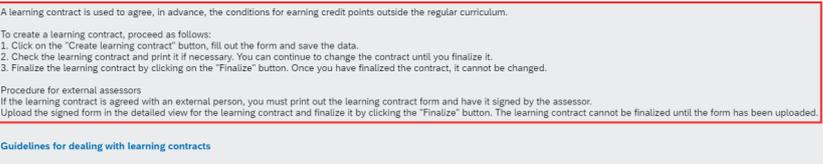
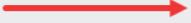


Earning credit points (ECTS) outside the regular academic program

<p>1</p>		<p>Activate the “Learning Contract” service.</p> <p>This number indicates how many learning contracts still require action on your part.</p>															
<p>2 OVERVIEW PAGE</p>																	
		<p>This page displays the total number of learning contracts created and managed in this service</p>															
 <p>Clicking on this icon hides the search field.</p>  <p>Clicking on this icon you can pin the search field.</p>		<p>If you have created multiple learning contracts, you can use this search field to find a particular learning contract.</p> <p>Enter the contract number, a status, a word from the title or the assessor’s name.</p>															
		<p>Read the information sheet and procedure description thoroughly.</p>															
<table border="1"> <thead> <tr> <th>No.</th> <th>Title</th> <th>Assessor</th> <th>Status</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>20050</td> <td></td> <td></td> <td>in process</td> <td>01.09.2020</td> </tr> <tr> <td>20051</td> <td></td> <td></td> <td>in process</td> <td>16.08.2020</td> </tr> </tbody> </table>		No.	Title	Assessor	Status	Due Date	20050			in process	01.09.2020	20051			in process	16.08.2020	<p>All learning contracts created and managed in this service are displayed in the table.</p>
No.	Title	Assessor	Status	Due Date													
20050			in process	01.09.2020													
20051			in process	16.08.2020													

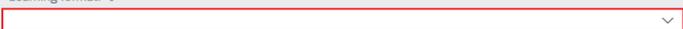
3

CREATE A LEARNING CONTRACT

 **Create learning contract**

Select “Create learning contract” to create a new learning contract.

Learning Contract 20054 finalize print

*Learning format:  

*Title (appears on degree transcript - maximum 200 characters):  200 characters remaining

Title (English translation):  200 characters remaining

*Contents (brief description - maximum 600 characters):  600 characters remaining

A new form will open on the right. Please complete all mandatory fields.



-  Learning format
Learning format is a mandatory field >
-  Title (appears on degree transcript - maximum 200 ch...
Title is a mandatory field >
-  Contents (brief description - maximum 600 characters)
Contents is a mandatory field >



Missing information is indicated in the form by a red outline. Alternatively, click on the number of notifications for a detailed indication of which information is still missing.

 **save data** **cancel** **changes successfully saved** 

You can save the current version in stages as you proceed. The number of notifications will be updated accordingly.

Status:
in process

As long as the learning contract status is set to “in process”, changes can be made.

<p>in process 15.10.2020 ></p> <p>No.: 20052 Title: Assessor:</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>in process 13.10.2020 ></p> <p>No.: 20054 Title: Assessor:</p> </div> <p>finalized 14.07.2020 ></p> <p>No.: 20045 Title: Assessor:</p>	<p>Information from the overview page continues to be displayed in the navigation pane on the left. As a result, you always have access to the process and guidelines, and can easily switch to a different learning contract without having to return to the overview page.</p>
<p> If you click on full-screen mode, only the form is displayed.</p> <p> Clicking on this icon restores the navigation pane on the left.</p> <p> print Clicking on the printer symbol opens the document as a PDF, which can then be printed.</p> <p> Click on this symbol to cancel the learning contract altogether. This is only possible if the learning contract status is still set to “in process“!</p> <p> Clicking on this symbol closes the document and returns you to the overview page.</p> <p> This button only becomes active once all mandatory fields have been completed.</p>	
<p>4 FINALIZE A LEARNING CONTRACT</p>	
<p>WITH AN INTERNAL ASSESSOR</p> <ul style="list-style-type: none"> Once all fields have been completed and you are satisfied with the information entered, you can finalize the learning contract:  Status: “finalized” <p>Next, the approval process is initiated. The learning contract is automatically forwarded to the assessor for review. This is all you need to do for now.</p>	<p>WITH AN EXTERNAL ASSESSOR</p> <ul style="list-style-type: none"> Once all fields have been completed and you are satisfied with the information entered, you can print and sign the learning contract and send it to the external assessor for review. Once the external assessor has returned the signed learning contract to you, upload it in the area specified for this purpose: <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>*Document +</p> <p style="text-align: center;">No files found. <small>Drop files to upload, or use the “+” button.</small></p> </div>

		<ul style="list-style-type: none"> The learning contract can now be finalized:  Status: "approved assessor"
	<p> Please note: Once it has been finalized, the learning contract cannot be edited or deleted!</p>	
5	ASSESSOR APPROVAL PROCESS	
	WITH AN INTERNAL ASSESSOR	WITH AN EXTERNAL ASSESSOR
	<ul style="list-style-type: none"> The assessor approves the learning contract: Status: "approved by assessor" <p>The learning contract is automatically forwarded to the committee responsible for review.</p>	<p>Review (approval, rejection or changes) by the external assessor has taken place before the learning contract is finalized.</p> <p>Once the signed document has been uploaded and the learning contract has been finalized, its status is set to "approved by assessor".</p>
	<ul style="list-style-type: none"> The assessor returns the learning contract with changes: Status: "in process" <p>The learning contract is returned to you with the status "in process". You can now edit it, but you will then have to finalize it once again so that it can go through the approval process.</p>	
	<ul style="list-style-type: none"> The assessor rejects the learning contract: Status: "rejected by assessor" <p>The learning contract can no longer be edited or canceled. It will continue to be displayed in the table with this status.</p>	
	<p> Please note: The new status is immediately displayed in the service "Learning Contract". If the assessor returns or rejects the learning contract, you will also be notified by email.</p>	

6	COMMITTEE APPROVAL PROCESS	
	WITH AN INTERNAL ASSESSOR	WITH AN EXTERNAL ASSESSOR
	<ul style="list-style-type: none"> The committee responsible approves the learning contract: Status "approved by TC" <p>The academic achievement can now be completed.</p>	<ul style="list-style-type: none"> The committee responsible approves the learning contract: Status "approved by TC" <p>The academic achievement can now be completed.</p>
	<ul style="list-style-type: none"> The committee responsible can return the learning contract to you with changes. Status: "in process" <p>The learning contract is returned to you with the status "in process". You can now edit it, but you will have to finalize it once again so that it can go through the approval process. The learning contract is then once again automatically forwarded to the assessor for review.</p>	<ul style="list-style-type: none"> The committee responsible can return the learning contract to you with changes. Status: "in process" <p>The learning contract is returned to you with the status "in process". You can now edit it, but you will need to have it signed by the external assessor again in order to upload the new document and finalize the learning contract. The learning contract is then once again automatically forwarded to the committee responsible for review.</p>
	<ul style="list-style-type: none"> The committee responsible rejects the learning contract: Status "rejected by TC" <p>The learning contract is returned to you with the status "rejected by TC". You can edit or cancel it.</p>	<ul style="list-style-type: none"> The committee responsible rejects the learning contract: Status "rejected by TC" <p>The learning contract is returned to you with the status "rejected by TC". You can edit or cancel it.</p>
<p> Please note: The new status is immediately visible in the service, and you will be notified by email of any action taken by the committee responsible.</p>		
7	ASSESSMENT PROCESS	
	WITH AN INTERNAL ASSESSOR	WITH AN EXTERNAL ASSESSOR
	<p>As soon as the academic achievement has been completed, the assessment can be entered by the assessor.</p> <p>For internal assessors, this process takes place online. As soon as the assessor has assessed the learning contract, this will be visible in the table: Status "assessed"</p> <p>Then the academic achievement will be visible in the services "Credit Points Account", Academic Progress Summary" and "Module Allocation". Furthermore you will be notified by email.</p>	<p>As soon as the academic achievement has been completed, the assessment can be entered by the assessor.</p> <p>External assessors complete their assessment using the form, which they sign and return to the Office of the Dean of Studies of the appropriate faculty. As soon as the assessment has been entered in the system by the Office of the Dean of Studies, this will be visible in the table: Status "assessed"</p>

		Then the academic achievement will be visible in the services "Credit Points Account", Academic Progress Summary" and "Module Allocation". Furthermore you will be notified by email.
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IMPORTANT INFORMATION:

- The learning contract should be created **before** the assessment is completed.
- You can only create a learning contract if you are registered for the current semester.
- You must be matriculated at the University of Basel to be eligible to complete an assessment set out in a learning contract.
- Learning contracts are only suitable for earning credit points **generated** by the University of Basel. If you wish to **transfer** credit points earned at another university to your current course of study, please contact the Office of the Dean of Studies in your faculty.

Transferring credit points (ECTS) earned at another university

	The faculties are responsible for transferring credit points (ECTS) earned at another university to your current degree program.
	As soon as you have a transcript of records or another form of official confirmation of the credit points (ECTS) earned, you can apply to the Office of the Dean of Studies in your faculty to transfer your credits. Please contact the office to find out how to proceed.
	If the transfer is approved, it will be entered in the system by the Office of the Dean of Studies and will appear in your credit points account. The transfer will be indicated by an “X” in the “Recognized” column.