



UNIVERSITY OF
HOHENHEIM

HOW TO FILL IN THE LEARNING AGREEMENT

For Students from the Faculty of Business, Economics and Social Sciences

Office of International Affairs, April 2024

FORM A

LA BEFORE

LA DURING



Formular A der Fakultät Wirtschafts- und Sozialwissenschaften

Vor dem Auslandsaufenthalt einzureichen: Formular A
 Vorabprüfung auf Anerkennung von ausländischen Studien- und Prüfungsleistungen
 Formular A bitte online ausfüllen und per E-Mail einreichen: anerkennung-wiso@uni-hohenheim.de
 Bitte nennen Sie im Betreff: <<Ihren Studiengang>> Vorabprüfung

1. Angaben zur Person	
Name, Vorname	Tragen Sie Ihren Namen ein.
Matrikel-Nr. (Hohenheim)	Tragen Sie Ihre Matrikel-Nr. ein.
Aktuelles Fachsemester	Tragen Sie Ihr Fachsemester ein.
E-Mail	Tragen Sie Ihre Hohenheimer E-Mail ein @uni-hohenheim.de
Studiengang (Universität Hohenheim)	Wählen Sie Ihren Studiengang aus.

Online-Learning-Agreement Student-Mobility-for-Studies

IMPORTANT INFORMATION: For the Erasmus+ 2021-2027 programme, Learning Agreements must be managed digitally. Higher Education Institutions can do this by using a recognition system, which is connected to the Erasmus Without Paper Network and has the relevant Learning Agreement API implemented. Therefore, this template is provided by the European Commission for information purposes only and must not be used to manage Learning Agreements for Student-Mobility-for-Studies.

General information

Student	Last name (X)	First name (X)	Date of birth (X)	Nationality (X)	Gender (X)
	ESN	Study cycles	Field of education (X)	Field of education (X)	Field of education (X)
Sending institution	Name (X)	Faculty/Department (X)	Erasmus code (X)	Country (X)	Administrative contact person name; email; phone (X)
Receiving institution	Name (X)	Faculty/Department (X)	Erasmus code (X)	Country (X)	Administrative contact person name; email; phone (X)

The level of language competence in: (Indicate here the main language of instruction) that the student already has or agrees to acquire by the start of the study periods: X

Mobility type and duration

Mobility type (select one):

- □ Semester(s) (X) including virtual component (X)
- □ blended mobility with short term physical mobility (X)
- □ Short term doctoral mobility (X) including virtual component

Estimated duration (to be confirmed by the Receiving Institution):

- Planned period of the physical mobility (X)
- □□□□ (Only optional) (monthly/year) (X)
- □□ (Only optional) (month/year) (X)

Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institutions.

Commitment of the three parties Any-Mobility type

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online 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. The Receiving Institution and the student should also commit to work in strict accordance with the Erasmus programme agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units granted at the Receiving Institution for the successfully completed educational components and to cover them through the student's degree. 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.

Commitment	Name	Email	Position	Date	Digital Signature (X)
Student	X	X	Students	X	X
Responsible person at the Sending Institution	X	X	X	X	X
Responsible person at the Receiving Institution	X	X	X	X	X

Changes to the learning agreement Mobility type: Semester(s)

(to be digitally approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

(to be digitally approved by the student and the responsible person in the Sending Institution)

Table B2	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]	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>

Important

Before the Learning Agreement will be filled out, [Form A](#) needs to be submitted to the Faculty to pre-check if your courses can be recognized



Formular A der Fakultät Wirtschafts- und Sozialwissenschaften

Vor dem Auslandsaufenthalt einzureichen: Formular A
 Vorabprüfung auf Anerkennung von ausländischen Studien- und Prüfungsleistungen
 Formular A bitte online ausfüllen und per E-Mail einreichen: anerkennung-wiso@uni-hohenheim.de
 Bitte nennen Sie im Betreff: <<Ihren Studiengang>> Vorabprüfung

1. Angaben zur Person	
Name, Vorname	Tragen Sie Ihren Namen ein.
Matrikel-Nr. (Hohenheim)	Tragen Sie Ihre Matrikel-Nr. ein.
Aktuelles Fachsemester	Tragen Sie Ihr Fachsemester ein.
E-Mail	Tragen Sie Ihre Hohenheimer E-Mail ein @uni-hohenheim.de
Studiengang (Universität Hohenheim)	Wählen Sie Ihren Studiengang aus.

2. Angaben zur Hochschule, an der die Leistungen erbracht werden	
Hochschule, an der die Leistung erbracht wird	Tragen Sie Ihre Gasthochschule ein.
Ort / Land	Tragen Sie den Ort Ihrer Gasthochschule ein.
Studienniveau an der ausländischen Hochschule	Wählen Sie Ihr Studienniveau aus.
Austauschprogramm	Wählen Sie Ihr Austauschprogramm aus.
Dauer des Auslandsaufenthalts	Von: Beginn des Auslandsaufenthalts Bis: Ende des Auslandsaufenthalts

ggf. Kursnummer und -titel	Credits**	Modulnummer und -titel	ECTS-Credits	Anerkennung geplant
ggf. Kursnummer & Kurstitel des Moduls an der Gasthochschule	Credits	Modul Ausland oder Modultitel oder Profil-/Schwerpunktbereich	Es müssen mind. 6 ECTS erreicht werden	<input type="checkbox"/> Ja <input type="checkbox"/> Nein, keine Credits zur Verfügung*** <input type="checkbox"/> Nein, jedoch Prüfung für Erasmus-Zuschuss nötig
Anerkennbar (wird von der Fakultät ausgefüllt) <input type="checkbox"/> Ja <input type="checkbox"/> Nein <input type="checkbox"/> Unklar		Nein / Unklar, da... <input type="checkbox"/> wesentliche Unterschiede in den Kompetenzen <input type="checkbox"/> unvollständige / nicht aussagekräftige Informationen		Weitere Anmerkungen der Fakultät.
ggf. Kursnummer & Kurstitel des Moduls an der Gasthochschule	Credits	Modul Ausland oder Modultitel oder Profil-/Schwerpunktbereich	Es müssen mind. 6 ECTS erreicht werden	<input type="checkbox"/> Ja <input type="checkbox"/> Nein, keine Credits zur Verfügung*** <input type="checkbox"/> Nein, jedoch Prüfung für Erasmus-Zuschuss nötig
Anerkennbar (wird von der Fakultät ausgefüllt) <input type="checkbox"/> Ja <input type="checkbox"/> Nein <input type="checkbox"/> Unklar		Nein / Unklar, da... <input type="checkbox"/> wesentliche Unterschiede in den Kompetenzen <input type="checkbox"/> unvollständige / nicht aussagekräftige Informationen		Weitere Anmerkungen der Fakultät.
ggf. Kursnummer & Kurstitel des Moduls an der Gasthochschule	Credits	Modul Ausland oder Modultitel oder Profil-/Schwerpunktbereich	Es müssen mind. 6 ECTS erreicht werden	<input type="checkbox"/> Ja <input type="checkbox"/> Nein, keine Credits zur Verfügung*** <input type="checkbox"/> Nein, jedoch Prüfung für Erasmus-Zuschuss nötig
Anerkennbar (wird von der Fakultät ausgefüllt) <input type="checkbox"/> Ja <input type="checkbox"/> Nein <input type="checkbox"/> Unklar		Nein / Unklar, da... <input type="checkbox"/> wesentliche Unterschiede in den Kompetenzen <input type="checkbox"/> unvollständige / nicht aussagekräftige Informationen		Weitere Anmerkungen der Fakultät.
* Listen Sie nachfolgend alle Kurse auf, die Sie im Ausland besuchen werden. Bitte führen Sie also auch diejenigen Kurse auf, die Sie später nicht für Prüfungsleistungen der Universität Hohenheim anerkennen lassen wollen.				
** Sind die Credits außerhalb des europäischen Credit-Systems (ECTS-Credits), benötigen wir eine Umrechnungstabelle bzw. Daten zur Gesamtanzahl der Credits des ausländischen Studienprogramms sowie die Dauer des Studienprogramms in Jahren oder einen Link zur Homepage mit der Umrechnung der Credits in ECTS-Credits.				
Innerhalb des freien Wahlbereichs können nur 6, 12, 18 oder 24 ECTS-Credits - in Abhängigkeit des Umfangs des freien Wahlbereichs - anerkannt werden.				
*** Aufgrund des Fortschritts des Studiums (bereits erbrachter Leistungen) kann weder eine Anerkennung der ausländischen Leistung für ein Hohenheimer Modul oder passgenau für den gewählten Profil-/Schwerpunktbereich oder für ein Modul Ausland im freien Wahlbereich erfolgen.				
Bitte schließen Sie bei der Auswahl der Kurse größere Überschneidungen mit bereits in Hohenheim besuchten oder noch zu besuchenden Veranstaltungen nach bestem Gewissen aus.				
Mit Formular A beantragen Sie eine Vorabprüfung auf Anerkennung. Die eigentliche Anerkennung von im Ausland erbrachten Studien- und Prüfungsleistungen erfolgt erst im Anschluss Ihres Auslandsaufenthalts mit der Einreichung von Formular B.				
Geprüft (wird von der Fakultät ausgefüllt): Hohenheim, den Datum der Unterschrift _____ - Unterschrift Fakultät -				

4. Kursbeschreibungen der Gasthochschule	
Hinweis: Kursbeschreibungen in gleicher Reihenfolge angeben wie unter 3. Wenn ein Weblink nicht verfügbar ist, reichen Sie die Kursbeschreibungen bitte separat als pdf-Datei ein.	
1. Kurstitel:	Kurstitel
Weblink einfügen:	Link zur Kursbeschreibung
2. Kurstitel:	Kurstitel
Weblink einfügen:	Link zur Kursbeschreibung
3. Kurstitel:	Kurstitel
Weblink einfügen:	Link zur Kursbeschreibung
4. Kurstitel:	Kurstitel
Weblink einfügen:	Link zur Kursbeschreibung
5. Kurstitel:	Kurstitel
Weblink einfügen:	Link zur Kursbeschreibung
6. Kurstitel:	Kurstitel
Weblink einfügen:	Link zur Kursbeschreibung
7. Kurstitel:	Kurstitel
Weblink einfügen:	Link zur Kursbeschreibung
8. Kurstitel:	Kurstitel
Weblink einfügen:	Link zur Kursbeschreibung

Learning Agreement Before the Mobility

Step 1/7: Fill in the General information (Student^{1,2}, Sending & Receiving Institution³ and your level of language proficiency)

Step 2/7: Fill in the Mobility type and duration (Semester and Planned Period⁴) plus the Commitment of the three parties (signatures⁵)

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Study program
	X		Bachelor: EQF 6 Master: EQF 7	BWL: 0410 VWL: 0311 Kowi: 0320	
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	University of Hohenheim	Faculty of Business, Economics and Social Sciences	D STUTTGA 02		Eva Veldman, outgoing@ua-uni-hohenheim.de, +4971145922563
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: 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 <input type="checkbox"/>					

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Semester(s)¹ <input type="checkbox"/> including Virtual component² <input type="checkbox"/> Blended mobility with short-term physical mobility³ <input type="checkbox"/> Short-term doctoral mobility⁴ <input type="checkbox"/> including Virtual component 	Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)/month/year] to [day (optional)/month/year]
Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.	

- Obligatory part of the LA is the table "Study Programme at the Receiving Institution" (p. 2) and the table "Recognition at the Sending Institution" (p. 3)
- Obligatory part of the LA is the table "Description of the virtual component at Receiving Institution and recognition at the Sending Institution" (p. 4)
- Obligatory part of the LA is the table "Study Programme at Receiving Institution and recognition at the Sending Institution" (p. 5)
- Obligatory part of the LA is the table "Study Programme at Receiving Institution and recognition at the Sending Institution" (p. 6)

Commitment of the three parties

Any Mobility type

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online 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. The Beneficiary 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 are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. 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.					
Commitment	Name	Email	Position	Date	Digital Signature
Student			Student		
Responsible person at the Sending Institution	Eva Veldman	Outgoing@ua-uni-hohenheim.de	Departmental Coordinator		
Responsible person at the Receiving Institution					

- For Study Cycle, choose either the Bachelor or Master code 2. For Field of Education, choose the code applicable to your field of studies 3. The Erasmus Code of the Receiving institution, you can find here: <https://webgate.ec.europa.eu/erasmus-esc/index/organisations/search-for-an-organisation>
- Check the Planned Period of Mobility by searching for the Academic Calendar of your host institution 5. Make sure the dates of all three signatures lie before the start of your mobility

Learning Agreement Before the Mobility

Step 3/7: Transfer the data from Form A to Table A^{1,2} & Table B³

Study Programme at the Receiving Institution Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	SA101	Statistic		Autumn
Total: ...				

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

Recognition at the Sending Institution Mobility type: Semester(s)

Table B	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 (or equivalent) to be recognised by the Sending Institution	Automatic recognition	If the "No" check box is selected a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students' diploma supplement or Europass Mobility Document.
	5202-090	Einführung in die statistische Datenanalyse		Autumn	6	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total: ...						

Provisions applying if the student does not successfully complete some educational components: https://www.uni-hohenheim.de/detail-meldungen-guests/taufenthalte/2x_ttnews%5Btt_news%5D=553318.cHash=59c5cd4a268448d4b273cb7595e7534

3. Angaben zu den Leistungen

Kurse, die Sie im Ausland besuchen werden* (=Table A des Learning Agreement)		Module oder Profil-/Schwerpunktbereiche an der Universität Hohenheim, für welche die Anerkennung gelten soll		Anerkennung
ggf. Kursnummer und -titel	Credits**	Module oder Profil-/ Schwerpunktbereiche	ECTS-Credits	Anerkennung geplant
ggf. Kursnummer & Kurstitel des Moduls an der Gasthochschule	Credits	Modul Ausland oder Modultitel oder Profil-/ Schwerpunktbereich	Es müssen mind. 6 ECTS erreicht werden	<input type="checkbox"/> Ja <input type="checkbox"/> Nein, keine Credits zur Verfügung*** <input type="checkbox"/> Nein, jedoch Prüfung für Erasmus-Zuschuss nötig
Anerkennbar (wird von der Fakultät ausgefüllt)	Nein / Unklar, da...	Weitere Anmerkungen der Fakultät.		
<input type="checkbox"/> Ja <input type="checkbox"/> Nein <input type="checkbox"/> Unklar	<input type="checkbox"/> wesentliche Unterschiede in den Kompetenzen <input type="checkbox"/> unvollständige / nicht aussagekräftige Informationen			
Example: SA101, Statistic	10	5202-090 Einführung in die statistische Datenanalyse	6	<input checked="" type="checkbox"/> Ja <input type="checkbox"/> Nein, keine Credits zur Verfügung*** <input type="checkbox"/> Nein, jedoch Prüfung für Erasmus-Zuschuss nötig

1. The total number of ECTS has to be a minimum of 24 and a maximum of 30 ECTS 2. The Component Code of Hohenheim can be found in the Course Catalogue 3. If a course is not being recognized by Hohenheim and the box in Form A is ticked with 'Nein, keine Credits..', then the Automatic Recognition option in Table B should also be ticked with 'No'

Learning Agreement Before the Mobility

Step 4/7: Transfer the data from Form A to Table A & Table B

Step 5/7: Once signed by us¹, download your LA from Mobility Online again

Step 6/7: Contact the Partner University for the last signature

Step 7/7: Upload the fully signed LA before the start of your stay abroad

1. Please note that the Office of International Affairs may take 1-2 weeks in order to have your document signed and uploaded again

Learning Agreement – During the Mobility

Important: In case of changes¹, please fill out [Form A](#) again and submit this to the Faculty

Step 1/5: Once your new Form A is approved by the Faculty, the LA During the Mobility² needs to be filled out to record the changes

Changes to the learning agreement Mobility type: Semester(s)

Exceptional changes to Table A <small>(to be digitally approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)</small>						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
	SA101	Statistic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	10
	SA102	Sample Based Data Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	10

• In table A2 you list the courses that you want to delete or add

Exceptional changes to Table B (if applicable) <small>(to be digitally approved by the student and the responsible person in the Sending Institution)</small>							
Table B2	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]	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
	S202-090	Einführung in die statistische Datenanalyse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		Yes <input type="checkbox"/> No <input type="checkbox"/>
	S202-160	Stichprobenbasierte Datenanalyse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	6	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

• In table B2 you have to list how the **added** courses will be recognized

1. Any party can request changes to the study programme within two to five weeks after the start of the semester 2. The LA During the Mobility needs to be signed by all parties within four weeks after the start of the study period

Learning Agreement – further procedure

Step 2/5: After filling in the deleted and added components in the Changes to the learning agreement section, upload your LA in Mobility Online together with Form A signed by the Faculty

Step 3/5: Once signed by us¹, download your LA from Mobility Online again

Step 4/5: Contact the Partner University for the last signature

Step 5/5: Upload the fully signed LA in Mobility Online

1. Please note that the Office of International Affairs may take 1-2 weeks in order to have your document signed and uploaded again



UNIVERSITY OF
HOHENHEIM

AFTER YOUR MOBILITY

Office of International Affairs, April 2024

Step 1/2: Make sure to upload your Transcript of Records in Mobility Online after your stay abroad

Step 2/2: Contact your Faculty for the final recognition:
<https://wiso.uni-hohenheim.de/beratung-erkennung>