

# Learning Agreement Uni Trier





# Things to understand about LA



 **Universität Trier**

- Making a LA is **work** which has to be done **thoroughly**
- Therefore it is somewhat *annoying*
- **But (!)**
- It is a tremendous help in understanding clearly the courses to be taken and what to expect during the exchange
- Basis of the recognition of your work during the exchange

# Things to understand about LA



## Before the mobility

Provide study programme.

Identify Responsible persons.

Commitment of the three parties with original / scanned / digital signatures.

## During the mobility

### If modifications are needed:

A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request.

Request for extension of the duration has to be made at the latest one month before the foreseen end date.

An agreement by the three parties on the changes is possible via email/digital signatures.

## After the mobility

The Receiving Institution provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.

The Sending Institution recognises the activities successfully completed by the student during the mobility, counts them towards the student's the degree and registers them in the student's Transcript of Records normally within 5 weeks.



- Please make sure to check with your home university which deadlines apply for you to submit the completed Learning Agreement to your home university
- All Learning Agreements of incoming students at Trier University have to be sent to the International Office of the University.
- Please do not send Learning Agreements directly to the departments of the university
- The address provided for this purpose is [exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de)
- This also applies if you want or need to use the Online Learning Agreement



**The "Receiving Administrative Person" as well as the "Receiving Responsible Person" is in all cases Mr. Proost**

**Jan-Patrick Proost, M.A.**

**Outgoings-Coordinator / Incomings-Coordinator**

**International Office Tel.: +49651/201-4676**

**E-Mail: [exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de) Web: [www.international-office.uni-trier.de](http://www.international-office.uni-trier.de)**

**Sprechzeiten nach Vereinbarung**

**Universität Trier, Raum V20b, D-54286 Trier**



**Do not copy any course choices of your fellow students, especially not from past semesters. The course catalog of Trier University changes at regular intervals and the individual compilation and review of your own Learning Agreement is essential!**

# Step by Step 1



- Essentially all LA are more or less the same (design and content)
- Student Data
  - Example:

## The Student

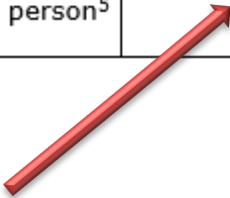

Last name (s)		First name (s)	
Date of birth		Nationality <sup>1</sup>	
Sex [ <i>M/F/Undefined</i> ]		Academic year	
Study cycle <sup>2</sup>		Field of education, Code <sup>3</sup>	
Phone		E-mail	

# Step by Step 2



- Home University Data

**The Sending Institution (*Heimathochschule*)**

Name		Faculty <i>Fachbereich</i>	
Erasmus code <sup>4</sup> (if applicable)		Department <i>Fach</i>	
Address		Country, Country code	
Contact person <sup>5</sup> name		Contact person e-mail / <i>phone</i>	

- Your home university's coordinator



# Step by Step 3



- Trier University Data

**The Receiving Institution (Gasthochschule)**

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact <u>person</u> e-mail / phone	



- Mr. Proost

[illegible]

# Step by Step 4



After entering your data, the data of your home university and the data of the University of Trier, you have to enter your courses/course selection (= **table A1**). Please be as precise as possible here and enter all information about the course (= course number, course title, ECTS points, lecturers, etc.).

Information about the courses offered can be found on the pages of the subjects/departments or via [PORTA](#).

# Step by Step 4 – Good example



No <i>Lfd. Nr.</i>	Field of study <i>Studienfach</i>	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	Business Informatics	14502907	Datamining	Spring	5	
2	Chinese Studies	12551808	Nationality Politics of China	Spring	5	
3	German		Intensive German Course before lecture period	Spring	4	
4	German	12200924	Deutsch: Deutschlandbilder in Film, Literatur und Presse (B1-C1)	Spring	3	
5	German	12201025	Deutsch: Landeskunde (B2/C1)	Spring	3	
6	Informatics	14803204	Big Data Analysis	Spring	5	
7	Economics	14402836	Applied Financial Econometrics	Spring	5	
					Total: 30	



# Problems



I can not find my way around PORTA!

<https://www.uni-trier.de/index.php?id=74399>

**FAQ-Page for exchange students** - German and English version → Presentations on how to find courses on PORTA / on how to sign up for courses on PORTA

I need to know more about the possible course choice!

<https://ects.uni-trier.de>

Contact to ECTS-coordinators of Trier Univ. → information on courses and points

I am completely lost!

Contact Mr. Proost, International Office!

→ [exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de)

# Step by Step 5



## Language competence of the student

The level of language competence<sup>9</sup> in \_\_\_\_\_ *[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 ☐

- Indicate your language levels according to your study programs – usually German and English

**Please note: There are clear language requirements for English Studies courses - a minimum B2+ level is required here – in case of questions → ECTS-coordinators**

# Step by Step 6



No. <i>Lfd. Nr.</i>	Field of study <i>Studienfach</i>	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. <i>(Anmerkungen der Heimat-hochschule)</i>
					Total: .....	

- Recognition of courses at your home institution – in case of questions → **Home university subjects and coordinators**

# Step by Step 7



- The question of German Language Courses in Trier
- It is generally not a problem to obtain 8-12 ECTS with language course, if wanted/needed
- Intensive course before the beginning of the lecture period  
= 4 ECTS
- Compact courses during the lecture period on different levels (usually A-B-levels German) = 4-6 ECTS
- Building block courses on different levels = 2-3 ECTS
- In case of questions: Zita van Wylick – ECTS coordinator for German language courses [vanwylick@uni-trier.de](mailto:vanwylick@uni-trier.de)



# Step by Step 8



- The Department of English Studies has a dedicated webpage for incoming exchange students

→ You can find it via the ECTS-coordinator page

<https://www.uni-trier.de/index.php?id=65501>

- A provisional course list can also be found on our FAQ-page

# Step by Step 9



<b>Commitment</b> <i>Vernpflichtung</i>	<b>Name/Positon</b>	<b>Email</b>	<b>Date</b>	<b>Signature</b>
<b>Student</b>				
<b>Responsible person<sup>10</sup> at Trier University</b> <i>(for first field of study)</i>				
<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>				

The LA has to be signed by all relevant parties: By you, your home university and Trier Univ. = International Office, Mr. Proost

→ Mr. Proost will coordinate the review at Trier University = LA is checked by subject coordinators

→ After the review he will sign the LA – Process can usually take up to one week, please make sure to submit in time!



Please note: The International Office of the University checks the formal correctness of your Learning Agreement and coordinates the review of your course selection by the experts in the subjects. Only the subject coordinators can give you information about course modalities, the implementation of the courses, awarding of ECTS points and examinations. Therefore, if you need professional advice on your course selection, please be sure to contact the respective subject coordinators ([www.ects.uni-trier.de](http://www.ects.uni-trier.de)) before preparing the Learning Agreement.



- I was unable to register for some courses / My coursework / My points changed, what do I do?

→ You can amend your Learning Agreement until 5 weeks after the start of the lecture period for it to reflect your actual courses = LA part 02

- Can I „overbook“ my Learning Agreement?

→ Generally yes! Please try to be as precise as possible, but you can also drop courses later

- I want to come to Trier for two semesters. How do I fill in my LA?

→ You have the possibility to complete in total two LA processes according to the mentioned aspects





- Who decides which course might not be eligible for me?

→ First and foremost it is important to clarify with your home university which courses and how many points you need. There are restrictions regarding number of participants, language level etc. at Trier Uni. However, you can generally choose course from all subjects

- Until when do I have to submit my LA?

→ Home university!!!

For Trier: Start of the lecture period = LA part 01, five weeks later = LA part 02

- I am unsure about ECTS-points / requirements for a specific course

→ ECTS-coordinator or lecturer for the specific course



- Where can I find information on the exam (modalities)?  
→ ECTS-coordinator or lecturer for the specific course
- What are the requirements to pass a course?  
→ ECTS-coordinator or lecturer for the specific course
- How many ECTS-points do I need to obtain?  
→ Home university – subjects – coordinators
- Can I take a course/courses in Trier with more ECTS points than at my home university?  
→ Home university – subjects – coordinators
- What do I have to do for my LA part 02?

# Step by Step 10



Basically exactly the same as for LA part 01, but

No. <i>Lfd. Nr.</i>	Field of study <i>Studienfach</i>	Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change <sup>12</sup> <i>(Choose an item from list at the end)</i>	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component	Remarks <i>(Anmerkungen)</i>
				<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>			
							Total: .....	

→ Make sure to clearly indicate what has been deleted and what has been added + the reasons for doing so

→ Afterwards signatures from ALL relevant parties

# Summary



1. Enter your personal data, data of your home university and Trier University (Responsible Administrative and Receiving Person = Mr. Proost)
2. Enter your study period, your course selection and your language levels
3. Enter the planned recognition
4. Sign digitally (or physically)
5. Let the document be signed by the home coordinator
6. Send to [exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de)
7. Review by subject coordinators in Trier
8. Two possibilities
  - a) return with comments → repeat from step
  - b) signature by Mr. Proost
9. Receive LA back
10. Be happy!
11. Latest roughly after two/three weeks start to check your LA and amend according to actual changes