



Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
	Mustermann	Maxine	19.12.1990		Female	Bachelor (1st)/ Master (2nd)	0300 Betriebswirtschaftslehre
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Christian-Albrechts-Universität zu Kiel / Kiel University	Wirtschafts- und Sozialwissenschaftliche Fakultät Betriebswirtschaft, Volkswirtschaft	D KIEL01	Westring 400 24118 Kiel	Germany	Antje Volland / Dr. Elisabeth Grunwald ERASMUS Institutional Coordinators International Center go-out@uv.uni-kiel.de +49-431-880-3717 (3022)	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	XXX	XXX	XX XXXX01	XXXX	XXXX	XXXXX	

Tragen Sie hier die Nummer aus dem Vorlesungsverzeichnis der Partnerhochschule ein (wenn vorhanden!)

Before the mobility

Study Programme at the Receiving Institution (Gasthochschule)

Planned period of the mobility: from [month/year] XX.OX.20XX to [month/year] XX.XX.20XX

Table A
Before the
mobility

Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
	Beispiel Bachelor		
XXXXXX	Introduction to Financial Management	autumn term	7,5
XXXXXX	Purchasing Strategy and Supply Chain Management	autumn term	10
XXXXXX	Management Accounting	autumn term	6
XXXXXX	Human Research Mangement	summer term	4
XXXXXX	Sprachkurs	summer term	6
	Beispiel Master		
XXXXXX	Global, B2B & Service Marketing	autumn term	7,5
XXXXXX	Organizational Behaviour	autumn term	6
XXXXXX	Innovation Management and Strategy	summer term	10
XXXXXX	Empirical Research	summer term	5
			Total: XX,X

Suchen Sie sich Kurse aus dem Vorlesungsverzeichnis der Gasthochschule heraus. In der Regel bekommen Sie mit der Benachrichtigungsemail der Gasthochschule einen Zugang zu diesem oder einen Kontakt, wo das Vorlesungsverzeichnis bzw. eine Liste von für Erasmus-Studierende angebotene Vorlesungen erfragt werden können. Haben Sie sich Kurse rausgesucht, tragen Sie die Titel hier ein. Bevor Sie das LA dann zur Unterschrift vorlegen, klären Sie für ALLE hier aufgeführten Kurse die Anerkennung. Eine Übersicht über die jeweilig zuständigen Professuren und KÖntake finden Sie [hier](#).

Hier müssen mindestens 15 ECTS stehen!

We

fo2016.nsf/CourseSearchEng?OpenForm



The level of language competence⁹ in English [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Tragen Sie hier die Anzahl der ECTS ein, die für das Modul in Kiel ausgewiesen sind!

Recognition at the Sending Institution (Heimathochschule / CAU)

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
		Beispiel Bachelor		
		Finanzwirtschaft I		5
		Wahlbereich BWL		5
		Management Accounting		5
		Wahlbereich BWL		5
		Profilierungsbereich		5
		Beispiel Master		
		SBWL Marketing		5
		SBWL Organisation		5
		Innovation Management: Strategies and Actors		5
		Empirische Wirtschaftsforschung		5
				Total: XX,X

https: <http://www.international.uni-kiel.de/de/erasmus>

Beachten Sie, dass hier die Zuordnung der Kurse der Reihenfolge in Tabelle A entspricht! Wenn Ihnen von einer Professur ein Kurs in Kiel ersetzt wird, tragen Sie hier bitte den Titel des Kurses in Kiel ein. Wenn eine Anerkennung ohne direkten Ersatz in Kiel erfolgt, tragen Sie bitte entweder „Wahlbereich BWL“ bzw. „Profilierungsbereich“ (Bachelor) oder „SBWL“ und den Namen der anerkennenden Professur an, also z.B. „SBWL Organisation“ (Master)

at they approve the Learning Agreement and that they will comply with all the of the Erasmus Charter for Higher Education relating to mobility for studies (or the sending Institution and the student should also commit to what is set out in the able A are in line with its course catalogue and should be available to the student. successfully completed educational components and to count them towards the s Learning Agreement and agreed by all parties. The student and the Receiving the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student	Maxine Mustermann	stuXXXXX@mail.uni-kiel.de	student	15.08.2016	
Responsible person ¹⁰ at the Sending Institution (Heimathochschule / CAU)	Wolf, Joachim, Prof. Dr. Kolls, Christian	exchange@bwl.uni-kiel.de	departmental coordinators		
Responsible person at the Receiving Institution ¹¹ (Gasthochschule)					

Bevor Sie das LA zur Unterschrift an den/die Erasmus-Koordinator/in geben, unterschreiben Sie es bitte.

Nachdem Sie das LA unterschrieben haben senden Sie es mit den Zusagen der Anerkennung für **ALLE** aufgeführten Kurse per email unter exchange@bwl.uni-kiel.de an den Erasmus-Koordinator. Am besten senden Sie es per Word-Datei, damit unter Umständen noch Korrekturen vorgenommen werden können. Sie erhalten dann die unterschriebene Version per pdf zurück. Diesen können Sie dann im Online-System hochladen bzw. der Gasthochschule zur Unterschrift zukommen lassen.

!!!! BITTE BEACHTEN SIE !!!!

Ohne eine Zusage der Anerkennung für ALLE in dem LA in Tabelle A aufgeführten Kurse bekommen Sie keine Unterschrift des/der Erasmus-Koordinators/in. Da bei einigen Gasthochschulen die Zusendung eines komplett ausgefüllten Formulars mit zum Bewerbungsprozess gehört und einer Deadline unterliegen kann, bemühen Sie sich daher bitte **RECHTZEITIG** (nicht erst eine Woche vorher) um die Anfragen nach einer Anerkennung, da auch diese Bearbeitung an den Professuren einige Zeit dauern kann. Wie die Anerkennung und die Anfrage nach Anerkennung abläuft finden Sie [hier](#).

Sollte es Schwierigkeiten mit der Kursauswahl geben, wenden Sie sich bitte **RECHTZEITIG** an den/die Erasmus-Koordinator/in.



During the Mobility

> Changes <

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Commitment	Name	Email	Position	Date	Signature
Student	Maxine Mustermann	stuXXXXX@mail.uni-kiel.de	student		
Responsible person ¹³ at the Sending Institution (Heimathochschule / CAU)	Wolf, Joachim, Prof. Dr. Kolls, Christian	exchange@bwl.uni-kiel.de	departmental coordinators		
Responsible person at the Receiving Institution ¹⁴ (Gasthochschule)					

- ³ **Field of education:** 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 student by the Sending Institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** 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 works at the international relations office or equivalent body within the institution.
- ⁶ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**
- Reasons for deleting a component**
Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution
5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue
6. Extending the mobility period
3. Timetable conflict
7. Other (please specify)
4. Other (please specify)
- ¹³ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹⁴ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.