

# Erasmus+

## Step by Step Guide **Learning Agreement**

23.01.2023

## Responsibilities:

### International Office

- Questions about Erasmus funding
- Grant Agreement
- General questions about the stay or the host university
- Nomination at the host university
- Learning Agreements

### Erasmus Coordinator Department

- Signing of the Learning Agreement
- Recognition process

## Learning Agreement

### 1. Learning Agreement

- BEFORE the mobility
- deadlines (see checklist)

### 2. Learning Agreement Changes

- DURING the mobility
- document and approve changes

### 3. Transcript of Records, Recognition

- AFTER the mobility
- Submit Transcript of Records to the department
- Apply for recognition if necessary
- See checklist

Step by Step Guides: [www.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de)

IMPORTANT !



## Note



- Please discuss the course selection with your Erasmus+ coordinator at your home university **before** you complete the Learning Agreement, Part I.
- Usually, you are required to take 30 ECTS. This can vary if the Erasmus+ coordinator gives their approval.
- The agreements in LA part I and II are **binding**. If you make non-approved changes or do not perform accordingly, you might need to refund part or even all of the ERASMUS+ funding. This will be clarified in individual cases with the Erasmus+ coordinator, the International Office and the student. (As a rule, there will be no refunding if all the agreed courses have been attended and the exams have been taken but not passed.)

Note: If your host university requires an **Online** Learning Agreement, please contact [anne.schneider@uni-trier.de](mailto:anne.schneider@uni-trier.de)



**Learning Agreement  
Student Mobility for Studies  
International Mobility**

**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"/>					

**Study cycle:**

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

**Field of education:** You will find the code at the end of the acceptance letter

→ **Contact person** = Your subject coordinator in Trier (can be found at the end of the acceptance letter or on the homepage of the subject), not the International Office

→ **Contact person** = the subject coordinator at the host university, see instructions of your host university

**Mobility type and duration**

<b>Mobility type (select one)</b>	<b>Estimated duration (to be confirmed by the Receiving Institution)</b>
<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>

**Mobility type:**

- Click on semester
- If you additionally choose a virtual component (this has to be coordinated with the subject coordinators in Trier and at the host university beforehand), click on this as well (see also glossary to the Learning Agreement)

**Enter the dates of the mobility;** if necessary, research on the website of the host university.



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

Please indicate which classes/ modules at your home university are to be substituted for the classes you are planning to take at your host university.

*(This does not have to be done 1 to 1, i.e. one course from the host university does not have to be assigned to one course/module of your home university)*

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"/>
				Total: ...	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Provisions applying if the student does not complete successfully some educational components: <a href="http://www.erasmusout-eu.uni-trier.de">www.erasmusout-eu.uni-trier.de</a> Siehe Step by Step Guide für das Learning Agreement Teil 1					

Note: An automatic recognition is not yet planned at University Trier. „Automatic recognition“ means that recognition is guaranteed via the usual recognition process in the department (see the department's website).

**If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution**

*Mobility type: Semester(s)*

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition (the department's recognition procedure has to be followed after return)
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

**If applicable:** Please enter here which courses you will attend virtually at the host university

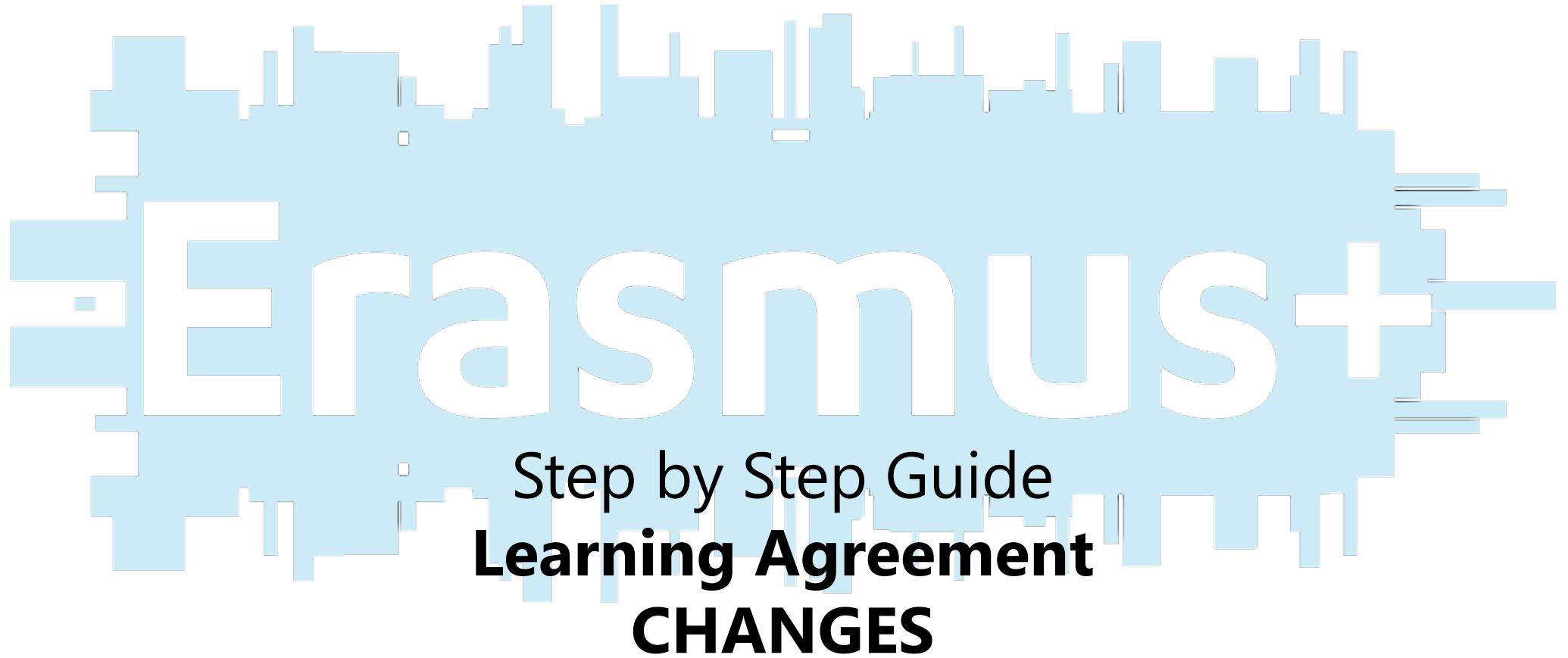


## Commitment of the three parties

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.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
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					

- Please do not forget to sign and date the Learning Agreement
- Please make sure to get the signature of your Erasmus+ coordinator(s) at your home university. If you select courses from different study fields, you also need the approval of this field's Erasmus+ Coordinator at Trier University. Students of Pedaggy/ in FB IV: you also need the respective module officer's (Modulbeauftragter) signature.
- You also need the signature of the Erasmus+ coordinator(s) at your host university **before the start of your mobility!**
- Please ensure that all parties **sign, stamp and date** the LA correctly.
- Please forward the signed document to **anne.schneider@uni-trier.de**



# Erasmus+

Step by Step Guide  
**Learning Agreement  
CHANGES**

## 2. Learning Agreement Changes

- DURING the mobility
- document and approve changes

If there are any **changes** to your Learning agreement during your stay, you need to complete the Learning Agreement Part II.

**Deadline:** please register these changes **5 weeks after the start of the lecture period** at your host university at the latest!

## Changes to the learning agreement

### *Mobility type: Semester(s)*

Exceptional changes to Table A <small>(to be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)</small>						
Table A2	Component code <small>(if any)</small>	Component title at the Receiving Institution <small>(as indicated in the course catalogue)</small>	Deleted component <small>[tick if applicable]</small>	Added component <small>[tick if applicable]</small>	Reason for change	Number of ECTS credits <small>(or equivalent)</small>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Here you need to list your changes with regard to table A1 (LA part 1). Please note down **additional and dropped classes** and give reasons for these changes (see *Appendix: End notes*)

Exceptional changes to Table B (if applicable) <small>(to be approved by the student and the responsible person in the Sending Institution)</small>							
Table B2	Component code <small>(if any)</small>	Component title at the Sending Institution <small>(as indicated in the course catalogue)</small>	Deleted component <small>[tick if applicable]</small>	Added component <small>[tick if applicable]</small>	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>

Please discuss with the Erasmus+ coordinator at your home university whether your changes affect the planned recognition and indicate this accordingly in table B2.

Here, you need to list the classes/ modules at your home university which have been changed (in comparison to LA part 1, table B1)

Exceptional changes to Table C (if applicable) <small>(to be approved by the student and the responsible person in the Sending Institution)</small>						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component <small>(obligatory field):</small>	Reason for change	Number of ECTS credits to be awarded	Automatic recognition
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

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## If ...

**...you still have questions about how to complete the Learning Agreement**

**...or you come across issues/ problems regarding the Learning Agreement**

Please contact Anne Schneider, [anne.schneider@uni-trier.de](mailto:anne.schneider@uni-trier.de)

**...you have questions or concerns with regard to courses and recognition**

Please contact the Erasmus+ coordinator at your home university