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

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

An:

Dear Student,

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

Login at [www.learning-agreement.eu](http://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](http://https://www.learning-agreement.eu)

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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 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.

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**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.**

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**Prefilled Online Learning Agreement added**

![Online Learning Agreement](https://example.com/learning-agreement.png)

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[1] [https://www.learning-agreement.eu](https://www.learning-agreement.eu)
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.
Here you can see the responsible person of the partner university. This should already be filled in.

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 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.

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

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

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... more examples on the next pages
Further examples follow for clarification.

Preliminary LA

Table A - Partneruni

Table B - Viadrina

- Course title abroad -

- associated module group at Viadrina -

Component No. 1

Component title of the sending institution as indicated in the course catalog or ETCS

Component title of the receiving institution as indicated in the course catalog or ETCS

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
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**

- **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

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

You do not have to fill in anything on this page
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)  
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