



Learning Agreement and pre-recognition document

Erasmus+ International

Please read this information sheet carefully.
It contains important information for the next steps concerning your stay abroad.

General information

- Consider that getting the required signatures can take up to 6 weeks
- Upload the Learning Agreement and the pre-recognition document (Vorausbescheid) in Mobility-Online by:
 - 30th June** for stays beginning in the winter semester
 - 15th November** for stays beginning in the summer semester
- You should complete 30 ECTS credits per semester according to the European Commission. The minimum academic performance is 3 ECTS points per month of stay recognized at the University of Graz for your study programme. Otherwise you have to pay back the financial support.
- Joint Programme students do not need the pre-recognition document (Vorausbescheid) for their mandatory mobility, only the Learning Agreement is required. In case of an additional mobility, Joint Programme students must also hand both documents.
- If you do not upload the Learning Agreement and the pre-recognition document (Vorausbescheid), we must withdraw the nomination and the stay is cancelled.

Learning Agreement (LA)

According to the requirement of the European Commission, a Learning Agreement (LA) must be completed by all students before the start of their stay. The template for downloading and editing can be found in Mobility-Online (MO). [A guide how to fill out the LA can be found in this document!](#)

If the host university has its own template for the LA (must contain all parts), this can also be used. If the template is different, the LA of the University of Graz has to be filled out additionally!

Pre-recognition document: Vorausbescheid (VB)

In addition, a pre-recognition document (VB) is required in Austria. It is the legal basis for the recognition of completed courses abroad and is created/applied for via UNIGRAZonline. The VB is issued by the responsible faculty and is obligatory in addition to the LA. Attention: it takes around 6 weeks to complete this step!

Information on how to fill out the VB can be found on the following pages:

Faculty	Link	Contact
GEWI & teacher training	https://gewi.uni-graz.at/en/studieren/bachelors-programme/recognition/	gewi.anererkennung@uni-graz.at
SOWI	https://sowi.uni-graz.at/en/studies/	sowi.anererkennung@uni-graz.at
NAWI	https://nawi.uni-graz.at/de/studieren/informationen-und-formulare-fuer-studierende/anererkennung/	nawi.pruefref@uni-graz.at
URBI	https://urbi.uni-graz.at/en/studying/organizational/recognition-and-transferral-of-credits-for-certifications/	urbi.anererkennung@uni-graz.at
REWI	https://rewi.uni-graz.at/de/studieren/waehrend-des-studiums/anerkenntnisse-rewi/anerkenntnisse-diplom-jus/programmaufenthalte-erasmus-joint-study/vor-dem-aufenthalt/vorausbescheid-antragerstellung/	rewi.anrechnung@uni-graz.at
THEOL	https://theol.uni-graz.at/de/studieren/	gertraud.blass@uni-graz.at

Please use your browser translation tool in case a website is not available in English.

Final thesis within the Erasmus+ stay

If the Erasmus+ stay abroad serves the purpose of writing a diploma thesis, a dissertation or the final thesis for the Master's degree, the "Application for writing the diploma thesis/dissertation/other final thesis" has to be confirmed by the supervisor of the thesis and he/she has to indicate how many ECTS credits the student will receive for this (at the SOWI Faculty a maximum of 10 ECTS is possible). These credits have to be included in the academic work to be completed. [A template can be found in Mobility-Online. Upload it filled out and signed to M-O.](#)

Important notes:

- Please be sure to clarify with the host university whether they agree to you working on the thesis!
- Please note the processing time of 3 to 4 weeks!
- Approved/signed documents may not be changed by hand.

How to proceed 'before the stay'

- (1) Complete page 1 and item I. Table A from the LA. If you have any questions about completing page 1, you may contact our office at: erasmusplus.intl.outgoing@uni-graz.at
Please carefully read the guide how to fill out the LA below.
Note: Joint Program students who complete their mandatory mobility only state "mobility window" and "Total: 30 ECTS" in Table A. They do not need to submit a pre-recognition document (VB).
- (2) Send Table A of the LA (not yet signed!) to the partner university with a request for feedback regarding your course selection - it does not yet need to be signed by partner university
- (3) In case of approval by or no reply from the host university, Table A of the LA does not have to be changed. In case the host university requests changes, you make the corresponding correction to the LA.

- (4) Students apply for a pre-recognition document (Vorausbescheid) including free electives in UNIGRAZonline and check the "List of Requested Credits" with the Dean's Office. Information on the exact procedure and contact persons can be found in the above links of the individual faculties. **IMPORTANT:** The courses on the LA (Table A) and the VB must be identical!
- (5) After receiving the documents, upload in Mobility-Online:
 - a. the Learning Agreement: including your signature and the signature of the person in charge of recognition; the signature of the host university is not yet required within the mentioned deadline
 - b. the approved VB (or the signed list of requested recognitions)
- (6) You decide after consulting the host university whether you yourself or the International Office will send the LA and VB to the host university and answer the question "Who sends LA and VB to host institution?" in Mobility-Online accordingly.
- (7) Confirm in Mobility-Online that you have uploaded the LA and VB (and thesis Application for writing the final thesis, if applicable).

Guide how to fill out the Learning Agreement (LA)

Page 1 - LA

Study Cycle: Please indicate what level you will be at while on your mobility period. You can enter the following levels: bachelor's (including diploma programmes when you have less than 180 ECTS credit points), master's (including diploma programmes when you have more than 180 ECTS credit points), or doctorate.

Subject area Code: The list of subject area codes is at the end of this document. Please enter the number that corresponds to your field of study.

Sending Institution: Please enter the names of the faculty and institute in English, or in the national language of your host country.

Receiving Institution: If you already have a contact person, please enter it here; otherwise, please ask your host university to do this.

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Planned period of the mobility: Please enter the planned duration of your mobility period (month/year - month/year).

Table A: Enter the courses that you plan to attend at the host university. Please note: The European Commission expects students to complete 30 ECTS credit points per semester. If you are working on your final thesis, you must mention it here.

Web link to the course catalogue: Please enter the website of the course catalogue at the host university. If you cannot find it, please ask the host university to enter it.

Table B: Please write only "see attachment - pre-recognition document" and not the names of the individual courses to be approved, and the total ECTS credits approved in the pre-recognition document (Vorausbescheid). The pre-recognition document is then attached to the LA.

If your mobility period is intended for working on your final thesis, please enter the following sentence below Table B:

"Completion of an academic paper worth **xy** credit points. These will not be recognised at the home institution immediately after completion of the mobility period, but will be included in the total value

of the final thesis upon completion of the academic paper at the home university.”

Language Competence: Here you should enter the language level you expect to have in the language of instruction at the beginning of your mobility period.

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Responsible person in the sending institution: Please enter the name and contact information for the administrative body responsible for issuing the recognition for you (e.g. head of Curricular Committee). You can find information about the heads of the respective Curricular Committee in UNIGRAZonline under “Organisation tree University of Graz/High-level administrative bodies/ Senate/Curricular Committees”.

Responsible person in the receiving institution: If you do not know a contact person yet, please leave this blank.

Have the document signed and send it by email to the Dean's Office. Then upload the signed LA and VB (as well as thesis application, if applicable) in Mobility-Online. Please confirm the upload in MO!

Last update: May 2022

Appendix: Overview of ISCED Codes

ISCED Code	Studies at the University of Graz
0110: Education, not further defined (05.0, 05.1 - 1, 14, 140)	Education, Social Pedagogy, Continuing Education, Inclusive Education
0215: Music and performing arts (03.2, 03.3 - 212)	Musicology
0220: Humanities (except languages), not further defined (08.0 - 2, 22, 220)	Jewish Studies
0221: Religion and theology (08.2 - 221)	Theology
0222: History and archaeology (03.6, 08.3, 08.4 - 225)	(Ancient) History, Archaeology, Art History, EuroMACHS, History of Southeastern Europe, South Eastern European Studies
0223: Philosophy and ethics (08.1 - 226)	Philosophy
0229: Humanities (except languages), not elsewhere classified (08.9 - 229)	Europe European Ethnology
0231: Language acquisition (09.0, 09.2, 09.5, 09.6 - 222)	English Studies/American Studies, Bosnian/Serbian/Croatian, German Language and Literature, Romance Studies, Russian, Slovenian
0232: Literature and linguistics (09.1, 09.3, 09.4, 09.7 - 223)	Interpretation, Linguistics, Transcultural Communication, Translation
0310: Social and behavioural sciences, not further defined (14.0 - 3, 31, 310)	Gender Studies, Interdisciplinary Gender Studies
0311: Economics (14.3 - 314)	Economics, Environmental Systems Sciences - Economics
0313: Psychology (14.4 - 311)	Psychology
0314: Sociology and cultural studies (14.2, 14.7, 14.8 - 312)	Sociology, Cultural Sociology
0410: Business and administration, not further defined (04.0, 04.1, 04.2 - 3, 34, 340)	Business Administration, Business Education and Development, Environmental Systems Sciences - Business Administration
0421: Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380)	Law
0511: Biology (13.0, 13.1, 13.4, 13.6 - 421)	Biology, Molecular Biology, Molecular Microbiology, Ecology and Evolutionary Biology, Plant Science, Behavioural Physiology
0512: Biochemistry (13.0, 13.1, 13.4, 13.6 - 421)	Biochemistry
0521: Environmental sciences (422)	Environmental Systems Sciences
0531: Chemistry (13.3 - 442)	Chemistry, Technical Chemistry
0532: Earth sciences (07.0, 07.1, 07.2, 07.3 - 443)	Earth Sciences, Geography, Geography and Climatology, Sustainable Urban and Regional Development, Sustainable Development, Environmental Systems Sciences - Geography
0533: Physics (13.2, 13.5, 13.7 - 441)	Physics
0541: Mathematics (11.1 - 461)	Mathematics
0916: Pharmacy (12.5 - 727)	Pharmacy
1014: Sports (16.1 - 813)	Sports Science and Kinesiology