**MA STUDY ABROAD SUBMISSION SHEET**

**Department of English, University of Bern**

Students must fill out this form with their study counsellor once they have completed their study abroad.

Date:

Student’s name:

Matriculation number:

* English Major
* English Minor

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| **Brief description of stay (Institution, Semester):** | | | |
| **Courses taken (majors: max 30 ECTS, minors: max 10 ECTS ):[[1]](#footnote-1)** | **Counted as** | **Grade** | **ECTS** |
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**TO BE COMPLETED BY THE STUDY COUNSELLOR**

□ Received and checked

Date:

Signature:

|  |  |
| --- | --- |
| **Supporting Documents** | |
| **For each study abroad:**  **1) Study Abroad Submission Sheet (this form)**  **2) ECTS Learning Agreement Form (if relevant)**  **3) Study Abroad Agreement Sheet**  **4) University transcript, or other certificate**  **5) Other:** |  |

1. Credits from courses taken abroad during your MA can count towards your degree only if they have been approved by your study counsellor. In most instances, this involves providing detailed course descriptions and/or syllabi from the host institution to the study counsellor. It is the responsibility of the student to ascertain whether credits are transferrable **prior** to their study abroad. [↑](#footnote-ref-1)