OLA

Online Learning Agreement for KuWi-students

Viadrina International Affairs

EUROPA-UNIVERSITÄT VIADRINA FRANKFURT (ODER)

Dear students,

Before you start, please think about the courses which you want to take at the partner university. Therefore, do specific research which module groups you would like them to be credited. If you are unsure about this, please contact Nicole Klück (outgoing@europa-uni.de) for all KuWi courses (also politic courses of Law and Politics) and for all MA courses your MA coordinators in order to fill in the OLA correctly.

MES: Ruth Geiger geiger@europa-uni.de
MoDE: Johanna Janotta janotta@europa-uni.de
Language - Media - Society: Nicole Richter buero-nrichter@europa-uni.de
Multimodality - Discourse - Media: Nicole Richter buero-nrichter@europa-uni.de
Sociocultural Studies: Stephan Lanz lanz@europa-uni.de
Culture and History of Central and Eastern Europe: benecke@europa-uni.de
Law (also Law and Economics | Economics and Law): Katja Herzel outgoing@europa-uni.de

On the following website, you can create your OLA
by clicking on "**ACCESS YOUR LEARNING AGREEMENT**".

Online **Learning Agreement**

Prepare your Learning Agreement **online within a few steps**
and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus
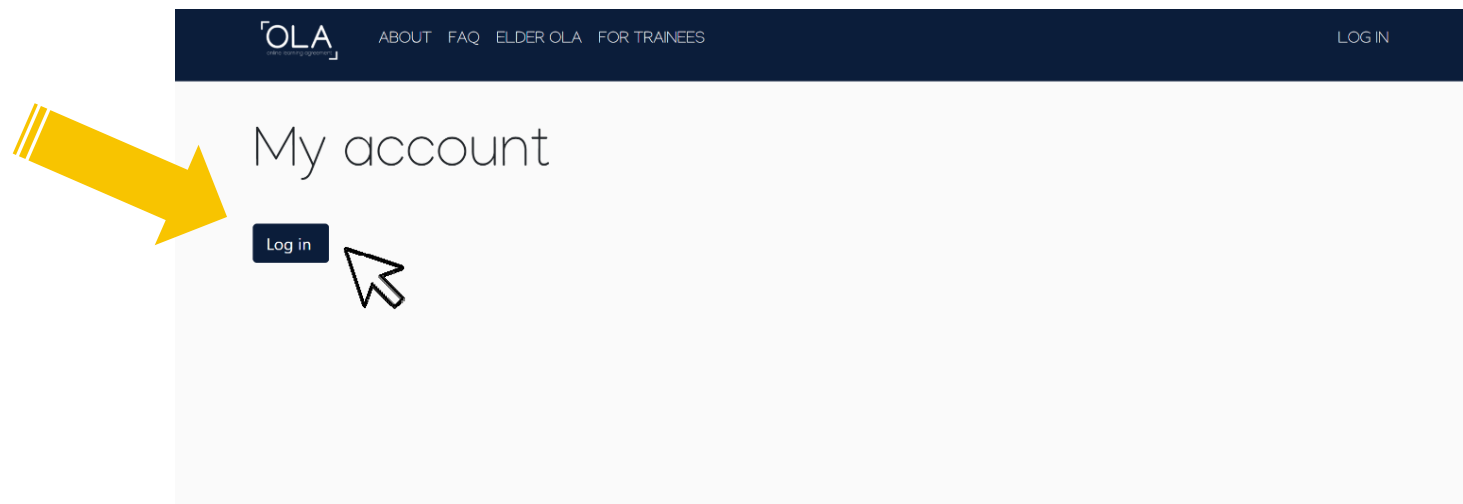Student Network for the 21st century mobile student.
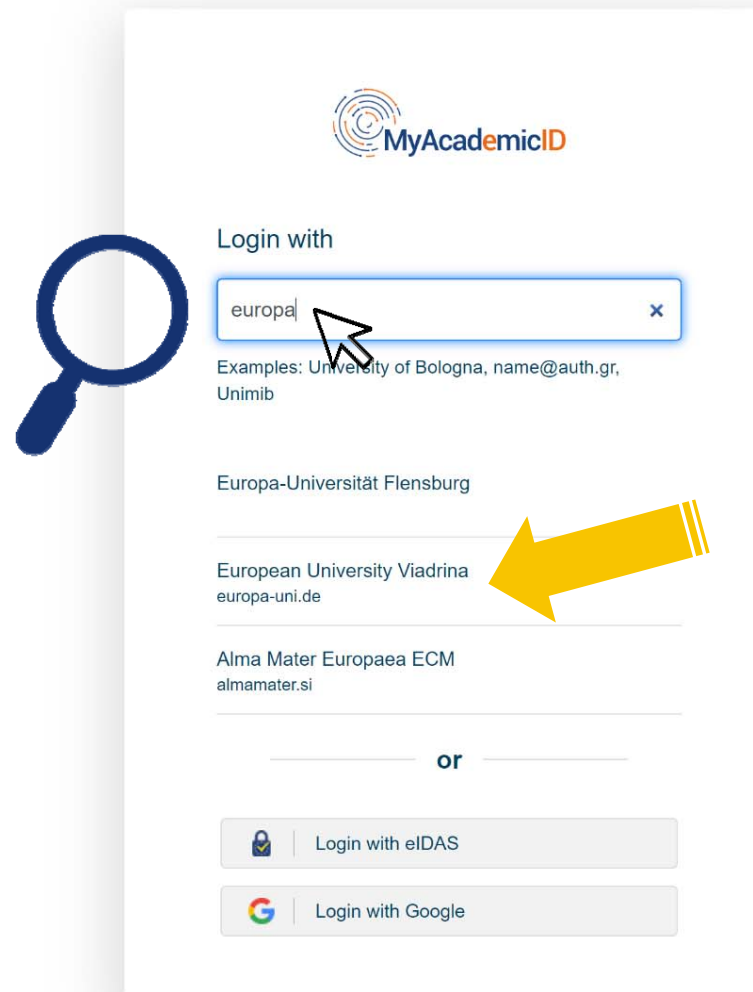
ACCESS YOUR LEARNING AGREEMENT

https://learning-agreement.eu/

SCAN ME

You log in

At "Login with" enter "**Europe**" and the Viadrina appears for you to choose

Here you enter your **euv-email address** as well as the corresponding **password**

Declaration of consent from DFN. Please **tick** at the bottom and click "submit"

This picture appears. You click „**Proceed to register**"

Please register here.
Name: your first and last name, **e-mail**: your Viadrina e-mail,
username you can choose yourself, e.g .: mmustermann.
Please remember! Make a note of this data!
You go to "Confirm" and then "Submit"

BEFORE

AFTER

You should now have **received an email**.
Please **confirm the link** in this email.
This could have ended up in the **junk mail box**.
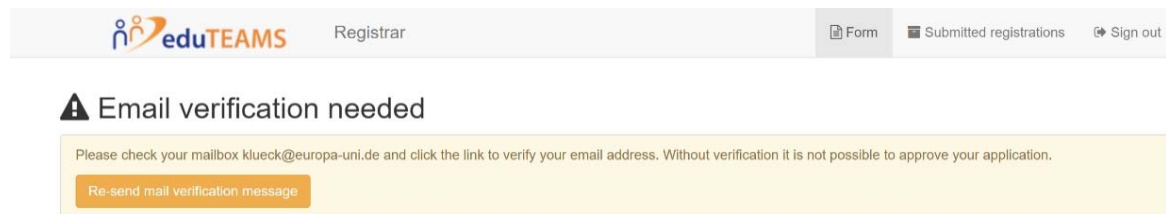
This is what the email looks like. Please **click on the link**.
This completes the registration.
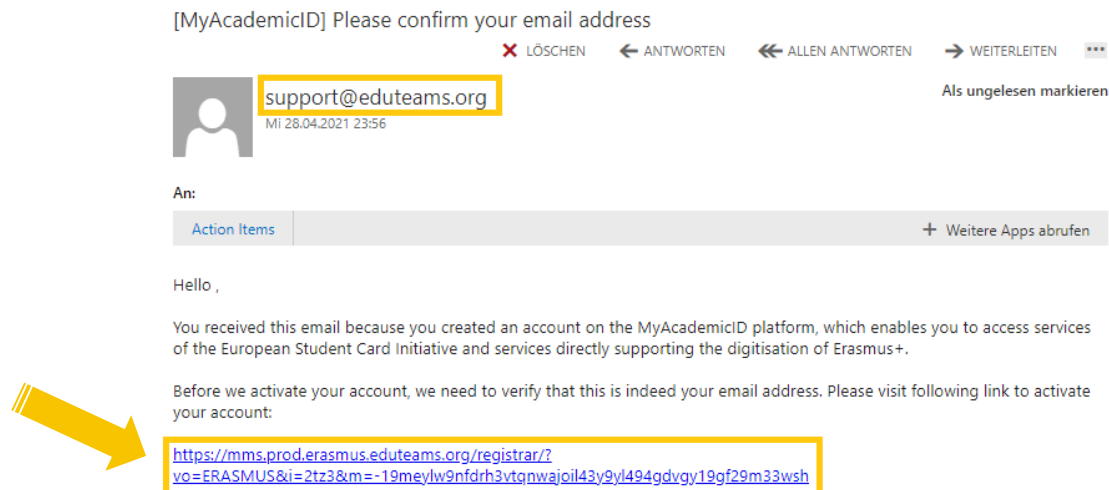
Go to „**ACCESS YOUR LEARNING AGREEMENT**".
If you have just registered there, you are automatically
logged in.

Fill in your OLA-Account with **your personal data**,
check the box and select "Save".

Field of education:
"Humanities (02) or the corresponding code you can find in the list of partner universities for your university"

BEFORE   # AFTER

Here you can see the actual Learning Agreement, the learning contract for the courses you want to take abroad. Please click on "**Create New**"

Here you enter the names and positions of the responsible persons at Viadrina. For "Position" please enter "Departmental Coordinator".

Sending Institution

"Departmental Coordinator"
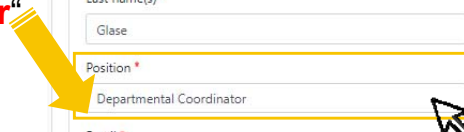
Here you have to enter the responsible persons of the partner university.

Receiving Institution

Planning the courses

Before you fill in the OLA, think carefully about the courses which you want to take abroad. It is important that these courses will be recognized at the Viadrina. Therefore, it is necessary that they can be assigned to the module groups. You are always welcome to discuss the planned courses with your coordinator before completing the OLA.

Kuwi BA: Nicole Klück outgoing@europa-uni.de

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Here you have to note the expected courses that you would like to attend at the partner university. These are assigned to the respective module groups (Cultural Studies, Social Studies, Cultural History, Linguistics, Literature) of the Viadrina.

Preliminary LA

Table A - Partneruniversity

Table B - Viadrina

Preliminary LA

Planned start of the mobility *
`02.09.2021`

Planned end of the mobility *
`31.01.2022`

Table A - Study programme at the Receiving institution *

Component to Table A   [Remove]

Component title at the Receiving Institution (as indicated in the course catalogue) *

`Strategic Marketing` *- Name of course abroad-*

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *
`1`

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *
`6`   *ECTS*

Semester *
`First semester (Winter/Autumn)`

If no code is given, select ascending number sequence yourself.
(e.g. course 1 = 1, course 2 = 2)

"ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

[Add Component to Table A]

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as http://example.com.

The main language of instruction at the Receiving Institution *
`English`

The level of language competence *
`C1`

Table B - Recognition at the Sending institution *

Component to Table B   [Remove]

Component title at the Sending Institution (as indicated in the course catalogue) *

`Innovation & Marketing` *- Corresponding Module at Viadrina -*

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *
`1` **Code identical from Table A so here = 1**

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *
`6`   *ECTS*

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Semester *
`First semester (W` **identical** *from Table A*

☐ Automatically recognised towards student degree

Automatic recognition comment

[Add Component to Table B]

...further examples on the next slides

Further examples follow for clarification.
Here you will find the respective module groups again.

Preliminary LA

Table A - Partneruni

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

| Supply Chain Management | *- Course title abroad -* |

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Semester *

| 2 | 6 *ETCS* | First semester (Winter/Autumn) |

(Here the second course, i.e. Component Code 2)

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Add Component to Table A

Table B - Viadrina

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

| Information & Operations Management | *- associated module group at Viadrina -* |

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

| 2 *Take the code identical from Table A here = 2* | 6 *ETCS* | First semester (Wint... *identical from Table A* |

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

☑ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Further examples follow for clarification.

Preliminary LA

Table A - Partneruni

Table B - Viadrina

Component to Table A   [Remove]

Component title at the Receiving Institution (as indicated in the course catalogue) *

Supply Chain Management   *- Course title abroad -*

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code * | Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * | Semester *

2 | 3   *ETCS* | First semester (Winter/Autumn)

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

*(Here the **second** course, i.e. Component Code **2**)*

Component to Table A   [Remove]

Component title at the Receiving Institution (as indicated in the course catalogue) *

International Logistics

An "educational component" is a self-contained and formal structured learning experience that features learning outcome... forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code * | Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * | Semester *

3 | 3   *ETCS* | First semester (Winter/Autumn)

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

*(Here the **third** course, i.e. Component Code **3**)*

Component to Table B   [Remove]

Component title at the Sending Institution (as indicated in the course catalogue) *

Information & Operations Management   *- associated module group at Viadrina -*

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code * | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * | Semester *

2+3 | 6   *ETCS added together* | First semester (Winter/Autumn)   *identical from Table A*

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

*Use the **same code** from*

Table A here = ***2 + 3***

☐ Automatically recognised towards student degree

Automatic recognition comment

In Table C you enter <u>only</u> the courses that are to take place <u>online </u>(which you have already entered in Table 1 A). You fill them in according to the exact same scheme.

EUROPA-UNIVERSITÄT
VIADRINA
FRANKFURT (ODER)

Your Online Learning Agreement has been updated.   ✕

1 — 2 — 3 — 4 — 5 — 6

Student Information   **Sending Institution Information**   **Receiving Institution Information**   **Proposed Mobility Programme**   **Virtual Components**   **Commitment**

Academic year *

2021/2022

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous   Next

You sign the OLA

Next Steps

Now the OLA lands back with us and we can confirm or reject it. We would reject it if parts of the imputation cannot take place as desired. We should then discuss this by e-mail or in person, e.g. on the phone, so that you can then make the change in the OLA. Once it is confirmed by you and by us, it goes to the partner university.

You will always receive an email as soon as the status of the OLA changes, e.g. when it has been processed or confirmed by both us and the partner university.

Only when it is also signed by the partner university, it is complete.

DURING the mobility

During the stay abroad often changes are happening, that need to be covered in the learning agreement, for example when planned courses are overcrowded.

Please make any necessary changes here learning-agreement.eu/dashboard

The partner university **courses to be changed** must be noted here

Table A2 - Partneruni

Final LA Table A2

- Deleted: Take information **from Table A accordingly**
- Added: Please **continue** the ascending series of numbers in **the component code**

Further examples follow for clarification

Example: Final LA Table A2

Deleted

Added

exact transfer of the information from **Table A**

continue the ascending series of numbers in the **component code**

The **courses to be changed** or the **corresponding modules** at the Viadrina must be noted here

Table B2 - Viadrina

Final LA Table B2

- Deleted: Take information **from Table A accordingly**
- Added: Please **continue** the ascending series of numbers in **the component code**

Further examples follow for clarification

Example: Final LA Table B2

Deleted

Added

exact transfer of the information from **Table B**

continue the ascending series of numbers in the **component code**

You do not have to fill in anything on this page. If you
are taking courses that take place exclusively online, you must enter this here.

Your Online Learning Agreement has been updated.   ✕

①————————②————————③————————④————————⑤
Contact People Information   **Sending Mobility**   **Receiving Mobility**   **Virtual component changes**   **Commitment**
                                   Programme changes   **Programme changes**

Academic year *

2021/2022

Table C

No Paragraph added yet.

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Final LA Table C2

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component Final Table C2

Previous   Next

Sign the OLA

AFTER the mobility

After the stay abroad, a prompt recognition of grades is often desired. More information can be found [here](#).

Questions about your recognition can be sent to outgoing@europa-uni.de

Your contacts

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All further KuWi MA programs: the corresponding MA coordinator:
https://www.europa-uni.de/de/internationales/Students/Outgoings/Exchange-studies/anerkennung/Anerkennung_KuWi/Master.html