



Middle European
interdisciplinary
master's programme in
Cognitive Science

MEi:CogSci Learning Contract

for the Mobility Semester



Erasmus+

INFO FILE

1 Student Information

Student Name	First name, last name
Home University	
Student ID Number (Home University)	
Degree Programme Code (Home University)	Unless your home university is University of Ljubljana
Host University	

This learning contract ensures that the ECTS credits the MEi:CogSci-student acquires at the host university will be recognised at the home university. In order to make this contract valid, please follow the procedure/steps listed below:

A Preparation phase at the home university

- 1.) **Negotiation of Special Topic of Interest Module(s):** The student negotiates the *special topic of interest/phenomenon* (i.e., a cognitive phenomenon) they want to study and the way how they want to study it (i.e., a combination of courses, lab work, self-study, literature used) with the supervisor and/or local coordinator at the *host* university.
- 2.) **Concrete plan of the project:** The student specifies the work-plan for the module (elements of module, milestones, deliverables, dates,...) according to the negotiations with the supervisor at the host university.
- 3.) **Acknowledgement:** The supervisor checks the contract and gives their OK;
 - a. The **student sends the LC to the local coordinators at the home and host university** (+ cc to the supervisor)
 - i. with the agreement sentence: "I agree to this learning contract"
 - ii. as a **.pdf only**
 - iii. adding their name to the title of the document, e.g. **SurnameName_LC_Mobility**
 - iv. with an email head of this format only: **LC_ <student surname, first name> _ <supervisor surname>**
 - b. **Supervisor acknowledges that they accept the proposal by replying to the email.**
- 4.) **Approval by the home university:** The local coordinator at the home university approves it or requests changes (go back to step 2)

B Mobility phase at the host university

- 5.) **Planning of studies and courses at the host university:** Student fills out the semester contract in negotiation with local coordinator
- 6.) Grade for the project, signature & stamp of supervisor at the host university (at the end of semester at the host university). **Projects need to be finished by the end of March latest!**
- 7.) Signatures of the local coordinator of the host university

C Grading & recognition phase at home university

- 8.) **Final grading & recognition:** Original signed contract & certificates/transcripts are returned to local coordinator at *home* university for grade recognition after the project has been finished.
- 9.) By handing in this document, the student declares that their personal data which they provided for the university they are currently enrolled at (e.g. via the university's online information system) is correct and complete. Where necessary, the student corrected and/or completed the personal data to the best of their knowledge or has officially requested a correction/completion of their personal data.

In case the project/project plan changes to a substantial degree during the mobility semester the student has to inform the local coordinators at the host and home university immediately.

2 Semester Contract

The semester contract consists of 4 modules:

- S-I-CS New Trends in Cognitive Science Module
- S-I-PJ Special Topic of Interest (Project) Module (must mainly be project work)
- S-I Special Topic of Interest Module (should be courses from different disciplines on one topic/phenomenon)
- W-D-C Elective Module

The modules must amount to 30ECTS. Depending on the ECTS you plan to use for your project, the possible combinations are:

- S-I-CS 10 ECTS – S-I-PJ 10ECTS – S-I 5ECTS – W-D-C 5ECTS
- S-I-CS 10 ECTS – S-I-PJ 10ECTS – S-I 10ECTS – W-D-C 0ECTS
- S-I-CS 10 ECTS – S-I-PJ 15ECTS – S-I 5ECTS – W-D-C 0ECTS
- S-I-CS 10 ECTS – S-I-PJ 15ECTS – S-I 0ECTS – W-D-C 5ECTS
- S-I-CS 10 ECTS – S-I-PJ 20ECTS – S-I 0ECTS – W-D-C 0ECTS

→ NO other combinations are possible

ALL grades are to be entered by the local coordinator at the end of the semester.

The semester contract – INCLUDING signatures and stamps – has to fit on ONE PAGE

S-I-CS New Trends in Cognitive Science Module: 10 ECTS				
Course Title	Course Type	ECTS	Grade (host)	Grade (home)
Title of course 1	Type of course (e.g. seminar, lecture, ...)	ECTS		
Title of course 2	Type of course (e.g. seminar, lecture, ...)	ECTS		
Module Grade				

S-I-PJ Special Topic of Interest (Project) Module: ____ ECTS (fill in ECTS, either 10, 15, or 20)				
Project Title	Supervisor	ECTS	Grade (host)	Grade (home)
Title of your project	Name of supervisor	ECTS		
Course Title	Course Type	ECTS	Grade (host)	Grade (home)
Title of course 1	Type of course (e.g. seminar, lecture, ...)	ECTS		
Module Grade				

S-I Special Topic of Interest Module: ____ ECTS (fill in ECTS, either 0, 5, or 10)				
Course Title	Course Type	ECTS	Grade (host)	Grade (home)
Title of course 1	Type of course (e.g. seminar, lecture, ...)	ECTS		
Title of course 2	Type of course (e.g. seminar, lecture, ...)	ECTS		
Module Grade				

W-D-C Elective Module: ____ ECTS (fill in ECTS, either 0 or 5)				
Course Title	Course Type	ECTS	Grade (host)	Grade (home)
Title of course 1	Type of course (e.g. seminar, lecture, ...)	ECTS		

W-D-C Elective Module: __ ECTS (fill in ECTS, either 0 or 5)				
Course Title	Course Type	ECTS	Grade (host)	Grade (home)
Title of course 2	Type of course (e.g. seminar, lecture, ...)	ECTS		
Module Grade				

Date, Stamp & Signature of *Local Coordinator*
at **Host** University

Date, Stamp & Signature of Local Coordinator
at **Home** University

2.1 Additional ECTS

In case a student wants to acquire more than 30 ECTS during the mobility semester, the modules and courses need to be indicated on this page.

Module: _____ (fill in name of module, e.g. A-D-PHI advanced disciplinary module philosophy)				
ECTS: ____ (fill in ECTS)				
Course Title	Course Type	ECTS	Grade (host)	Grade (home)
Title of course 1	Type of course (e.g. seminar, lecture, ...)	ECTS		
Title of course 2	Type of course (e.g. seminar, lecture, ...)	ECTS		
...	...			
Module Grade				

Date, Stamp & Signature of Local Coordinator
at **Host** University

Date, Stamp & Signature of Local Coordinator
at **Home** University

3 S-I-PJ Special Topic of Interest (Project) Module

Learning Outcomes*

Subject specific

- Advanced knowledge and understanding of a phenomenon from the perspective of at least two disciplines

Methodological

- Ability to approach a phenomenon in an interdisciplinary manner

Generic/Instrumental

- Ability to write and follow a project plan

Systemic

- Interdisciplinary work/thinking
- Project-oriented work and organisational skill
- Critical evaluation of approaches & methods
- Quick orientation & navigation in mother and/or novel complex field
- Change of viewpoint/perspectives (intellectual mobility)
- Phenomenon-oriented thinking
- Problem-solving abilities

*as defined in the MEi:CogSci curriculum

3.1 S-I-PJ Special Topic of Interest (Project) Module – Project Specifications

Please specify the concrete workflow of your project.

The structure and content of the project specifications differs depending on the kind of project you are planning. Your project can be:

- an empirical/experiment-based project
- a theoretical project
- a modelling project

Please make sure to choose the correct template and plan your project along the pre-defined project steps.

3.1.1 General Project Information

Title of Specialisation Project	Supervisor	ECTS
Title of your project	Name of supervisor	ECTS
Course Title (if applicable)	Course Type	ECTS
Title of course 1 (If your project contains courses, specify them here)	Type of course 1 (e.g. seminar, lecture, ...)	ECTS
Title of course 2	Type of course 2 (e.g. seminar, lecture, ...)	ECTS
...	...	ECTS
Teamwork/Co-Student (if applicable)		
In case you are doing your project together with another MEi:CogSci student, please fill in their name here		

3.1.2 Summary of Topic/Phenomenon (3000-4000 characters)

- 1.) Please specify which (cognitive) phenomenon you are going to study (topic of specialisation, "what?")
- 2.) Please specify how you are going to fulfil the requirement of interdisciplinarity.
- 3.) Please briefly specify your personal aims/goals in studying this phenomenon. (2-3 sentences)

3.2 Project Plan

3.2.1 Project Steps

Initial Literature Research (Overview)				Total Working Hours (WH)/ECTS: ____ / ____	
Working-package (WP)	Start – End	WH / ECTS	Activities	Resources required	Milestones (M)
WP Initial 1	month/year – month/year	WH / ECTS (1 ECTS = 25 WH)	Describe activity, tasks, etc. (e.g. gaining an overview of relevant theories, concepts, and paradigms, reviewing existing studies on subject xy, creating annotated bibliography, writing literature notes...)	Resources/means required to achieve the task (e.g. access to literature, journals, libraries, data bases, ..)	e.g. M1 Lit.1
WP Initial2					
...					

Formulating Research Question and Theses				Total WH/ECTS: ____ / ____	
Working-package (WP)	Start – End	WH / ECTS	Activities	Resources required	Milestones (M)
WP Theses1	month/year – month/year	WH / ECTS	e.g. formulating guiding questions/research questions and corresponding hypotheses, theses, or assumptions (depending on whether your project is e.g. mainly descriptive, theory/theses-testing, theory-generating, ...)	e.g. literature, consolidation time with supervisor	e.g. M2 Theses
WP Theses2					
...					

Focussed Literature Research & Analysis (on Sub-Topics/Concepts)					Total WH/ECTS: ____ / ____
Working-package (WP)	Start – End	WH / ECTS	Activities	Resources required	Milestones (M)
WP Focus1	month/year – month/year	WH / ECTS	e.g. focussed literature research, review and analysis of a relevant concepts/ theories/ studies identified (on one sub-topic/concept of the topic/phenomenon of interest, e.g. emotion recognition and emotional expression as sub-topics of “emotions”)	e.g. literature, access to previous studies/work, access to data bases, computer, ...	e.g. M3 Lit.2
WP Focus2			Focussed research on sub-topic 2, ...		
...					

Synthesis of Findings/Insights					Total WH/ECTS: ____ / ____
Working-package (WP)	Start – End	WH / ECTS	Activities	Resources required	Milestones (M)
WP Synth1	month/year – month/year	WH / ECTS	e.g. Synthesis and contextualisation/integration of sub-topics/concept in regards to the topic of interest xy	e.g. access to data bases/libraries, computer, consolidation time with supervisor, ...	e.g. M4 Synth
WP Synth2					
...					

Project Documentation*				Total WH/ECTS: ____ / ____	
Working-package (WP)	Start – End	WH / ECTS	Activities	Resources required	Milestones (M)
WP Docu1	month/year – month/year	WH / ECTS	Project documentation (e.g. lab journal, short bi-weekly reports on project status, etc.) as agreed upon with supervisor	E.g. computer/laptop, consolidation time with supervisor, ...	e.g. M4 Docu start
...					

*Please note that the short report (“3.3 Short Project Report”) is part of the project documentation. Project documentation should be done continuously throughout the project, the format of documentation needs to be agreed upon with the supervisor.

Furthermore, we recommend writing a 7-page paper on the project topic at the end of the project (as final deliverable of the project documentation).

3.2.2

Project Milestones

Mile-stone	Result/"Product" and/or Deliverables
e.g. M1 Lit. 1	Description of result/"product"; the "outcome" of activities/tasks necessary to successfully continue the project and/or proceed to the next WP (e.g. literature notes on relevant studies finished, relevant sub-topic/concepts identified across different disciplines, crucial theories/models on topic xy identified and analysed, ...)
e.g. M2 Theses	...
...	
e.g. M Docu	Short report and 7-page paper on project written (end of project documentation)

Notice:

In case you are planning to do two practical projects, i.e. two special topic of interest (project) modules, please copy the entire project specification plan (from "3.1.1 General Project Information" to "3.3 Short Project Report") and fill it in for your second project as well.

3.3 Short Project Report (~1 page, 3000-5000 characters)

Please fill in a short project report in this part of the learning contract:

- AFTER the project, but BEFORE the supervisor grades and signs the contract
- this report needs to be **approved by the supervisor**
- Report must be no longer than 5000 characters and fit in this section!

Final Grade for the Project

____ / ____

Host Grade / **Home** Grade
(see grade conversion matrix on last page)

Date, Stamp & Signature of Supervisor (Host University)

Grade Conversion Matrix

BRAT		BUD		LJUB		VIE		ZAG	
A	výborne (excellent)	5	jeles (excellent)	10	odlično (excellent)	1	sehr gut (excellent)	5	odličan (excellent)
B	vel'mi dobre (very good)	4	jó (good)	9	prav dobro (very good)	2	gut (good)	4	vrlo dobar (very good)
C	dobre (good)	4	jó (good)	8	prav dobro (very good)	2	gut (good)	4	vrlo dobar (very good)
D	uspokojivo (satisfactory)	3	Közepes (fair)	7	dobro (good)	3	befriedigend (satisfactory)	3	dobar (good)
E	dostatočne (sufficient)	2	Elégséges (satisfactory)	6	Zadostno (sufficient)	4	genügend (sufficient)	2	dovoljan (satisfactory)
F	nedostatočne (insufficient)	1	Elégtelen (fail)	5	nezadostno (insufficient)	5	nicht genügend (insufficient)	1	nedovoljan (insatisfactory)