

Learning Agreement and Credit Recognition Process

Foreword

Within the scope of the Bologna process and the creation of a European Higher Education Area, the EU Commission formulated new goals for the Erasmus+ program, shifting the emphasis of student mobility to the recognition of credits earned abroad. The National Agency for Erasmus+, in turn, has called on participating institutions of higher education to stress *quality* over quantity in promoting studies abroad through Erasmus+.

Studying and the passing of exams at the host university, along with the recognition of credits earned abroad – directly after the stay – have become the focus of student mobility. The submission of a correct and complete Learning Agreement is a prerequisite for the funding of a stay abroad.

The following handout provides you information on how to prepare the Learning Agreement correctly and explains the recognition process for credits earned abroad.

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1. Preparing the Learning Agreement for Studies

Within in the Erasmus+ program, the purpose of the *Higher Education Learning Agreement for Studies* (henceforth Learning Agreement) is to document the recognition of credits you earn abroad.

You are thus required to draw up an **individual plan of study before your stay abroad commences** and include this in the “Online Learning Agreement” (OLA).

Attention: Learning Agreement of Studies in PDF form are only allowed if the host university is not yet connected to the Erasmus Dashboard. In this case it must be documented that the use of the OLA was not possible due to missing prerequisites at the host university.

The International Affairs Delegate of your subject area at TUM and the corresponding contact person at your host university must approve the Learning Agreement with their digital signatures. The OLA must be **submitted with all signatures before the start of the semester at the host university**.

If you need to make **changes to the Learning Agreement once your study abroad has commenced**, these are to be entered in the “Online Learning Agreement” (in the form of a list of the modules to be deleted and of those added in their place) and approved, once again, with digital signatures from both institutions. You can **change the OLA within the first 5 weeks after the start of the semester**.

The complete process of registration, preparing, approving and sending the Online Learning Agreement has to be done online with the **Erasmus+ app** or the **OLA platform** alternatively. You will receive a separate **manual on how to use the “Online Learning Agreement”** (see OLA manual). In case the host university still does not work with the OLA Dashboard, you can use the **PDF file** of the “learning agreement of studies” and document that the use of the OLA was not possible.

Instructions for preparing the Learning Agreement for Studies:

In **Table A**, you list the **modules** you plan to attend at the **host university**. When drawing up your plan of study, follow the **host university’s guidelines** regarding the number of ECTS, the module catalog and elective options.

In **Table B**, you list the **TUM modules** for which the credits earned abroad are **to be recognized** upon your return but you also list the module(s) for which **recognition cannot be determined** in advance, or for which recognition is **not possible**, or **not desired**.

For more on **the preliminary approval of credit recognition**, see **Point 2 (page 5 ff)** below.

Formal guidelines:

- Please ensure that the host university modules from Table A correspond with the correct modules or mobility windows in Table B (by using the **same numbering**, preferably before the component code, eg. “1.), 2.) 3.)...”).
- **Table B cannot be left empty.** So-called “mobility windows” (e.g. “partner university – elective module,” “additional credits”, etc.) may also be entered here.
- In **Table B** of the Online Learning Agreement you must therefore indicate the **modules that are to be recognized** and whose recognition has been **preliminary approved on the form** (as described in Point 2 below).
- If you selected **modules** for which **recognition cannot be determined** in advance, or for which recognition is **not possible**, or **not desired**, in this case, please fill in Table B in the field “Component Title” of the respective course numbering the note: „Waiver of recognition in advance“. **Please note: Such cases should form an exception for individual modules only rather than apply to all of the modules in your plan of study.**

Instructions for Changing the Learning Agreement for Studies

In **Table A2** enter **any changes to your original** plan of study (Table A) that may arise after your stay abroad has commenced e.g. as a result of clashes in schedule or because the module is not being offered at the host university after all. These changes must be documented **no later than five weeks** after the start of your stay abroad, that is, as soon as your plan of study is finalized.

In **Table B2** enter the **TUM modules** for which the newly entered credits earned abroad are **to be recognized**. Proceed as described in Point 2 (page 5 ff) below for the preliminary approval of credit recognition.

Formal guidelines:

- Please ensure that the host university modules from Table A2 correspond with the correct modules or mobility windows in Table B2 (by using the **same numbering**, preferably before the component code, g. “1.), 2.) 3.)...”).
- **Table B2 cannot be left empty.** So-called “mobility windows” (e.g. “partner university – elective module,” “additional credits”, etc.) may also be entered here.
- If you add new courses in Table A2, you must indicate in **Table B2** the **modules that are to be recognized and whose recognition has been** preliminary approved (as described in Point 2 below).
- If you selected new **module(s)** for which **recognition cannot be determined** in advance, or for which recognition is **not possible**, or **not desired**, in this case, please fill in Table B2 in the field “Component Title” of the the respective course numbering the note: „**Waiver of recognition in advance**“. **Please note: Such cases should form an exception for individual module(s) only rather than apply to all of the modules in your plan of study.**

2. Recognition of Credits Earned Abroad

You must submit the Online Learning Agreement digitally signed by the International Affairs Delegate and the host university in good time, before commencing your stay abroad (see Point 1 above).

You will, therefore, need to get approval in advance for the recognition of credits you plan to earn at the host university.¹

The following applies to all degree programs: The Online Learning Agreement will only be signed digitally by the International Affairs Delegate upon the presentation of the preliminary approval form.

International Affairs Delegate TUM School of Engineering and Design (subject areas Civil and Environmental Engineering / Geo Engineering (TUM ED – CEE / GE)):

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Depending on the degree program, preliminary approval of credit recognition takes place as follows:

¹ Academic and Student Affairs has compiled a handout entitled "Guidelines for the Credit Recognition Process:" <https://www.lehren.tum.de/en/topics/examinations/recognition-of-credits/>

B.Sc. Civil and Environmental Engineering

- In principal, required modules, required elective modules (for older study regulations) or elective modules of the “profiles” (for study regulations FPSO20191 and later) might be recognized if modules at the host university are equivalent to those at the TUM (equivalence review).
- Modules for the general elective module catalog can be taken over as long as they fit the course of study in terms of subject matter and do not duplicate modules that have already been passed, without being equivalent to a specific module at TUM. In the Bachelor of Civil Engineering only one module up to 3 ECTS can be brought in. A grade is not required in this category, the indication "Passed" is sufficient.
- Select the modules you plan to complete at the host university and list these in the preliminary approval form (“Laufzettel”).
- When selecting modules, we urge you to consult your departmental student advisor. Please bring the module description and the preliminary approval form (“Laufzettel”). The departmental student advisor identifies possible TUM modules to be considered for recognition.
- In the following, you contact the coordinators of the modules in question to obtain the signatures and stamp on the preliminary approval form as proof of the binding assurance of recognition. The module coordinator will require the original module description from the host university in order to determine module equivalency.
- After that, you fill the Online Learning Agreement (see OLA manual) and enter the recognition of credits in Table B as confirmed on the preliminary approval form (or, if necessary, enter “Waiver of recognition in advance”).
- As soon as you submit the Online Learning Agreement (OLA), please send the filled and signed preliminary approval form („Laufzettel“) by e-mail to the International Affairs Delegate of TUM ED-CEE/GE who then signs the Learning Agreement.
- Should there be changes to the Learning Agreement after arriving at the host university, you must document all added and/or deleted courses in the OLA (Table A2). Then you will have to acquire preliminary approval as described above and document these in the OLA (Table B2). See OLA manual.
- As soon as you submit the changed OLA, you have to send the preliminary approval form by email to the International Affairs Delegate, or forward her your email correspondence with the responsible persons, which clearly states that recognition has been assured. The International Affairs Delegate will then digitally sign your changed OLA.
- After your return from abroad, present the preliminary approval form and Transcript of Records from the host university to
 - the exam officer (Civil Engineering students) or
 - departmental student advisor (Environmental Engineering students)who will then convert the grade into the German system and record enter the examination result(s) in TUMonline.

Contact info of contact person of Civil and Environmental Engineering can be found on page 9.

M.Sc. Civil Engineering

- In principal, modules might be recognized if modules at the host university are equivalent to those at the TUM (equivalence review).
- Concerning the recognition of required modules or modules for the general catalogue of elective modules, the same procedure as for the bachelor's program (see above) applies.
- Concerning the recognition of elective subjects in cross-sectional specialization, you must choose from a selection of modules that has been approved by your mentor. These elective subjects are to be confirmed directly by your mentor on the preliminary approval form ("Laufzettel").
- Concerning the recognition of additional credits, the departmental student advisor confirms approval by signature on the preliminary approval form ("Laufzettel").
- Select the modules you plan to complete at the host university and list these in the preliminary approval form ("Laufzettel"). When selecting modules, we urge you to consult your departmental student advisor. Please bring the module description and the preliminary approval form ("Laufzettel"). The departmental student advisor identifies possible TUM modules to be considered for recognition.
- In the following, you contact the coordinators of the modules in question to obtain the signatures and stamp on the preliminary approval form as proof of the binding assurance of recognition. The module coordinator will require the original module description from the host university in order to determine module equivalency.
- After that, you fill the Online Learning Agreement (see OLA manual) and enter the recognition of credits in Table B as confirmed on the preliminary approval form (or, if necessary, enter "Waiver of recognition in advance").
- As soon as you submit the Online Learning Agreement (OLA), please send the filled and signed preliminary approval form („Laufzettel“) by e-mail to the International Affairs Delegate of TUM ED-CEE/GE who then signs the Learning Agreement.
- Should there be changes to the Learning Agreement after arriving at the host university, you must document all added and/or deleted courses in the OLA (Table A2). Then you will have to acquire preliminary approval as described above and document these in the OLA (Table B2). See OLA manual.
- As soon as you submit the changed OLA, you have to send the preliminary approval form by email to the International Affairs Delegate, or forward her your *email correspondence* with the responsible persons, which clearly states that recognition has been assured. The International Affairs Delegate will then digitally sign your changed OLA.
- After your return from abroad, present the preliminary approval form and Transcript of Records from the host university to the exam officer who will then convert the grade into the German system and will record the examination result(s) in TUMonline.

Contact info of contact person of Civil Engineering can be found on page 9.

M.Sc. Environmental Engineering

- In principal, required modules might be recognized if modules at the host university are equivalent to those at the TUM (equivalence review).
- Concerning the recognition of required modules in the master's program, the same procedure as for the bachelor's program (see above) applies.
- Concerning elective modules, recognition of credits (up to 30 ECTS) is possible within the catalogue of elective modules (elective modules in the Field of Study, Cross Cutting Methods and Individual Choice Electives). Prerequisite: Module at the guest university fits in the respective category of electives at TUM and you have not done a similar or the same module at TUM yet.
- Select the modules you plan to complete at the host university and list these in the preliminary approval form ("Laufzettel").
- When selecting modules, we urge you to consult your departmental student advisor. Please bring the module description and the preliminary approval form ("Laufzettel"). The departmental student advisor identifies possible TUM modules to be considered for recognition and in some cases he can directly confirm the recognition.
- In the following, you contact the coordinators of the modules in question to obtain the signatures and stamp on the preliminary approval form as proof of the binding assurance of recognition. The module coordinator will require the original module description from the host university in order to determine module equivalency.
- After that, you fill the Online Learning Agreement (see OLA manual) and enter the recognition of credits in Table B as confirmed on the preliminary approval form (or, if necessary, enter "Waiver of recognition in advance").
- As soon as you submit the Online Learning Agreement (OLA), please send the filled and signed preliminary approval form („Laufzettel“) by e-mail to the International Affairs Delegate of TUM ED-CEE/GE who then signs the Learning Agreement.
- Should there be changes to the Learning Agreement after arriving at the host university, you must document all added and/or deleted courses in the OLA (Table A2). Then you will have to acquire preliminary approval as described above and document these in the OLA (Table B2). See OLA manual.
- As soon as you submit the changed OLA, you have to send the preliminary approval form by email to the International Affairs Delegate, or forward her your *email correspondence* with the responsible persons, which clearly states that recognition has been assured. The International Affairs Delegate will then digitally sign your changed OLA.
- After your return from abroad, present the preliminary approval form and Transcript of Records from the host university to the departmental student advisor who will then convert the grade into the German system and will record the examination result(s) in TUMonline.

Contact info of contact person of Environmental Engineering can be found on page 9.

Contact Info of Contact Persons of Civil and Environmental Engineering

- **Civil Engineering**

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- **Environmental Engineering**

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B.Sc. Geoscience / M.Sc. Engineering Geology and Hydrogeology

- In principal, required modules or required elective modules might be recognized if modules at the host university are equivalent to those at the TUM (equivalence review).
- In the master's program in Engineering Geology and Hydrogeology you have the option to incorporate modules completed abroad worth a maximum of 10 credits as an elective subject (in accordance with degree program's Academic and Examination Regulations). The departmental student advisor confirms recognition of these modules by signing the preliminary approval form.
- Select the modules you plan to complete at the host university and list these in the preliminary approval form ("Laufzettel").
- When selecting modules, we urge you to consult your departmental student advisor. Please bring the module description and the preliminary approval form ("Laufzettel"). The departmental student advisor identifies possible TUM modules to be considered for recognition.
- In the following, you contact the coordinators of the modules in question to obtain the signatures and stamp on the preliminary approval form as proof of the binding assurance of recognition. The module coordinator will require the original module description from the host university in order to determine module equivalency.
- After that, you fill the Online Learning Agreement (see OLA manual) and enter the recognition of credits in Table B as confirmed on the preliminary approval form (or, if necessary, enter "Waiver of recognition in advance").
- As soon as you submit the Online Learning Agreement (OLA), please send the filled and signed preliminary approval form („Laufzettel“) by e-mail to the International Affairs Delegate of TUM ED-CEE/GE who then signs the Learning Agreement.
- Should there be changes to the Learning Agreement after arriving at the host university, you must document all added and/or deleted courses in the OLA (Table A2). Then you will have to acquire preliminary approval as described above and document these in the OLA (Table B2). See OLA manual.
- As soon as you submit the changed OLA, you have to send the preliminary approval form by email to the International Affairs Delegate, or forward her your *email correspondence* with the responsible persons, which clearly states that recognition has been assured. The International Affairs Delegate will then digitally sign your changed OLA.
- After your return from abroad, present the preliminary approval form and Transcript of Records from the host university to the exam officer who will record your examination result(s) in TUMonline.

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M.Sc. Resource-efficient and Sustainable Building

- In principal, required modules, elective modules or required elective modules might be recognized if modules at the host university are equivalent to those at the TUM (equivalence review).
- Select the modules you plan to complete at the host university and list these in the preliminary approval form (“Laufzettel”).
- You visit the mentor of the corresponding competence field and present the preliminary approval form and the module descriptions of the modules chosen at the host university. The mentor identifies the possible TUM modules that are eligible for recognition.
- In the following, you contact the coordinators of the modules in question to obtain the signatures and stamp on the preliminary approval form as proof of the binding assurance of recognition. The module coordinator will require the original module description from the host university in order to determine module equivalency.
- After that, you fill the Online Learning Agreement (see OLA manual) and enter the recognition of credits in Table B as confirmed on the preliminary approval form (or, if necessary, enter “Waiver of recognition in advance”).
- As soon as you submit the Online Learning Agreement (OLA), please send the filled and signed preliminary approval form („Laufzettel“) by e-mail to the International Affairs Delegate of TUM ED-CEE/GE who then signs the Learning Agreement.
- Should there be changes to the Learning Agreement after arriving at the host university, you must document all added and/or deleted courses in the OLA (Table A2). Then you will have to acquire preliminary approval as described above and document these in the OLA (Table B2). See OLA manual.
- As soon as you submit the changed OLA, you have to send the preliminary approval form by email to the International Affairs Delegate, or forward her your *email correspondence* with the responsible persons, which clearly states that recognition has been assured. The International Affairs Delegate will then digitally sign your changed OLA.
- After your return from abroad, present the preliminary approval form and Transcript of Records from the host university to the exam officer who will then convert the grade into the German system and will record the examination result(s) in TUMonline.

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M.Sc. Transportation Systems

- In principal, required modules, elective modules or required elective modules might be recognized if modules at the host university are equivalent to those at the TUM (equivalence review).
- Concerning elective modules, recognition of credits up to 24 ECTS (if studying according to FPSO 2016) or up to 27 ECTS (if studying according to FPSO 2020) is possible within the catalogue of elective modules. Prerequisite: The respective module at the host university fits thematically in the catalogue of electives at TUM and you have not done a similar or the same module at TUM yet.
- Select the modules you plan to complete at the host university and list these in the preliminary approval form (“Laufzettel”).
- When selecting modules, we urge you to consult your departmental student advisor. Please bring the module description and the preliminary approval form (“Laufzettel”). The departmental student advisor identifies possible TUM modules to be considered for recognition.
- In the following, you contact the coordinators of the modules in question to obtain the signatures and stamp on the preliminary approval form as proof of the binding assurance of recognition. The module coordinator will require the original module description from the host university in order to determine module equivalency.
- After that, you fill the Online Learning Agreement (see OLA manual) and enter the recognition of credits in Table B as confirmed on the preliminary approval form (or, if necessary, enter “Waiver of recognition in advance”).
- As soon as you submit the Online Learning Agreement (OLA), please send the filled and signed preliminary approval form („Laufzettel“) by e-mail to the International Affairs Delegate of TUM ED-CEE/GE who then signs the Learning Agreement.
- Should there be changes to the Learning Agreement after arriving at the host university, you must document all added and/or deleted courses in the OLA (Table A2). Then you will have to acquire preliminary approval as described above and document these in the OLA (Table B2). See OLA manual.
- As soon as you submit the changed OLA, you have to send the preliminary approval form by email to the International Affairs Delegate, or forward her your *email correspondence* with the responsible persons, which clearly states that recognition has been assured. The International Affairs Delegate will then digitally sign your changed OLA.
- After your return from abroad, present the preliminary approval form and Transcript of Records from the host university to the exam officer who will then convert the grade into the German system and will record the examination result(s) in TUMonline.

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M.Sc. Computational Mechanics

- In principal, required modules or elective modules might be recognized if modules at the host university are equivalent to those at the TUM (equivalence review).
- Select the modules you plan to complete at the host university and list these in the preliminary approval form (“Laufzettel”).
- When selecting modules, we urge you to consult your departmental student advisor. Please bring the module description and the preliminary approval form (“Laufzettel”). The departmental student advisor identifies possible TUM modules to be considered for recognition.
- In the following, you contact the coordinators of the modules in question to obtain the signatures and stamp on the preliminary approval form as proof of the binding assurance of recognition. The module coordinator will require the original module description from the host university in order to determine module equivalency.
- After that, you fill the Online Learning Agreement (see OLA manual) and enter the recognition of credits in Table B as confirmed on the preliminary approval form (or, if necessary, enter “Waiver of recognition in advance”).
- As soon as you submit the Online Learning Agreement (OLA), please send the filled and signed preliminary approval form („Laufzettel“) by e-mail to the International Affairs Delegate of TUM ED-CEE/GE who then signs the Learning Agreement.
- Should there be changes to the Learning Agreement after arriving at the host university, you must document all added and/or deleted courses in the OLA (Table A2). Then you will have to acquire preliminary approval as described above and document these in the OLA (Table B2). See OLA manual.
- As soon as you submit the changed OLA, you have to send the preliminary approval form by email to the International Affairs Delegate, or forward her your *email correspondence* with the responsible persons, which clearly states that recognition has been assured. The International Affairs Delegate will then digitally sign your changed OLA.
- After your return from abroad, present the preliminary approval form and Transcript of Records from the host university to the exam officer who will then convert the grade into the German system and will record the examination result(s) in TUMonline.

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