

Bitte Ausfüllen nicht vergessen!

LEARNING AGREEMENT FOR STUDIES

The Student

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

Study cycle:
BA/B.Ed/B.Sc. = 1/first
MA/M.Ed/M.Sc. = 2/second

Field of education: Den Code
finden Sie am Ende des
Zusageschreibens

The Sending Institution (*Heimathochschule*)

Name	Universität Trier	Faculty <i>Fachbereich</i>	
Erasmus code ⁴ (if applicable)	D TRIER01	Department <i>Fach</i>	
Address	54286 Trier	Country, Country code	DE
Contact person ⁵ name		Contact person e-mail / phone	

Contact Person = Ihr
Fachkoordinator in Trier
(finden Sie am Ende des
Zusageschreibens bzw.
der Homepage des Fachs),
nicht das International
Office

The Receiving Institution (*Gasthochschule*)

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

Contact person = der
Fachkoordinator an
der Gasthochschule,
siehe Hinweise Ihrer
Gasthochschule

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 and A2 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 <i>Verpflichtung</i>	Name/Positon	Email	Date	Signature
Student				
Responsible person¹⁰ at Trier University <i>(for first field of study)</i>				
Responsible person at Trier University <i>(for second field of study, if applicable)</i>				
Responsible person¹¹ at the Receiving Institution				

Bitte lesen Sie unbedingt auch die ausführlichen Informationen zum Learning Agreement unter erasmus.uni-trier.de -> Merkblatt Learning Agreement



Bitte vergessen Sie nicht die eigene Unterschrift inkl. Datum!

- Bitte lassen Sie Ihren Fachkoordinator in Trier unterzeichnen (s. Seite 1). Wenn Sie Kurse in mehreren Fächern belegen, muss auch der jeweiligen Fachkoordinator zusätzlich unterzeichnen. (Im FB VI und in der Pädagogik ist außerdem die Unterschrift der jeweiligen Modulbeauftragten notwendig).
- Auch die Unterschrift des Fachkoordinators/Zuständigen der Gasthochschule muss vor Beginn des Aufenthalts vorliegen!
=> Bitte achten Sie darauf, dass alle Parteien mit Angabe des Datums unterschreiben und die jeweiligen Stempel vorliegen.

DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table A2: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

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

Table B2: Exceptional changes to Table B1 (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Bitte ankreuzen/Please tick:

Die in Tabelle A 2 angegebenen Änderungen/ The changes in table A2

haben keine Auswirkung auf die in Tabelle B 1 vereinbarte Anerkennung / do not affect the agreement on recognition specified in table B1

erfordern die folgenden Änderungen der in Tabelle B 1 vereinbarten Anerkennung (bitte Änderungen in die u.a. Tabelle eintragen) / require the following changes of the agreement on recognition specified in table B1 (please enter in the table below)

No Lfd. Nr.	Field of study Studienfach	Component Code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits to be awarded by the sending institution upon successful completion	Remarks by sending institution (Anmerkungen der Heimat- hochschule)
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		



Bitte Ausfüllen nicht vergessen!

Grundsätzlich: Teil 2 des Learning Agreements ist dann immer auszufüllen und beim International Office per Mail einzureichen, wenn sich während Ihres Aufenthaltes etwas an Ihrer Kurswahl ändert.
Fristen für das Einreichen: Jeweils spätestens **5 Wochen** nach Beginn der Vorlesungszeit an der Gasthochschule.



Hier bitte alles eintragen, was sich im Vergleich zu Tabelle A1 (Learning Agreement Teil 1) an Ihrer **Kurswahl** geändert hat - also was ergänzt wurde und was weggefallen ist.
Dies ist jeweils zu begründen – siehe Liste mit Gründen auf der letzten Seite der Wordvorlage



Bitte Ankreuzen nicht vergessen!



Bitte hier – in Absprache mit Ihrem Trierer Fachkoordinator/in eintragen, ob die Kursänderungen Auswirkungen auf die geplante **Anerkennung** in Trier haben.
Hier hinein gehören also die Kurse/Module aus Trier, die ersetzt werden, nicht die Kurse der Gasthochschule.

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Commitment <i>Verpflichtung</i>	Name/Positon	Date	Signature
Student			
Responsible person at Trier University <i>(for first field of study)</i>			
Responsible person at Trier University <i>(for second field of study, if applicable)</i>			
Responsible person at the Receiving Institution			



- Bitte lassen Sie das Dokument von Ihrem Fachkoordinator in Trier unterzeichnen. Wenn Sie Kurse in mehreren Fächern belegt haben, muss auch der jeweilige Fachkoordinator zusätzlich unterzeichnen.
 - Auch die Unterschrift des Fachkoordinators/Zuständigen der Gasthochschule muss vorliegen!
 - Bitte vergessen Sie die eigene Unterschrift nicht.
- => Bitte achten Sie auch darauf, dass alle Parteien mit Angabe des Datums und Stempel unterschreiben

Appendix: End notes

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



² 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).

³ Field of education: The ISCED-F 2013 search tool available at 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.

⁴ 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.

⁵ 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.

⁶ 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.

Können Sie Teil 2 des Learning Agreements nicht rechtzeitig einreichen, gibt es Schwierigkeiten oder Fragen dazu?
 Bitte zögern Sie nicht, sich bei uns zu melden:

anne.schneider@uni-trier.de