

Erasmus+ Learning Agreement

Information regarding TU Berlin as the receiving institution

Dear Students, Dear Partners,

to speed up and simplify the process of filling in your application documents with the right information we would like to emphasise the following points.

Important: The given information only concerns Technische Universität Berlin. All further information to complete the Learning Agreement need to be filled in by the student and the sending university.

1. Please use an **English or German** version of the Erasmus+ Learning Agreement. The international office is only able to sign either German or English versions of the Erasmus+ Learning Agreements
2. Please fill the field "**student's name**" in the header. See the example below:

GiNA-II-B-Annex IV-Erasmus+ HE Learning agreement studies – version May 2014



We need to have the Student's name on every page we will sign!

3. Please use the following information to fill in the necessary fields in "**The receiving Institution**".

The Receiving Institution

Name	Technische Universität Berlin	Faculty	
Erasmus code (if applicable)	DBERLIN02	Department	
Address	Straße des 17. Juni 135 10623 Berlin	Country, Country code	Germany
Contact person name	Mrs. Beatrice Vinci	Contact person e-mail / phone	Exchange.programmes@tu-berlin.de +49 (0)30/314-24696

Note: Faculty and Department need to be filled by the student.

4. Please set German as the **main language of instruction**:

Language competence of the student

The level of language competence⁷ in *German* that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

5. Please use the following information to fill in the necessary fields in **"Responsible person in the receiving institution"**

Responsible person⁴ in the receiving institution:

Name: Mrs. Dr. Carola Beckmeier Function: Institutional Coordinator
p.p Mrs. Beatrice Vinci Incoming Exchange Student Advisor
Phone number: +49 (0)30/314-24696 E-mail: exchange.programmes@tu-berlin.de