

Learning Agreement

Master Business Administration

(FStuPO 14.08.2024)

Family name(s), Given name(s)		E-Mail address and mobile number		Matriculation number	
Semester abroad					

The following course is hereby approved to the above named person upon successful completion:

To be completed by the student					
Information on the course completed abroad				Declaration	
Course title and code				I declare that the Learning Agreement for the named course to be credited abroad has not been submitted to any other chair at the University of Passau for recognition. If the course to be credited is submitted to another chair, the chairs to which the course was submitted must be notified immediately in writing.	
Link to course details (descriptors)					
University, City, Country					
Level of study at host university	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's	Credit Points		Date	
		Teaching hours/week		Signature	

Mandatory!

Please enclose information on the course with your credit transfer request

Approving chair/unit:	After your return to Passau
	To be completed by the Dean's Office
Recognition as Master's module	Grade conversion: The grade is converted upon presentation of the Transcript of Records (original or certified copy).
Equivalent course at Passau: Additional course: _____ in Major _____ in Minor as <i>Advanced</i> (Please note: Only <u>one</u> additional course per minor will be eligible for recognition!)	The conversion is made in tenths of a grade; the resulting value is <i>truncated</i> , not rounded, after the first decimal place. $X = 1 + 3 * \text{-----} =$ Grade: <input type="text"/>
ECTS credits are counted towards the student's degree programme (to be filled in by the chair)	

Please contact the chair again after your return to Passau.

Passau, _____

(Official stamp)

Lecturer's signature

Passau, _____

(Official stamp)

Signature of Dean's Office staff