

Erasmus Learning Agreement (LA)

Status: April 5, 2022 Author: Zinaida Benenson

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

- Learning Agreements (LAs) can be online or on paper.
 - Online LAs: there is no experience with them yet, information will be added later.
 - **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.**
 - Paper LAs 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 at the FAU CS Department (e.g., CS, CE or AI):**
 - Write in the first line: ***free choice FAU***
 - Don't fill in anything else in Table B
- 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 (see also next slide)**

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)
if you study at the FAU CS Department (e.g., CS, CE or AI)					
if you study at any other department, fill in with the data of the corresponding person and ask them to sign (see also next slide)					
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**
 - Ask them to sign it first; if they refuse, at least make sure that they approve!
2. If you **study at the FAU CS Department (e.g., CS, CE or AI)**, send your LA to Zinaida Benenson for the final signature
3. 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