

Dear Students,

In preparation for your **Learning Agreements**, we would like to provide you with some essential information.

You can submit the Learning Agreement either online via the MoveON platform or paper-based. Your university will either provide you with a link or a document for this purpose. If you process the Learning Agreement paper-based, please only send us a scan of it to **learning-agreements@europa-uni.de**! We only sign Learning Agreements digitally.

Furthermore, there are three types of Learning Agreements: The **Learning Agreement before mobility**, **during mobility**, **after mobility** (Transcript of Records).

1. **Before Mobility**: You should get the Learning Agreement before mobility signed before your mobility. We follow the Erasmus requirements, which means that first you sign as a student, then your home university and finally Viadrina. Please do not send us any Learning Agreements for signature if they have not yet been signed by you and your home university.
2. **During Mobility**: During the current semester here at Viadrina you can edit your Learning Agreement again, this is called Learning Agreement during mobility. Here you can indicate which courses you have changed, which you are no longer taking and which you are taking instead or in addition.
3. **After Mobility/Transcript of Records**: At the end of your studies abroad, please download your Transcript of Records from the viaCampus platform and send it to students-in@europa-uni.de. We will then create your Learning Agreement After Mobility = Transcript of Records.

Choosing your classes

You have numerous options when choosing courses. You are free to choose how many courses you take and at which faculties. You can also take practical courses and language courses. We do not set any limits here, but please discuss your choice of courses and the recognition of courses with your home university.

Please note: Students who want to write their thesis at Viadrina must earn 15 ECTS credits, at least one of which must be content-related, the others can be language and practical courses. Please contact us for more detailed regulations.

Please note: Course times at the Viadrina are planned with the academic quarter! This means that if a course takes place from 11 am - 13 c.t., then it will take place from 11:15 - 12:45. However, if a course is marked s.t., it starts at 11:00 and ends at 13:00.

For **language courses**, the ECTS allocation is different for you than for regularly enrolled students: Please enter 3 ECTS for a language course that takes place once a week (90 min). For a language course that takes place twice a week (2x 90 min.), please enter 6 ECTS. Starting in summer semester 2024, our language centre also offers courses that take place three times a week (3x 90 min.), please enter 9 ECTS.

You can find the course catalog on the viaCampus platform: https://viacampus.europa.uni.de/qisserver/pages/cm/exa/coursecatalog/showCourseCatalog.xhtml?_flowId=showCourseCatalog-flow&_flowExecutionKey=e29s2

Here you will find all courses offered in the current semester, sorted by faculty. Please note that the course catalog for the summer semester (01.04. - 30.09.) will not be published until February or later and the course catalog for the winter semester (01.10. - 31.03.) will not be published until August or later. If you choose your Learning Agreement based on the current semester, it is essential for you to change the courses again in the **Learning Agreement (during mobility)**.

Although you can take courses at all three faculties (Cultural Studies, Law, Business Administration), you are enrolled at one faculty. Each faculty has a **Responsible Person/Departmental Coordinator**, who you must enter on your Learning Agreement. For **Bachelor (BA) and Master (MA) Students**, you can find the necessary information here:

- **BA/MA:** Faculty of Business Administration and Economics: Torsten Glase, learning-agreements@europa.uni.de, Departmental Coordinator
- **BA:** Faculty of Social and Cultural Sciences: Nicole Klück, learning-agreements@europa.uni.de, Departmental Coordinator

- **BA/MA: Faculty of Law:** Katja Herzel, learning-agreements@europa-uni.de,
Departmental Coordinator

For **Master Students at Social and Cultural Faculty**, you can find the necessary information here:

- **Soziokulturelle Studien:** Dr. Stephan Lanz, learning-agreements@europa-uni.de,
Program Coordinator
- **European Studies:** Ruth Geiger, learning-agreements@europa-uni.de, Program
Coordinator
- **Sprachen – Medien – Gesellschaft:** Prof. Nicole Richter, learning-
agreements@europa-uni.de, Program Coordinator
- **Literaturwissenschaft: Ästhetik – Literatur – Philosophie:** Dr. Daniel Illger,
learning-agreements@europa-uni.de, Program Coordinator

For the **Contact Person**, please enter the following information:

- Name: Bernd Schünow
- E-Mail: students-in@europa-uni.de
- Adress: Große Scharrnstraße 59, 15230 Frankfurt (Oder), Germany

Please enter the information exactly as it is given. Incorrect information will result in the Learning Agreement being rejected.

Further essential information that must not be missing on the Learning Agreement:

- **Planned mobility**
Summer semester: 01.04. - 30.09.
Winter semester: 01.10. - 31.03.
- **Address of the Viadrina:** Grosse Scharrnstr. 59, 15230 Frankfurt (Oder)
- **Erasmus Code:** D FRANKFU08
- Faculty
- Language competence
- **Student Information - Fields of Education**

- 0220 = Social and Cultural Sciences
- 0230 = Linguistics (Germanistics)
- 0312 = European Studies/Political Sciences
- 0410 = Business Administration
- 0420 = Law

Please enter the name, position and e-mail address of your Viadrina Departmental Coordinator/ Program Coordinator in the signature field.