



## Learning Agreements (Erasmus+)

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## Guide for Incoming Students **Learning Agreements**

## Things to understand about LA

- Creating 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.

## 1. Learning Agreement

- Prior to your stay
- For deadlines please check with your home university
- **Internal deadline Trier Univ.: 21 October**

## 2. Learning Agreement Changes

- DURING your stay
- Documenting and verifying changes (**Deadline at Trier Univ. = 5 weeks after beginning of the lecture period for the relevant semester**)
- Additionally see: Step by Step Guide Changes

## 3. Learning Agreement Anerkennung

- AFTER your stay
- Necessary for the recognition

Helpful advice on the FAQ & Study Information page – Section Learning Agreements 

## Advice

- All Learning Agreements of incoming students at Trier University have to be sent to the International Office first
- Please do not send Learning Agreements directly to the departments of the university
- Please inform us on the progress of your Learning Agreement and whether you have to hand in an Online Learning Agreement or not
- Contact person for the University of Trier is always Mr. Proost in the International Office, regardless of whether you create the traditional Learning Agreement or the OLA
- 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 function of the EU
- Not all universities participate in or accept the OLA! Please clarify with your home university whether you can or have to use the OLA! If this is not the case, you can easily fall back on the conventional Learning Agreement format.
- The "Receiving Administrative Person" as well as the "Receiving Responsible Person" is in all cases Mr. Proost

## Advice II

- We strongly recommend that you contact the university's [ECTS contact persons](https://ects.uni-trier.de) (ects.uni-trier.de) for advice regarding your course selection and the feasibility of your exchange before preparing your Learning Agreement!
- In principle, a selection of courses within the framework of 30 ECTS per semester is possible. Please consult with your home university with regard to ECTS to be taken.
- 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!
- The agreements in LA 1 and, if applicable, 2 are binding; non-agreed deviations and, in particular, missing services can lead to the reclaiming of part or even all of the ERASMUS funding.

Learning Agreement  
Student Mobility for Studies  
International Mobility

## Step by Step I

- Essentially all LA are more or less the same
- Design and content might vary a bit
- Student and institution data need to be filled in
- Mobility type needs to be specified
- 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**

### General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
	Not applicable				
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Universität Trier		D TRIER01	Germany	
Receiving Institution	Name	Faculty/Department	City	Country	Administrative contact person name; email; phone
The level of language competence 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

### Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> <li>Semester(s) <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> </ul>	Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)/month/year] .....</li> <li>to [day (optional)/month/year] .....</li> </ul>



## Step by Step II

- Component code
- Component title
- Semester
- ECTS

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. Please work as precisely as possible here and enter all information about the course (= course number, course title, ECTS points, lecturers, etc.).

→ ECTS points are not part of the course catalogue and have to be clarified with the departmental coordinators

### Study Programme at the Receiving Institution

*Mobility type: Semester(s)*

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

## Step by Step III

<b>No</b> <i>Lfd. Nr.</i>	<b>Field of study</b> <i>Studienfach</i>	<b>Component<sup>a</sup> Code (if any)</b>	<b>Component title (as indicated in the course catalogue<sup>a</sup>) at the receiving institution</b>	<b>Semester [autumn / spring] [or term]</b>	<b>Number of ECTS credits<sup>a</sup> to be awarded by the receiving institution upon successful completion</b>	<b>Remarks</b> <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	

## Step by Step IV

- Repeat the steps for your home university
- Please note: This does not have to be done 1 to 1, i.e. one course at the home university does not have to be assigned to one course/module at Trier.
- This also applies for ECTS

→ In case of question: Home coordinator or home university subjects

### Recognition at the Sending Institution *Mobility type: Semester(s)*

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition (the department's recognition procedure has to be followed after return)
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
				<b>Total: ...</b>	

Provisions applying if the student does not complete successfully some educational components: [www.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de) Siehe Step by Step Guide für das Learning Agreement Teil 1

## Step by Step V

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!

### Commitment of the three parties

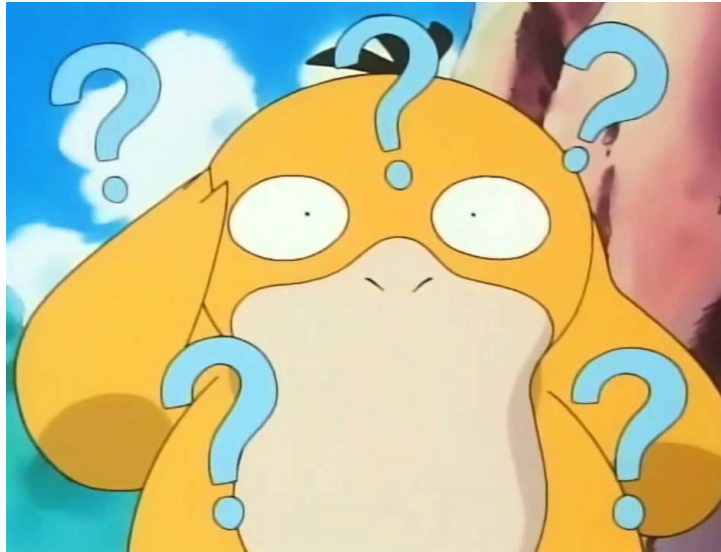
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The 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 are in line with its course catalogue or as agreed otherwise 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. The student and the Receiving Institution will communicate to the Sending institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person at the Sending Institution (for first field of study)					
Responsible person at the Sending Institution (for second field of study if applicable)					
Responsible person at the Receiving Institution					

## Step by Step VI

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.



## Step by Step VII - 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 VIII – German language courses

- 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 IX – Language courses

<b>DEUTSCH</b> A1-C1	<b>ENGLISCH</b> B2-C1	<b>FRANZÖSISCH</b> A1-B2
<b>SPANISCH</b> A1-B1	<b>ITALIENISCH</b> A1-B1	<b>ARABISCH</b> A1-A2
<b>JAPANISCH</b> A1-B1	<b>CHINESISCH</b> A1-B1	<b>RUSSISCH</b> A1-B1
<b>POLNISCH</b> A1-B2	<b>BULGARISCH</b> A1-B1	<b>BOSNISCH- KROATISCH- SERBISCH</b> A1-B1

- Trier University has an integrated language center
- Languages on the left are usually offered
- Contact: [sprachenzentrum@uni-trier.de](mailto:sprachenzentrum@uni-trier.de)
- Alle courses are examined – you can get ECTS for participation

## Step by Step X – Department homepages

- Some departments (e.g. Department of English Studies) have 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>
- Some departments have provisional course lists

## FAQ 1 - LA

- 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



## FAQ 2 - LA

- 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 courses from all subjects

- Until when do I have to submit my LA?

→ Home university!!!

For Trier: Start of the lecture period = LA part 01 (21 October), five weeks later = LA part 02 (25 November)

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

→ ECTS-coordinator or lecturer for the specific course

## FAQ 3 - LA

- 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?  
→ Basically exactly the same as for your LA part 01

## 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 xy
  - 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

Video on Trier University: <https://youtu.be/WKNKaPAegBw>