

## LEARNING AGREEMENT FOR STUDIES

### The Student

Last name (s)	Example	First name (s)	Anne
Date of birth	01/01/1998	Nationality <sup>1</sup>	German
Sex [M/F]	F	Academic year	WS 2019/20
Study cycle <sup>2</sup>	2	Field of education, Code <sup>3</sup>	023 – Languages
Phone	(+49)1639018785	E-mail	example@uni-trier.de

**Kommentiert [KM1]:** See here for a list of codes, if you wish to study something other than languages :  
[http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)

### The Sending Institution (*Heimathochschule*)

Name	Universität Trier	Faculty <i>Fachbereich</i>	Fachbereich II
Erasmus code <sup>4</sup> (if applicable)	D TRIER01	Department <i>Fach</i>	English Studies
Address	54286 Trier	Country, Country code	DE
Contact person <sup>5</sup> name	Clare Maas	Contact person e-mail / phone	mmaas@uni-trier.de (+49)651201-2286

### The Receiving Institution (*Gasthochschule*)

Name	University of Reading	Faculty	ISLI (International Study and Language Institute)
Erasmus code (if applicable)	UK READING01	Department	Erasmus & Study Abroad Office
Address	RG6 6AA	Country, Country code	UK
Contact person name	Marcus Dowse	Contact person e-mail / phone	studyabroad@reading.ac.uk / Tel : +44 118 378 8322

**Kommentiert [KM2]:** Insert the information here that you receive in your nomination/acceptance letter from the host university.

For guidelines, please see <https://www.uni-trier.de/index.php?id=65943>, for end notes please look at Appendix.

## BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] September/2019 till [month/year] December/2019

**Table A1:** Study programme abroad

No Lfd. Nr.	Field of study  Studien fach	Component <sup>6</sup> Code (if any)	Component title (as indicated in the course catalogue <sup>7</sup> ) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits <sup>8</sup> to be awarded by the receiving institution upon successful completion	Remarks <i>Anmerkungen</i>
1	Eng Lang	LS2LST	Teaching the Language Skills	Autumn term	10 ECTS	Counts as LING classes in Trier
	Eng Lang.	LS3DCL	Child Language Development	Autumn term	10 ECTS	Possible alternative if LS2LST is not available
2	Eng Lit	EN3VR	Visions and Revisions: Poets at Work	Autumn term	10 ECTS	Counts as LIT / LANG classes in Trier
3	Eng Lang	LS3IC	Intercultural Communications	Autumn term	10 ECTS	Counts as LANG / LING classes in Trier
					Total: 30	

**Kommentiert [KM3]:** Use this column to make clear which class at your host university will be accredited as which class in Trier.

**Kommentiert [KM4]:** Here, name the School or Department at the host university where the class is being offered.

**Kommentiert [KM5]:** In case you are not able to get a place in your first choice of classes, you can list alternatives here. Simply list them under the same 'laufende Nummer' to avoid confusion.

### Language competence of the student

The level of language competence<sup>9</sup> in English [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1  A2  B1  B2  C1  C2  Native speaker

**Kommentiert [KM6]:** Most students in the Dept. of English Studies at Trier have C1 level. If you feel you have a higher or lower level, please consult Mrs Maas. Note that for most of our partner universities you do not need a separate certificate of your language skills; exceptions are explained on our website: <https://www.uni-trier.de/index.php?id=65499>

**Table B1:** Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad programme. NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

**Kommentiert [KM7]:** Note that listing classes here does not mean that they are automatically accredited. Once you have received your final results from your host university, you must apply for the classes and your time abroad to be accredited. See here for the official procedure: <https://www.uni-trier.de/index.php?id=66000>

No Lfd. Nr.	Field of study Studienfach	Component <sup>6</sup> code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the sending institution upon successful completion	Remarks by sending institution (Anmerkungen der Heimat-hochschule)
1	MEd Englisch	LIT 701	Special Topic in Literary Studies	WS	6	
2	MEd Englisch	LING 704	Applied Linguistics and ELT	WS	4	M.Ed. Gym Module 8 Grade from "Teaching Language Skills" as module grade
3	MEd Englisch	LING 705	Textual Studies and the New Media	WS	5	
4	MEd Englisch	LIT 801	Special Topic in Literary Studies	SS	4	M.Ed. Gym Module 11. Grade from "Visions and Revisions: Poets at Work" as module grade: LING 801/2/3 to be completed in Trier.
5	MEd Englisch	LANG 801	Advanced British Cultural Studies (including Essay Writing)	SS	3	
6	MEd Englisch	LANG 901	Advanced North American Cultural Studies (including Essay Writing)	WS	3	
					Total: 25	

**Kommentiert [KM8]:** Use this column to make clear which class at your host university will be accredited as which class in Trier.

**Kommentiert [KM9]:** Third-year undergraduate (BA) classes at your host university can be accredited as MA-level classes in Trier. You must be enrolled as a Master's student at the time your apply for accreditation.

**Kommentiert [KM10]:** Be specific about the degree programme and module number. This is especially important if a certain class in Trier can be part of two different modules.

If the student does not successfully complete some educational components, the following provisions will apply:

[s. Merkblatt Learning Agreement, <https://www.uni-trier.de/index.php?id=65943>]

## II. COMMITMENT OF THE THREE PARTIES

### Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending (Beneficiary) Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A1 are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B1. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. **Exception:** If the student wishes to except some of the credits achieved at his/her host university from recognition, he or she can apply to do so when submitting his/her transcript for recognition at Trier University. However, independent of whether the student plans to have the credits/results recognised or not, he/she is bound to complete all requirements for the courses listed in tables A1 of this agreement.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Commitment	Name/Positon	Email	Date	Signature
<i>Verpflichtung</i>				
<b>Student</b>	Anne Example	example@uni-trier.de	14 Sept. 2019	
<b>Responsible person<sup>10</sup> at Trier University</b> <i>(for first field of study)</i>	Clare Maas	mmaas@uni-trier.de	16 Sept. 2019	
<b>Responsible person at Trier University</b> <i>(for second field of study, if applicable)</i>				
<b>Responsible person<sup>11</sup> at the Receiving Institution</b>				

**Kommentiert [KM11]:** You should sign this document first, followed by your Erasmus+ coordinators in Trier, and then the host university.

**Kommentiert [KM12]:** If you intend to take classes from your other degree subject at your host university and have them accredited in Trier, the Erasmus coordinator of that subject in Trier will also need to sign this document.

## Appendix: End notes

<sup>1</sup> Nationality: country to which the person belongs administratively and that issues the ID card and/or passport. ←

<sup>2</sup> Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

<sup>3</sup> Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

<sup>4</sup> Erasmus code: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>5</sup> Contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

<sup>6</sup> An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

<sup>7</sup> Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

<sup>8</sup> ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

<sup>9</sup> Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>10</sup> Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>11</sup> Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

**Kommentiert [KM13]:** Read these notes to help you complete the form above. Especially "study cycle" and "field of study" codes need to be in accordance with the guidelines listed here.