



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 Leonie Wittke/Janina Kröner: exchangestud@uni-trier.de

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

Please complete this part

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	

2.
study cycle:

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

field of education: you can find the code in your Letter of Award

The Sending Institution (Heimathochschule)

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

3.
contact person = the Erasmus+ coordinator at your home university
**Outgoings Trier University: your contact person is mentioned in your Letter of Award or on the website of your study field*
The Receiving Institution (Gasthochschule)

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

4.
contact person = the Erasmus+ coordinator at your host university
**Incomings Trier University: your contact person is mentioned in your Letter of Award*

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

Table A1: Study programme abroad

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

Language competence of the student

The level of language competence⁹ 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 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

Please do not forget to complete this part!

Please do not forget to complete this part!

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

(If you number them (first column), you can refer to those numbers in table B1 instead of naming the courses again.)

Please fill in the main **language of instruction** and tick the box that corresponds to the **language niveau**



8.

9.

9

[s. Merkblatt Learning Agreement, <https://www.uni-trier.de/index.php?id=65943>]

You need to complete this part, if the sum of ECTS credits in table A1 and B1 does **not** match,



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	Name/Positon	Email	Date	Signature
Verpflichtung				
Student				10.
Responsible person ¹⁰ at Trier University (for first field of study)				
Responsible person at Trier University (for second field of study, if applicable)				
Responsible person ¹¹ 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.
- 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.

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.

Incomings Trier University:

- You need the signature of your home coordinator first
- Then you need to forward the signed agreement to Leonie Wittke/Janina Kröner: exchangestud@uni-trier.de

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 for change ¹² (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:	

11.

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)

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

12.

Do not forget to tick the corresponding box

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"/>		

13.

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)

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 erasmus.icm@uni-trier.de
Incomings Trier University: please send LA part II to exchangestud@uni-trier.de



Higher Education
Learning Agreement form

Student's name
Matrikelnr.
Studiengang an der U Trier



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

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

14.



- Please do not forget to sign and date the LA part 2
- Please make sure to get the signature of your Erasmus+ coordinator(s) at your home university.
- 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.

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.

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.

Incomings Trier University:

- You need the signature of your Erasmus+-coordinator at Trier University first
- Then you need to forward the signed agreement to Leonie Wittke/Janina Kröner: exchangestud@uni-trier.de who will send it you your home coordinator

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 Elisabeth Carl, erasmus.icm@uni-trier.de

Trier University Incomings please contact Leonie Wittke/Janina Kröner, 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 Appendix: End notes at the end of the word document/ Learning Agreement Part II for further clarification.