**PLEASE!**

1. Complete all application forms with computer & sign where needed!

**2. Delete the red comments**

3. Hand in hard copy at MIRO and send as pdf to [outgoing@unileoben.ac.at](mailto:outgoing@unileoben.ac.at)

**4.** **Signatures of the SGB and host institution are coordinated by MIRO!**

|  |
| --- |
| **Part I**  **Application for PRE-RECOGNITION**  **of equivalence of planned workload to be completed abroad** |
| **Antrag auf VORAUSANERKENNUNG**  **der geplanten, im Ausland zu absolvierenden Studienleistung** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Exchange Program:**   |  |  |  |  | | --- | --- | --- | --- | | ERASMUS | THIRD COUNTRY | CEEPUS |  | | FREEMOVER | THESIS | GE4 | |
| I will apply for **AKZ** (*Student Mobility Grant*) (3Co, Ge4, Freemover & Thesis only!) |

**ACADEMIC YEAR 20**     **/20**     **-**

Winter Semester (term1: October-February)

Spring Semester (term2: February - July)

Student ID Number

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. GENERAL DATA |  |  | |  |  |  |  |  |  |  |
| **Family name**:  **First name(s):** | | | **Title**: | | | | | | | |
| **Home institution:** Montanuniversitaet Leoben | | | **Study program:** | | | | | | | |
| **Study level:**  BSc MSc Dr.mont.(PhD) | | | **Study program coordinator at MUL:** | | | | | | | |
| **Host institution:** | | | **Host coordinator:** | | | | | | | |
| **Duration of stay:** from       until | | | **Destination country:** | | | | | | | |

**Student’s full name**:

2. DETAILS OF PROPOSED STUDY PROGRAM ABROAD

### Recommendation of study program coordinator

(NOT required if the stay abroad is dedicated to the production of a Bachelor’s / Master’s thesis or dissertation)

According to § 78 (5) UG 2002 it is recommended that the equivalence of the study program listed below to be completed abroad shall be recognized.

Name of study program coordinator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature of study program coordinator and stamp

### Confirmation of Bachelor’s / Master’s thesis / dissertation supervisor

I confirm that the stay abroad of Ms / Mr.       at the host institution mentioned on page 1 serves the composition of an academic Bachelor’s / Master’s thesis / dissertation.

Name of supervisor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature of supervisor and stamp

According to § 78 (5) UG 2002 I,      , apply for the recognition of the courses listed below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Student’s signature

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Duration of study program abroad:  Semester(s) /  Trimester(s) | | |
| **Course number if applicable** | **Course title at host institution** | **Credits** | **Course title at Montanuniversitaet for which credits are to be obtained according to official curriculum** | **ECTS Credits** | **No. of previously failed attempts at this exam** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total credits at host institution** | |  |  |  |  |
| **Total contact hours at host institution** | |  |  |  |  |
| **Total number of courses** | |  |  |  |  |

It was necessary to continue the list on a separate sheet yes  no

(If so, the separate sheet also has to be confirmed by the study program coordinator)

### Student’s full name:

3. ANHANG DEUTSCH

### Richtlinien für den Auslandsaufenthalt und den Inhalt des Learning Agreements

Die Genehmigung des Auslandsaufenthalts ist an Grundvoraussetzungen gebunden und das Learning Agreement unterliegt bestimmten inhaltlichen Richtlinien, die vom Antragsteller zu erfüllen sind und wie folgt lauten: **1)** Die Pflichtfächer des ersten Studienjahres an der MUL müssen positiv absolviert sein, bevor ein Auslandsaufenthalt genehmigt wird. **2)** Lehrveranstaltungen aus dem Masterstudium dürfen in Übereinstimmung mit der Satzung erst nach Absolvierung der Pflichtfächer der ersten vier Semester des Bachelorstudiums an der Gastuniversität absolviert werden (ausgenommen die im Curriculum als im Bachelorstudium vorziehbare genannten LVs). **3)** Die maximale Anzahl an ECTS aus Freifächern, welche die MUL anerkennen kann, ist mit der im Curriculum für das jeweilige Studium vorgesehenen Freifächer-ECTS Anzahl begrenzt. **4)** Prüfungen die bereits 1x negativ beurteilt wurden, könne nicht angerechnet werden. **5)** Änderungen, die während des Auslandaufenthaltes notwendig sind, müssen mit dem Studiengangsbeauftragten der Heimatinstitution Montanuniversität abgesprochen werden, schriftlich festgehalten sein und dem MIRO kommuniziert werden.

gelesen

### Richtlinien für zu erbringende Leistungen während des Auslandsaufenthalts

### (ERASMUS+, 3CO, CEEPUS, GE4, als FREEMOVER oder zum Verfassen einer WISSENSCHAFTLICHEN ARBEIT)

Als Mindeststudienleistung für den Auslandsaufenthalt ist folgendes zu erbringen: Sofern im Sinne des Europäischen Systems zur Anrechnung von Studienleistungen, den im Ausland absolvierten Studien messbare und übersetzbare Anrechnungspunkte (Credits) zugeteilt sind, kann der Studienerfolgsnachweis dadurch erbracht werden, dass für jeden Monat des Auslandsstudiums mindestens drei ECTS-Anrechnungspunkte (Credits) nachgewiesen werden. Sollten im Studienprogramm festgesetzte Lehrveranstaltungen ausfallen, so ist darüber unverzüglich eine Bestätigung der Gastuniversität dem MIRO/SGB vorzulegen. Auf Verlangen der Montanuniversität Leoben ist eine entsprechende Ersatzlehrveranstaltung zu besuchen.

gelesen

### Richtlinien für die Bewerbung um einen Auslandskostenzuschuss (AKZ)

Zusätzlich zu den oben beschriebenen Richtlinien gilt bei Bewerbung um Auslandskostenzuschuss: Das im Ausland zu absolvierende Studienprogramm muss pro Monat des Auslandsaufenthaltes mindestens 3 ECTS-Anrechnungspunkte umfassen. Sollten im Studienprogramm festgesetzte Lehrveranstaltungen ausfallen, so ist darüber unverzüglich eine Bestätigung der Gastuniversität dem MIRO/SGB vorzulegen. Auf Verlangen der Montanuniversität Leoben ist eine entsprechende Ersatzlehrveranstaltung zu besuchen. Weitere Informationen über die Voraussetzungen für den Erhalt des AKZ sind im entsprechenden Mitteilungsblatt zu finden.

gelesen

### Vorausbescheid und Anrechnungsbescheid

VOR dem Auslandsaufenthalt ist die Vorausanerkennung der im Ausland zu absolvierenden Lehrveranstaltungen zu beantragen. Dazu müssen die geplanten Lehrveranstaltungen im MU-Online eingetragen werden und Part I dieses Dokuments *Antrag auf VORAUSANERKENNUNG* muss zunächst vom jeweiligen Studiengangsbeauftragten unterschriebene und danach bei der Abteilung Studien und Lehrgängen abgegeben werden. Daraufhin wird ein Vorausbescheid ausgestellt. Abgabefrist: 15. Juni für Aufenthalte im darauffolgenden Studienjahr u. Wintersemester / 15. Dez. für Aufenthalte im darauffolgenden Sommersemester

NACH dem Auslandsaufenthalt ist die Anrechnung der tatsächlich absolvierten Lehrveranstaltungen zu beantragen. Dazu müssen die im Ausland erfolgreich absolvierten Lehrveranstaltungen im MU-Online eingetragen werden und Part IV dieses Dokuments *Antrag auf ANERKENNUNG* muss zunächst vom jeweiligen Studiengangsbeauftragten unterschrieben und danach bei der Abteilung Studien und Lehrgängen abgegeben werden. Daraufhin wird ein Anrechnungsbescheid ausgestellt. Abgabefrist: 8 Wochen nach Abschluss des Auslandsaufenthalts.

gelesen

**Student’s full name**:

3. APPENDIX ENGLISH

**Requirements for studying abroad and content requirements of the learning agreement**

The approval of study abroad is bound to requirements and the learning agreement is bound to certain content requirements, which the applicant has to fulfill, and read as follows: **1)** The compulsory subjects of the first study year at MUL have to be successfully completed. **2)** Courses from the master program are only allowed to be completed abroad after successful completion of the compulsory courses of the first four semesters at MUL (except the courses stated in the curriculum as legitimate for preponement). **3)** The maximum amount of ECTS from free elective subjects to be completed abroad that MUL can recognize, is limited by the amount of free elective-ECTS stated in the curriculum of the respective study program. **4)** Exams that were failed once before cannot be recognized. **5)** Necessary changes that occur during the stay abroad, have to be approved by the study program coordinator at Montanuniversitaet in written form and have to be communicated to MIRO.

I have read this information

### Requirements for the study program to be completed abroad

### (ERASMUS+, 3CO, CEEPUS, GE4, as a FREEMOVER or to write a THESIS abroad)

The study program to be completed abroad must consist of a minimum of: If, within the European framework for credit recognition of academic performance abroad, the classes completed at the host institution are allocated with translatable credit points, the study load abroad must consist of a minimum of 3 ECTS credits for every month abroad. In case of cancellation of particular classes, a confirmation of this has to be presented to MIRO and the relevant study program coordinator immediately. Upon request of Montanuniversitaet a substitution class has to be completed.

I have read this information

### Requirements for the application for the Student Mobility Grant (AKZ)

In addition to the above mentioned requirements, the following applies if applying for the Student Mobility Grant (AKZ): The study program to be completed abroad must consist of a minimum of 3 ECTS credits per month of the stay abroad. In the case of cancellation of courses at the host university that have been confirmed in this learning agreement, the responsible study program coordinator at MUL and MIRO has to be informed immediately and a confirmation of the host institution has to be presented. If requested by Montanuniversitaet, a substitute course must be completed. Further requirements for receiving the AKZ can be found in the respective “Mitteilungsblatt”.

I have read this information

### PRE-RECOGNITION of planned courses (Vorausbescheid) and RECOGNITION of completed courses (Anrechnungsbescheid)

BEFORE the beginning of the stay abroad: The PRE-recognition of the planned courses to be completed at the host university has to be applied for. The planned courses to be completed abroad have to be entered into MU-Online and Part I of this document *Application for PRE-RECOGNITION* has to be signed by the respective study program coordinator and handed in at the Registrar’s Office (Studien & Lehrgänge). Deadline: June 15 for upcoming study year and winter semester / Dec. 15 for upcoming summer semester.

AFTER the stay abroad: The recognition of successfully completed courses abroad has to be applied for. Firstly, the courses which have successfully been completed at the host university have to be entered into MU-Online. Secondly, Part IV of this document *Application for RECOGNITION* has to be signed by the respective study program coordinator and handed in at the Registrar’s Office (Studien & Lehrgänge). Deadline: 8 weeks after completion of the stay abroad.

I have read this information

**PLEASE!**

1. Complete all application forms with computer & sign where needed!

**2. Delete the red comments**

3. Hand in hard copy at MIRO and send as pdf to [outgoing@unileoben.ac.at](mailto:outgoing@unileoben.ac.at)

**4.** **Signatures of the SGB and host institution are coordinated by MIRO!**

### Student’s full name:

|  |
| --- |
| **Part II**  **PRE-CONFIRMATION of host institution** |

|  |
| --- |
| **SENDING (HOME) INSTITUTION – Montanuniversitaet Leoben – MUL (filled out by MIRO)**  We confirm that the proposed study program of the learning agreement above has been approved. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Name of mobility coordinator and signature |
| **HOST INSTITUTION -**  We confirm that the proposed study program of the learning agreement above is approved and the student can take part in the respective courses. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Name of mobility coordinator and signature |
| CONTACT at MUL: Jasmin Egger, BA, 0043 3842 402-7237; jasmin.egger@unileoben.ac.at |

**PLEASE!**

1. Complete all application forms with computer & sign where needed!

**2. Delete the red comments**

3. Hand in hard copy at MIRO and send as pdf to [outgoing@unileoben.ac.at](mailto:outgoing@unileoben.ac.at)

**4.** **Signatures of the SGB and host institution are coordinated by MIRO!**

### Student’s full name:

|  |
| --- |
| **Part III**  **CHANGES to the original learning agreement during stay abroad** |

*(fill out ONLY if applicable)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course number** | **Course title** | **ECTS Credits** |
| **cancel** |  |  |  |
| **new** |  |  |  |
| **cancel** |  |  |  |
| **new** |  |  |  |
| **cancel** |  |  |  |
| **new** |  |  |  |
| **cancel** |  |  |  |
| **new** |  |  |  |
| **cancel** |  |  |  |
| **new** |  |  |  |

It was necessary to continue the list on a separate sheet yes  no

(If so, the separate sheet also has to be confirmed by the study program coordinator)

|  |
| --- |
| According to § 78 (5) UG 2002 I,      , apply for the recognition of the above listed changes to the initially agreed study program.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Student’s signature |

|  |
| --- |
| **HOST INSTITUTION** -  We confirm that the above listed changes to the initially agreed study program are approved and the student can take part in the respective courses. |
| Name of mobility coordinator:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signature of mobility coordinator |
|  |

|  |
| --- |
| **SENDING (HOME) INSTITUTION - MONTANUNIVERSITAET LEOBEN – MUL**  I confirm that the above listed changes to the initially agreed study program are approved. |
| Name of mobility coordinator:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signature of mobility coordinator |

**PLEASE!**

1. Complete all application forms with computer & sign where needed!

**2. Delete the red comments**

3. Hand in hard copy at MIRO and send as pdf to [outgoing@unileoben.ac.at](mailto:outgoing@unileoben.ac.at)

**4.** **Signatures of the SGB and host institution are coordinated by MIRO!**

|  |
| --- |
| **Part IV**  **Application for RECOGNITION**  **of equivalence of workload completed abroad** |
| **Antrag auf ANERKENNUNG**  **der im Ausland absolvierten Studienleistungen** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Exchange Program:**   |  |  |  |  | | --- | --- | --- | --- | | ERASMUS | THIRD COUNTRY | CEEPUS |  | | FREEMOVER | THESIS | GE4 | |
| I applied for **AKZ** (*Student Mobility Grant*) (3Co, Ge4, Freemover & Thesis only!) |

Student ID Number

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. GENERAL DATA |  |  |  |  |  |  |  |  |
| **Family name**:  **First name(s):** | **Title**: | | | | | | | |
| **Home institution:** Montanuniversitaet Leoben | **Study program:** | | | | | | | |
| **Study level:**  BSc MSc Dr.mont./PhD | **Study program coordinator at MUL:** | | | | | | | |
| **Host institution:** | **Host coordinator:** | | | | | | | |
| **Duration of stay:** from       until | **Destination country:** | | | | | | | |

**Student’s full name:**

2. DETAILS OF COMPLETED STUDY PROGRAM ABROAD

### Recommendation of study program coordinator

(NOT required if the stay abroad is dedicated to the production of a Bachelor’s / Master’s thesis or dissertation)

According to § 78 (5) UG 2002 it is recommended that the equivalence of the abroad completed study program listed below shall be recognized.

Name of study program coordinator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature of study program coordinator and stamp

### Confirmation of Bachelor’s / Master’s thesis / dissertation supervisor

I confirm that Ms / Mr.       completed a Bachelor’s / Master’s thesis / dissertation during his/ her stay abroad.

Name of supervisor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature of supervisor and stamp

According to § 78 (5) UG 2002 I,      , apply for the recognition of the courses listed below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Student’s signature

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Duration of study program abroad:  Semester(s) /  Trimester(s) | | |
| **Course number if applicable** | **Course title at host institution** | **Credits** | **Course title at Montanuniversitaet for which credits are to be obtained according to official curriculum** | **ECTS Credits** | **No. of previously failed attempts at this exam** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total credits at host institution** | |  |  |  |  |
| **Total contact hours at host institution** | |  |  |  |  |
| **Total number of courses** | |  |  |  |  |

It was necessary to continue the list on a separate sheet yes  no

(If so, the separate sheet also has to be confirmed by the study program coordinator)