

**APPLICATION FOR RECOGNITION OF A PERIOD ABROAD (ARPA)  
“LEHRAMTSBEZOGENEN BACHELORSTUDIENGANG ENGLISCH” STUDENTS**

**PART A:**

To be filled in when applying for recognition of a **PRE-PROGRAMME** period abroad

**PART B:**

To be filled in when applying for recognition of an **IN-PROGRAMME** OR **POST-PROGRAMME**<sup>1</sup> period abroad with no split

**PART C:**

To be filled in when applying for recognition of an **IN-PROGRAMME /POST-PROGRAMME** (see footnote 1) **SPLIT** period abroad for either **English only** OR **English and an additional language**

**Students are advised to consult the ACCOMPANYING NOTES on pages 7 & 8 for assistance in completing this document.**

**NB** For detailed information about the ImPA, see the Immersion Period Abroad Policy on the English Department website and the ImPA L2P space.

**On completion, applications must be submitted to the English Department Student Mobility co-ordinator (via the secretary's office, room 102 in the Institute).**

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<sup>1</sup> POST-PROGRAMME means after all courses are finished. The diploma will be awarded once all course requirements are fulfilled and the ImPA has been completed.

<b>PART A:</b> <i>(for recognition of a PRE-PROGRAMME period abroad)</i>  See <b>ACCOMPANYING NOTES</b> section, below		<b>Note:</b> A PRE-PROGRAMME stay abroad must have been undertaken within the five year period prior to entering the LAB programme.
<b>1. STUDENT DETAILS</b> NAME:	<b>MATRICULATION NUMBER</b>	
E-MAIL ADDRESS:	<b>CURRENT SEMESTER OF STUDY</b>	
<b>2. DURATION OF PERIOD ABROAD</b>		
<b>3. DATES OF PERIOD ABROAD</b> From (dd/mm/yy):                      To (dd/mm/yy):		
<b>4. COUNTRY/COUNTRIES</b>		
<b>5. IMMERSION ACTIVITY UNDERTAKEN DURING THE PERIOD ABROAD</b>		
<b>6. PROOF OF PARTICIPATION IN THE IMMERSION ACTIVITY</b>		
<b>7. END DATE OF FULL TIME SECONDARY EDUCATION</b>  (dd/mm/yy):		
<b>8. ADDITIONAL INFORMATION</b>		
<b>SIGNATURE:</b>		<b>DATE:</b>

**PART B:** *(for recognition of an IN-PROGRAMME or POST-PROGRAMME (see p1, footnote 1) period abroad with no split)*See **ACCOMPANYING NOTES** section, below

<b>1. STUDENT DETAILS</b> NAME:		<b>MATRICULATION NUMBER</b>
E-MAIL ADDRESS:		<b>SEMESTER OF STUDY AT TIME OF APPLICATION</b>
<b>2. APPLICATION TYPE</b> (check the appropriate box)	IN-PROGRAMME	POST-PROGRAMME (see p1, footnote 1)
<b>3. DURATION OF PERIOD ABROAD</b>	<b>4. DATES OF PERIOD ABROAD</b> From (dd/mm/yy):                      To (dd/mm/yy):	
<b>5. COUNTRY</b>		
<b>6. IMMERSION ACTIVITY/ACTIVITIES UNDERTAKEN DURING THE PERIOD ABROAD (with dates)</b>		
<b>7. PROOF OF PARTICIPATION IN THE IMMERSION ACTIVITY/ACTIVITIES</b>		

**8. ADDITIONAL INFORMATION**

**SIGNATURE:**

**DATE:**

**PART C:** (for recognition of an IN-PROGRAMME/POST-PROGRAMME (see p1, footnote 1) SPLIT period abroad:  
English only or English and an additional language)

See **ACCOMPANYING NOTES** section, below

<b>1. STUDENT DETAILS</b> NAME:		<b>MATRICULATION NUMBER</b>	
E-MAIL ADDRESS:		SEMESTER OF STUDY AT TIME OF APPLICATION	
<b>2. APPLICATION TYPE</b> (check the appropriate box)	SPLIT ImPA English only		SPLIT ImPA English and an additional language
<b>3. DURATION OF PERIOD(S) ABROAD FOR ENGLISH</b>		<b>DATES OF PERIOD(S) ABROAD</b>	
<u>Period 1</u>		<u>Period 1</u> From (dd/mm/yy):	
		To (dd/mm/yy):	
<u>Period 2</u>		<u>Period 2</u> From (dd/mm/yy):	
		To (dd/mm/yy):	
<b>4. COUNTRY/COUNTRIES</b>			
<u>Period 1</u>			
<u>Period 2</u>			
<b>5. ADDITIONAL FOREIGN LANGUAGE OF STUDY</b> (check the appropriate box)		FRENCH	SPANISH
<b>6. IMMERSION ACTIVITY/ACTIVITIES UNDERTAKEN DURING THE PERIOD(S) ABROAD</b>			

**7. PROOF OF PARTICIPATION IN THE IMMERSION ACTIVITY/ACTIVITIES**

**8. ADDITIONAL INFORMATION**

**SIGNATURE:**

**DATE:**

## ACCOMPANYING NOTES

### PART A

2. The duration of a period abroad being offered for PRE-PROGRAMME recognition should be of no less than three months (see ImPA Policy, Section 2, item 1.2).

4. Name the country (or countries) in which you spent your period abroad. Any country named should be one in which an official language is English (see ImPA Policy, Guidelines for Fulfilling the ImPA, page 2, footnote 3). Exceptional cases may be described in Section 8 of the application.

5. Describe the immersion activity you participated in while you were abroad. The activity type should fall within the range of activities described in the ImPA Policy, Section 2, page 3.

6. Describe the proof of participation you are providing in support of your application, *e.g. statement from an employer, course certificate, transcript of records, letter from a school or institution director*. All relevant documents should accompany the application and be submitted in original form.

8. A student whose period abroad does not meet the requirements in one or more respects but who wishes nevertheless to have it considered for recognition may provide relevant information in section 8. Note that sections 1 - 7 of the application must be completed and proof of participation in the immersion activity supplied.

**NB ALL ACTIVITIES WILL BE CONSIDERED ON THEIR OWN MERITS**

### PART B

3. The duration of a period abroad being offered for IN-PROGRAMME or POST PROGRAMME (**see p1, footnote 1**) recognition should be no less than three months (see ImPA Policy, page 2, Guidelines for Fulfilling the ImPA).

5. Name the country in which you spent your period abroad. The country named should be one in which an official language is English (see ImPA Policy, Guidelines for Fulfilling the ImPA, page 2, footnote 3). Exceptional cases may be described in Section 8 of the application.

6. Describe the immersion activity (or activities) you participated in while you were abroad. The activity type(s) should fall within the range of activities described in the ImPA Policy, page 2, Guidelines for Fulfilling the ImPA.

7. Describe the proofs of participation that you are providing *e.g. statement from an employer, course certificate, transcript of records, letter from school/institution director*. All relevant documents should accompany the application and be submitted in original form.

8. A student for whom a period abroad does not meet the requirements in one or more respects but who wishes nevertheless to have it considered for recognition may provide relevant information in section 8. Note that sections 1 - 7 of the application must be completed and proof of participation in all immersion activities supplied.

**NB ALL ACTIVITIES WILL BE CONSIDERED ON THEIR OWN MERITS**

## PART C

3. For guidance on the duration of a period abroad within a SPLIT ImpA see ImpA Policy page 3, Splitting the ImpA. Students who wish to split their ImpA into two periods of six weeks need to submit a written application to the student mobility coordinator for approval. If students fail to submit an application before going abroad, their time abroad will not be recognised.

4. Name the country/countries in which you spent your period abroad. The countries named should be ones in which an official language is English (see ImpA Policy, Guidelines for Fulfilling the ImpA, page 2, footnote 3). Exceptional cases may be described in Section 8 of the application.

5. If you are splitting the period abroad between two languages, name the foreign language you are studying in addition to English.

6. Describe the immersion activity/activities you participated in while you were abroad. The activity type(s) should fall within the range of activities described in the ImpA Policy, page 2, Guidelines for Fulfilling the ImpA.

7. Describe the proofs of participation that you are providing *e.g. statement from an employer, course certificate, transcript of records, letter from school/institution director*. If you are applying for recognition of a period abroad split between English and an additional foreign language, proof of completion of an ImpA in the additional language is also required (see ImpA Policy, Section 2, Splitting the ImpA). All relevant documents should accompany the application and be submitted in original form.

8. A student for whom a period abroad does not meet the requirements in one or more respects but who wishes nevertheless to have it considered for recognition may provide relevant information in section 8. Note that sections 1 - 7 of the application must be completed and proof of participation in all immersion activities supplied.

**NB ALL ACTIVITIES WILL BE CONSIDERED ON THEIR OWN MERITS**



