



OLA

Online Learning Agreement for WiWi-students

Viadrina International Affairs

EUROPA-UNIVERSITÄT VIADRINA FRANKFURT (ODER)



EUROPA-UNIVERSITÄT
VIADRINA
FRANKFURT (ODER)

Dear students,

by the academic year of 2021/22 the Learning Agreement will be digital and the idea of this guide is to explain you all the necessary steps needed.

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 Torsten Glase (outgoing-wiwi@europa-uni.de) for all WiWi courses, for all law courses (Recht und Wirtschaft | Wirtschaft und Recht) Katja Herzel (outgoing@europa-uni.de), for all MES students Ruth Geiger (geiger@europa-uni.de) and for all MoDe students an Johanna Janotta (janotta@europa-uni.de), in order to fill in the OLA correctly.



You will receive a link that you need to use to log in.
This mail might end up in the **junk mail box**.

Prefilled Online Learning Agreement added

✖ LÖSCHEN ← ANTWORTEN ← ALLEN ANTWORTEN → WEITERLEITEN ⋮



Online Learning Agreement <no-reply@learning-agreement.eu>

Mi 28.04.2021 23:52

Als ungelesen markieren

An:

Dear Student,

Your Sending Higher Education institution added a prefilled Online Learning Agreement to your account.



Login at www.learning-agreement.eu [1] to view and further edit your Learning Agreement to prepare for the Erasmus+ mobility.

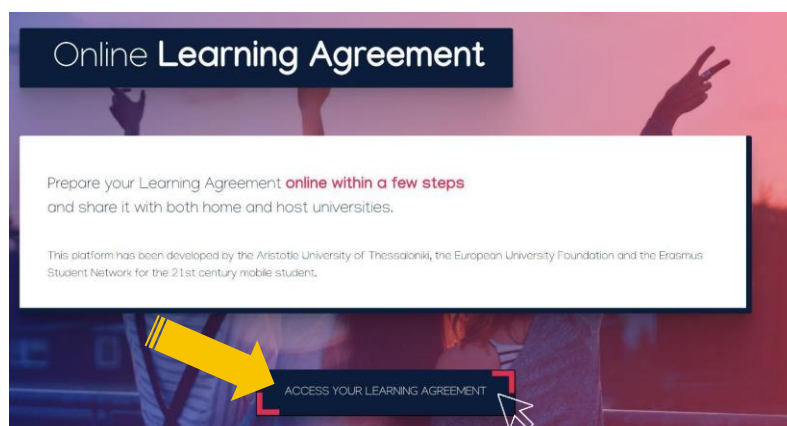
Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>

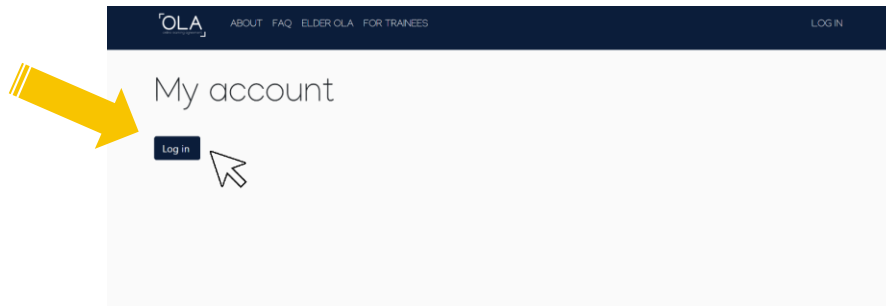


You click „**ACCESS YOUR LEARNING AGREEMENT**“

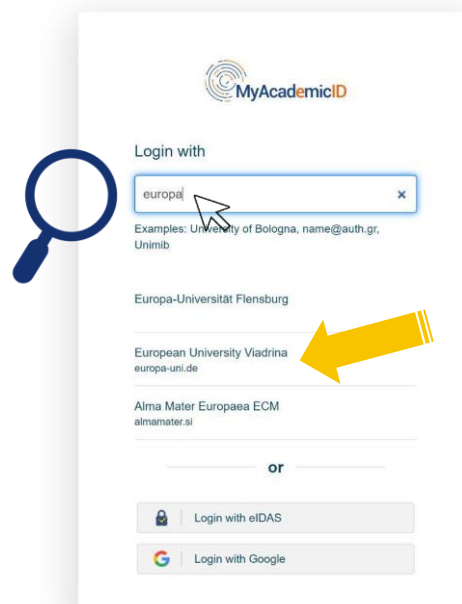




You log in



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





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

Identity Provider der Europa-Universität Viadrina

Anmelden bei MyAcademicID
IAM Service

Benutzername:
euu.....@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 FORSCHUNGSMETZ

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 (IdPs) und Dienstbietern (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 Anmeldeinformationen erfolgt immer am IdP der Europa-Universität Viadrina. Diese Anmeldeinformationen 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@aii.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](#).

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

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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.

MyAcademicID Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy

Confirm

BEFORE

MyAcademicID Registration

Name*

E-mail*

Username*
A username that will be provided to services.

MyAcademicID Acceptable Use Policy

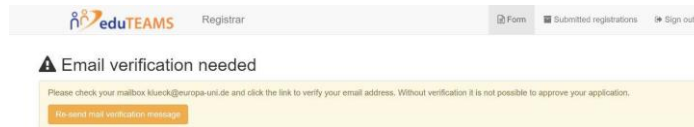
I have read and agreed with the MyAcademicID Acceptable Use Policy*

Confirm

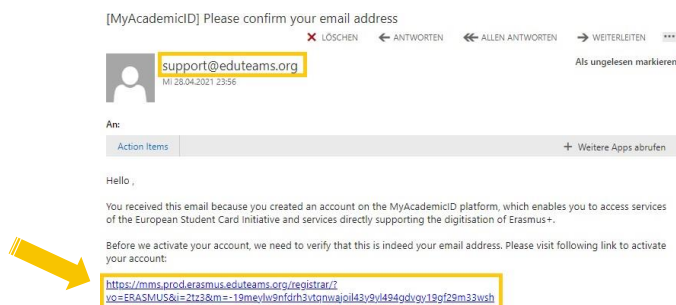
AFTER



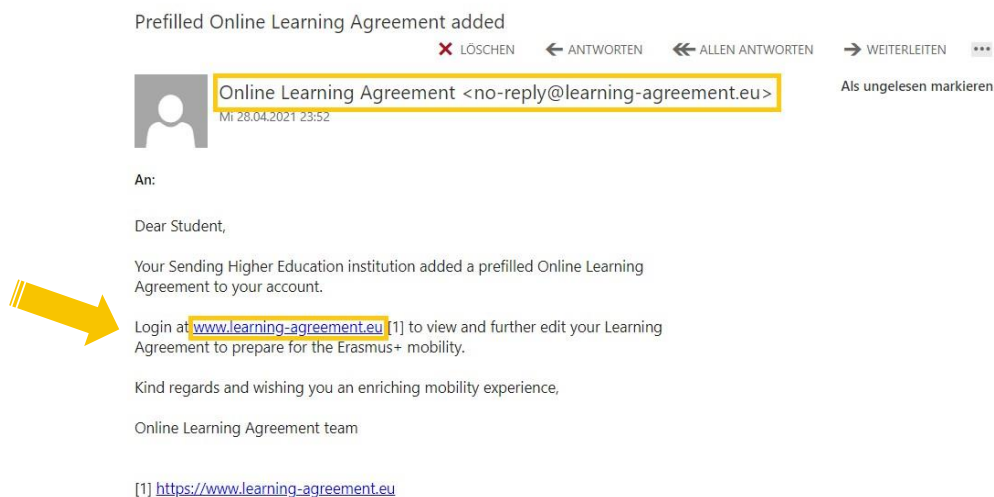
You should now have **received an email**.
Please **confirm the link** in this email.
This could have ended up in the **junk mail box**.



This is what the email looks like. Please **click on the link**.
This completes the registration.

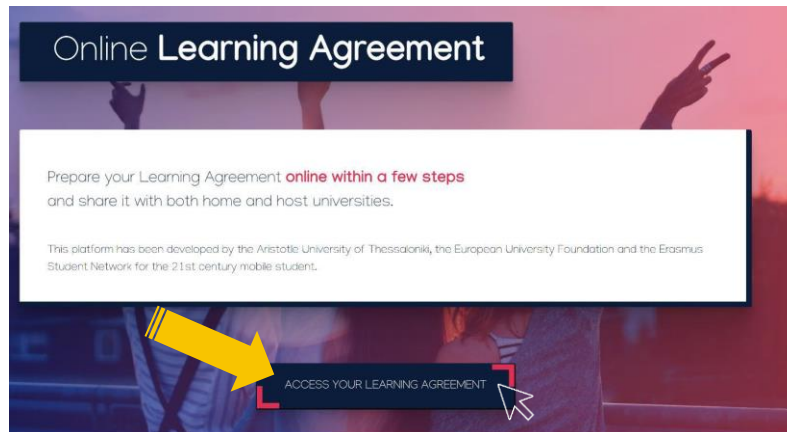


Now the actual editing of your OLA - Online Learning Agreement starts. Please go to the **link** in the email again, that you received **at the very beginning**.





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”.



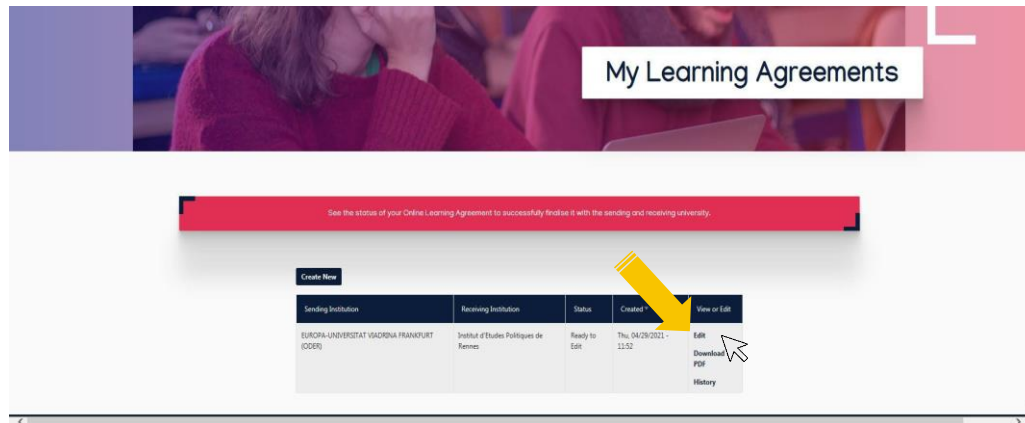
Field of education:
“**Business and administration** (041) (769)”

BEFORE

AFTER



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



Here you can see the responsible person from the Viadrina. This should already be filled in. The field which need be filled in is "position". Please enter **"Departmental Coordinator"** here.

Sending Institution

„Departmental Coordinator“

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

Sending Institution

Country*

Name*

Faculty/Department

Address* Erasmus Code*

Sending Responsible Person

First name(s)*

Last name(s)*

Position*

Email*

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)

Last name(s)

Position

Email

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.



Here you can see the responsible person of the partner university. This should already be filled in.

Receiving Institution

The screenshot shows the OLA (Online Learning Agreement) form. The top navigation bar includes 'OLA', 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. The main form is titled 'Receiving' and is divided into two main sections: 'Receiving Institution' and 'Receiving Responsible Person'.

Receiving Institution

- Country: France
- Name: Institut d'Études Politiques de Rennes
- Faculty/Department: Business Administration
- Address: 104 boulevard de la Duchesse Anne, 35700 RENNES
- Erasmus Code: F Rennes28

Receiving Responsible Person

- First name(s): Torsten
- Last name(s): Glase
- Position: First-name@Coordinator
- Email: Last-name@uni.eu
- Phone number: [empty]

Receiving Administrative Contact Person

- First name(s): [empty]
- Last name(s): [empty]
- Position: [empty]
- Email: glase@europa-uni.eu
- Phone number: [empty]

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 ***email@partner-uni.com***

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 Mr. Torsten Glase (Law: Mrs. Katja Herzel) before completing the OLA.



The expected courses that you would like to attend at the partner university must be noted here. These are assigned to the respective module groups / tracks (IBWL, BA-IBA, MA-IBA, WR / RW) of the Viadrina.

Preliminary LA

Table A - Partneruni

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

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

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)

ETCS

If no code is given, choose the ascending series of numbers yourself (e.g. course 1 = 1, course 2 = 2)

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]

The main language of instruction at the Receiving Institution * English
The level of language competence * C1

Table B - Viadrina

Table B - Recognition at the Sending institution *

Component to Table B

Component title at the Sending Institution (as indicated in the course catalogue) *
Innovation & Marketing - **associated module group at Viadrina -**

Component Code * 1
Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * 6
Semester * First semester (identical)

ETCS

Take the code identical from Table A so here = 1

from aus Table A

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

... more examples on the next pages

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

Preliminary LA

Table A - Partneruni

Component to Table A

Component title at the Receiving Institution (as indicated in the course catalogue) *
Supply Chain Management - **Course title abroad -**

Component Code * 2
Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * 6
Semester * First semester (Winter/Autumn)

ETCS

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

Add Component to Table A

Table B - Viadrina

Component to Table B

Component title at the Sending Institution (as indicated in the course catalogue) *
Information & Operations Management - **associated module group at Viadrina -**

Component Code * 2
Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * 6
Semester * First semester (Winter/Autumn)

ETCS

Take the code identical from Table A here = 2

from Table A

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
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 elective.

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

Component Code *
2

Semester *
First semester (Winter/Autumn)

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

Component to Table A
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 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 elective.

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

Component Code *
3

Semester *
First semester (Winter/Autumn)

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

Table B - Viadrina

Component to Table B
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 elective.

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

Component Code *
2+3

Semester *
First semester (Winter/Autumn)

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

added together

identical from Table A

Automatically recognised towards student degree

Automatic recognition comment



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 *
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

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

Your Online Learning Agreement has been updated.


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



Now the OLA ends up at our office again and **we can confirm or reject it**. We would reject it if parts of the crediting cannot be recognized as desired. Then this should be discussed with Torsten Glase by email or personally, e.g. on the phone, so that **you can then make the change** in the OLA. As soon as it has been confirmed by you and us, it will be sent to the partner university.

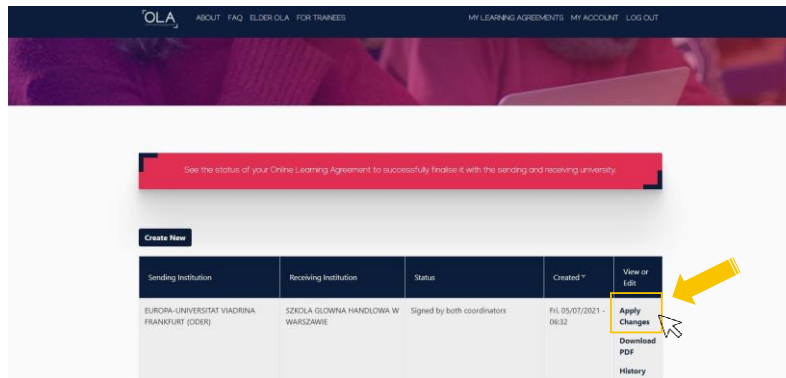
It is **only complete** when it has also been **signed by the partner university**.

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



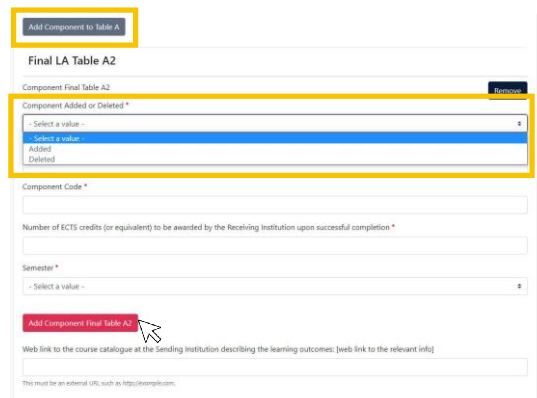
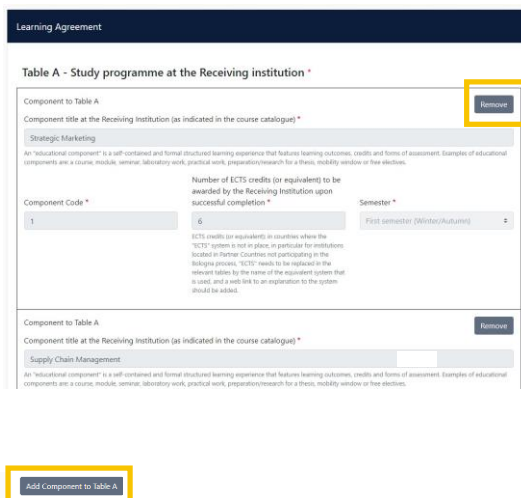
The partner university **courses to be changed** must be noted here



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

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]

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

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

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 act 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

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

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

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

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



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

Previous Next




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.



Clear

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

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-wiwi@europa-uni.de



Your contact persons regarding the recognition

Torsten Glase

Alle WiWi BA und MA,
Wirtschaft und Recht (für Wirtschaft)

outgoing-wiwi@europa-uni.de

0335 5534 2595

Katja Herzel

Jura, Recht und Politik (für Recht),
Recht und Wirtschaft (für Recht),
Deutsch-Polnisches Jurastudium (BA/MA/mgr)

outgoing@europa-uni.de

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