



Learning Agreement

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

2.

Please indicate your period of stay

3.

This part can be substituted by the **Transcript(s) of Records** if it includes all the classes you listed in the LA part I and II.

If the Transcript does **not** list all or different classes than indicated in part I and II, you need to mention these changes here and give reasons for the discrepancies.

[Unterschrift der zuständigen Person an der Gasthochschule, Datum - nur erforderlich, falls kein Transkript vorliegt]

II. Transcript of Records and Recognition at the Sending Institution

„Transcript of Records“ und Anerkennung durch die Heimathochschule

Start and end dates of the study period: from [day/month/year] till [day/month/year].
Start- und Enddatum des Studienzeitraums: vom [Tag.Monat.Jahr] bis zum [Tag.Monat.Jahr]

Table D: recognition outcomes at the sending institution *Tabelle D: Anerkannte Ergebnisse an der Heimathochschule*

No.	Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable	Remarks
Lfd.Nr.	Komponenten-Code (sofern vorhanden)	Titel der anerkannten Komponente (laut Vorlesungsverzeichnis) an der Heimathochschule	Anzahl der ECTS-Credits	Note der Heimathochschule sofern zutreffend	Anmerkungen
			Total:		

Name and signature of responsible person in sending institution, stamp and date:

[–only required if there is no official recognition document or if the entries in tables C and/or D differ from parts 1 and 2 of the learning agreement]

[Unterschrift der zuständigen Person an der Heimathochschule, Datum nur erforderlich, wenn kein Anerkennungsbescheid vorliegt oder wenn die Einträge in den Tabellen C und D von Teil 1 und 2 des learning agreements abweichen]

Outgoings Trier University: Table D
can be substituted by the
Anerkennungsbescheid.

Incomings Trier University: please
complete the table

Table D/ Anerkennungsbescheid
needs to list all classes mentioned in
LA part I and II, otherwise you
need to mention these changes
here and give reasons for the
discrepancies.

Please submit Table C/ Transcript of
Records + Anerkennungsbescheid
OR Table C+D to
erasmus.icm@uni-trier.de

If ...

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

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

...you have questions or concerns with regard to specific courses and the process of recognition

Trier University Outgoings please contact the Erasmus+ coordinator at Trier University or the Hochschulprüfungsamt

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