**BA STAY ABROAD SUBMISSION SHEET**

**Department of English, University of Bern**

To be filled in by student and completed and signed by International Coordinator

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matriculation number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Major □ Minor

1. **Duration and Nature of Stay Abroad**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ECTS to be credited for stay abroad**  **In** □ **spring /** □ **autumn term of 20\_\_** | **10** 23+ | **8**  19-22 | **6** 15-18 | **5** 11-14 | **4** 7-10 | **3** 3-6 |
| **Brief description of stay(s):**  **1)**  **2)**  **3)** | | | | | | |

**B) ECTS points to be credited for courses taken at host university (max. 30 ECTS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course title** | Host Uni  **Course type**  **Sem/Lect** | Host Uni  **grade/**  **pass/fail** | Unibe  **grade/**  **pass/fail** | **ECTS** | Unibe **WB/WL/ FZ** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Sem/Lect = indicate course type: seminar, lecture, other (specify)  
WB = Wahlbereich / Electives Bachelor (graded);**

**WL = Wahlleistung / Electives in the Department (ungraded);**

**FZ = Freiwillige Zusatzleistungen / Additional optional attainments (graded or ungraded)**

**C) Completing your Stay Abroad**

This dossier includes:

□ Report / podcast

□ Employer’s confirmation of duration and percentage worked

🡪 □ my employer might be interested in welcoming other Bern students in the future

□ University transcript

□ Proof of duration (flight tickets)

□ Original stay abroad agreement sheet

Date: Signature IC: