

# Erasmus+

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

Version 1 – 27.05.2025

## Areas of Responsibility:

### International Office

- Questions about ERASMUS funding
- Grant Agreement
- Questions about the stay or the host university
- Nomination at the host university
- Documentation Learning Agreements

### ERASMUS+ Departmental Coordinator

- Arrangement of the course selection
- Signing of the Learning Agreements
- Recognition process

## Learning Agreement:

### 1. Learning Agreement

- BEFORE the Mobility (for all fields of study and the complete mobility period)
- Deadline (see Check list)

### 2. Learning Agreement Changes

- DURING the mobility
- Changes during mobility (until 5 weeks after beginning of classes)
- See Step by Step Guide Changes

### Transcript of Records, Recognition

- AFTER the mobility
- Transcript of Records
- Apply for recognition in the department

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

 IMPORTANT !


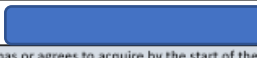
## Note

- 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+ coordinators give their approval.
- The agreements in LA part I and II are **binding**. If you make non-approved changes or do not perform accordingly, you may have to return part or even all of the ERASMUS+ funding. This will be clarified on a case-by-case basis with the Erasmus+ coordinator, the International Office and the student. (As a rule, funds will not be reclaimed if all the agreed courses have been attended and the exams have been taken but not passed.)



**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 confirmation letter

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

→ **Contact person** = the subject coordinator at the host university, see information from your host university

→ **Language:** Please fill in the main language of instruction and the level

**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:**

- If you are studying in the host country: Choose 'semester'
- If you also choose a virtual component (this must be agreed in advance with the subject coordinators in Trier and at the host university), choose this as well (see also glossary for the Learning Agreement)

**Period of stay:** fill in the dates, research on the website of the host university



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

Please list all components that you will attend at the host 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"/>
				<b>Total: ...</b>	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					

Please note: Trier University does not currently offer automatic recognition. 'Automatic Recognition' means that recognition is guaranteed via the usual recognition process in the faculty (see faculty website). You do not necessarily have to have the courses recognised.

**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; Otherwise leave the table blank

## 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 your **own signature** including **the date**!
- Please have your **subject coordinator** in Trier sign the learning agreement. If you are taking courses in several subjects, the respective subject coordinator of the other subject must also sign. (In FB VI and in Pedagogy, the signature of the respective module coordinator is also required).
- The signature of the **subject coordinator of the host university** must also be obtained before the start of the stay!
- Please make sure that all parties sign with the date and that the respective stamps are present.
- Please send the final PDF version of the Learning Agreement to **erasmus.out@uni-trier.de**