**Learning Agreement Master of Science**

* Please find all needed informations about the transfer of credits for Master students on our [website](https://www.wiwi.uni-frankfurt.de/de/studium/studierende/pruefungsorganisation/anerkennungen.html).
* Please complete the Learning Agreement (LA) and send it by e-mail as a Word file with the subject Learning Agreement MSc to [pruefungsamt@wiwi.uni-frankfurt.de](mailto:pruefungsamt@wiwi.uni-frankfurt.de). Please include weblinks to the guest university's Master's programme and to the module descriptions of the selected courses in the LA. Alternatively, you can send us the module descriptions as file attachments.
* We then check whether the guest university has a university status, whether the individual courses are generally eligible for recognition and forward your course selection to the responsible programme coordinator, who will classify the individual courses into the designated areas of your degree programme.
* We will then write you whether and how your course choice can be recognized and you will receive the approved and signed Learning Agreement as a PDF file back from us by e-mail.
* You are aware of the information contained in § 22, § 28 or § 29 of the examination regulations applicable to you and accept them by submitting this LA and concluding it.
* You have also noted that only modules that are exclusively open to Master’s students at your guest university can be recognized for your Master's programme.
* The recognition examination is based on the documents submitted to the Examination Office. Changes in this regard may lead to changes in the above information and may have to be agreed in a new LA.
* Please email us the completed application for recognition after your return. The transcript from the host university can be emailed directly from the host university (!) to pruefungsamt@wiwi.uni-frankfurt.de.

The seminar confirmation (signed and stamped) \* - if a seminar has been completed - will be accepted if it is e-mailed directly to pruefungsamt@wiwi.uni-frankfurt.de by the issuing professor.

The application for transfer of credits and the seminar confirmation can be downloaded on the [website](https://www.wiwi.uni-frankfurt.de/en/study/downloads/master.html#c45355).

* You will need the seminar confirmation if you want a course to be counted as a seminar. Attention: Courses with assignment to "Electives" or "Free Area" cannot be transferred as a recognized seminar (except in the Master's programme "International Economics and Economic Policy").

**Learning Agreement Master of Science**

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| 1. **Persönliche Angaben des Studierenden/ *Personal data of the student*** | | | | | | | | | | | | |
| Vorname/  *First name* | Name/ *Surname* | Matrikelnr./ *Student ID number* | | E-Mail-Adresse/  *E-mail* | | Studiengang in FFM/  *Degree programme in Frankfurt* | | | Schwerpunkt in FFM/  *Subject in Frankfurt* | | | Partneruniversität FB 02/  *Partner University FB 02*  Bitte ankreuzen/  *please mark with a cross*  Ja/ Nein/  *yes*: *no*:  **no:** |
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| 1. **Angaben zum Auslandsstudium/ *Informations on studying abroad*** | | | | | | | | | | | | |
| Name der Gastuniversität, Land:  *Name of University abroad, Country:* | | | | Weblink zum Masterprogramm der Gastuniversität:  *Weblink to the masterprogramme from the University abroad:* | | | Volle Workload pro Semester an der Gastuniversität/  *Full workload per semester at the University abroad:*  (Angabe in den dortigen Credit Points/  *Indication in the credit points given there*) \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_credit points** | | | | Austausch im QTEM-Programm:/  *Exange within QTEM-programme:*  Bitte ankreuzen/  *please mark with a cross*  Ja/ Nein/  *yes*: *no*: | |
| 1. **Angaben zu den Kursen/ *Informations on the courses*** | | | | | | | | | | | | |
| **vom Studierenden auszufüllen/**  ***to be completed by the student*** | | | | | | | | **vom Studiendekan auszufüllen/**  ***to be completed by the Dean of Studies*** | | | | |
| Module- Code /  *Course code1* | Modultitel/  *Course title* | | Credits (Ausland)/  *Credits given there* | | Weblink zur Modulbeschreibung/  *Weblink to the course description* | | | ECTS- Credit Points | | Fachliche Zuordnung/  *Classification in Frankfurt*  (nicht beim vereinfachten Anerkennungsverfahren*/*  *not in the simplified recognition procedure)* | | |
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| **Attention: Courses that are assigned to "Electives" or "Free Area" cannot be transferred as a recognized seminar (except in the Master's programme "International Economics and Economic Policy"). In order for a course to be transferred as a recognized seminar, the original seminar confirmation must be completed in full, signed and stamped, together with the other application documents, and submitted to the Examination Office.** | | | | | | | | | | | | |

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| **4. Mögliche Anerkennung/ *Possible recognition*** | | |
| **vom Studiendekan auszufüllen/ *to be completed by the Dean of Studies*** | | |
| Anzahl/  *Number* | Modulname/  Course title | ECTS-Credit Points |
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| **Ort, Datum, Stempel und Unterschrift des Studiendekans/**  ***Place, date and signature of the Dean of Studies*** | | |