



DiLA

Digital Learning Agreement

Viadrina International Affairs

Dear students,


Before you start with the Learning Agreement, please think about the courses you would like to take at the partner university. In other words, research specifically **which courses** you can take there as an incoming student and **to what extent they fit in with your curriculum** at the Viadrina. **In which modules** can you have the courses credited? If you are unsure about this, please contact:

- WiWi: Torsten Glase (outgoing-wiwi@europa-uni.de)
- KuWi BA: Nicole Klück (outgoing@europa-uni.de)
- Law: Katja Herzel (outgoing@europa-uni.de)
- CuSO: Nicole Richter (buero-nrichter@europa-uni.de)
- MES: (geiger@europa-uni.de)
- MoDE: Björn Plötner (study-ens@europa-uni.de)
- MASS: Stephan Lanz (lanz@europa-uni.de)
- All other KuWi MA-Programmes: the responsible MA-Programme Coordinator



Login MoveOn

- You can create your DiLA on the following website by registering as usual on the application portal MoveOn



**EUROPA-
UNIVERSITÄT
VIADRINA
FRANKFURT
(ODER)**


Authentication

Login

Email*

Password*

Please type the characters shown in the picture*



[Show another picture](#)
[Play audio](#)

Captcha is required to avoid spam login.

[Forgot your password?](#)

Angetrieben durch © QS Unisolution und das Produkt © MoveON. Alle Rechte vorbehalten.

DEU: Windows-optimiert, d.h. bei anderen Systemen kann es zu Problemen kommen. Bei erneuter Bewerbung auf ein Auslandsstudium, melden Sie sich bitte mit Ihren bestehenden Zugangsdaten an. ENG: Windows-optimized, i.e. problems may arise with other systems. If you apply again for a study abroad, please log in with your existing access data.

Registration

First name*

Surname*

Email*

<https://europauni.moveon4.de/locallogin/650d48f8a6c53154460d5ef5/eng>

Start page from MoveOn

- You can initiate a DiLA under Learning Agreements
- To initiate a DiLa, please select Mobility Type
 - Example: for exchange Semester select “semester”

Learning Agreements

Here you will find a list of Learning Agreement forms.

Start date	Stay opportunity	LA Status	External institution	Actions
	[EWP] Maynooth University - EU Program Students - KuWi 022			<div>Semester ▼ Select Mobility Type Semester Blended Doctoral</div>


Technical requirements

Please be aware:

- Please note that the online application has been optimized for Windows systems. We cannot guarantee that it will work with other systems.
- The online application has been optimized for Google Chrome or Firefox. We can not guarantee that it will work properly with other browsers. Please, make sure to use the current version of your browser, and to clear the browser history (cache / cookies) before starting the online application. Your browser must enable cookies and JavaScript.

Page 1: Information

- Please enter your contact information and your matriculation number in the fields



**EUROPA-
UNIVERSITÄT
VIADRINA
FRANKFURT
(ODER)**

English Français Deutsch Español

Learning Agreement


Information
Exchange Details
Learning Components - Latest Proposal

Information

Please fill in the form to complete your learning agreement. The details collected will be shared with both your home institution and receiving institution.

Mobility Type	Semester
LA Status	

Student Information

Surname*	ATest Klück		
First name*	ATest Nicole		
Email*	klueck@europa-uni.de		
Student ID Number (ESI)*	<div>This field is mandatory and must be filled in.</div>		
Date of birth*	03 ▾	/ Oct ▾	/ 1982 ▾ 
Nationality*	Denmark ▾		
Gender	Female ▾		

Page 1: Information

- For “Frameworks” select “EU Programme Students” for one semester,
- for Double Degree Students please select “double Degree Program”
- Under “Degree Programme (home)” please select your degree programme

Stay Details	
Stay Name	ATest Klück, ATest Nicole - 2024/25
Stay Status	Planned
Stay Direction	Outgoing
Frameworks	EU Program Students
Degree programmes	Select Some Options
Subject areas	Select Some Options
Degree programme (home)	BA - Kulturwissenschaften (BA-KuWi)
Subject area (home)	Select Some Options

Save



Page 2: Exchange Details

Information

Exchange Details

Learning Components - Latest Proposal

Exchange Details

ISCED*	022 - Humanities (except languages) ▼
ISCED Clarification	
Academic Year*	2024/25 ▼
Use Full Date	<input type="checkbox"/> Yes
Start date*	Sep ▼ / 2024 ▼
End date*	Dec ▼ / 2024 ▼
EQF Level*	Level 6 ▼
Language*	English (EN) ▼
CEFR*	B2 : Vantage ▼
Course Catalogue (URL)	
Other Conditions (URL)	



- All fields marked with an star must be completed
- Enter information about
 - ❖ Duration of your stay
 - ❖ EQF Level: BA=6; MA=7; PhD=8
 - ❖ Language level according to your certificate
- Share the Link to the course Catalogue from your partner university


Seite 2: Exchange Details

Receiving Institution Details	
Receiving Institution*	Maynooth University ▼
Receiving Sub-Institution	Please select ▼
Receiving Administrative Contact	Please select ▼
Surname	Klück
First name	Nicole
Email	klueck@europa-uni.de
Phone	015140185478

- Please enter the contact details of the partner university here
 - ❖ You can find your contact person in emails you have received from the partner university or on the partner university's website.

IMPORTANT! Without contact information, the DiLA cannot be forwarded to the partner university

Seite 2: Exchange Details

Sending Institution Details	
Sending Institution*	Europa-Universität Viadrina Frankfurt (Oder) ▼
Sending Sub - Institution*	Kulturwissenschaftliche Fakultät ▼
Sending Administrative Contact	Please select ▼ 
Surname	Glase
First name	Torsten
Email	outgoing-wiwi@europa-uni.de
Phone	+49 335 55 34 2595



- Please enter the contact information of the **person responsible for your study programme** at Viadrina (see page 2 and 16)

Seite 3: Learning Agreement Components

- Firstly, enter the course you would like to take at the partner university
- You will need
 - ❖ Title of the course
 - ❖ the points system of the partner university
 - ❖ how many points are allocated to the course in the partner university's system

Learning Agreement

Information

Exchange Details

Learning Components -
Latest Proposal

Learning Components - Latest Proposal

Stay (Receiving) Semester Component (1)

Component Code	
Component Title*	History of Ireland during the 18th century
Academic term*	1st semester ▼
Credit Scheme*	ects
Credit*	6

+ Stay (Receiving) Semester Component



Seite 3: Learning Agreement Components WiWi

- Then assign the courses to a module group of your degree programme at the Viadrina:

- ❖ Example IBA Bachelor


- Component Title: Marketing, Management & Entrepreneurship

- ❖ Example IBA Master

- Component Title: Marketing & Management

- Please click here for information on the conversion of credits:

<https://www.europa-uni.de/en/internationalitaet/outgoing/studierende/planung/details-anerkennung/details-anerkennung-faqs/index.html#1-faq-wiwi-155398007>

Home (Sending) Semester Component (2) ✕	
Component Code	<input type="text"/>
Component Title*	<input type="text" value="Marketing & Management"/>
Academic term*	<input type="text" value="1st semester"/>
Credit Scheme*	<input type="text" value="ects"/>
Credit*	<input type="text" value="6"/>
Recognition Conditions	<div><input type="text"/></div> <div></div>

Seite 3: Learning Agreement Components KuWi

- Then assign the courses to a module of your degree programme at the Viadrina:
 - ❖ Example Bachelor
 - Component Title: Kulturgeschichte Vertiefung
 - ❖ Example Master
 - Component Title: Regieren in Europa
- Please hand in the course descriptions via email
- Please click here for information on the recognition

<https://www.europa-uni.de/en/internationalitaet/outgoing/studierende/planung/details-erkennung/details-erkennung-faq/index.html#3-faq-kuwi-ba-155398357>

Home (Sending) Semester Component (2)		✕
Component Code	<input type="text"/>	
Component Title*	<input type="text" value="Kulturgeschichte Vertiefung"/>	
Academic term*	<input type="text" value="1st semester"/>	▼
Credit Scheme*	<input type="text" value="ects"/>	
Credit*	<input type="text" value="6"/>	
Recognition Conditions	<input type="text"/>	i

Seite 3: Learning Agreement Components

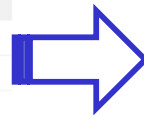
- The “Stay (Receiving) Semester Component (1)” corresponds to the “Home (Sending) Semester Component (1)”
- Here you decide which course from abroad (receiving) should be recognized in which module group at Viadrina (sending)

Learning Components - Latest Proposal

Stay (Receiving) Semester Component (1)

Component Code	<input type="text"/>
Component Title*	<input type="text" value="History of Ireland during the 18th century"/>
Academic term*	<input type="text" value="1st semester"/>
Credit Scheme*	<input type="text" value="ects"/>
Credit*	<input type="text" value="6"/>

[+ Stay \(Receiving\) Semester Component](#)



Home (Sending) Semester Component (1)

Component Code	<input type="text"/>
Component Title*	<input type="text" value="Kulturgeschichte"/>
Academic term*	<input type="text" value="1st semester"/>
Credit Scheme*	<input type="text" value="ects"/>
Credit*	<input type="text" value="6"/>
Recognition Conditions	<div><input type="text"/></div>

[+ Home \(Sending\) Semester Component](#)

[Save](#) [Add Virtual Component](#)



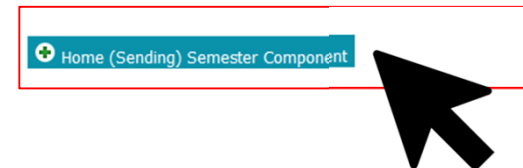
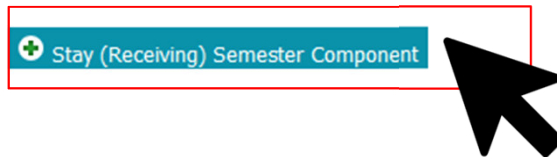
Seite 3: Learning Agreement Components

- You can add further components to your Learning Agreement by adding a component to Stay and Home

Stay (Receiving) Semester Component (2)	
Component Code	
Component Title*	Business Ethics
Academic term*	1st semester
Credit Scheme*	ects
Credit*	6




Home (Sending) Semester Component (2)	
Component Code	
Component Title*	Marketing & Management
Academic term*	1st semester
Credit Scheme*	ects
Credit*	6
Recognition Conditions	



- Remove components from your Learning Agreement

Stay (Receiving) Semester Component (2)	
Component Code	
Component Title*	
Academic term*	1st semester
Credit Scheme*	ects
Credit*	



Seite 3: Learning Agreement Components

Home (Sending) Semester Component (2) ✕	
Component Code	<input type="text"/>
Component Title*	<input type="text" value="soft skill"/>
Academic term*	<input data-bbox="703 432 1263 485" type="text" value="1st semester"/>
Credit Scheme*	<input type="text" value="ects"/>
Credit*	<input type="text" value="6"/>
Recognition Conditions	<div><input type="text"/></div> i

+ Home (Sending) Semester Component

Save

Approve LA

Add Virtual Component

- In the last step, please approve the DiLA, only then will the indicated contact persons be informed and can also approve the DiLa

Your contact persons for recognition

Torsten Glase

all 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

0335 5534 2593

Nicole Klück

KuWi BA

Recht und Politik (für Politik)

outgoing@europa-uni.de

0335 5534 2602

Nicole Richter

CuSO

buero-nrichter@europa-uni.de

0335 5534 16 6845

Ruth Geiger

MES

geiger@europa-uni.de

0335 5534 2822

Björn Plötner

ENS

ploetner@europa-uni.de

0335 5534 16 6766

Stephan Lanz

MASS

lanz@europa-uni.de

0335 5534 2384

For all other KuWi-MA-Programmes: the
responsible Programme Coordinator

