**Justification for non-recognition**

Attachment to page 1 and/or 2, Learning Agreement for Studies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Study cycle**[[1]](#endnote-1) | **Field of education**[[2]](#endnote-2) |
|  |  |  |  |
| **Sending Institution** | **Name of Institution** | **Faculty/Department** | **Erasmus code**[[3]](#endnote-3) | **City, Country** |
| Heinrich-Heine-University |  | D DUSSELD01 | Duesseldorf, Germany |
| **Receiving Institution** | **Name of Institution** | **Faculty/Department** | **Erasmus code** | **City, Country** |
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| ***Justification for non-recognition at the Sending Institution***  **Start and end dates of the study period: from [month/year] …………………….……. to [month/year] …………………….…….** | | | | |
| **Table for non-recognition** | **Corresponding no. in Table A** | **Component**[[4]](#endnote-4) **code** (if any) | **Component title at the Receiving Institution**  (as indicated in the course catalogue[[5]](#endnote-5)) | **Reason for non-recognition**[[6]](#endnote-6) |
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|  |  |  | **Total:** |

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| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature and Stamp** |
| Student |  |  | Student |  |  |
| Responsible person at theSending Institution[[7]](#endnote-7) |  |  |  |  |  |

1. **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7)/ Doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-1)
2. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution. [↑](#endnote-ref-2)
3. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-3)
4. An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#endnote-ref-4)
5. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course catalogue should include the names of people to contact, with information about how, when and where to contact them. [↑](#endnote-ref-5)
6. **Reason for non-recognition:** for example: “the student has already accumulated the number of credits required for his/her degree and does not need (some of) the credits gained abroad” or “there is a substantial difference between the periods of study completed in the receiving institution and the part of the higher education programme which they would replace in the home institution”. Please also refer to the Lisbon Convention, esp. Art. V.1: <http://conventions.coe.int/Treaty/en/Treaties/Html/165.htm> (English) or: <http://www.mitarbeiter.hhu.de/zuv-zentrale-universitaetsverwaltung/dezernat-1-studentische-angelegenheiten-d1/international-office-13/ausland-hhu-dozenten/empfehlungen-zur-anerkennung-von-studienleistungen-aus-den-ausland.html> (German, intranet of HHU). [↑](#endnote-ref-6)
7. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-7)