

Student's Name: .....

# LEARNING AGREEMENT FOR STUDIES

update August 2018

## The Student

|   |  |                                      |  |
|---|--|--------------------------------------|--|
| Last name (s)   |  | Registration number (Matrikelnummer) |  |
| First name (s)  |  | Phone                                |  |
| Date of birth   |  | Nationality <sup>1</sup>             |  |
| Sex [M/F]   | <input type="checkbox"/> female<br><input type="checkbox"/> male<br><input type="checkbox"/> another   | E-mail                               | @ufg.at  |
| Academic year   | 20 .. / 20 ..  | E mail private                       |  |
| Study cycle <sup>2</sup>  | <input type="checkbox"/> Diploma- or Bachelor Studies: 1 <sup>st</sup><br><input type="checkbox"/> Diploma- or Master: 2 <sup>nd</sup><br><input type="checkbox"/> Doctoral: 3 <sup>rd</sup> | Subject area, Code <sup>3</sup>      | <input type="checkbox"/> 021 Fine Arts / Cultural Studies<br><input type="checkbox"/> 021 Arts /Media Culture and Art Theories<br><input type="checkbox"/> 0211 Audio-visual techniques and media production<br><input type="checkbox"/> 0212 Fashion, interior, industrial design<br><input type="checkbox"/> 0213 Fine Arts<br><input type="checkbox"/> 0731 Architecture and town planning<br><input type="checkbox"/> 0113 Teaching training without subject spec.<br><input type="checkbox"/> 021 Arts / doctoral Programme/PhD<br><input type="checkbox"/> 02 Arts ..... |
| Number of semesters you studied at KUNI Linz in the level of exchange |  |                                      |  |

## The Sending Institution

|                              |  |                                    |  |
|------------------------------|--|------------------------------------|--|
| Name                         | University of Art and Design Linz                                      | Contact person <sup>4</sup> name   | Regina Dicketmüller-Pointinger<br>International Office   |
| Erasmus code (if applicable) | A LINZ02   | Contact person e-mail / phone      | <a href="mailto:International.office@ufg.at">International.office@ufg.at</a><br>0043 (732) 7898 – 2269 |
| Address                      | Hauptplatz 6   4010 Linz<br><a href="http://www.ufg.at">www.ufg.at</a> | Country, Country code <sup>5</sup> | Austria, AT  |

## The Receiving Institution

|                                     |  |                   |  |
|-------------------------------------|--|-------------------|--|
| Name                                |  | Faculty           |  |
| Erasmus code (if applicable)        |  | Department        |  |
| Address Name, street, street number |  | Country, ZIP code |  |

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

<sup>2</sup> 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).

<sup>3</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution.

<sup>4</sup> 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.

<sup>5</sup> ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

Student's Name: .....

## A. Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

|                                 |                       |       |
|---------------------------------|-----------------------|-------|
| Planned period of the mobility: | from [day/month/year] | ..... |
|                                 | till [day/month/year] | ..... |

**Table A:** Study programme abroad at receiving institution:

| Component <sup>6</sup><br>code (if any) | Component title (as indicated in the course catalogue) at the <b>receiving institution</b>  | Semester/<br>term<br>[autumn<br>/spring] | ECTS<br>at<br>receiving<br>institution |
|---|---|--|--|
|   | <b>Bachelor Program    Master Program    Diploma Program</b><br><br><i>in.....</i><br><b>Selectable Courses / frei wählbare Lehrveranstaltungen</b> |  |  |
|   | <b>Selected Courses:</b>  |  |  |
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|   |   |  | <i>Total:</i><br>.....                 |

**Web link to the course catalogue at the receiving institution describing the learning outcomes:**

|   |
|---|
| <i>[Web link(s) to be provided.]</i> <b>please see the current Erasmus+ agreement</b> |
|---|

<sup>6</sup> 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.



Student's Name: .....

**II. RESPONSIBLE PERSONS**

|  |  |  |  |
|--|--|--|--|
| <b>Responsible Person in the sending institution</b> | <b>Name:</b><br>Univ.-Prof. Dipl.des Frank Louis<br><b>Function:</b><br>Vice rector for teaching | <b>Responsible person e-mail / phone</b> | <a href="mailto:frank.louis@ufg.at">frank.louis@ufg.at</a><br>0043 (732) 7898 - 2340 |
|--|--|--|--|

|  |                                      |  |  |
|--|--------------------------------------|--|--|
| <b>Responsible Person in the receiving institution</b> | <b>Name:</b><br><br><b>Function:</b> | <b>Responsible person e-mail / phone</b> |  |
|--|--------------------------------------|--|--|

**III. COMMITMENT OF THE THREE PARTIES**

By signing 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 gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

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.

|   |
|---|
| <b>The student</b><br>students's signature: ..... Date: ..... |
|---|

|  |             |
|--|-------------|
| <b>Responsible persons and responsible persons' signatures in the sending institution / University of Art and Design Linz:</b> |             |
| <b>Administrator for study plan affairs:</b>   |             |
| <b>Name:</b> .....   |             |
| Signature: .....   | Date: ..... |
| <b>Vice rector for teaching</b>  |             |
| <b>Frank Louis / signature :</b> .....   | Date: ..... |
| Contact Person / Outgoing Exchange Coordinator:<br><b>Regina Dicketmüller-Pointinger</b> .....                                 |             |
| <b>Stamp :</b> .....   | Date: ..... |

|  |                        |
|--|------------------------|
| <b>Responsible person<sup>1</sup> and responsible person's signature in the receiving institution:</b> |                        |
| <b>Name:</b> .....   | <b>Function:</b> ..... |
| Signature: .....   |                        |
| <b>Date:</b> .....   | <b>Stamp:</b> .....    |



Student's Name: .....

**AUSTRIAN NATIONAL SHEET<sup>8</sup>**

**ANTRAG DER/DES STUDIERENDEN:**

Ich (Name und Daten siehe Seite 1 des Learning Agreements „The student“) beantrage gemäß § 78 Universitätsgesetz 2002 die Feststellung der Gleichwertigkeit der in „Table B“: des *Learning Agreement for Studies* angeführten Lehrveranstaltungen/Prüfungen mit jenen gemäß Studienplan an der Heimathochschule.

\_\_\_\_\_ Datum

\_\_\_\_\_ Name der/des Studierenden

\_\_\_\_\_ Unterschrift der/des Studierenden

**BESCHIED DES FÜR ANERKENNUNGSFRAGEN ZUSTÄNDIGEN ORGANS ÜBER DIE FESTSTELLUNG DER GLEICHWERTIGKEIT VON PRÜFUNGEN:**

**Das Learning Agreement ist integraler Bestandteil dieses Bescheides.**

**Ausstellende Institution: Universität für künstlerische und industrielle Gestaltung, Hauptplatz 8, 4010 Linz, Österreich:**  
(siehe Seite 1 des Learning Agreements „The Sending Institution“).

Die Gleichwertigkeit der von **Herrn/Frau** .....

an der Gastinstitution (Daten siehe Seite 1) zu erbringenden Studienleistungen wird gemäß „Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad“ (basierend auf „Table A: Study programme abroad“) des *Learning Agreement for Studies*, gemäß § 78 Abs 5 Universitätsgesetz 2002 (BGBl. I Nr. 120/2002) festgestellt.

**BEGRÜNDUNG**

Dem Antrag wird vollinhaltlich stattgegeben, daher war spruchgemäß zu entscheiden (§ 58 Abs. 2 AVG).  
(Eine Begründung ist erforderlich, sofern dem Antrag nicht vollinhaltlich stattgegeben wird)

**RECHTSMITTELBELEHRUNG**

Gegen diesen Bescheid können Sie binnen vier Wochen ab Zustellung Beschwerde an das Bundesverwaltungsgericht erheben. Die Beschwerde ist innerhalb von vier Wochen nach Zustellung des Bescheides schriftlich bei dem für die studienrechtlichen Angelegenheiten zuständigen Organ der Universität für künstlerische und industrielle Gestaltung | Linz einzubringen. Die Beschwerde hat den angefochtenen Bescheid sowie die belangte Behörde zu bezeichnen und Angaben zur rechtzeitigen Einbringung sowie einen begründeten Beschwerdeantrag zu enthalten.

\_\_\_\_\_ Datum

Univ.-Prof. Dipl.des Frank Louis  
**Vizerektor für Lehre**

\_\_\_\_\_ Unterschrift des studienrechtlichen Organs

**BESTÄTIGUNG DER BETREUERIN ODER DES BETREUERS DER ABSCHLUSSARBEIT (DIPLOMARBEIT/ BACHELOR- oder MASTERARBEIT SOWIE DER DISSERTATION)<sup>9</sup>**

Ich bestätige, dass der Erasmus-Studienaufenthalt von **Herrn/Frau** .....

an der Gastinstitution (Daten siehe Seite 1 des Learning Agreements „The Receiving Institution“) der Abfassung der Abschlussarbeit (Diplomarbeit / Masterarbeit / Dissertation / Abschlussarbeit zum Bachelor - nicht-zutreffendes bitte streichen)

**mit dem Titel**

..... dient.

\_\_\_\_\_ Datum

\_\_\_\_\_ Name der Betreuerin/des Betreuers

\_\_\_\_\_ Unterschrift der Betreuerin/ des Betreuers

<sup>8</sup> According to the Austrian legal regulations the student applies to the responsible person at the home university for agreement that the course components at the receiving institution are deemed equivalent to the course components at the sending institution as described in Table A, if they are successfully completed. Due to this application the responsible person at the home university herewith gives notice that the course components at the receiving institution are deemed equivalent to the course components at the sending institution as described in Table A, if they are successfully completed.

<sup>9</sup> Confirmation of the academic advisor at the sending institution in case the stay abroad is used for work on a thesis.





**Student's Name:** .....

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

|   |           |
|---|-----------|
| <b>New responsible person in the sending institution:</b> |           |
| Name:   | Function: |
| Phone number:   | E-mail:   |

|   |           |
|---|-----------|
| <b>New responsible person in the receiving institution:</b> |           |
| Name:   | Function: |
| Phone number:   | E-mail:   |

Student's Name: .....

## C. Section to be completed AFTER THE MOBILITY

### RECOGNITION OUTCOMES

#### I. MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS

Start and end dates of the study period - **to be confirmed by the Partner institution**

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

**Table E:** academic outcomes at receiving institution

| 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 |
|--|---|---|------------------------|-----------------------------|
| <p>The University of Art and Design   Linz   accepts the Transcript of Records of the Erasmus+ Partner Institution. A copy of the transcript of records is attached or will be sent according to the institutional bilateral Erasmus+ agreement.</p> |   |   |                        |                             |

**Responsible person in the receiving institution:**

Signature: .....

Date: .....

Stamp:

#### II. MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS (University of Art and Design Linz)

Start and end dates of the study period:

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

All other details are stated on the Transcript of Records of the University of Art and Design | Linz which is issued in the Registrar's Office.

**Table F:** recognition outcomes at the sending institution

**The recognition of the courses is given in a separate recognition procedure, based on the transcript of records of the receiving institution:**

Component code, title of recognised component (as indicated in the course catalogue) at the **University of Art and Design | Linz**, number of ECTS credits, the grade and the responsible person's signature will be shown on the University of Art and Design' Transcript of Records after the recognition of the study programme abroad and can be picked up at the Registrar's Office.

Student's Name: .....

**AUSTRIAN NATIONAL SHEET****TATSÄCHLICH ABSOLVIERTES STUDIENPROGRAMM (ÄQUIVALENZLISTE)**SIEHE **TABLE E** UND **TABLE F** (OFFIZIELLES TRANSCRIPT OF RECORDS UNIVERSITÄT FÜR KÜNSTLERISCHE UND INDUSTRIELLE GESTALTUNG | LINZ) DES LEARNING AGREEMENT FOR STUDIES (GROUP OF EDUCATIONAL COMPONENTS)**BESCHIED DES FÜR ANERKENNUNGSFRAGENFRAGEN ZUSTÄNDIGEN ORGANS ÜBER DIE ANERKENNUNG VON PRÜFUNGEN****Das Learning Agreement ist integraler Bestandteil dieses Bescheides.**Ausstellende Institution: **Universität für künstlerische und industrielle Gestaltung | Linz, Hauptplatz 8, 4010 Linz, Österreich:**  
(siehe Seite 1 des Learning Agreements „The Sending Institution“).Die Anerkennung der von **Herrn/Frau** .....an der Gastinstitution (Daten siehe Seite 1 des Learning Agreements „The Receiving Institution“) erbrachten Studienleistungen wird aufgrund der in „Table F: recognition outcomes at the sending institution“ des Learning Agreement for Studies enthaltenen Lehrveranstaltungen gemäß § 78 Abs 1 Universitätsgesetz 2002 (BGBl. I Nr. 120/2002) im Ausmaß von ..... **ECTS Credits** festgestellt.**BEGRÜNDUNG**Dem Antrag wird vollinhaltlich stattgegeben, daher war spruchgemäß zu entscheiden (§ 58 Abs. 2 AVG).  
(Eine Begründung ist erforderlich, sofern dem Antrag nicht vollinhaltlich stattgegeben wird).**RECHTSMITTELBELEHRUNG**

Gegen diesen Bescheid können Sie binnen vier Wochen ab Zustellung Beschwerde an das Bundesverwaltungsgericht erheben. Die Beschwerde ist innerhalb von vier Wochen nach Zustellung des Bescheides schriftlich bei dem für die studienrechtlichen Angelegenheiten zuständigen Organ der Universität für künstlerische und industrielle Gestaltung | Linz einzubringen. Die Beschwerde hat den angefochtenen Bescheid sowie die belangte Behörde zu bezeichnen und Angaben zur rechtzeitigen Einbringung sowie einen begründeten Beschwerdeantrag zu enthalten

\_\_\_\_\_  
Datum **Univ.-Prof. Dipl.des Frank Louis**  
**Vizerektor für Lehre**\_\_\_\_\_  
Unterschrift des studienrechtlichen Organs**BESTÄTIGUNG DER BETREUERIN ODER DES BETREUERS DER ABSCHLUSSARBEIT (DIPLOMARBEIT, BACHELOR- ODER MASTERARBEIT SOWIE DER DISSERTATION)**Ich bestätige, dass **Herr/Frau** .....

im Rahmen des Erasmus-Auslandsaufenthaltes erfolgreich an der Abfassung der Abschlussarbeit (Diplomarbeit / Masterarbeit / Dissertation / Abschlussarbeit zum Bachelor nicht-zutreffendes bitte streichen)

**mit dem Titel** .....  
gearbeitet hat.\_\_\_\_\_  
Datum **Name der Betreuerin/des Betreuers**\_\_\_\_\_  
Unterschrift der Betreuerin/ des Betreuers**HINWEISE FÜR DIE NATIONALE ABWICKLUNG (INSTRUCTION FOR USAGE IN AUSTRIA):****VOR ANTRITT** des Erasmus-Auslandsaufenthaltes (Section A des Learning Agreements)Das für **Anerkennungsfragen zuständige Organ** bestätigt vor Beginn des Auslandsstudiums mit seiner/ihrer Unterschrift die Gleichwertigkeit der Studienleistungen in Bescheidform.

Dient der Erasmus-Auslandsaufenthalt ausschließlich der Abfassung einer Diplomarbeit oder Dissertation oder Abschlussarbeit zum Bachelor oder Master, so ist dies von der Betreuerin / vom Betreuer der wissenschaftlichen Arbeit zu bestätigen.

Das Learning Agreement (Section A) muss von allen Parteien (Studierende/r, entsendende sowie empfangende Hochschule) unterzeichnet werden. Das Original dieses Formulars verbleibt während des Erasmus-Aufenthaltes bei der/dem Studierenden, je eine Kopie erhält die entsendende und die empfangende Hochschule.

Grundsätzlich sind Studienleistungen im Ausmaß von 30 ECTS Credits pro Semester zu erbringen. Die detaillierten Bedingungen (z.B. Rückforderungsgrenze für den Mobilitätzuschuss) sind Bestandteil der Vereinbarung zwischen Studierenden und der OeAD GmbH bzw. sind in den nationalen Richtlinien für die Erasmus-Mobilität enthalten.

**NACH BEGINN** des Erasmus-Auslandsaufenthaltes (Section B des Learning Agreements)

Allfällige Änderungen des Studienprogramms werden in Tabelle C eingetragen (Fristen siehe Guidelines des Learning Agreements).

Im Fall gravierender Änderungen des Studienprogramms ist von der entsendenden Hochschule eine Tabelle D (analog zu Tabelle B) einzufügen (siehe Guidelines „Changes to the original Learning Agreement“).

**VOR bzw. NACH DER RÜCKKEHR** vom Erasmus-Auslandsaufenthalt (Section C des Learning Agreements)Am Ende des Auslandsaufenthaltes ist Tabelle E des Learning Agreements von der Gasthochschule zu unterzeichnen (**Hinweis: der bei Tabelle E angegebene Zeitraum des Auslandsaufenthalts muss jenem in der Aufenthaltsbestätigung entsprechen!**).

Student's Name: .....

An der Heimathochschule ist Tabelle F von dem für Anerkennungsfragen zuständigen Organ zu bestätigen und die Anerkennung der im Ausland absolvierten Studienleistungen in Bescheidform vorzunehmen.

Wenn die/der Studierende den Erasmus-Auslandsaufenthalt für Arbeiten an der Diplomarbeit oder Dissertation oder Abschlussarbeit zum Bachelor oder Master verwendet hat, so ist dies von der Betreuerin / vom Betreuer der wissenschaftlichen Arbeit zu bestätigen.

**ZU BEACHTEN:**

Es liegt in der Verantwortung der entsendenden Institutionen nach Einlangen des Antrages in der Studienabteilung die Anerkennung **binnen 2 Monaten** gemäß § 78 Abs 8 UG 2002 (abweichend von § 73 AVG) durchzuführen.

**LEARNING AGREEMENT FOR STUDIES**

**ANNEX 1: GUIDELINES**

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is **recommended** to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. What is important is that all the information requested in this template is provided, no matter in which format, provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3). On page 1, all the information mentioned will have to be encoded in the Mobility Tool. Institutions can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

**After the mobility**, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally the sending institution should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

**PROPOSED MOBILITY PROGRAMME**

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the institutions according to their specific needs. However, **in every case, the two tables A and B must be kept separated**, i.e. they cannot be merged. The objective is to make clear that there needs to be no one to one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a **group** of learning outcomes achieved abroad replaces a **group** of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS\* credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in **Table A**.

When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

| 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 |
|-------------------------|---|--------------------------------------|-------------------------|
|                         | Mobility window   | ...                                  | Total: 30               |

Otherwise, the group of components will be included in **Table B** as follows:

| Component code (if any) | Component title (as indicated in the course catalogue) at the University of Art and Design   Linz                                 | Semester/ term [autumn / spring] | Number of ECTS |
|-------------------------|---|----------------------------------|----------------|
|                         | Bachelor-, Master- or Diploma program in: .....<br>Painting / industrial design/ ..... for example<br>- <b>Selectable courses</b> |                                  |                |
|                         |   | Total:                           |                |

The **sending institution** must fully recognise the number of ECTS\* credits contained in table A if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement. In all cases, the student will report via the on-line EU survey on the full recognition by the sending institution of his/her credits achieved abroad based on what has been agreed in Table B (or table D in case of changes during the mobility) and its possible annexes.

Student's Name: .....

The student will commit to reach a certain **level of language competence** in the main language of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the **Erasmus+ online assessment tool OLS** (the results will be sent to the sending institution) to be decided by the sending institution. A recommended level has been agreed between the sending and the receiving institutions in the inter-institutional agreement. In case the student would not already have this level when he/she signs the Learning Agreement, he/she commits to reach it with the support to be provided by the sending or receiving institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses OLS).

**Note : The payment of the final instalment of the financial support is subject to the submission of the compulsory online assessment at the end of the mobility.**

All parties must **sign the document**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

\* 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 and a web link to an explanation to the system should be added.

#### CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

**Other reasons for a change can be the request for an extension of the duration of the mobility programme abroad.** Such a request can be made by the student **at the latest one month before the foreseen end date**.

These **changes to the mobility study programme should be agreed by all parties within four to seven weeks** (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. The shorter the planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table C and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits as presented in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns can be added as needed to tables C and D.

**All parties must confirm that the proposed amendments to the Learning Agreement are approved.** For this specific section, **original or scanned signatures are not mandatory and an approval by email may be enough.** The procedure has to be decided by the sending institution, depending on the national legislation.

#### RECOGNITION OUTCOMES

The receiving institution 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 Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table E (or the representation that the institution makes of it) will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table C. In addition, grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough). The actual start and end dates of the study period will be included according to the following definitions:

- The **start date** of the study period is the first day the student has been present at the receiving institution. For example, this could be the start date of the first course/first day at work, a welcoming event organised by the receiving institution, or language and intercultural courses; this may include attending language courses organised or provided by other organisations than the receiving institution if the sending institution considers it as a relevant part of the mobility period abroad.
- The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Transcript of Records, without further requirements from the student, and normally within five weeks. The sending institution's Transcript of Records must include at least the information listed in table F (the recognition outcomes) and attach the receiving institution's Transcript of Record.

In case of mobility windows, **Table F** may be completed as follows:

| Component code(if any) | Title of recognised component (as indicated in the course catalogue) at the sending institution | Number of ECTS credits | Sending institution grade, if applicable |
|------------------------|---|------------------------|--|
|                        | <i>Mobility window</i>  | <i>Total: 30</i>       | .....                                    |

Where applicable, the sending institution will translate the grades received by the student abroad, taking into account the grade distribution information from the receiving institution (see the methodology described in the ECTS Users' Guide). In addition, all the educational components will appear as well in the student's Diploma Supplement. The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.



Student's Name: .....

ANNEX 2: CONFIRMATION OF STAY

**LETTER OF CONFIRMATION 20 .. /20 ..**

It is hereby certified that Ms / Mr:

|                |  |                     |  |
|----------------|--|---------------------|--|
| Last name (s)  |  | Sending Institution | University of Art and Design Linz   A LINZ02 |
| First name (s) |  | Student's e-mail    |  |

was an ERASMUS+ student at:

|                              |  |             |  |
|------------------------------|--|-------------|--|
| Receiving institution        |  | Web address |  |
| Erasmus code (if applicable) |  | Department  |  |

between the following dates (start and end dates of the study period)\*:

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

To be completed by the host institution:

**Responsible person<sup>1</sup> and responsible person's signature in the receiving institution:**

Name: .....

Function: .....

Signature and stamp: .....

Date: .....

**NOTE FOR ERASMUS STUDENTS**

**This form must be completely filled out in order to be accepted!**

\* The letter of confirmation has to be completed **during the last week (or later)** of the ERASMUS+-stay abroad and has to be submitted to the "Erasmus Referat" of OeAD in **original version** (safe a copy for yourself!).

**Österreichische Austauschdienst GmbH | OeAD - Regioalbüro Linz / JKU |  
Herr Andreas Szelegowitz | Altenbergerstraße 69 | 4040 Linz**

\* If the duration does not correspond with the duration originally agreed in the contract between the beneficiary and the National Agency (OeAD-GmbH), the appropriate rates have to be paid back.  
Duration: at least three entire months or a complete trimester.

**NOTE FOR ERASMUS STUDENTS**



Erasmus+

Higher Education  
Learning Agreement form

kunstuniversität linz  
Universität für künstlerische und industrielle Gestaltung  
www.ufg.at

**Student's Name:** .....

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**This form must be completely filled out in order to be accepted!**

\* The letter of confirmation has to be completed **during the last week (or later)** of the ERASMUS+-stay abroad and has to be submitted to the "Erasmus Referat" of OeAD in **original version** (safe a copy for yourself!).

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