



Factsheet 'Learning Agreement & Credit Transfer for Studies Abroad'

Fine Arts, Art Education and Architecture

Learning Agreement:

- The Learning Agreement confirms that the AdBK will credit certain achievements towards your degree, provided that you actually pass the courses specified in the Learning Agreement (LA) while studying abroad. Why is this relevant? The aim is to enable you to go abroad without having to interrupt your studies (e.g. by taking a leave of absence, although you are still free to apply for a semester off. You must still complete an LA!). However, if your semesters continue, you will usually have to achieve credits. In fine arts, for example, you must have passed four certificates by the 6th semester at the latest for the pre-diploma (otherwise you would be automatically de-registered). If you study abroad, the academic achievements you have completed there will be credited, provided they are comparable.
- **Option 1 Credits:** For partial achievements that you would like to have recognised (e.g. FK-T4, KP E.02.09, compulsory module 3a, etc.), you must contact the relevant workshop leaders or professors and request approval for the credits (by email is sufficient). Please provide the lecturers with a brief description, e.g. from the course catalogue of the host university, and a short explanation of why you consider the achievements to be comparable. Then forward the written approvals to the International Office: international@adbk.mhn.de (Lecturers/ professors / workshop leaders can refuse to grant credits if the achievements are not comparable.)



We will only confirm your LA if all approvals are available in writing.

Below you can see how you should enter specific achievements and credits in the Learning Agreement.

| | |
|---|---|
| Lehrveranstaltungsbezeichnung an der Gasthochschule | Gender & Space II |
| Anzahl ECTS Credits an der Gasthochschule | 12,00 |
| Lehrveranstaltungsbezeichnung an der Heimathochschule | FK-T4; LV-Nr. 0600090, Titel: Todestrieb: Begehren und (Selbst-)Zerstörung (FK-T2, FK-T4, KP E.02.09) |
| Anzahl ECTS Credits an der Heimathochschule | 12,00 |

- **Only applies to fine arts:** For each stay abroad (except for semesters abroad on leave of absence), the partial achievement **'Work in class - A-KL (1-9)' will be automatically recognised** in accordance with the decision of the examination board. This applies regardless of whether you have passed comparable courses abroad or not.



- **Option 2 – LA without credits:** If you do not wish to receive credits, are already exempt from examinations or are on leave of absence, you must still submit an LA! Select the courses at the host university and list the same courses at your home university. However, you must put the abbreviation 'FU' (= fakultativer Unterricht) for optional courses in front of all credits. FU stands for courses that you attend but are not relevant to your degree.

| | | |
|---|-----------------------|---|
| Lehrveranstaltungsbezeichnung an der Gasthochschule | Gender & Space II | ? |
| Anzahl ECTS Credits an der Gasthochschule | 12,00 | ? |
| Lehrveranstaltungsbezeichnung an der Heimathochschule | FU: Gender & Space II | ? |
| Anzahl ECTS Credits an der Heimathochschule | 12,00 | ? |

- **Changes of the LAs:** You can make changes after the start of the semester abroad and adjust, add or delete courses.
- **End of the exchange semester:** Regardless of whether, which and how many credits and ECTS were earned, passed or failed according to the Learning Agreement or Transcript of Records, you will always receive the Erasmus grant awarded to you. The only thing that matters is that you submit a Learning Agreement and, after returning from abroad, a 'certificate from your home university' to KOOR. The number of ECTS credits achieved, recorded or passed is irrelevant for your Erasmus grant.



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- **Crediting of achievements after your return:** Regardless of the Learning Agreement, after returning from abroad, you can also present your drafts, work and achievements to professors or workshop leaders and, once your achievements have been officially recognised in writing by the teaching staff, contact the Examination Office directly to have them entered.