**MA STUDY ABROAD AGREEMENT SHEET Department of English, University of Bern**

Students must complete this form with their study counsellor prior to

their stay abroad departure.

Date:

Student’s name:

Matriculation number:

* English Major
* English Minor

1. **Duration of Stay Abroad:**
2. **University Abroad1:**

**C. ECTS points to be credited for courses taken at institutions abroad (Majors: max. 30; Minors: max. 10)2**

|  |  |  |
| --- | --- | --- |
| Course title  | Course type e.g. lecture, seminar, independent studies | ECTS  |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |

Date:

Signature (student):

Signature (SC):

1 The SC may request to see proof that admission to the University has been achieved (e.g. a letter of acceptance).

2 Agreements about ECTS are provisional at this stage and will be finalized upon the student’s return. Students planning to study via Erasmus must also fill out the ECTS Learning Agreement Form and have it signed by their SC.

In order to ratify the agreement described above, returning students must submit hardcopy

dossiers to their SC including:

□ The original Study Abroad Agreement Sheet (this form)

□ ECTS Learning Agreement (if applicable)

□ A university transcript

□ Study Abroad Submission Sheet

**YOUR SC WILL NOT KEEP COPIES OF STAY ABROAD DOCUMENTS ON YOUR BEHALF. MAKE SURE THAT YOU HAVE COPIES OF ANY DOCUMENTS SIGNED BY OR SUBMITTED TO THE SC**