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

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"

Page 1: Information

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

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

Page 2: Exchange Details

- 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

EUROPA-UNIVERSITÄT VIADRINA FRANKFURT (ODER)

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 <u>cannot</u> be forwarded to the partner university

Seite 2: Exchange Details

Sending Institution Details

Sending Institution*	Europa-Universität Viadrina Frankfurt (Od⌄
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	**Learning Components - Latest Proposal**	
Exchange Details		
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

EUROPA-UNIVERSITÄT VIADRINA FRANKFURT (ODER)

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 discriptions via emial
- Please click here for information on the recognition

https://www.europa-uni.de/en/internationalitaet/outgoing/studierende/planung/details-anerkennung/details-anerkennung-faqs/index.html#3-faq-kuwi-ba-155398357
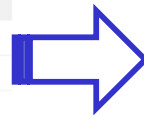
Seite 3: Learning Agreement Components

- 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)
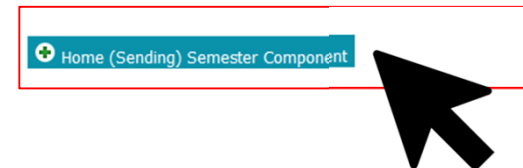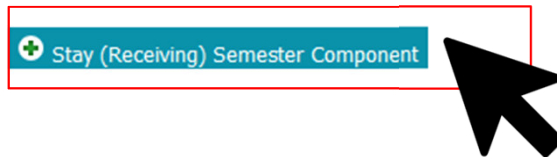
Seite 3: Learning Agreement Components

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

- Remove components from your Learning Agreement

Seite 3: Learning Agreement Components

- 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

EUROPA-UNIVERSITÄT VIADRINA FRANKFURT (ODER)