



# OLA

## Online Learning Agreement for KuWi-students

Viadrina International Affairs



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](mailto: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](mailto:geiger@europa-uni.de)

MoDE: Johanna Janotta [janotta@europa-uni.de](mailto:janotta@europa-uni.de)

Language - Media - Society: Nicole Richter [buero-nrichter@europa-uni.de](mailto:buero-nrichter@europa-uni.de)

Multimodality - Discourse - Media: Nicole Richter [buero-nrichter@europa-uni.de](mailto:buero-nrichter@europa-uni.de)

Sociocultural Studies: Stephan Lanz [lanz@europa-uni.de](mailto:lanz@europa-uni.de)

Culture and History of Central and Eastern Europe: [benecke@europa-uni.de](mailto:benecke@europa-uni.de)

Law (also Law and Economics | Economics and Law): Katja Herzel

[outgoing@europa-uni.de](mailto: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/>

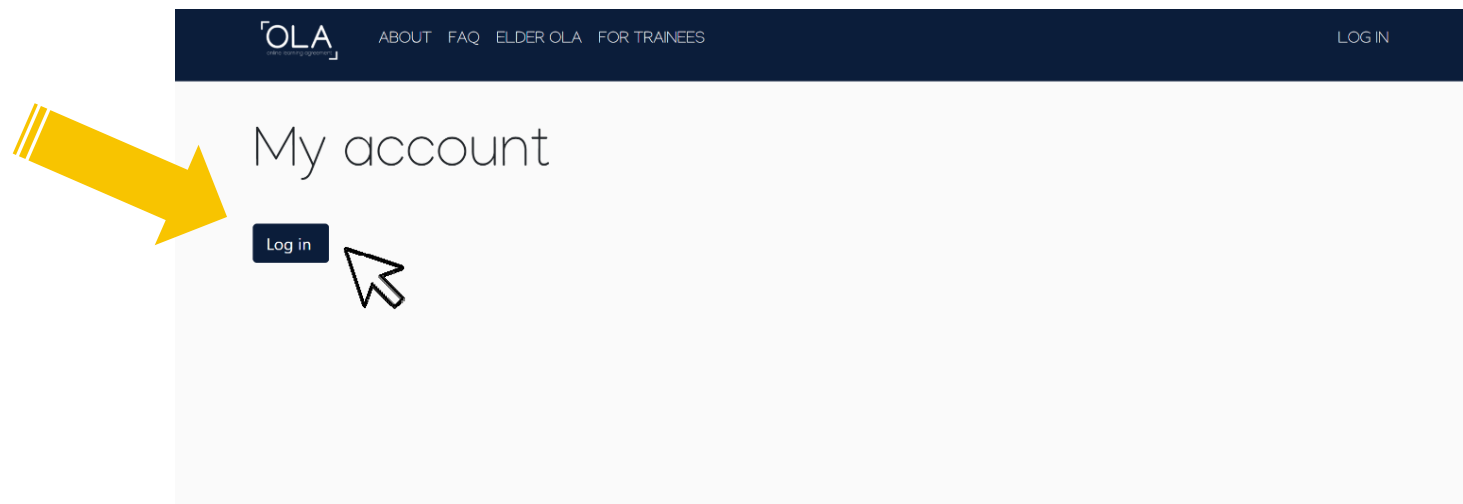


SCAN ME

You log in

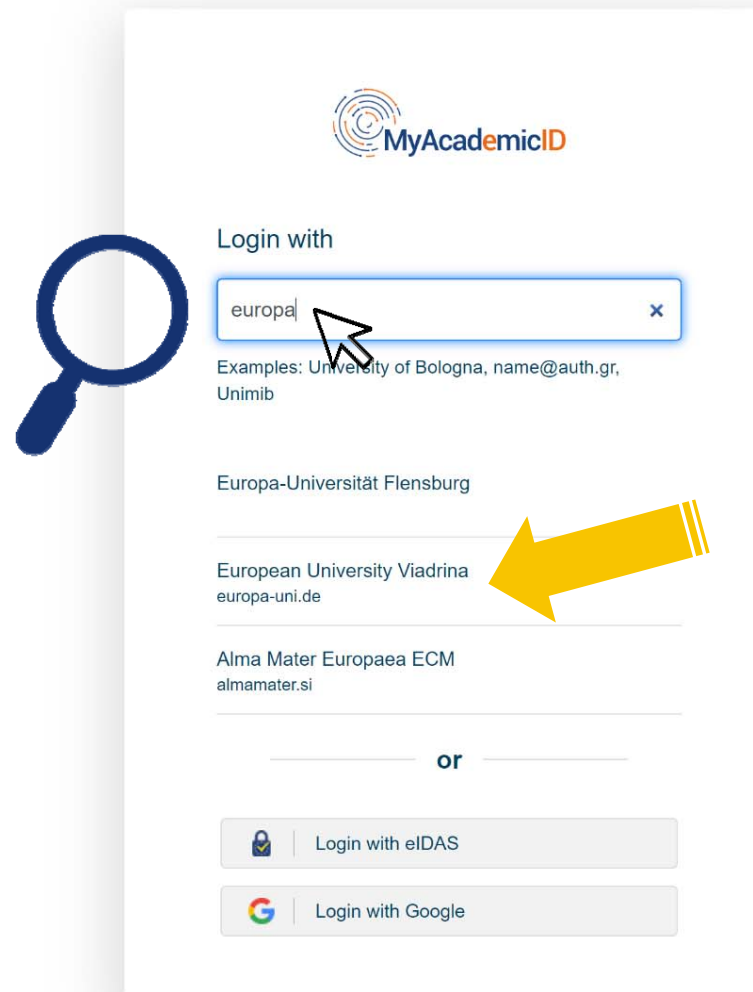


EUROPA-UNIVERSITÄT  
VIADRINA  
FRANKFURT (ODER)





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



The screenshot shows the MyAcademicID login interface. At the top is the MyAcademicID logo. Below it is the text "Login with" followed by a search input field containing the word "europa". A blue magnifying glass icon is positioned to the left of the search field, and a mouse cursor points to the text inside. Below the search field, there are three example entries: "Europa-Universität Flensburg", "European University Viadrina" (with a yellow arrow pointing to it), and "Alma Mater Europaea ECM". At the bottom, there are two buttons: "Login with eIDAS" and "Login with Google".

MyAcademicID

Login with

europa

Examples: University of Bologna, name@auth.gr,  
Unimib

Europa-Universität Flensburg

European University Viadrina  
europa-uni.de

Alma Mater Europaea ECM  
almamater.si

or

Login with eIDAS

Login with Google



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



Identity Provider der Europa-Universität Viadrina

Anmelden bei MyAcademicID  
IAM Service

Benutzername:

euv12345 (only euv+zahlen without @europa-uni.de)

Passwort:

Anmeldung nicht speichern

Attributfreigabe für diesen  
Dienst widerrufen

Anmelden

> Kontakt IT-Support

> Einwilligungserklärung

> Datenschutz

**Hinweis:** Zum Logout schließen  
Sie den Browser, damit keine  
anderen Personen unter Ihrer  
Benutzerkennung weiterarbeiten  
können. (Eine zentrale  
Abmeldung ist nicht möglich und  
nicht alle Dienste bieten ein  
Logout an.)



The MyAcademicID IAM Service provides  
Identity and Federated access management  
for the services of the European Student  
Card Initiative and the services directly  
supporting the digitisation of Erasmus+.  
The MyAcademicID IAM Service is provided  
by GÉANT using the eduTEAMS service.



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

# DFN

DEUTSCHES FORSCHUNGNETZ

## Einwilligungserklärung

Die hier aufgerufene Seite ist der Identity Provider (IdP) der Europa-Universität Viadrina und wird vom Verein zur Förderung eines Deutschen Forschungsnetzes e.V. (DFN-Verein) betrieben. Der IdP dient der gesicherten Anmeldung an Diensten, sogenannten Service Providern (SP), die über die DFN-AAI verfügbar sind. Hierzu ist der IdP mit dem Nutzerverzeichnis der Europa-Universität Viadrina verbunden.

Die Authentifizierungs- und Autorisierungs-Infrastruktur DFN-AAI wird vom DFN-Verein verwaltet. Er schafft das notwendige Vertrauensverhältnis und den organisatorisch-technischen Rahmen für den Austausch von Benutzerinformationen zwischen Einrichtungen (IdP) und Dienst Anbietern (SP-Betreibern) in der DFN-AAI.

Im Rahmen des Anmeldevorgangs führt der IdP zunächst eine Authentifizierung der NutzerInnen durch. Dies geschieht über die Eingabe der Nutzerkennung und eines Passworts. Die Überprüfung Ihrer Anmeldedaten erfolgt immer am IdP der Europa-Universität Viadrina. Diese Anmeldedaten werden nicht an einen SP übertragen. Anschließend werden die zur Nutzung des SP erforderlichen Angaben (sog. Attribute) an den betreffenden SP übertragen. Dies können zum Beispiel der Name, die E-Mail-Adresse oder die Gruppenzugehörigkeit innerhalb der Europa-Universität Viadrina (Student, Mitarbeiter, ...) sein.

Um den Grundsatz der Datenminimierung umzusetzen, fordern viele SP anstelle von Klarnamen nur SP-spezifische, persistente pseudonyme Kennungen ein. Um dies umzusetzen, werden diese Kennungen im Rahmen des Anmeldevorgangs vom IdP generiert und dauerhaft gespeichert. Mit Aktivieren der Checkbox unter diesem Text willigen Sie in die Speicherung der hiermit verbundenen Informationen seitens des IdP ein. Sie können diese Einwilligung jederzeit durch eine Erklärung gegenüber dem Betreiber des IdPs, mit einer E-Mail an [hotline@aai.dfn.de](mailto:hotline@aai.dfn.de) widerrufen. Durch den Widerruf der Einwilligung wird die Rechtmäßigkeit der aufgrund der Einwilligung bis zum Widerruf erfolgten Verarbeitung nicht berührt.

Weitere Informationen zum Datenschutz finden Sie in der [Datenschutzerklärung](#).

Ich willige in die Speicherung der o.g. Informationen ein

© Europa-Universität Viadrina 2020 | [Impressum](#) | [Einwilligungserklärung](#) | [Datenschutz](#)



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"

### MyAcademicID Registration

Name\*

E-mail\*

Username\*   
A username that will be provided to services.

A magnifying glass icon is positioned over the form fields, with three yellow arrows pointing towards the Name, E-mail, and Username fields.

### MyAcademicID Registration

Name\*

E-mail\*

Username\*   
A username that will be provided to services.

### MyAcademicID Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy\*  Confirm

A mouse cursor is pointing at the Submit button.

**BEFORE**

### MyAcademicID Acceptable Use Policy

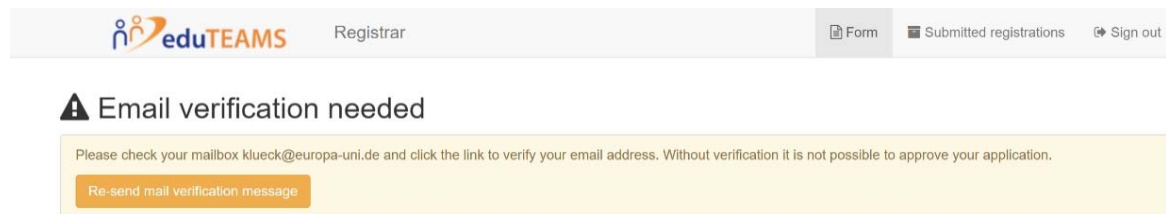
I have read and agreed with the MyAcademicID Acceptable Use Policy\*  Confirm

A mouse cursor is pointing at the Submit button.

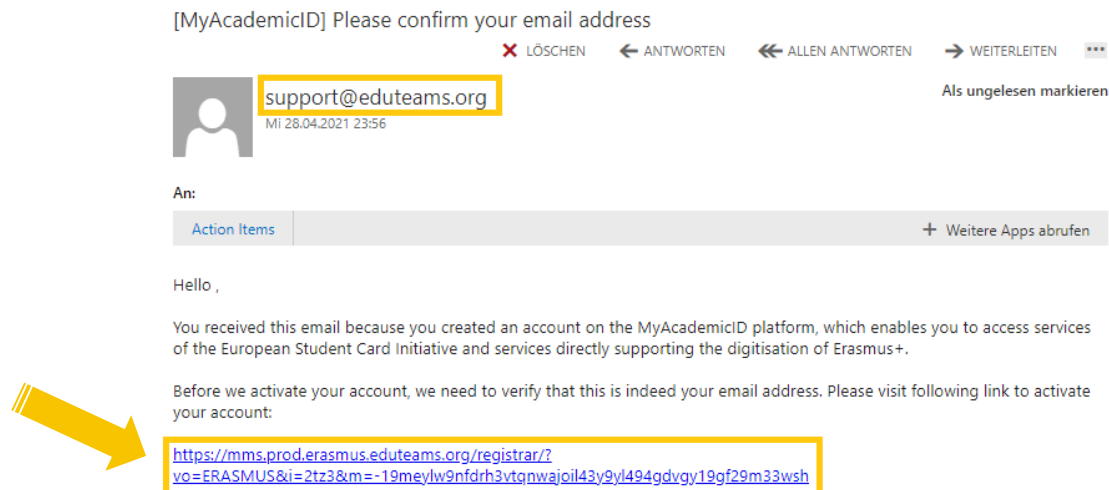
**AFTER**



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.

## 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





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

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Fill out the required fields to complete your profile.

### My account

VIEW EDIT

#### My Personal Information

Firstname \* Lastname \*

Date of birth \* Gender \* Nationality \*

Field of education \* Study cycle \*

I have read and agree to the Terms and Conditions and Privacy Policy \*

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Fill out the required fields to complete your profile.

### My account

VIEW EDIT

#### My Personal Information

Firstname \* Lastname \*

Date of birth \* Gender \* Nationality \*

Field of education \* Study cycle \*

I have read and agree to the Terms and Conditions and Privacy Policy \*

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”**

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created	View or Edit
EUROPA-UNIVERSITÄT VIADRINA FRANKFURT (ODER)	Institut d'Etudes Politiques de Rennes	Ready to Edit	Thu, 04/29/2021 - 11:52	<a href="#">Edit</a> <a href="#">Download PDF</a> <a href="#">History</a>



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

## Sending Institution

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

### Sending Institution

Country \*  
Germany x

Name \*  
EUROPA-UNIVERSITÄT VIADRINA FRANKFURT (ODER) x

Faculty/Department

Address \*  
GROSSE SCHARRNSTRASSE 59, 15230 FRANKFURT

Erasmus Code \*  
D FRANKFU08

### Sending Responsible Person

First name(s) \*  
Torsten

Last name(s) \*  
Glase

Position \*  
Departmental Coordinator

Email \*  
outgoing-wiwi@europa-uni.de

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

### Sending Administrative Contact Person

First name(s)  
Aleksandra

Last name(s)  
Klecha

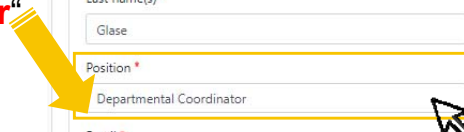
Position  
Outgoing Coordinator (IBA)

Email  
outgoing-wiwi@europa-uni.de

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

„Departmental Coordinator“





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

## Receiving Institution

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

### Receiving

#### Receiving Institution

Country \*

Name \*

Faculty/Department

Address \* Erasmus Code \*

#### Receiving Responsible Person

First name(s) \*

Last na

Position \*

Email \*

Phone number

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person

#### Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

***If you do not yet have the data of the responsible persons at the partner university, please contact the partner university directly.***

# Planning the courses



EUROPA-UNIVERSITÄT  
VIADRINA  
FRANKFURT (ODER)

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](mailto:outgoing@europa-uni.de)

MES: Ruth Geiger [geiger@europa-uni.de](mailto:geiger@europa-uni.de)

MoDE: Johanna Janotta [janotta@europa-uni.de](mailto:janotta@europa-uni.de)

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Law (also Law and Economics | Economics and Law): Katja Herzel [outgoing@europa-uni.de](mailto:outgoing@europa-uni.de)





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

Preliminary LA

Planned start of the mobility \*

Planned end of the mobility \*

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) \*

- *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 \*  **ECTS**  **ECTS** Semester \*

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

"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 \*

The level of language competence \*

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

### Table B - Viadrina

Table A & Table B are mandatory fields please also enter the courses here if you study exclusively "online". Table C must then be filled in additionally.

#### Table B - Recognition at the Sending institution \*

Component to Table B Remove

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

- *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 \*  **Code identical from Table A so here = 1**  **ECTS** Semester \*  **identical from Table A**

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

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 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 \*  **ETCS** Semester \*

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)*

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 \*  **Take the code identical from Table A here = 2** Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*  **ETCS** Semester \*  **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

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 \*

2

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

3

ETCS

Semester \*

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.

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 \*

3

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

3

ETCS

Semester \*

First semester (Winter/Autumn)

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

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.

### 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 \*

2+3

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

6

ETCS

Semester \*

First semester (Winter/Autumn)

Use the **same code** from Table A here = **2 + 3**

**added together**

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.

**identical from Table A**

Automatically recognised towards student degree

Automatic recognition comment



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

Your Online Learning Agreement has been updated. ×

- 1 Student Information
- 2 Sending Institution Information
- 3 Receiving Institution Information
- 4 Proposed Mobility Programme
- 5 **Virtual Components**
- 6 Commitment

Academic year \*

**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

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Your Online Learning Agreement has been updated. x


All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 **Commitment**

Academic year \*  
2021/2022

### Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.



Clear

# Next Steps



EUROPA-UNIVERSITÄT  
VIADRINA  
FRANKFURT (ODER)

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



EUROPA-UNIVERSITÄT  
VIADRINA  
FRANKFURT (ODER)

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](https://learning-agreement.eu/dashboard)

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created	View or Edit
EUROPA-UNIVERSITÄT VIADRINA FRANKFURT (ODER)	SZKOŁA GŁÓWNA HANDLOWA W WARSZAWIE	Signed by both coordinators	Fri, 05/07/2021 - 06:32	Apply Changes Download PDF History



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**

Learning Agreement

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

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 *
1	6	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.

Component to Table A Remove

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

Supply Chain Management

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.

Add Component to Table A

Final LA Table A2

Component Final Table A2 Remove

Component Added or Deleted \*

- Select a value -  
- Select a value -  
Added  
Deleted

Component Code \*

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

Semester \*

- Select a value -

Add Component Final Table A2

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

This must be an external URL such as <http://example.com>.

Add Component to Table A





Further examples follow for clarification

## Example: Final LA Table A2

### Deleted

Add Component to Table A

Final LA Table A2

Component Final Table A2 Remove

Component Added or Deleted \*  
Deleted

Reason Change Deleted  
Timetable conflict

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

Component Code \*  
1

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

Semester \*  
First semester (Winter/Autumn)

Add Component Final Table A2

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

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

### Added

Component Final Table A2 Remove

Component Added or Deleted \*  
Added

Reason Change Added  
Substituting a deleted component

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

Component Code \*  
4

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

Semester \*  
First semester (Winter/Autumn)

Add Component Final Table A2

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

This must be an external URL, such as <http://example.com>.

Previous Next

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**

**Add Component to Table B**

**Final LA Table B2**  
No Component added yet.

**Add Component Final Table B2**

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL, such as <http://example.com>.

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>.

**Previous** **Next**

**Add Component to Table B**

**Final LA Table B2**

Component Final Table B2 **Remove**

Component Added or Deleted \*  
Deleted

Reason Change Deleted  
Timetable conflict

Component title at the Sending Institution (as indicated in the course catalogue) \*  
Innovation & Marketing

Component Code \*  
1

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

Semester \*  
First semester (Winter/Autumn)

Automatically recognised towards student degree

Automatic recognition comment



Further examples follow for clarification

## Example: Final LA Table B2

### Deleted

Add Component to Table B

Final LA Table B2

Component Final Table B2 Remove

Component Added or Deleted \*  
Deleted

Reason Change Deleted  
Timetable conflict

Component title at the Sending Institution (as indicated in the course catalogue) \*  
Innovation & Marketing

Component Code \*  
1

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

Semester \*  
First semester (Winter/Autumn)

Automatically recognised towards student degree

Automatic recognition comment

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

### Added

Component Final Table B2 Remove

Component Added or Deleted \*  
Added

Reason Change Added  
Substituting a deleted component

Component title at the Sending Institution (as indicated in the course catalogue) \*  
The Management Process

Component Code \*  
4

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

Semester \*  
First semester (Winter/Autumn)

Automatically recognised towards student degree

Automatic recognition comment

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

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](#)

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# Sign the OLA




**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

2021/2022

### Commitment Final

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.



[Previous](#) **Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review**



# AFTER the mobility



EUROPA-UNIVERSITÄT  
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FRANKFURT (ODER)

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](mailto:outgoing@europa-uni.de)



EUROPA-UNIVERSITÄT  
VIADRINA  
FRANKFURT (ODER)

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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](https://www.europa-uni.de/de/internationales/Students/Outgoings/Exchange-studies/anerkennung/Anerkennung_KuWi/Master.html)