

# Erasmus+ Digital Learning Agreement

## Student Mobility for Studies

### Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

**Bitte beachten Sie!** Nur vollständig ausgefüllte Learning Agreements können vom Erasmus+ Team bearbeitet werden. Inhaltliche Fragen zum Learning Agreement sind an die Kontaktpersonen Ihrer Fakultäten zu richten. Je nach Fakultät können dies die Lehrenden, das "dezentrale International Office (DIO)", die Programmkoordinator:innen oder die Auslandsbeauftragten sein. Weitere Informationen zu den einzelnen Begrifflichkeiten im Learning Agreement entnehmen Sie bitte dem Glossar.

**Please note!** Only fully completed Learning Agreements can be processed by the Erasmus+ team. Questions regarding the content of the Learning Agreement should be addressed to the contact persons at your faculty. Depending on the faculty, this can be the lecturers, the 'decentralised International Office(DIO)', the programme coordinators or the international representatives. For further information on the individual terms used in the Learning Agreement, please refer to the glossary.

[Explanation for the use of the Erasmus+ Digital Learning Agreement: Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided by the European Commission for information purposes and should not be used to manage learning agreements for intra-European study mobility. All fields contained in this template are mandatory unless marked as optional within these symbols: <>. The next upgrade of the EWP Network will align all data standards with this template. In case of discrepancies between this template and a system connected to EWP, and until the next upgrade, the current EWP implementation can remain in place. For more information, please read the [Guidelines on how to use the Learning Agreement for studies](#) and visit the European Commission's website about [Erasmus Without Paper \(EWP\)](#). The website provides access to the detailed data and technical standards, to which all connected systems need to adhere to, and further guidance for end users. This document displays the three different learning agreement types that are available through EWP

## General information

[Applicable for all learning agreement types]

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender	
	European Student Identifier (ESI) [Unique electronic identifier for mobile students]		Level of education (EQF level)	Field of education (ISCED code)	<Field of education (clarification)>	
	Dies ist kein Pflichtfeld und muss von Ihnen nicht ausgefüllt werden! This is not a mandatory field and does not have to be filled in!			Erfahren Sie von Ihrer Kontaktperson innerhalb der Fakultät. The code will be given to you by your contact person within the faculty.		
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email	
Receiving Institution	Name	<Faculty/Department>	Erasmus code	Country	Administrative contact person name; email	
			Erfahren Sie von Ihrer Fakultät. The code will be given to you by your contact person within the faculty.			
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: <span style="float: right; color: red; font-size: small;">Sowohl "Unterrichtssprache" als auch "Sprachniveau" sind Pflichtfelder!</span>						
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"/> Both the language of instruction and the language level are mandatory!						

## Learning agreement type and mobility duration

Learning agreement for studies type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> <li>• Long-term mobility <input type="checkbox"/> / Virtual component (<i>only if applicable</i>) <input type="checkbox"/></li> <li>• Short-term mobility with a mandatory virtual component (BIP) <input type="checkbox"/></li> <li>• Short-term doctoral mobility <input type="checkbox"/> / Virtual component (<i>only if applicable</i>) <input type="checkbox"/></li> </ul>	Planned period of the physical mobility: <ul style="list-style-type: none"> <li>• Academic year [year/year] .....</li> <li>• from [&lt;day&gt;/month/year] .....</li> <li>• to [&lt;day&gt;/month/year] .....</li> </ul> <span style="color: red; font-size: small;">&lt;day&gt; Dies ist kein Pflichtangabe! / &lt;day&gt; This not amandatory information!</span>

Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions.



## Commitment of the three parties

By digitally signing/approving, 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. The Beneficiary Institution and the student must 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.

**Genereller Hinweis:** Bei Studierenden ist eine persönlich handschriftliche Unterschrift erforderlich (Scans und digitale Unterschriften via Tablet sind zulässig).

**Important note:** For students, a personal handwritten signature is required (scans and digital signatures via tablet are permitted).

Commitment	Name	Email	Position	Date	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

## Exceptional changes to the learning agreement

Exceptional changes to Table A						
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 [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

Exceptional changes to Table B (if applicable)							
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) to be awarded	Automatic recognition [Yes/No]
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			

Exceptional changes to Table C (if applicable)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]

# Approval of exceptional changes to the learning agreement

By digitally signing/approving 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. The Beneficiary Institution and the student must 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

## Learning agreement for short-term mobility with a mandatory virtual component (BIP)

### Study Programme at Receiving Institution and recognition at the Sending Institution

Table D	Component code (if any)	Component title or description of the study programme	Short description of the virtual component	Number of ECTS credits to be awarded	Automatic recognition [Yes/No]
				Total: ...	

### Commitment of the three parties

By digitally signing/approving 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. The Beneficiary Institution and the student must 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.

**Genereller Hinweis:** Bei Studierenden ist eine persönlich handschriftliche Unterschrift erforderlich (Scans und digitale Unterschriften via Tablet sind zulässig).

**Important note:** For students, a personal handwritten signature is required (scans and digital signatures via tablet are permitted).

Commitment	Name	Email	Position	Date	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

## Exceptional changes to the Learning Agreement

Exceptional changes to Table D						
Table D2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change (Add the applicable reason code or write other reason)	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]

## Approval of exceptional changes to the Learning Agreement

<p>By digitally signing/approving 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. The Beneficiary Institution and the student must 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.</p>					
Commitment	Name	Email	Position	Date	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

## Learning agreement for short-term doctoral mobility

### Study Programme at Receiving Institution and recognition at the Sending Institution

Table E	Component code (if any)	Component title or description of the study programme	Short description of the virtual Component (only if applicable)	<Number of ECTS credits to be awarded>	Automatic recognition [Yes/No]
				<b>Total: ...</b>	

## Commitment of the three parties

By digitally signing/approving 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. The Beneficiary Institution and the student must 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

## Exceptional changes to the learning agreement

Exceptional changes to Table E

Table E2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (only if applicable)	Reason for change (Add the applicable reason code or write other reason)	<Number of ECTS credits (or equivalent) to be awarded>	Automatic recognition [Yes/No]

## Approval of exceptional changes to the Learning Agreement

By digitally signing/approving 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. The Beneficiary Institution and the student must 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

## Glossary

Term	Definition/Explanation
<b>Nationality</b>	Country to which the person belongs administratively and that issues the ID card and/or passport.
<b>The European Student Identifier (ESI)</b>	A unique European electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users. If the sending institution does not yet issue an ESI for its students an alternative mechanism for digitally identifying and authenticating students can be accepted. Please note that the ESI will become mandatory in the future. For more information on how Higher Education Institutions can deploy the ESI, read the <a href="#">Technical Documentation</a> page of the <a href="#">European Student Card Initiative</a> portal.
<b>Level of education</b>	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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.
<b>Field of education</b>	The <a href="#">ISCED-F 2013 search tool</a> available at <a href="http://ec.europa.eu/education/international-standard-classification-of-education-isced_en">http://ec.europa.eu/education/international-standard-classification-of-education-isced_en</a> 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.
<b>Erasmus code</b>	A unique identifier that every higher education institution receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
<b>Administrative Contact person</b>	A 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.
<b>Long-term mobility</b>	A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months.
<b>Blended mobility</b>	Any mobility can be carried out as a “blended mobility” by combining the physical study period abroad with a virtual component at the receiving institution before, during and/or after the physical mobility to further enhance the learning outcomes.
<b>Short description of a virtual component</b>	A description of the virtual component of a blended mobility and the type of online activity(ies) undertaken. For example it can be an online course, embedded in a course selected at the receiving institution; part of a blended intensive programme; and/or other type of virtual activity at the receiving institution.
<b>Short-term mobility with a mandatory virtual component</b>	Students may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component.
<b>Short-term doctoral mobility</b>	A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes.
<b>ECTS credits (or equivalent)</b>	In countries where the <a href="#">"ECTS" system</a> is not in place, in particular for institutions located in third countries not associated to the programme 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.
<b>Automatic recognition</b>	All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students’ degree (study programme) without any additional work or assessment of the student. This is signalled in the

	learning agreement by the “Yes” check box. 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’ <a href="#">diploma supplement</a> or <a href="#">Europass</a> Mobility Document.
<b>Educational component</b>	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.
<b>Level of language competence</b>	A description of the European Language Levels (CEFR) is available at: <a href="https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a>
<b>Course catalogue</b>	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.
<b>Responsible person at the Sending Institution</b>	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 and automatic recognition of the study programme described in the learning agreement 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.
<b>Reasons for deleting a component</b>	<ol style="list-style-type: none"> <li>1. Previously selected educational component is not available at the Receiving Institution</li> <li>2. Component is in a different language than previously specified in the course catalogue</li> <li>3. Timetable conflict</li> <li>4. Other (please specify)</li> </ol>
<b>Reason for adding a component</b>	<ol style="list-style-type: none"> <li>5. Substituting a deleted component</li> <li>6. Extending the mobility period</li> <li>7. Adding a virtual component</li> <li>8. Other (please specify)</li> </ol>