

|                              |              |                     |               |             |           |   |                  |
|------------------------------|--------------|---------------------|---------------|-------------|-----------|---|------------------|
| <b>Student</b>               | Last name(s) | First name(s)       | Date of birth | Nationality | Sex [M/F] | Study cycle/Semester                            | Field of studies |
| <b>Sending Institution</b>   | Name         | Faculty/Department  |               | Address     | Country   | Contact person name <sup>5</sup> ; email; phone |                  |
| <b>Receiving Institution</b> | Name         | Faculty/ Department |               | Address     | Country   | Contact person name; email; phone               |                  |

### Before the mobility

| <i>Study Programme at the Receiving Institution</i>                           |  |  |          |  |
|---|--|--|----------|--|
| Planned period of the mobility: from [month/year] ..... to [month/year] ..... |  |  |          |  |
| <b>Table A</b><br>Before the mobility   | Component <sup>6</sup><br>code<br>(if any) | Component title at the Receiving Institution<br>(as indicated in the course catalogue <sup>7</sup> ) | Semester | Number of ECTS credits (or equivalent) <sup>8</sup><br>to be awarded by the Receiving Institution upon successful completion |
|   |  |  |          |  |
|   |  |  |          |  |
|   |  |  |          |  |
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|   |  |  |          |  |
|   |  |  |          |  |
|   |  |  |          |  |
|   |  |  |          |  |
| <b>Total: ...</b>   |  |  |          |  |

| <i>Recognition at the Sending Institution</i>  |                               |  |          |   |
|--|-------------------------------|--|----------|---|
| <b>Table B</b><br>Before the mobility  | Component<br>code<br>(if any) | Component title at the Sending Institution<br>(as indicated in the course catalogue) | Semester | Number of ECTS credits (or equivalent)<br>to be recognised by the Sending Institution |
|  |                               |  |          |   |
|  |                               |  |          |   |
|  |                               |  |          |   |
|  |                               |  |          |   |
|  |                               |  |          |   |
|  |                               |  |          |   |
|  |                               |  |          |   |
|  |                               |  |          |   |
| <b>Total: ...</b>  |                               |  |          |   |
| Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i> |                               |  |          |   |

**Die Anerkennung der in Table B eingetragenen Kurse kann nur durch vorherige Absprache mit dem jeweiligen HfG Professor erfolgen. Erst nach schriftlicher Bestätigung durch den Professor erfolgt die Anerkennung im Fachbereichssekretariat.**

**Im Fachbereich Design besteht die Möglichkeit die im Ausland erbrachten Leistungen als "Freies Studium" anerkennen zu lassen. Sprechen Sie in jedem Fall vor Ihrer Mobilität mit Ihrem Fachbereichsbüro oder dem Prüfungsausschuss.**

| <i>Commitment</i>   |      |       |                |      |           |
|---|------|-------|----------------|------|-----------|
| By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period. |      |       |                |      |           |
| Commitment  | Name | Email | Position       | Date | Signature |
| Student   |      |       | <i>Student</i> |      |           |
| Responsible person <sup>10</sup> at the Sending Institution   |      |       |                |      |           |
| Responsible person at the Receiving Institution <sup>11</sup>   |      |       |                |      |           |