

## How to fill out the Learning Agreement

**1.:** General data about your person and your Sending and Receiving Institution. Please fill in the **contact details** of the International office at the Receiving Institution and the **ERASMUS-Code**.  
The Erasmus-Code from Stuttgart is: STUTTGA03

### **2.: Table A**

In **Table A**, please fill out EVERY education element (courses, language lessons etc.) of your preferred study programme. Please write the titles of the courses exactly like there are written in the „Vorlesungsverzeichnis“. Then please choose the term of the course (summer/winter semester or academic year). On the right side you have to fill in the ECTS-points for the individual courses.  
Important: per semester you have to obtain approximately 30 ECTS-points.

In the box „**Web link to the course catalogue at the receiving institution describing the learning outcomes**“, please fill in the web link to the study plan from your study course.

In the box „The level of language competence in XXX...“, please fill in your German language level.

### **3.: Table B**

In **Table B**, you need to write which courses you would normally attend at your home university. You have to fill out the ECTS-points here like there are given at your home university (they could be different to the credits at the HMDK). It is important that you fill out these columns because otherwise we cannot guarantee that your courses can be approved.

Please have in mind that you need **all the signatures** before you can upload the document to KOOR/BEST. The Learning Agreement needs to be ready not later than a month before your stay!

### **4.: During the Mobility (only to fill out if you have changes in your chosen courses):**

In the table „Changes to the Original Learning Agreement“, you can register changes in your courses. This could be necessary if for example the course will not take place in the coming semester or if it would give a conflict with another course.

If you want to add a course to your previous study plan, please fill in the course name and choose „added component“ in the box behind.

If you want to delete a course from Table A, please fill in the course name and choose “deleted component” in the box behind.

The following table is important if you added courses to your study plan. Then you have to fill in the equivalent courses from your home university with the ECTS-points like in Table B. When you only delete courses, this table is not applicable.



All parties need to sign the document to confirm the changes.

**At the end, every course you want to join have to be mentioned in the Learning Agreement, otherwise we cannot award you any credits for attending.**

**Deadline: max. 1 month after the beginning of your stay abroad, every change has to be filled in and confirmed by the universities.**