

# Tutorial Learning Agreement

Find in this document necessary steps and tips how to fill in your Learning Agreement for the Erasmus+ Student Mobility for Studies application at the University of Klagenfurt.

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the exchange and to ensure the recognition of the courses successfully completed during the student mobility. The signature of the student, the sending institution and the receiving institution are required only before the start of the actual mobility.

For the purpose of the application for an Erasmus+ student mobility at the University of Klagenfurt, you do not need your study programme director's signature yet.

For further orientation, the last two pages of this tutorial include a [glossary](#) to clarify all the mentioned fields thoroughly.

## How to fill in the Learning Agreement

Please download the template from our website [Erasmus+ Student Mobility](#).

1. General information
  - a. Personal details

Please fill in your personal details. Every field down below has to be filled in.

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Student ID		Level of education (EQF level)	Field of education (ISCED code)	Field of education (clarification)

Student-ID: (Matrikelnummer)

Level of education (EQF level): Bachelor, Master or PhD

Field of education (ISCED) & (clarification): 4-digit Number & related name of the field of education connected to your degree programme can be found the [table on page 4](#).

**b. Details about the sending & receiving institution**

Please fill in the Faculty/Department of your degree programme at the University of Klagenfurt and the missing information of your desired receiving institution (marked with X). Do not forget to fill in the language of instruction at the receiving institution and mark your level of language competence based on a self-evaluation.

Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Universität Klagenfurt		X	A KLAGENF01	Austria
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	X	X	X	X	-

The level of language competence in  X INSERT THE LANGUAGE OF THE COURSES AND YOUR COMPETENCE LEVEL [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  A2  B1  B2  C1  C2  Native speaker

**2. Mobility type and duration**

Select “long-term mobility” on the left side of the table. Insert the academic year, the start and end date of your planned mobility period.

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 checked="" type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> <li>Short-term mobility with a mandatory virtual component <input type="checkbox"/></li> <li>Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <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>

**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.**

### 3. Study Programme at the Receiving Institution

Insert the courses which you wish to take during your mobility by filling out all the fields marked with X. These courses can still be changed after your application.

Insert the link to the course catalogue of the partner university.

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
	(add if any)	X	X	X
				<b>Total: XX</b>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [\[Insert the web link to the relevant information\]](#)

### 4. Recognition at the Sending Institution

Insert the courses which you wish to have recognized at AAU after your mobility. Please tick off yes at automatic recognition, if you wish to have your courses recognized without any additional work or assessment to be submitted at the University of Klagenfurt.

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
	(add if any)	X	X	X	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
				<b>Total: ...</b>	

Provisions applying if the student does not complete successfully some educational components: [\[web link to the relevant information\]](#)

## 5. Commitment of the three parties

Fill in the fields marked with X and sign the Learning Agreement (Field: Approval)

Within the framework of your application at AAU only you need to sign the Learning Agreement, but do insert the name and the email address of your study programme director (Field: Responsible person at the Sending Institution).

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.

Commitment	Name	Email	Position	Date	Approval
Student	X	X	Student	X	
Responsible person at the Sending Institution	X	X	Study programme director		
Responsible person at the Receiving Institution					

## Contact

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## Field of Education - Table

Degree Programmes	Level of education	Field of Education	
		ISCED -Code	clarification
Angewandte Informatik	BA	0612	Database and network design and administration
Angewandte Kulturwissenschaft /und Transkulturelle Studien	BA / MA	0314	Sociology and cultural studies
Anglistik und Amerikanistik	BA / MA	0231	Language acquisition
Artificial Intelligence and Cybersecurity	MA	0688	Information and Communication Technologies (ICTs), inter-disciplinary programmes
Betriebswirtschaft	BA / MA	0488	Business, administration and law, interdisciplinary programmes
Cross-Border Studies	MA	0231	Language acquisition
DDP Germanistik im interkultur. Kontext	MA	0232	Literature and linguistics
Diversitätspäd. in Schule und Gesell. Erwachsenenbildung und berufl. Bildung Sozialpädagogik und soziale Inklusion	MA	0111	Education science
Erziehungs- und Bildungswissenschaft	BA	0111	Education science
Game Studies and Engineering	MA	0688	Information and Communication Technologies (ICTs), inter-disciplinary programmes
Geographie /und Regionalforschung	BA / MA	0532	Earth sciences
Germanistik	BA / MA	0232	Literature and linguistics
Geschichte	BA / MA	0222	History and archaeology
Informatics	MA	0612	Database and network design and administration
Information and Communications Engineering	MA	0714	Electronics and automation
Information Management	MA	0688	Information and Communication Technologies (ICTs), inter-disciplinary programmes
Informationstechnik	BA	0714	Electronics and automation
International Business and Economics	BA	0413	Management and administration
International Management	MA	0413	Management and administration
Lehramt Sek (AB)	BA / MA	0114	Teacher training with subject specialization
Mathematics	MA	0541	Mathematics
Media and Convergence Management	MA	0413	Management and administration
Medien- und Kommunikationswissenschaften	BA	0321	Journalism and reporting
Medien, Kommunikation und Kultur	MA	0321	Journalism and reporting
Philosophie	BA / MA	0223	Philosophy and ethics
Psychologie	BA / MA	0313	Psychology
Robotics and Artificial Intelligence	BA	0788	Engineering, manufacturing and construction, inter-disciplinary programmes
Romanistik	BA / MA	0231	Language acquisition
Slawistik	BA / MA	0231	Language acquisition
Technische Mathematik	BA	0541	Mathematics
Visuelle Kultur	MA	0288	Arts and humanities, interdisciplinary programmes
Wirtschaft und Recht	BA	0488	Business, administration and law, interdisciplinary programmes
Wirtschaftsinformatik	BA	0688	Information and Communication Technologies (ICTs), inter-disciplinary programmes
Wirtschaftsrecht	MA	0421	Law
Wissenschaft, Technik & Gesellschaft	MA	0314	Sociology and cultural studies

## 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.

Term	Definition/Explanation
<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 Mobility Document</a> .
<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>