

# Erasmus Learning Agreement (LA)


Status: July 17, 2022

Author: Zinaida Benenson [zinaida.benenson@fau.de](mailto:zinaida.benenson@fau.de)

<https://www.informatik.studium.fau.de/studierende/wege-ins-ausland>

- Learning Agreements (LAs) can be online or on paper.
  - **If you filled in an online LA and have not received my signature for 4-5 days, please send to me a PDF version of your LA. Online LAs sometimes do not work.**
- LAs (online and on paper) may differ slightly for different universities, but they usually have the following parts:
  - **Table A:** courses you take at the host university
  - **Table B:** corresponding courses that can be recognized at FAU
  - Table with signatures of involved persons
- **How to fill in an LA: see next slides**

**Table A: courses you take at the host university**

course code	course title	semester	ECTS
			Total: 

**Table A**

- Make sure your LA has **at least 20 ECTS**
- Usual ECTS amount is 20-30
- There is no upper bound on ECTS, just be realistic
- Sum up your ECTS


**Table B: courses at FAU that should or could be recognized**

course code	course title	semester	ECTS

**Table B**

- **If you study Informatik, but not CE or AI:**
  - Write in the first line (on paper) or in all lines (if online LA requires this): ***free choice FAU*** or a similar phrase
  - Don't fill in anything else in Table B
- **If you study CE or AI:** ask Dr. Felix Schmutterer how to fill in Table B
  - [studienberatung-ce@fau.de](mailto:studienberatung-ce@fau.de)
  - [studienberatung-ai@fau.de](mailto:studienberatung-ai@fau.de)
- If you study at any other FAU department, **ask the person responsible for recognition of courses at your department how to fill in Table B**

# Filling in the signature part of the LA

Commitment	Name	Email	Position	Date	Signature
Student	<your name>	<your email>	Student	<date>	<signature>
Responsible person for recognition at the sending institution	Prof. Dr. Harald Köstler	harald.koestler@fau.de	Person responsible for recognition	<date>	(by proxy)  write this here, because Zinaida Benenson will sign by proxy (instead of Harald Köstler)
<p><b>If you study Computer Science (Informatik, but not CE or AI!) at FAU</b></p>					
<ul style="list-style-type: none"> <li>• If you study CE or AI, responsible person for recognition is Dr. Felix Schmutterer, and <u>he should sign first</u> <a href="mailto:studienberatung-ce@fau.de">studienberatung-ce@fau.de</a> <a href="mailto:studienberatung-ai@fau.de">studienberatung-ai@fau.de</a></li> <li>• if you study at any other department, fill in with the data of the corresponding person and <u>ask them to sign</u></li> </ul>					
Responsible person for exchange at the sending institution	Dr. Zinaida Benenson	zinaida.benenson@fau.de	Erasmus coordinator of the CS department	<date>	
Responsible person at the receiving institution	fill in with the data from your host university			<date>	

**How to get your LA signed: see next slide**

# How to get your LA signed

1. Make sure your **host university APPROVES of the courses in Table A**
  - a) Ask them to sign it first
  - b) If they refuse, at least make sure that they approve!
2. If you **study Informatik (but not CE or AI) at FAU**, send your LA to Zinaida Benenson for the final signature
3. If you **study CE or AI at FAU**:
  - a) Ask Dr. Felix Schmutterer to sign your LA
  - b) After that, send your LA to Zinaida Benenson for the final signature
4. If you study at **any other FAU department**:
  - a) Ask person responsible for recognition at your department to sign your LA
  - b) After that, send your LA to Zinaida Benenson for the final signature