

CHECKLIST - Study Abroad Erasmus

Erasmus English Studies

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Fachbereich II / Anglistik
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Germany

Erasmus English Studies



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Miksch, Magdalene

Before going abroad: At the University of Trier

- Check our [Study Abroad](#) website as well as the website of the [International Office](#)
- Inform yourself about the options: [Erasmus Study Abroad Booklet](#)
- Come to the **information session**
- Choose your university from the booklet
 - B.Ed. / M.Ed. students: Your obligatory 3 months stay has to be in an English speaking country; i.e. Great Britain, Ireland, North America, Australia.
 - (For information on studying abroad in North America or Australia, please check [Exchange outside of Europe](#))
- Consider everything: How long do I want to stay (1 or 2 semesters)? Is it (financially) possible? Would I need a visa (Great Britain)? Etc.
- Apply via the International Office ([Bewerbungsunterlagen](#))

Once you are accepted and are waiting for your letter of confirmation from your partner university (sometimes it will take some time):

- Come to our (more in detail) **information session** for everyone accepted! (date will be announced later)
- Check which courses you would take at Trier; either via the [Studienerlaufsbelege](#) or the [Degree Programmes](#)
- Check the available courses at the partner university: Which courses can you take and for which courses would/could you take them (equivalent to your courses at the University of Trier; check degree level as well as ECTS)
- Come to see us during office hours (appointment via Stud.IP) to check your list of possible seminars; preferably with a LA document already
 - Great Britain: Laura Witz
 - Europe (Ireland and continental Europe): Britta Colligs
- Fill in your Learning Agreement (you can find it on the IO website [Erasmus Studium Outgoing](#)) and send it to us for approval
- Sign up for the classes at the partner university

Your time abroad: At the Partner University

- Check whether the partner university has your correct information (e.g. e-mail address)
- Courses might change, make sure you to include the changes in your LA and have them signed as well
- Study and have fun :-)
- Socialise and learn something new
- Make sure your LA has been signed by the partner university

Coming back: At University of Trier

Accreditation of Credit Points / Grades:

- Check if all of your changes are included in the LA. If not, send it to erasmusangl@uni-trier.de again for final signature.
- Send the finalised LA to the Faculty II dean's office ([Auslandsanerkennung](#)) for approval and Transcript of Record
 - Dean's office will send it to Dr Bettina Kraft for accreditation
- At the same time, send Dr Bettina Kraft (anerangl@uni-trier.de)
 - either, the Module's Studienverlaufsbeleg, where your courses should be accredited to
- Submit the Transcript of Records and the Letter of Recognition to the International Office

Accreditation of 3-month stay abroad (B.Ed. / M.Ed.):

- Write an informal application of recognition to Dr Bettina Kraft (anerangl@uni-trier.de), including proof of your time abroad (flight tickets, etc.) and your certificate of enrolment (Immatrikulationsbescheinigung)

Welcome back!