



LEARNING AGREEMENT REQUIREMENTS

For Kiel UAS Business students studying abroad

When choosing courses for your learning agreement abroad, make sure you respect the following criteria:

1. Choose courses that are relevant for your studies. They do not have to be identical to what you could have studied at the Kiel UAS. For example, the courses “Sustainable Marketing Strategies” or “Tourism Management” are courses that would be acceptable as they could be included in a business faculty. “Igloo Hut Building” would not.
2. Make sure the sum of your courses adds up to at least 30 ECTS per semester. This minimum requirement enables a group recognition of your ECTS, which gives you freedom in choosing your courses. If you return with less than 30 ECTS per semester, recognition of the foreign ECTS becomes difficult. In this case, ECTS recognition can only occur with courses that have a high similarity with a Kiel UAS course and that obtain the approval of the Kiel UAS teacher. Finding similar courses is difficult and there is no guarantee that the Kiel UAS teacher will agree to recognize the course abroad as equivalent to her/his own. Hence, best to achieve 30 ECTS abroad so to qualify for the group recognition of ECTS.
3. Only academic courses are accredited. Language courses that award ECTS are not accredited. It is strongly encouraged that you participate in language courses while abroad for your own learning purposes, but only academic courses will get recognized by our examinations office at the Kiel UAS.
4. You cannot choose a course for study abroad that you have already studied at the Kiel UAS or will be studying upon your return.
5. Bachelor level students must choose bachelor level courses from the second and third year course offerings from the partner university. First year courses should be avoided.
6. Masters level students should choose master level courses starting from the second semester.

IMPORTANT! To get the ECTS transferred to the Kiel UAS after your exchange, you should not take any courses that would occur in the 5th semester at the Kiel UAS. This semester is where your group recognition of the courses you earned abroad will go. If you have already taken courses in the 5th semester in Kiel, a group recognition of courses from abroad is not possible.

Choosing the best courses for your studies can be difficult as it is often not made transparent which courses are being offered until right before the semester starts. Hence, it can be difficult to make a learning agreement in advance. It is advised that you browse the webpages of your host institution in order to get an overview of the kinds of courses they offer. Once the big picture is set, then choose the courses that you find attractive and respect the above criteria. Put these onto your learning agreement. In most cases, there is not a large variance in course offerings each semester, so choosing courses that were offered in a previous semester that you can see on the webpages is likely to be offered also when you are abroad.

If this is not the case, or you wish to make other changes to your learning agreement, this can be done once you have arrived at your host institution. In other words, once you arrive at your host university, and you find other courses more interesting and relevant, then you can change your learning agreement.

The Learning Agreement is your guarantee that the ECTS you earn abroad will get recognized back at the Kiel UAS. Therefore, never study anything that has not been approved on your learning agreement. Otherwise you run the risk of studying a course that yields no credits for you.