



## Leaflet Learning Agreement and the Recognition Procedure for ERASMUS+ studies

Once you have decided to apply for studies abroad with the ERASMUS+ programme at one of our European partner universities, all study achievements completed during your term abroad can be guaranteed provided they comply with the following criteria:

### During your application for an ERASMUS+ placement

**Step 1:** Once you have reviewed the websites of your desired host institution(s) and determined which modules are required, you can begin listing these within the *Learning Agreement*, **Before the Mobility**, Table A.

In the second overview (*Table B*), please enter the modules that should be replaced (or recognized) at BTU Cottbus - Senftenberg on your return.

The ERASMUS+ coordinators at BTU Cottbus - Senftenberg have reached an agreement that a **successful semester abroad** is equivalent to a number of **18 ECTS**. The amount of credits refers to the modules that must be completed at your host institution (Table A).

A maximum number of modules that are to be recognized at the BTU Cottbus - Senftenberg is not specified (Table B). It is therefore also possible to sign up for modules at your host university that are not offered at the BTU. In case **no recognition** should be made put that clearly down in **Table B** (especially students in the **ERM-study programme**).

Please sign and obtain the signatures of your ERASMUS+ coordinators as well as the Head of the Examination Board of your degree program. (Only with these signatures under *Table B*, recognition can be guaranteed.)

The ERASMUS+ coordinators can be found on the lists of offered study abroad opportunities.

Only following the confirmation of admission to the studies abroad programme by the International Relations Office of the BTU Cottbus – Senftenberg (first step) you send the Learning Agreement to your host institution in order to obtain the signatures of your supervisors (second step).

### Upon arrival at the host institution

**Step 2:** After arriving at your host university, you can change the Learning Agreement, if necessary. In this case, please provide all necessary information in the form **During the Mobility**. This will consist of the list of modules that you would like changed at your host institution (*Table A2*) and the list of modules to be recognized at the BTU (*Table B2*).

This part of the Learning Agreement must be also signed by you, your supervisor at the host institution firstly as well as your coordinator at BTU Cottbus - Senftenberg and the Head of the Examination Board of your degree programme secondly. (Without these signatures under *Table B2*, recognition cannot be guaranteed.)

### **Before leaving the host institution**

**Step 3:** Once you complete your studies abroad, be sure to obtain the proof of your achieved academic performance in form of certification (e. g. **Learning Agreement - After the Mobility**) from your host institution. Certification is a crucial requirement for the successful completion and evaluation of your ERASMUS+ studies abroad.

It is up to you whether you would like to confirm your achieved study results on this form. The BTU Cottbus-Senftenberg will also accept the **Transcript of Records** form of your host university. The condition is that the **Transcript of Records** is issued in English or German language.

### **After returning to the BTU Cottbus – Senftenberg**

**Step 4:** The Head of the Examination Board of your degree programme at BTU Cottbus - Senftenberg is responsible for the recognition of your achieved academic performance abroad.

After completion of your study abroad, submit to her or him the following documents:

1. The *Learning Agreement – Before the Mobility, Table A and Table B*
2. The *Learning Agreement – During the Mobility, Table A2 and Table B2* (if available)
3. The *Transcript of Records* of the host institution (including grading scale and an explanation of the grading system)

Please note: The *Learning Agreement – Before the Mobility* (and *Learning Agreement – During the Mobility*) and the *Transcript of Records* must match in terms of modules and credits gained.

In case of doubt, the Head of the Examination Board may ask you to prove academic performance in more details. In this rare case, you should keep important study documents such as thesis work, exam papers, module descriptions and a grading scale of the host institution in order to provide them to the Head of the Examination Board if necessary.

### **After approval of recognition by the Examination Board**

**Step 5:** To ensure that your achieved academic performance abroad can be properly recorded, you should submit your *Transcript of Records* and the certificate of recognition to the Registrar's Office of your degree programme.

For any inquiries, please contact the Head of the Examination Board at an early stage (even during the period of study abroad).

The recognition process is again plotted on the following page.

