

This recognition form constitutes the Learning Agreement (LA) for the recognition of foreign study and examination achievements during an academic stay abroad (study abroad, summer/winter school, thesis, if applicable).

Procedure:

- 1) Student: Complete the LA before the study abroad semester (as part of the application to the host university)!
- 2) Student and faculty: Course agreement and signature (FBT international affairs officer, FBT: Dean of Studies, FBW: Dean of Studies (exception: BWL and BA WI: subject-specific student advisory service); see details and contact information in the document "Instructions for completing the LA").
- 3 a) Erasmus students: Email a copy of the signed LA to the International Office of Brandenburg University of Applied Sciences (THB) before the start of the study abroad semester (to: christina.strom@th-brandenburg.de). The THB International Office will sign the Erasmus Online Learning Agreement (OLA) based on the LA.
- 3 b) Non-Erasmus students: Email the LA to the International Office of the host university and have it signed. Email a copy of the signed LA to the International Office of Brandenburg University of Applied Sciences (THB) before the start of the study abroad semester (to: christina.strom@th-brandenburg.de).

SECTION TO BE COMPLETED BEFORE THE MOBILITY PHASE

A) PERSONAL DATA

Surname(s) <i>Family name(s)</i>	First name(s) <i>First name(s)</i>	Student ID number at Brandenburg University of Applied Sciences	Gender <i>Gender</i>
			<input type="checkbox"/> m <input type="checkbox"/> f <input type="checkbox"/> d
Date of birth <i>Date of birth (dd/mm/yyyy)</i>	Place of birth <i>Place of birth</i>	Country of birth <i>Country of birth</i>	Nationality <i>Nationality</i>
Email (Brandenburg University of Applied Sciences email address!!!) <i>Email</i>	Phone <i>Phone number</i>	Exchange programme	
	+49	Please select	

B) INFORMATION ABOUT YOUR HOME UNIVERSITY / SENDING INSTITUTION

Home university <i>Sending institution</i>	Faculty Brandenburg University of Applied Sciences <i>Department/faculty sending institution</i>	Name; email address; telephone number International Office Brandenburg University of Applied Sciences <i>Contact person at sending institution (international office)</i>
Brandenburg University of Applied Sciences	Please select	Christina Strom christina.strom@th-brandenburg.de +49 3381 355 287
Degree programme at Brandenburg University of Applied Sciences		
Bachelor	Please select	
Master	Energy Efficiency of Technical Systems (M.Eng.)	

C) INFORMATION ABOUT THE HOST UNIVERSITY / RECEIVING INSTITUTION

Name of the host university <i>Receiving institution</i>	Location, country	Erasmus code (if applicable)	Name; email address; telephone number of the international office at the host university <i>Contact person at receiving institution (international office)</i>
Faculty/department of host university <i>Department/faculty receiving institution</i>	Bachelor's/Master's	Planned period of study (e.g. 01.09.2022-31.01.2023) <i>Planned period of study</i>	

In Table D) in the left-hand column, list all the courses you will be taking abroad and insert the link to the module descriptions below. In the right-hand column, enter Brandenburg University of Applied Sciences courses for which the courses chosen abroad are to be recognised. Assign position numbers to the courses (courses to be recognised from abroad must have the same position number as the equivalent Brandenburg University of Applied Sciences course). BA/MA Business Administration, BA ACS and BA students from the FBT who go abroad within the mobility window specified in the SPO should enter "Mobility Window" as the module title in the right-hand column.

Please also list courses in the left-hand column that you do not wish to have recognised for examination purposes at Brandenburg University of Applied Sciences. Courses that are not to be credited should be marked with "no recognition needed" in the right-hand side of the table under "Title of module".

A one-to-one correspondence between the number of credit points may not be required (decision to be made by the faculty). Erasmus and PROMOS scholarship holders studying abroad must earn at least 15 ECTS credits (regardless of course selection and recognition) in order to receive the scholarship (if this is not achieved, a written explanation must be submitted, on the basis of which a payment will be considered).

Non-Erasmus students: If the credits are not part of the European Credit Transfer System (ECTS), please submit a conversion table from your host university or information on the total number of credits for your foreign study programme and the duration of the study programme in years to the faculty for course coordination.

D) STUDY PROGRAMME AT THE HOST UNIVERSITY / PROPOSED STUDY PROGRAMME

Study programme at the host university <i>Study programme at the receiving institution</i>					Recognition at Brandenburg University of Applied Sciences <i>Recognition at the sending institution</i>				
Position	Course code	Title of module <i>Module title</i>	Local credits (if not ECTS)	ECTS points <i>ECTS credits</i>	Position	Course code	Module title <i>Module title</i>	ECTS points <i>ECTS credits</i>	Grade at Brandenburg University of Applied Sciences (entered by the examination board if necessary)
Total ECTS credits:					Total ECTS credits:				
Insert link to module descriptions or course catalogue with description of learning outcomes at the host university here:									
Please tick one reason if no (further) recognition of credits is required! <input type="checkbox"/> a) I have already completed all modules at Brandenburg University of Applied Sciences and only have my Final thesis ahead of me. A study abroad programme gives me the opportunity to acquire further skills and competencies. <input type="checkbox"/> b) Other reasons, please specify:									
COMMITMENT: By signing this document, the student and the home university confirm that they agree to the learning agreement and undertake to comply with the arrangements made herein. The home university undertakes to recognise all ECTS credits/credit points acquired at the host university for the successful completion of training components as recorded/agreed in the table under D) towards the student's degree. The student shall inform the home university of any problems or changes regarding the study programme, the responsible person(s) and/or the period of study. <u>Erasmus:</u> By signing this document, the respective faculty of Brandenburg University of Applied Sciences authorises the International Office of the Brandenburg University of Applied Sciences to sign the Erasmus Online Learning Agreement in the dashboard on behalf of the home university.									
Commitment <i>Commitment</i>	Name		Email		Position		Date <i>Date</i>	Signature <i>Signature</i>	
Student									
Responsible person at the sending institution									
Only Non-Erasmus: By signing this document, the receiving institution confirms that it approves the choice of courses. The receiving institution confirms that the educational components listed in the table above are in line with its course catalogue and should be available to the student. The student and the receiving institution will communicate any problems or changes regarding the study programme, responsible persons and/or study period to the sending institution.									
Responsible person at the receiving institution									

A) PERSONAL DATA

B) CHANGES TO THE ORIGINAL PROPOSED STUDY PROGRAMME

COMMITMENT

Commitment	Name	Email	Position	Date	Signature
Student					
Responsible person at the sending institution					

The section "During Mobility" to be completed during the mobility phase should only be filled in if there are unscheduled changes to the original module selection or if the semester abroad is extended. The section completed before the mobility phase remains unchanged; changes may only be described in this section.

Procedure:

- 1) Fill out the form, submit the application for changes to the responsible person in the faculty no later than 5 weeks after the start of the study abroad semester (including a copy of "Before Mobility").
- 2) Email a copy of the signed changes to the International Office at Brandenburg University of Applied Sciences (Brandenburg University of Applied Sciences) no later than 7 weeks after the start of the study abroad semester (to: christina.strom@th-branden-burg.de).

Erasmus: Brandenburg University of Applied Sciences International Office will then sign the Erasmus Online Learning Agreement based on the recognition form.

After completing their study abroad semester, students submit a copy of their Transcript of Records and Learning Agreement to the Examination Office of their faculty (exception: BA ACS: submit to Prof. Vielhauer). The Examination Office will forward the documents to the Examination Board for any necessary conversion of grades. The recognition of the modules and the corresponding transfer of grades can then be found in your performance overview in Brandenburg University of Applied Sciences online portal.

¹ Reasons for unscheduled changes to your studies abroad (select one number from the list below):

Reasons for deleting a component	Reasons for adding a component
1. Previously selected training component is not available at the host university 2. Component is offered in a language other than that specified in the course catalogue 3. Timetable conflict 4. Other (please specify)	5. Replacement for a deleted component 6. Extension of the mobility phase 7. Other (please specify)