**LEARNING AGREEMENT FOR STUDIES**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality[[1]](#endnote-1) |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| Study cycle[[2]](#endnote-2) |  | Subject area |  |
| Phone |  | ISCED Code[[3]](#endnote-3) |  |
| E-Mail |  | Student ID no./ |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Lauder Business**  **School** | Faculty |  |
| Erasmus code  (if applicable) | **A WIEN 70** | Department | **International Office** |
| Address | Hofzeile 18-20  A-1190 Vienna | Country,  Country code[[4]](#endnote-4) | **Austria AT** |
| Contact person[[5]](#endnote-5)  name | Honorata Casensky, BA | Contact person E-mail / phone | **+43-1-3691818-773**  **Honorata.casensky@**  **lbs.ac.at** |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Receiving  Institution |  | Erasmus Code |  |
| Address, website |  | Country |  |
| Faculty |  | Department |  |
| Contact person name / position |  | Contact person e-mail / phone |  |

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| For guidelines (Annex) please see  Link zur Homepage |

1. **Section to be completed BEFORE THE MOBILITY**

#### **PROPOSED MOBILITY PROGRAMME**

Planned period of the mobility: from [day/month/year] October yyyy  
till [day/month/year] February yyyy  
total number of months 4 months

Table A: Study programme abroad and Table B: Group of educational components in the student’s degree that would normally be completed at the sending institution and which will be replaced by the study abroad:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Table A:  Proposed Study Programme Abroad | | | | Table B:  Recognition at Sending Institution | | |
| Code: | Component title (as indicted in the course catalogue) at the receiving institution | Semester | ECTS | Recognitin for (module and/or course title) | ECTS | SPL |
|  |  |  |  | Module Behavioral Aspects of Economics and Business (Sem.3) | 8 |  |
|  |  |  |  | Module Research (Sem.3) | 4 |  |
|  |  |  |  | Module Introduction to Business Administration (Sem.3) | 3 |  |
|  |  |  |  | Module Law and Organizations (Sem. 3) | 2 |  |
|  |  |  |  | Module Business Skills (Sem.3) | 4 |  |
|  |  |  |  | Module Economics (Sem.3) | 3 |  |
|  |  |  |  | Module Languages (Sem.3) | 6 |  |
| Total number of ECTS completed at receiving institution | | |  | Total number of ECTS recognized at sending institution | **30** |  |
| **Web link to the course catalogue at the receiving institution describing the learning outcomes:** | | | | | | |

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| --- |
| **Language competence of the trainee**  The level of language competence[[6]](#endnote-6) in *[workplace main language]* that the trainee already has or agrees to acquire by the start of the mobility period is:  A1 🞏 A2 🞏 B1 🞏 B2 🞏 C1 🞏 C2 🞏 |

1. **RESPONSIBLE PERSONS**

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| **Responsible person[[7]](#endnote-7) in the sending institution:**  Name: Prof. (FH) Mag. Julius Dem, MBA Function: IBA Director of Studies  Phone number: +43-1-3691818-763 E-mail: julius.dem@lbs.ac.at |

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| --- |
| **Responsible person in the sending institution:**  Name:Dr. Verena Régnet Function:Head of International Office, Senior Lecturer  Phone number: +43-1-3691818-761 E-mail: verena.regent@lbs.ac.at |

1. **COMMITMENT OF THE SENDING INSTITUTION AND THE STUDENT MEMBER**

By signing[[8]](#endnote-8) this document, the student confirms to write a report (min. 500 words and 5 pictures) about his/her experience (e.g outcomes and impact) during the stay and transmit it to the contact person of the sending institution after the mobility. Only after fulfilling all requirements after the stay the credit hours will be credited.

By signing this document, the student declares to agree with the publication of his/her written report, including personal pictures and personal data of the student, on the homepage of the sending institution, as a source of inspiration to others. There do not exist any liability claims against the sending institution for the type and form of using their website, e.g. downloading images and their subsequent use by third parties. [[9]](#endnote-9)

1. **COMMITMENT OF THE THREE PARTIES**

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognize all the credits 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 receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

|  |  |
| --- | --- |
| **The student**  Student’s signature Date: | |
| **The sending institution**  Responsible person’s signature Date: | |
| **The receiving organisation/enterprise**  Responsible person’s signature Date: |

**Annex 1: End notes**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8) – for recent graduates, specify the latest study cycle.

   [↑](#endnote-ref-2)
3. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution. [↑](#endnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search. [↑](#endnote-ref-4)
5. **Contact person**: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)
6. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-6)
7. **Responsible person in the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. [↑](#endnote-ref-7)
8. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-8)
9. The declaration of agreement can be limited or withdrawn at any time. [↑](#endnote-ref-9)