



Learning Agreement

Step by Step Guide for Incoming and Outgoing Students: How to Complete the Learning Agreement Part I-II

Learning Agreement

Learning Agreement Part I

- BEFORE stay
- deadlines (see checklist)

Learning Agreement Part II (Changes)

- DURING stay
- document and approve changes

Learning Agreement Part III Recognition

- AFTER stay
- necessary for recognition of grades

IMPORTANT

- Please discuss your course selection with your Erasmus+ coordinator at your home university **before** you complete the Learning Agreement, Part I.
- Usually, you are usually 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.

Note (to Incomings Trier University): If your home university requires you to complete an **Online Learning Agreement**, please contact Jan-Patrick Proost: exchangestud@uni-trier.de

Note (to Outgoings Trier University): If your host university requires you to complete an **Online Learning Agreement**, please contact Lea Franken: franken@uni-trier.de

LEARNING AGREEMENT PART I – BEFORE YOUR 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		1.	2.	3.
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
					4.
Receiving Institution	Name	Faculty/Department	City	Country	Administrative contact person name; email; phone
					5.
The level of language competence in 6. [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"/>					

1. study cycle:

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

2. field of education: you can find the code in your Letter of Award (e.g. 0313 is the code for Psychology)

3. field of education (clarification)

In the case of 0313: psychology

4. sending institution administrative contact person

5. receiving institution administrative contact person

6. language level: please fill in the main language of instruction and tick the box that corresponds to the language niveau

*you can find further explanations in the Glossar at the end of the LA.

Mobility type and duration

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

Mobility type:

- If you are physically present at your host university, check *semester*
- If you attend additional online classes at your host university, check *virtual component*, too. (Please note that this has to be discussed with the departmental coordinators at your home and host university in advance! See also: Glossar of Learning Agreement)

Duration:

- please fill in the dates of your mobility (you might have to check your host university's homepage for exact semester dates).

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] *				

Table A: Here you list the **courses** you are going to take at your host university.

* Here you insert the link to the host university's course catalogue.

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 **
					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"/>
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

Provisions applying if the student does not complete successfully some educational components: [Uni Trier: SMS - Erasmus partner countries - STUDENT mobility \(uni-trier.de\)](#). **Please take note of the STEP BY STEP GUIDE**

Table B: 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)

** Please note: An automatic recognition is not yet possible at Trier University, please ignore this column.

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 programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Number of ECTS credits to be	Automatic recognition
					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: ...	

Table C – only if applicable: if you have attended any online classes at your host university, please complete this table.

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 Trier University (first field of study) <i>*a); *b)</i>					
Responsible person at Trier University (second field of study, if applicable) <i>*a)</i>					
Responsible person at partner Institution <i>*b)</i>					

**a)* Outgoings Trier 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.

**b)* Incomings Trier University:

- You need the signature of your home coordinator first
- Then you need to forward the signed agreement to Jan-Patrick Proost: exchangestud@uni-trier.de

The LA has to be **signed and stamped** by every party before the mobility!

LEARNING AGREEMENT PART II – DURING YOUR MOBILITY

Changes to the learning agreement

Mobility type: Semester(s)

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

Table A2: Here, you need to list your changes with regard to table A1 (LA part 1).

Reason for change: see „Reasons for deleting/ adding a component“ in the Glossar.

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!

Outgoings Trier University: please send LA part II to **franken@uni-trier.de**
Incomings Trier University: please send LA part II to **exchangestud@uni-trier.de**

LEARNING AGREEMENT PART II – DURING YOUR MOBILITY

Exceptional changes to Table B (if applicable) (to be approved by the student and the responsible person in the Sending Institution)							
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	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"/>

Table B2: Here, you need to list the classes/ modules at **your home university** which have changed in comparison to table B1.

If there are changes, you need to discuss with the Erasmus+ coordinator at your home university whether your changes affect the planned recognition and indicate this accordingly in table B2.

LEARNING AGREEMENT PART II – DURING YOUR MOBILITY

Exceptional changes to Table C (if applicable) (to be approved by the student and the responsible person in the Sending Institution)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	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"/>

Table C2: Here, you need to list the virtual classes which have changed in comparison to table C1.

Reason for change: see „Reasons for deleting/ adding a component“ in the Glossar

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
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- You need the signature of your home coordinator first
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exchangestud@uni-trier.de

The LA has to be **signed and stamped** by every party before the mobility!

If ...

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

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

Trier University Outgoings please contact Lea Franken, franken@uni-trier.de

Trier University Incomings please contact Jan-Patrick Proost, exchangestud@uni-trier.de

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

Trier University Outgoings and *Incomings* please contact the Erasmus+ coordinator at your home university

Please also read the Glossar at the end of the Learning Agreement Part I+II for further clarification.