Guidelines to fill in the Erasmus Learning Agreement

The Learning Agreement is an official ERASMUS+ document that guarantees the recognition of courses abroad. Before your departure it has to be submitted to the responsible person at the AdBK Munich. In order to receive financial support it has to be completely and correctly filled in.

Step by Step

There are different sections in the document: „Before the Mobility“, „During the Mobility“, „After the Mobility“. Initially, only the „Before the Mobility“ section is relevant to you.

Before the Mobility

Educational components (Tables A and B)

The Learning Agreement must include all the educational components to be carried out at the Receiving Institution AdBK Munich (in Table A) and it must contain as well the group of educational components that will be replaced in your degree by the Sending Institution (in Table B) upon successful completion of the study programme abroad. The objective is to make clear that there is no need to have one-to-one correspondence between the components followed abroad and the ones replaced at the Sending Institution. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the Sending Institution.
In countries belonging to the European Higher Education Area (EHEA) an academic year of full-time study is normally made up of educational components totaling 60 ECTS credits (30 ECTS / semester)
If you need a grade, please let your teachers at the AdBK Munich know at the beginning of the semester.

Course Catalogue AdBK Munich:
https://www.adbk.de/en/studium/vorlesungsverzeichnis.html

Signatures
The Learning Agreement must be signed by the respective responsible persons. In Munich, the Learning Agreement for Incoming students is **signed by the responsible chairperson of the examination board for your degree programme**. You can find the contact details on our website under the following link:
https://www.adbk.de/en/international/incoming/erasmus-students.html

Please send the Learning Agreement directly to the responsible chairperson at the AdBK.

As soon as you are registered at the AdBK Munich and have received your access data, you can login to the Campus Management System [MyCampus](https://www.adbk.de/en/international/incoming/erasmus-students.html) and register your planned courses online.

**During the Mobility**

Exceptional Changes to the Study Programme

Any party can request changes to the study programme within five weeks after the start of each semester. These changes should be agreed by all parties as soon as possible, within two-weeks following the request. In case of changes due to an extension of the duration of the mobility, a request can be made by the student at the latest one month before the foreseen end date.

**After the Mobility**

Recognition Outcomes

At the end of your stay, the third part of the Learning Agreement “After the Mobility” must be signed again by the responsible chairperson and your home institution. It should contain only the courses you have attended during the semester and match the course plan. Please hand in this Learning Agreement to the Examination Office. There you will receive your Transcript of Records. AdBK Munich commits to provide the sending institution and the student with a Transcript of Records within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student’s results at the receiving institution.

The actual start and end dates of the study period will be included in the Learning Agreement „After the Mobility“.
Grading System

At the AdBK Munich, grades are only awarded upon request. Please inform the teacher at the beginning of the semester so that the requirements for the awarding of grades can be discussed.

<table>
<thead>
<tr>
<th>German Grade</th>
<th>ECTS-Grade</th>
<th>ECTS-Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,0 - 1,5</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>1,6 - 2,0</td>
<td>B</td>
<td>Very good</td>
</tr>
<tr>
<td>2,1 - 3,0</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>3,1 - 3,5</td>
<td>D</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3,6 - 4,0</td>
<td>E</td>
<td>Sufficient</td>
</tr>
<tr>
<td>4,1 - 5,0</td>
<td>FX/F</td>
<td>Fail</td>
</tr>
</tbody>
</table>