

How to Prepare Online Learning Agreement

LEARNING AGREEMENT

****Deadline to submit to BauExchange : 15 May 2020***

Learning Agreement sets out the program of the studies to be followed abroad and must be approved by you, BAU and the receiving institution.

TO-DO'S

1. Check the course catalogue of the receiving university on their website to find the relevant courses to your field. If you cannot find enough information, you may send them an e-mail.
2. Make the list of the courses that you want to take at the partner university.
3. Click on the link that you receive in your inbox and log-in the system creating a new password.
4. Fill out all the personal information in the first step and proceed. You should click on the following link to find your subject area code:
https://ec.europa.eu/education/international-standard-classification-of-education-iscd_en
5. *Step 2: Put the contact information of Faculty Academic Coordinator at BAU as a contact person at the sending institution.*

Sending institution

Sending institution name *

BAHCESEHIR UNIVERSITESI FOUNDATION

CHOOSE

Address

CIRAGAN CAD OSMANPASA MEKTEBI SOK 4/6 BESI

Country

Turkey

Erasmus Code

TR ISTANBU08

Faculty/Department *

Faculty of Law/ Law

Contact person name *

Özge Güner

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.

Contact person email *

ozge.guner@int.bau.edu.tr

Contact person phone

+902123815928

Numbers, spaces and '+' symbol are accepted

6. Put the contact information at the Receiving Institution. S/He may work as Incoming or Erasmus+ Coordinator. She is the one whom you are in contact with.

Receiving institution

Receiving institution name *

UNIVERSITAET REGENSBURG

CHOOSE

Address

UNIVERSITATSSTRASSE 31, Regensburg, 93053, Gern

Country

Germany

Erasmus Code

D REGENSB01

Faculty/Department *

Faculty of Law/ Law

Contact person name *

Christine Betzner

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.

7. Step 4 (Proposed Mobility Program) is the most important one! Here you need to take all the courses that you are planning to take at the partner institution and the courses you will match at BAU.

- You should write all the courses **-minimum 30 ECTS-** on **Table A**. Do not forget, minimum 30!



TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS		
			0	edit	delete
			0	edit	delete
			Total: 0		

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

8. Contact with your **Academic Coordinator** in your faculty and get an approval from his/her. List of the coordinators: <http://international.bahcesehir.edu.tr/exchange/erasmus/outgoing-students/faculty-coordinators/>

9. After you and your Academic Coordinator sign the document, download the pdf and keep it safe! :)

REMEMBER!!!

You have to take **minimum 30 ECTS** at the partner university.
You have to match minimum 1 lesson at BAU.



FAQ's



Erasmus+

Q: I am doing a double major. Can I select the courses from both of them?

A: You can only participate in the program for one department. If you want to match the courses for your other major, you need to discuss this with your faculty/ grad. school. 30 ECTS is valid only for one department.

Q: I am studying master program and I do not have any courses left for my academic-course load at BAU, do I need to match any courses?

A: No, what is important for us is that you have to take min. 30ECTS courses at the partner university. For Bachelor students, they have to match at least 1 course at BAU but this is not valid for graduate students.

Q: Can I change the courses that I specify in my OLA?

A: Yes, after you arrive at the partner university, you may add/drop courses via learning-agreement.eu. After the changes, please make sure that you are still receiving 30 ECTS courses.

Q: I cannot reach out to my Academic Coordinator. What should I do?

A: Make a kindly reminder to your professor via e-mail. In case there is an urgency, you might get in contact with Ms. Özge Güner or your faculty to solve the issue.

Q: What are the consequences of my academic failure at the partner university?

A: You have to pass 20 ECTS of the courses (out of 30), in order to get the rest of your grant (30% of total amount) upon your arrival and submit of all mobility documents.