



LEARNING AGREEMENT FOR STUDIES (IPW)

The Student

Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	20../20..
Study cycle ²	Siehe Fußnote !	Subject area, Code ³	Political Sciences, 0312
Phone		E-mail	

The Sending Institution

Name	Ruprecht-Karls-Universität Heidelberg	Faculty	Institut für Politische Wissenschaft
Erasmus code (if applicable)	D HEIDELB01	Department	Politikwissenschaft
Address	Institut für Politische Wis Bergheimer Str. 58 69115 Heidelberg	Country, Country code ⁴	GERMANY, DE
Contact person ⁵ name	Dr. Siegfried Schieder	Contact person e-mail / phone	siegfried.schieder@ipw.uni-heidelberg.de

The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)	Bitte nachfragen, wenn ihr es nicht selbst herausfindet!	Department	
Address		Country, Country code	
Contact person ⁴ name		Contact person e-mail / phone	

¹ Country to which the person belongs administratively and that issues the ID card and/or passport.

² 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).

³ Please refer to the ISCED 2013 subject field that is closest to the subject of the degree to be awarded to the student by the sending institution. For the list of detailed subject fields, see: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>.

⁴ Please use ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁵ 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 will work at the international relations office or equivalent body within the institution.



Section to be completed **BEFORE** THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

[Indicative start and end months]

This Learning Agreement includes all the educational components⁶ to be carried out by the student at the receiving institution.

[The student is **recommended** to take educational components totalling a minimum of 30 ECTS⁷ credits per semester or 15 ECTS credits per trimester.]

[If applicable, additional educational components that the student follows above the required number of ECTS credits needed for his/her degree curriculum are also listed below.]

Table A: Study programme abroad

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component ⁸	Name of Modul as part of which it should be recognized
<i>Example:</i>				
	<i>Course unit 1</i>	...	5	
	<i>Module 2</i>	...	10	
	<i>Thesis research</i>	...	15	
			<i>Total: 30</i>	

Web link to the course catalogue at the receiving institution:

Web link(s) to be provided **WÜNSCHENSWERT FÜR DIE ANRECHNUNG**

⁶ An "educational component" is 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.

⁷ In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used.

⁸ The sending institution should fully recognise this number of ECTS credits and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.



Bitte eine Option ankreuzen

If successfully completed, the educational components of the study programme abroad will be recognised by the sending institution in the following way:

- a) Meine Kurswahl steht fest, daher wünsche ich eine verbindliche Anerkennung meiner Leistungen. Mir ist bewusst, dass diese Anerkennung unter dem Vorbehalt steht, dass nicht bereits vorher eine vergleichbare Veranstaltung besucht wurde. Die endgültige Anerkennung erfolgt daher nach Vorlage des Transcripts.
- b) Meine Kurswahl steht noch nicht fest, daher wünsche ich noch keine verbindliche Anerkennung meiner Leistungen.

Table B: Set of components to be replaced at sending institution

Immer angeben: « POL_W2 /3/4/5/6/ 7 etc. »

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
POL_W2 Politische Theorie	Krisen(-diskurse) der Demokratie	spring	8
	Mobility window	...	30
			Total: 30
Example 2:			
	Course x	...	10
	Module y	...	10
	Laboratory work	...	10
			Total: 30

In case some educational components would not be successfully completed by the student, the following provisions will apply: [please specify or provide a weblink to the relevant information.]

Language competence of the student

The level of language competence⁹ in [language of instruction] that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is:

A1 A2 B1 B2 C1 C2

⁹ For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



II. RESPONSIBLE PERSONS

Responsible person¹⁰ in the sending institution:

Name: Dr. Siegfried Schieder Function: Departmental Erasmus coordinator
Phone number: +49622154-2865 E-mail: siegfried.schieder@ipw.uni-heidelberg.de

Responsible person¹¹ in the receiving institution:

Name: _____ Function: _____
Phone number: _____ E-mail: _____

III. COMMITMENT OF THE THREE PARTIES

By signing¹² this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

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 as described in Table B¹³.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

¹⁰ An academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

¹¹ An academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

¹² Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures.

¹³ Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.



Eure
Unter-
schrift

The student

Student's signature

Date:

Schieders
Unter-
schrift

The sending institution

Responsible person's signature

Date:

Direkt
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eurer
Ankunft

The receiving institution

Responsible person's signature

Date:



Section to be completed **DURING** THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

[The section to be completed before the mobility should be kept unchanged, and changes should be described in this section only.]

I. **EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

[Exceptional changes should be made within a month. Only if absolutely necessary, any party can request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request.]

Table C: Exceptional changes to study programme abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change ¹⁴	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component ¹⁵	Name of Modul as part of which the added component should be recognized
	Course 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A1	5	
	Course 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B1	5	
					Total:	

[Only if changes affect table B, please insert a revised version below and label the table as "Table D: Exceptional changes to set of components to be replaced at sending institution".]

¹⁴ Reasons for deleting a component: A1) Previously selected educational component is not available at receiving institution A2) Component is in a different language than previously specified in the course catalogue A3) Timetable conflict, A4) Other (please specify).

Reason for adding a component: B1) Substituting a deleted component, B2) Extending the mobility period, B3) Other (please specify).

¹⁵ The sending institution should fully recognise this number of ECTS credits and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.



II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:

Name:	Function:
Phone number:	E-mail:

New responsible person in the receiving institution:

Name:	Function:
Phone number:	E-mail:

III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

[Agreement of the proposed amendments by email is accepted. Original or scanned signatures are not mandatory for this specific section.]

**Eure
 Unter-
 schrift**

The student

Student's signature or approval by e-mail	Date:
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**Schieders
 Unter-
 schrift**

The sending institution

Responsible person's signature or approval by e-mail	Date:
------------------------------------------------------	-------

**Koordinator
 /in an der
 Gastuni**

The receiving institution

Responsible person's signature or approval by e-mail	Date:
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Section to be completed **AFTER** THE MOBILITY

RECOGNITION DOCUMENT

[This Recognition Document must be issued together with the sections before and during mobility and it can additionally be issued independently].

Actual dates of the start¹⁶ and the end¹⁷ of the study period:

from [day/month/year] till [day/month/year]

[The receiving institution commits to provide the sending institution and the student with a Transcript of Records¹⁸ according to Table E below and containing all the educational components agreed in the above sections. This should be done 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.]

Table E: Transcript of Records

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
<i>Example:</i>				
	Course 3	Y	5	...
	Module 2	Y	10	...
	Thesis research	Y	15	...
			Total: 30	

[Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Recognition Document including Table E above and the completed Table F below, without further requirements from the student, and within five weeks.]

¹⁶ First day the student has been present at the receiving organisation for academic reasons (e.g. first course, welcoming event organised by the host institution, language and intercultural training etc...)

¹⁷ The end of the study period is the last day the student has been present at the receiving organisation for academic reasons (e.g. end of exam period/course/work/mandatory sitting period...)

¹⁸ Grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found).



Table F: Recognition outcomes

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
<i>Example 1:</i>			
	<i>Mobility window</i>	<i>30</i>	
		<i>Total: 30</i>	
<i>Example 2:</i>			
	<i>Course x</i>	<i>10</i>	
	<i>Module y</i>	<i>10</i>	
	<i>Laboratory work</i>	<i>10</i>	
		<i>Total: 30</i>	

All the above educational components will appear as well in the student's Diploma Supplement with also the exact title that they had in the receiving institution.



LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality ¹⁹	
Sex [M/F]		Academic year	20../20..
Study cycle ²⁰		Subject area, Code ²¹	
Phone		E-mail	

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code ²²	
Contact person name		Contact person E-mail / phone	

The Receiving Organisation/Enterprise

Name Sector ²³		Department	
Address, website		Country	
Size of enterprise ²⁴			

¹⁹ Country to which the person belongs administratively and that issues the ID card and/or passport.

²⁰ 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) - specify the latest study cycle for recent graduates.

²¹ Please refer to the ISCED 2013 subject field that is closest to the subject of the degree to be awarded to the trainee by the sending institution. For the list of detailed subject fields, see: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>.

²² Please use ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

²³ For the list of top-level NACE sector codes, see : http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN.

²⁴ For instance: 1-50 / 51-500 / more than 500 employees.



Contact person ²⁵ name / position	Contact person e-mail / phone
Mentor ²⁶ name / position	Mentor e-mail / phone

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility from [month/year] till [month/year]
Number of working hours per week: ...
Traineeship title
Detailed programme of the traineeship period, including tasks/deliverables and associated timing to be carried out by the trainee
Knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes)
Monitoring plan [<i>describing how/when the trainee will be monitored during his / her traineeship by both the sending institution and the receiving organisation / enterprise. Specify the number of supervision hours. Specify if a third party is also involved, such as a higher education institution in the receiving country, and if yes, specify the contact details of the person in charge.</i>]
Evaluation plan [<i>describing the assessment criteria to be used to evaluate the trainee period.</i>] <i>Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills</i>

²⁵ A person who can provide administrative information within the framework of Erasmus traineeships.

²⁶ The role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.



Language competence of the trainee

The level of language competence²⁷ in [*workplace language*] that the trainee already has or agrees to acquire by the start of the mobility period (for the above-mentioned dates) is: A1 A2 B1 B2 C1 C2

The sending institution

The institution undertakes to respect all principles of the Erasmus Charter for Higher Education relating to traineeships.

➤ The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits.
- Give a grade based on: Traineeship certificate Final report Interview
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Mobility Document Yes No

➤ The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits: Yes No
If yes, please indicate the number of ECTS credits:
- Give a grade: Yes No
If yes, please indicate if this will be based on:
Traineeship certificate Final report Interview
- Record the traineeship in the trainee's Transcript of Records Yes No
- Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate.
- Record the traineeship in the trainee's Europass Mobility Document Yes No
If the trainee is a recent graduate this is recommended.

The receiving organisation/enterprise

The trainee will receive a financial support for his/her traineeship: Yes No
If yes, amount in EUR/month:

The trainee will receive a contribution in kind for his/her traineeship: Yes No
If yes, please specify:

Is the trainee covered by the accident insurance (covering at least damages caused to the trainee at the workplace)? Yes No

If yes, please specify if it also covers:

²⁷ For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.



- accidents during travels made for work purposes: Yes No
- accidents on the way to work and back from work: Yes No

If not, please specify whereas the trainee is covered by an accident insurance provided by the sending institution: Yes No

If yes, please specify if it also covers:

- accidents during travels made for work purposes: Yes No
- accidents on the way to work and back from work: Yes No

Is the trainee covered by a liability insurance (covering damages caused by the trainee at the workplace)? Yes No

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate to the trainee *[corresponding to the form in the section After the Mobility which needs to be filled in the present document and can additionally be issued independently.]*



II. RESPONSIBLE PERSONS

Responsible person²⁸ in the sending institution:

Name:	Function:
Phone number:	E-mail:

Responsible person²⁹ in the receiving organisation/enterprise (supervisor):

Name:	Function:
Phone number:	E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing³⁰ this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and receiving organisation/enterprise will communicate to the sending institution any problem or changes regarding the mobility period.

The trainee

Trainee's signature	Date:
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The sending institution

Responsible person's signature	Date:
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The receiving organisation/enterprise

Responsible person's signature	Date:
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²⁸ The responsible person in the sending organisation is responsible for signing the Learning Agreement and recognising the credits and associated learning outcomes as set out in the Learning Agreement.

²⁹ The responsible person in the receiving organisation (supervisor) is responsible for signing the Learning Agreement, supervising the trainee during the traineeship and signing the Traineeship Certificate.

³⁰ Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures.



Section to be completed DURING THE MOBILITY

EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Planned duration of the mobility period from [month/year] till [month/year]
Number of working hours per week: ...
Traineeship title
Detailed programme of the traineeship period, including tasks/deliverables and associated timing to be carried out by the trainee
Knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes)
Monitoring plan <i>[describing how/when the trainee will be monitored during his / her traineeship by both the sending institution and the receiving organisation / enterprise. Specify the number of supervision hours. Specify if a third party is also involved, such as a higher education institution in the receiving country, and if yes specify the contact details of the person in charge.]</i>
Evaluation plan <i>[describe the assessment criteria used to evaluate the traineeship period]</i>

II. CHANGES IN THE RESPONSIBLE PERSONS, if any

New responsible person in the sending institution:	
Name:	Function:
Phone number:	E-mail:

New responsible person in the receiving organisation/enterprise:	
Name:	Function:
Phone number:	E-mail:



III. COMMITMENT OF THE THREE PARTIES

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the Learning Agreement are approved.

[Agreement of the proposed amendments by email is accepted. Original or scanned signatures are not mandatory for this specific section.]

The trainee

Trainee's signature or approval by e-mail

Date:

The sending institution

Responsible person's signature or approval by e-mail

Date:

The receiving organisation/enterprise

Responsible person's signature or approval by e-mail

Date:



Section to be completed AFTER THE MOBILITY

TRAINEESHIP CERTIFICATE

[This Traineeship Certificate must be issued together with the sections before and during mobility and it can additionally be issued independently].

Name of the trainee:

Name of the receiving organisation/enterprise:

Sector of the receiving organisation/enterprise:

Address of the receiving organisation/enterprise [street, city, country, phone, e-mail address], **website:**

Start³¹ and end³² of the traineeship:

from [day/month/year] till [day/month/year]

Traineeship title:

Detailed programme of the traineeship period including tasks carried out by the trainee:

Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):

Evaluation of the trainee³³:

Date:

Name and signature of the responsible person at the receiving organisation/enterprise:

³¹ First day the trainee has been present at the enterprise to carry out his/her traineeship.

³² The end of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship.

³³ According to the agreed assessment criteria, such as: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills, ...