

Study Agreement: Notes of Guidance

Global Exchange, PROMOS Scholarship Program and Studies Abroad

A Study Agreement documents planned studies at the host institution abroad and the recognition at the University of Siegen. The document is used for Global Exchange and studies abroad outside exchange programs of the International Office.

Students participating in an exchange or scholarship program coordinated by the International Office must submit the Study Agreement before and, if applicable, after the start of their stay. Please note that the Study Agreement must be signed by all parties.

Required Number of Credits for Exchange and Scholarship Programs

Students participating in an exchange or scholarship program coordinated by the International Office must complete courses worth at least 15 ECTS per semester. This regulation applies for each semester abroad and includes subject-related courses, language courses as well as introductions to country and culture.

How to prepare the Study Agreement

When preparing the Study Agreement you may find that courses abroad may not exactly correspond to modules or module elements of your study program at the University of Siegen. A combination of courses abroad may replace required learning achievements in Siegen given that learning outcomes and hours per weeks, contact and non-contact time, are overall comparable (1 ECTS credit = 30 hours per week). **Make sure to provide your contact person at the University of Siegen with all available information regarding course content, hours per week, grades and credits abroad!**

Start your preparations early. Check requirements and guidelines of your school or department and contact your advisor or examination office in due time when compiling the Study Agreement. You find a list of contact persons at the University of Siegen on our [Recognition](#) website.

Transfer of Credits and Grades

As non-European countries do not use ECTS, credit and grading systems may vary depending on host country and host institution. Currently there is no overall regulation for credit transfer at the five schools of the University of Siegen. Therefore each school may process recognition of grades and credits individually. Below you find a list of factors used at the International Office to calculate the number of ECTS credits received abroad (see page 2). in due time. For further information on recognition procedures at your school or department, please contact your examination office.

How to complete the Study Agreement

On the first page students document the courses they would like to take during their exchange or studies abroad and the recognition at the University of Siegen after their return. If applicable, changes to the originally proposed studies abroad are documented on the second page of the template.

Required Signatures

All relevant sections of Study Agreement must be filled in by the student. The document must be signed by all three parties (student, contact at the University of Siegen, contact at the host university). Digital copies and signatures are accepted.

PART 1: Before Stay

Before the start of your studies abroad page 1 of the Study Agreement needs to be completed and signed by all parties (student, contact at the University of Siegen, and contact host institution). A copy must be submitted at the International Office of the University of Siegen.

- **Student Details:** personal information and information about your studies at the University of Siegen.
- **Student Exchange or Study Abroad:** information about the planned exchange or studies abroad
- **Courses at Receiving Institution:** list of courses planned abroad, including **Number of Credits/Hours per Week**. Information on course or module number (**Course Unit Code**) may be added to provide the contact person at the host institution with further information.
- **Recognition at the Sending Institution:** modules or module elements to be considered for future recognition. Course or module numbers (**Course Unit Code**) may be added to provide the contact at the University of Siegen with further information.

Factors used for Credit Transfer at the International Office

Country	Factor	Example
Brazil	Bachelor: 1,5; Master: 2	3 credits/units = 4,5 ECTS; 3 credits/units = 6 ECTS
China	Bachelor: 1,5; Master: 2	3 credits/units = 4,5 ECTS; 3 credits/units = 6 ECTS
Japan	Bachelor/Master: 2	3 credits/units = 6 ECTS
South Korea	Bachelor/Master: 2	3 credits/units = 6 ECTS
Mexico	Bachelor/Master: 1	3 credits/units = 3 ECTS
USA	Bachelor/Master: 2	3 credits/units = 6 ECTS

PART 2: During the Mobility

After the start of your exchange or studies abroad, the schedule and courses planned at the host institution may change. All changes to the originally proposed studies must be documented and approved by all parties within 4 weeks on page 2 of the template.

List the courses under **Changes to Originally Proposed Studies** and mark them as **deleted** or **added**. Please note that changes need to be confirmed by all parties (student, contact person at University of Siegen, contact person at host institution).