic Contact  Name:  Phone number: | E-mail:  Signature: | Date: |
| Examinations Board Chairman  Name:  Phone number: | E-mail:  Signature: | Date: |

|  |  |  |
| --- | --- | --- |
| **Responsible person[[5]](#endnote-5) in the receiving institution:** | |  |
| Function:  Name:  Phone number: | E-mail:  Signature: | Date |

#### **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** |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |

#### **END NOTES**

1. **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. [↑](#endnote-ref-1)
2. 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. [↑](#endnote-ref-2)
3. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

   |  |  |
   | --- | --- |
   | ***Reasons for deleting a component*** | ***Reason 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) |  |

   [↑](#endnote-ref-3)
4. **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. [↑](#endnote-ref-4)
5. **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. [↑](#endnote-ref-5)