

GUIDELINE HOW TO FILL IN THE ERASMUS DIGITAL LEARNING AGREEMENT

EUFH & CBS BECOME ONE!

EUFH's Faculty of Management and CBS International Business School are joining forces. We have been "sister universities" for many many years and are excited to grow into one and bigger business university.

This information will help you to fill in the Erasmus Digital Learning Agreement (LA).

1. STUDENT INFORMATION

Field of Education = the subject area that is defined in the Inter-Institutional Agreement between your home university and EUFH (If you are unsure about the subject area, please contact your home university.)

- 041 = Business Administration
- 061 = Information and Communication Technologies
- 0788 = Industrial Management
- 071 = Engineering and engineering trades

2. SENDING INSTITUTION

Please fill in the data of the coordinator/person who is responsible for your Digital Learning Agreement at your home university.

3. RECEIVING INSTITUTION

Contact Information & Contact Person

Name	Faculty/ Department	Erasmus code	Address	Country	Contact person name; email; phone
European University of Applied Sciences (Europäische Fachhochschule)	Management	D BRUHL01	Kaiserstrasse 6 50321 Brühl	Germany	Chantal Cowan c.cowan@eufh.de 0049-2232-56 73 370

4. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility:

EBM programme	23/09/2021 to 31/12/2021	<i>(September to December)</i>
IIM programme	14/02/2022 to 25/05/2022	<i>(February to May)</i>

Table A: Please fill in the courses you would like to take (for courses, please see our website:
www.cbs.de/en/international/exchange-students/european-business-management/
www.cbs.de/en/international/exchange-students/study-innovation-management/

Please note: our courses do not have course codes. You can leave that column blank.

5. LEVEL OF LANGUAGE COMPETENCE

Please fill in the teaching language of the courses you will take at EUFH (*English* in our international semester programmes / *German* in our regular degree programmes), and the language level that you expect to have when the exchange semester starts.

Please note that we do require at least a B1 level in English to join our international semester programmes and B2 in German for our regular degree programmes (according to the Common European Framework of References for Language (CEFR)).

6. COMMITMENT

After filling in all information, please sign and submit your LA. A notification will then automatically be sent to the coordinator/ responsible person at your home university.

7. CHANGES TO YOUR LEARNING AGREEMENT

(during the mobility)

If you need to make changes to your Digital Learning Agreement during your mobility, please fill in this part of your LA. Please fill in the course title of the deleted course (*tick the „deleted component“ box*) and the course title of the course you are going to add (*tick the „added component“ box*).

Then please fill in the information about the sending and receiving institution (*see 2 & 3*) and sign and submit the adjusted LA as you did the first time. You will be notified when the document is approved by your home university and EUFH.