

Leaflet for outgoing Erasmus students of the AEF on the Learning Agreement

On the selection of courses during your semester abroad

In order to have examination results obtained abroad recognised for your studies in Kiel at a later date, basic requirements must be observed:

1. In order to take a compulsory or elective module in the semester abroad instead of in Kiel, the contents must be almost identical.

Please contact the person responsible for the module of the compulsory or elective module before your stay abroad and have the equivalence confirmed in writing so that recognition can take place without any problems after your return.

2. The course level must be suitable!

Bachelor's modules are recognised for your Bachelor's degree; Master's modules are recognised for your Master's degree. Language courses can be recognised for a Bachelor's programme, but not for a Master's programme.

3. For recognition of modules as interdisciplinary compulsory elective modules, there must be no or only minimal overlaps with modules that you have already taken or still have to take in Kiel.

If you are enrolled in the same degree programme at the foreign university, all modules that are not recognised in the compulsory or compulsory elective area can be recognised in the interdisciplinary compulsory elective area.

In the case of recognition in the area of interdisciplinary compulsory elective modules, there is no need to establish equivalence with the modules offered at the AEF, only an overlap of the contents with modules already completed must be excluded. So make sure not to take any modules that you have already completed in terms of content.

If you are enrolled in a degree programme abroad that is not related to your actual degree programme at the AEF, e.g. you are enrolled in theology or law at the foreign university, you can be recognised for a total of 12 credit points in the interdisciplinary compulsory elective area. For further modules, you need the recognition of the respective responsible examination board chairperson.

4. What is the Learning Agreement?

On the Learning Agreement (LA), all courses that you would like to attend abroad are entered (if they are already known). This is done in consultation with the Erasmus representative, examination board chairperson or the examination office. The host university checks the selected courses and also signs the LA (but is not obliged to agree to courses outside the subject). Both signatures should guarantee that the selected courses will be offered at the host

university during the desired period and will subsequently be recognised by your faculty. If there are any changes in the course selection on site, these must be documented in Part 2 of the Learning Agreement ("Changes") and signed by both the host institution and the CAU faculty.

5. Recognition of examinations taken abroad

Examination results obtained abroad will be recognised after completion of the stay abroad upon application by the chairperson of the examination board (to be submitted to the examination office). Recognition is predominantly granted for the area of interdisciplinary compulsory elective modules in the Bachelor of Science or Master of Science degree.

If you are unsure about the recognition of a course, consult the person responsible for the module whose subject spectrum the module contents most likely fall into before your semester abroad and have them confirm the classification as a Bachelor's or Master's module in writing.

For the recognition procedure, please use the forms available on the website of the examination office.

https://www.agrar.uni-kiel.de/en/studies/students/forms?set_language=en

6. Is the recognition of compulsory modules possible?

In order to ensure that the credit points earned abroad are recognised, intensive counselling by the Erasmus coordinators is required when selecting the modules to be taken. Only if no equivalent modules can be credited at the receiving university via the credit points in the interdisciplinary compulsory elective area at the AEF, is recognition of the work done abroad as a compulsory or compulsory elective module possible. **The consultation in the selection of the module(s) with the respective module supervisor must be documented.**

7. Transfer of credit points earned

The credit points from the modules taken abroad are transferred for recognition in exactly the same way.

If you have modules from abroad credited to you in an area of study such as the interdisciplinary compulsory elective area, which have more credit points than those required for the area, the excess credit points will be capped. Before you start your stay abroad, please find out whether all the credit points you have earned abroad can also be transferred to your study account.

If you complete a module with 5 credit points abroad, these 5 credit points will be recognised in your degree programme at the AEF. Since the AEF has established a six-credit system, you may be missing one credit point for your degree if you are in doubt. Take this into account when selecting modules abroad.