

Erasmus Learning Agreement (LA)

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<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 5 days, please contact me. 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 at FAU that can be recognized
 - Table with signatures of involved persons
- **How to fill in an LA and how to get it signed: please read ALL 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 (if required by the form)



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

course code	course title	semester	ECTS

Table B

- If you don't want some module from the host university to be recognized at FAU, please write in the corresponding line of Table B: "recognition not wanted by the student" (or similar)
- **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; your choice of courses will be first approved by Zinaida Benenson, and later recognized by Harald Köstler, as he is responsible for recognition in Informatik
- **If you study CE or AI:** Dr. Felix Schmutterer is responsible for recognition for CE and AI students
 - studienberatung-ce@fau.de
 - studienberatung-ai@fau.de
- If you study at any other FAU department, **find out who is the person responsible for recognition of courses at your department**

Example:

- Module at the host university: X with 6 ECTS
- Similar module at FAU: Y with 5 ECTS
- Write X with 6 ECTS in Table A
- Write Y with 5 ECTS in Table B
- If you are not an CS (Informatik) student:
 - Person responsible for recognition decides whether course X can be recognized as course Y
 - If yes, you'll get 5 ECTS for course Y for your FAU studies

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>If you study Computer Science (Informatik, but not CE or AI!) at FAU</p> <ul style="list-style-type: none"> • If you study CE or AI, responsible person for recognition is Dr. Felix Schmutterer, and <u>he should sign first</u> studienberatung-ce@fau.de studienberatung-ai@fau.de • if you study at any other department, fill in with the data of the corresponding person and <u>ask them to sign</u> 					
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

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 zu 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