

## Instructions on filling out the part “During the Mobility“ of the “ERASMUS+ Learning Agreement“

- If there are changes in the course selection at the "Receiving Institution", the "During the Mobility" part of the Learning Agreement must be filled in (at the latest 5 weeks after the start of the semester or before the first partial performance).
- As in the "Before the mobility" part, it is necessary to check the recognition of the new and/or additional courses on the basis of meaningful module descriptions with Dr. Richter.
- Please fill out the form computer-based, only manual in exceptional situations.

### Table A2 and B2:

1. In table A2, under "Component title at the Receiving Institution", first enter all courses that you no longer attend or that you additionally attend. For better identification, use the "Component Code" from Table A. Then, select whether the specific module is a "deleted component" or a "added component" and enter the reason for the change under "Reason for change" (reasons can be seen in the footnotes).
2. Then fill in table B2 equivalent to table A2 according to the same pattern as table B.

### During the Mobility

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	Number of ECTS credits (or equivalent)
	1	Effective Business Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	5
	7	Industrial Organisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	5
	5	Global Business Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	7.5
	8	Consumer Research: A Digital Perspective	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	7.5

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)
	1	International Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	7	International Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	5	Marketing (Project)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	8	Marketing (Project)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Final section "Commitment"

1. The final table "Commitment" will be filled in equivalent to "Before the Mobility" and signed by you before you submit your application.

For better understanding, please read the footnotes to the Reasons for change formulated by the EU Commission.

<sup>12</sup> Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<b><i>Reasons for deleting a component</i></b>	<b><i>Reason for adding a component</i></b>
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)	