

LEARNING AGREEMENT ADMINISTRATION

All semester exchange students must complete a Learning Agreement before departure. This agreement ensures that the courses you take abroad can be credited back to your Stellenbosch University degree.

STEP 1: FIND YOUR COURSE

It's the student's responsibility to select suitable courses at your host institution—but SU International is here to support you throughout the process.

WHAT TO LOOK FOR IN EACH COURSE

To complete your Learning Agreement, you'll need this information:

- **Course name** and a **short description**
- **Credit value** and/or **contact hours**

CONVERSION TIP:

- 1 ECTS = 2 SU credits
- 1 US credit = 4 SU credits

EXAMPLE

If you're replacing a **second-year SU Philosophy course (12 SU credits)**:

- Choose a **6 ECTS Philosophy** course in Europe or
- A **3 US credit** Philosophy course in the USA

Be sure to:

- Match the **level** of the replacement course (e.g., second-year with second-year)
- Double-check that the course is available in the correct semester
- Finalize credit transfers **before** you leave, to avoid delays in your SU degree progress.

TIPS:

- Choose safe courses **from the same academic field or credit level** as your first-choice options.
- Get them **approved and signed off** in your Learning Agreement before you leave.
- If your first-choice course falls through, you'll already have permission to take your backup—no delays, no stress.

WHERE TO START

- Visit the **International Office** webpage of your host university. These pages often include course selection guidelines and list which courses are open to exchange students.
- If not available there, search the university's **course catalogue** via the main site using terms like "course catalog," "modules," or "academic offerings."
- Click on the link below for **partner university's factsheet** on the 101 Study Abroad portal for contact details or guidance.

ASSESSMENT METHODS

- **Semester availability**
 - » Be aware of **different academic calendars**—especially in the Northern Hemisphere. For example, your second semester may be the host university's first semester.
- **Language of instruction**
 - » Only select courses offered in a language you understand.

Missing a key course could delay your graduation, so take time to research thoroughly and follow your host university's course selection instructions carefully.

NEED HELP?

Reach out to SU International or your host university coordinator—we're here to guide you.

WHAT ARE SAFE COURSES?

Sometimes, host universities make last-minute changes and remove courses you had planned to take. To prepare for this:

Safe courses are **pre-approved** backup options you choose in case your first-choice courses are cancelled or unavailable.

Think of them as academic insurance:

By having alternative courses approved ahead of time, you'll have more flexibility—and peace of mind—when finalizing your registration abroad.

STEP 2: GET APPROVAL FOR HOST UNIVERSITY COURSES

Once you've identified courses at your host university, you must **get formal approval** from Stellenbosch University for credit transfer. This step is crucial for your academic progress.

IMPORTANT NOTES

- **No signed Learning Agreement = No credit transfer.**
- SU cannot recognize or transfer credits for courses that weren't officially approved in advance.
- Get all signatures **before you leave for your exchange** to avoid delays or complications later.

HOW TO GET APPROVAL

1. **Gather Course Details**
 - » Include: Course name, description, credit value, contact hours, assessment methods, semester offered, and language of tuition.
 - » These details help SU staff compare your host university course with its SU equivalent.
2. **Contact SU Academic Staff**
 - » Approach the relevant **lecturer or head of department** at Stellenbosch University.
 - » They will evaluate whether the course meets SU's academic standards and degree requirements.
3. **Complete the Learning Agreement**
 - » The approving staff member must **sign the Learning Agreement form**, confirming the host course is an acceptable substitute.
 - » Submit the signed form to SU International before departure.

STEP 3: FINALIZE & SUBMIT YOUR LEARNING AGREEMENT

To ensure a smooth credit transfer upon your return, it's essential that your **Learning Agreement is finalized and submitted before you leave for your exchange**.

AFTER ARRIVAL AT YOUR HOST INSTITUTION

- Get your Learning Agreement **signed by the host university coordinator** once you are officially registered for your courses.

BEFORE DEPARTURE

- Submit a **fully signed Learning Agreement** to SU International.
- All courses must be approved by relevant SU academic staff (Step 2).
- This is the official document required for credit recognition.

IF YOUR COURSES CHANGE

- Contact your SU lecturer **immediately** if your approved courses are unavailable or changed.
- Provide alternative course descriptions for review.
- Submit a **revised and updated Learning Agreement** signed by SU staff.
- CC your **home coordinator** on all correspondence for record-keeping.

IMPORTANT: DUPLICATE FORMS

- Some host universities may issue their own version of a learning agreement.
- Even if the forms look similar, **you must use and submit the official Stellenbosch University Learning Agreement** for credit transfer.
- SU International will attach this form to any documentation required by your host university.