

Important information when filling in the Learning Agreement

1. General

Every student must complete a Learning Agreement before starting their studies abroad, otherwise they will run the risk of their grades not being recognised after they return!

As it can happen that announced courses at the host university are changed or cancelled at short notice or are already full, you should also include possible alternative courses in the Learning Agreement. You will find a corresponding section on the second page of this Learning Agreement. At some partner universities, exchange students may only attend the courses listed in their Learning Agreement.

Some universities abroad have included a Learning Agreement as part of your application documents. However, if possible, please use the form provided by the West Coast University of Applied Sciences and attach it to your documents accordingly.

Fill in the form legibly in block letters using a ballpoint pen.

The Learning Agreement is only valid if it has been signed by both parties, i.e. by the responsible person/s at the West Coast University of Applied Sciences and the host university. Together with the Transcript of Records, which you will receive from the host university as proof of your achievements, it serves as the basis for the possible recognition of the work you have done.

2. Before filling in the Learning Agreement

Inform yourself about the courses that are currently being offered at your host university. Use the available information material or the websites of the foreign universities. You can obtain information from the International Office of the West Coast University of Applied Sciences.

Look for alternative courses in case the courses you have primarily chosen are cancelled, full or similar.

Talk to the responsible staff or professor of the relevant degree programmes about the courses you have chosen and how they can be sensibly integrated into your studies – especially if you are seeking recognition of major subjects. Successful recognition of your achievements depends on your preparation. In order to avoid delays in the transfer of grades after your return, please fill in all detail carefully and also state the full name of the major subjects (e.g. module xy Destination Management).

3. Instructions for filling in the Learning Agreement

Page 1 of the Learning Agreement concerns the courses you have primarily selected.

Do not forget to add the course of study for which you are going abroad (“Course of Study”) at the top of the form. Sign the Learning Agreement. The original must be signed.

Have your course selection countersigned by the respective head of degree programme (“Signature of Head of Course of Study”). The form will then be forwarded to the International Office, which will contact you and give you the signed Learning Agreement.

Please note the deadlines for submitting the Learning Agreement in the Examination Procedure Regulations (PVO) and the Implementation Regulations for the PVO.

If the courses primarily selected on page 1 are not offered or if participation is not possible, please enter alternative courses on page 2. These courses must also be signed by the respective head of degree programme (“Signature of Head of Course of Study”) and the International Office (“Signature of Head of International Office”), in order to be valid. If you are already abroad, please contact the head of your degree programme.

4. Notes on individual sections of the form

Course unit code: The number/code of the course must be entered here as it is stated in the documents or on the website of the partner university.

Course unit title: The exact course title must be entered here as it appears in the documents or on the website of the partner university. For specialisations, please add the full title.

ECTS: The number of ECTS points awarded for the respective course must be entered here. Make it clear exactly which subject abroad corresponds to the equivalent at the FHW.

5. Deadlines

Please also note the application deadlines at the respective host university.