

# Learning Agreement "Vorabprüfung" Preparation

A QUICK GUIDE TO FILL OUT YOUR FIRST LEARNING AGREEMENT DENIZ BARIS GOLGELIOGLU

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### Overview

The Learning Agreement template is subject to change. However, the principles you see in this guide should remain the same.

Since the Learning Agreements we received in the past and are still receiving for the "Vorabprüfung" seem to be susceptible to simple, but common mistakes, this manual will serve as a guideline for the specific requirements that have to be met in order for students to get positive feedback on their document and prevent further delays.

For creating the "Vorabprüfung" – document, you must collect a few files and merge them in the correct order into one PDF file to submit. These are as follows:

- 1. Learning Agreement (filled and signed with a Digital ID)
- 2. Transcript of Records (current)
- 3. Official Syllabi PDF files of all courses in the same order
- 4. Word-document (or PDF) with courses, codes and links (functioning) in the same order

Going more into detail on preparing the "Vorabprüfung"-document:

For **(1)** do not forget to use the **current template** for the Learning Agreement. It can be downloaded <u>here</u>.

However, do double-check with the one on the official "Anerkennungs-" website.

ightarrow Make sure to open the template with Acrobat Reader and not in the Web Browser.

For (2) you will need a current Transcript of Records (now that HISinOne works, download an up-to-date version from there).

Then for (3) you need to collect all the official syllabi (in English or German) as PDF files from the partner university for all your chosen courses. These should be in the same order as the courses in your Learning Agreement and named exactly as the name of the course, without any unknown characters.

After that, for (4) you can create a **Word-document with each course + code and the respective link** to the official website (can then be converted to PDF for merging). These should also be in **same order** as the courses in your Learning Agreement.

#### $\rightarrow$ Don't forget to create bookmarks in the end!

## 1. Learning Agreement

We will be using the most current version of the Learning Agreement template at time of creating this guide. Note that the Learning Agreement is subject to change. Therefore, always double-check.

Voral	bprüfung des	Learning Agree	ments (ERASMU	S) / Learr	ning Agreement (FREEMOVER)	Datum:	
Name des Stud	lierenden:				Ausländische Universität:		
м	atrikelnr.:				Land:		
	E-Mail:				Semesterbeginn:		
Stu	idiengang: Ange	wandte Informatik	– Systems Engineerin	g, B. Sc. 📩	Programm:		
Tabell	e A: Studienpro	gramm im Ausl	and		Tabelle B: Ane	rkennungen in Essen	
Code	T	ïtel der Vorlesur	ng	Credits	Anerke	ennung für	ECT
							·
							·
						<u></u>	4
							1
							-
						,	1
							-
			Gesamt-Credits:	0		Gesamt-ECTS	S: 0
1	. Student		Das Learnig	2. Koord	dinator ent wird genehmigt	3. Prüfungsausschuss Das Learning Agreement wird geneh	miat
					ient wird genenningt		mgt
Datum / I	Unterschrift Student		Datum / Un	terschrift Pros	grammverantwortliche/r	Datum / Unterschrift Prüfungsausschussvorsitze	nde/r

A small sidenote: do not get discouraged by the title "Vorabprüfung des Learning Agreements (ERASMUS) / Learning Agreement (FREEMOVER)" – all applies to those studying abroad with IS:link as well.

To start, It is best to fill in the learning agreement from top to bottom to avoid unnecessary mistakes. Starting with the current date in the top right corner. You can simply click on the field and enter the current date:

arnin	g Agreement (FREEMOVER)	Datum	Datum:				
•	Ausländische Universität: Land: Semesterbeginn: Programm:	↓ Mon Tue 27 28 3 4 10 11 17 18 24 25 1 2	5 6 12 13 19 20	Fri Sat 31 1 7 8	2 9 16 23 30 7		
Tabelle B: Anerkennungen in Essen							

#### Next, you fill in your personal data:

Universität Duisburg-Essen – Fakultät für Wirtschaftswissenschaften Vorabprüfung des Learning Agreements (ERASMUS) / Learning Agreement (FREEMOVER)								
Name des Studierenden Matrikelnr E-Mai Studiengang	: : Angewandte Informatik – Systems Engineering, B. Sc. 💙	<ol> <li>Ausländische Universität:</li> <li>Land:</li> <li>Semesterbeginn:</li> <li>Programm:</li> </ol>						
Tabelle A: Stud	Volkswirtschaftslehre, B. Sc. Wirtschaftsinformatik, B. Sc. Betriebswirtschaftslehre – Energy and Finance, M. Sc. Gesundheitsökonomik, M. Sc. Markte und Unternehmen, M. Sc. Medizinmanagement für Mediziner und Gesundheitswissenschaftler, M. Sc. Medizinmanagement für Wirtschaftswissenschaftler, M. Sc. Software and Network Engineering, M. Sc. Volkswirtschaftslehre, M. Sc. Wirtschaftsinformatik, M. Sc.	Tabelle B: Aner	rkennungen in I ennung für					

- 1. In the first text box, you enter your name.
- 2. Next you enter your "Matrikel-Nummer".
- 3. Then, enter your "E-Mail". Try to use your @stud.uni-due.de email.
- 4. After this, you enter your "Studiengang". You can use the drop-down menu to select your study course.

#### Next to your personal data, fill in the data for your semester abroad:

	Ausländische Universität:		5
	Land:		6
ĺ	Semesterbeginn:		$\overline{7}$
ю. <u>–</u>	Programm:		
			8
	Tabelle B: Ane	Erasmus Kooperation	
dits	Anerk	IS:link Kooperation	
		Freemover	
		•	

- 5. Enter the name of the university you are going to visit. The name must be typed out completely and should not be abbreviated.
- 6. Next, enter the country the university is located in. Again, this information should be spelled out completely.
- 7. Then, fill in the semester during which you are going to visit that university. For example: if the current semester is summer semester 2023 and you are going abroad during the winter semester

24/25, you fill in winter semester 24/25. The semester you enter into this box should be the same as the one you provided in your letter of motivation.

8. Lastly, select the program of your choice for studying abroad. As you can see, "IS:link Kooperation" is also included. Again, do not get discouraged by the title of the Learning Agreement template "Vorabprüfung des Learning Agreements (ERASMUS) / Learning Agreement (FREEMOVER)".

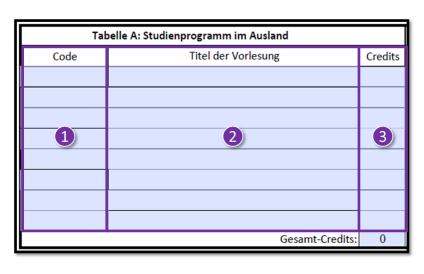
 Tabelle A: Studienprogramm im Ausland
 Tabelle B: Anerkennung nin Essen

 Code
 Titel der Vorlesung
 Credits
 Anerkennung für ...
 ECTS

 Image: Construction of the struction of th

Having completed the upper half of the Learning Agreement, you proceed to filling out Table A and Table B:

These two tables contain the courses you would like to attend. A list of courses can be viewed online on the website of the corresponding university. If your university has not updated the courses for your exchange semester yet, you can use past courses as orientation as some courses may change but the overall options mostly stay the same. It is extremely important that every course needs to be graded. If a course is not graded, you don't get credits for that course. In addition to this, it is preferred to have courses without group performance exams. You should also examine your "Prüfungsordnung" for regulations and limitations concerning the courses and amount of credits you are allowed to accredit.



1. The first column of Table A contains the course code. These codes can be found on the website of the partner university.

2. The second column should contain the title of the course. The name entered must be the exact name given in the course description from the partner university.

3. In the last column of Table A, you enter the number of credits each course accredits.

After you have entered a course into Table A, you should enter the corresponding parts into Table B:

Tabelle B: Anerkennungen in Essen				
Anerkennung für	ECTS			
Geben Sie den Titel der Veranstaltung ein Auslandsmodul WP I: Informatik				
Auslandsmodul WP II: Informatik, Wirtschaftsinformatik, Betriebswirtschaftslehre	2			
E1: Schlüsselqualifikationen				
E3: Studium Liberale				
<u>`</u>				
· · · · · · · · · · · · · · · · · · ·				
<u> </u>				
Gesamt-ECTS:	0			

 Using the drop-down menu, you can choose between the options:
 "Enter the title of the course directly", "Auslandsmodul WP I: Wirtschaftsinformatik", or
 "Auslandsmodul WP II: Informatik, Betriebswirtschaftslehre, Volkswirtschaftslehre".
 Special cases are courses from the key qualifications modules. In these cases, you select "E1: Schlüsselqualifikation" or "E3: Studium Liberale" depending on the module.

2. Finally, in the last column of Table B you enter how many credits this course is worth at our university.

The credit system may differ between universities, so we can provide you with conversion tables. At our university, every module needs to have six credits. If a course at the university abroad does not have six credits, we round the credits. If a course is worth four and a half credits or more, we round up to six credits.

If the course is worth less than four and a half credits, it is rounded down to three credits and if a course is worth seven and a half credits it would get rounded down to six credits.

Example				
UEPIMS.22B.12792.22	Innovative process and product management	4	Auslandsmodul WP II: Informatik, Betriebswirtschaftslehre, Volkswirtschaftslehre 📩	3
ECN431	Applied Data Driven Business Analysis	7,5	Auslandsmodul WP II: Informatik, Betriebswirtschaftslehre, Volkswirtschaftslehre 🗾	6

We strongly advise you to only search for courses worth at least 4 and a half credits, otherwise checking whether the course will be accepted or not is difficult, problematic, and costs a lot of time, which may cause problems with deadlines.

Additionally, you need to combine two three-credit courses on the condition that they are both from the same domain. If you want to do this, you enter both course codes, course names, and credits into the same column and separate them with a plus:

Example			_
625.604 + 625.614 IT-Management + IT Strategy	4+4	Auslandsmodul WP I: Wirtschaftsinformatik 🧾 6	
			Ξ
602.419 + 604.120 Consumer Behavior and Media + International Consumer Behavior and Communication	4+3	Auslandsmodul WP II: Informatik, Betriebswirtschaftslehre, Volkswirtschaftslehre 📩 🌀	

After you have entered all courses into the two tables you can enter the sum of credits from table a and the sum of credits from table b into the bottom box of each table:

Gesamt-Credits:	0	Gesamt-ECTS: 0

Due to the rounding of credits, you may earn more credits at our university than at the university you are going to visit. There is a relative and absolute limit to rounding up your credits. You are only allowed to round up the sum of your credits by twenty percent of the credits earned at the exchange university and only up to a maximum of five credits.

Та	belle A: Studienprogramm im Ausland	Tabelle B: Anerkennungen in Essen	Example		
Code	Titel der Vorlesung	Credits	Anerkennung für		ECTS
201900119	E-Strategizing	5	Auslandsmodul WP I: Wirtschaftsinformatik	•	6
201400277	Enterprise Architecture	5	Auslandsmodul WP I: Wirtschaftsinformatik	<u>.</u>	6
192320501	Electronic Commerce	5	Auslandsmodul WP I: Wirtschaftsinformatik	•	6
				•	
				•	
				•	
				•	
				•	
	Gesamt-Credits:	15	Gesam	t-ECTS:	18

For example: If you take three five-credit courses you earn fifteen credits. We round up each course to six credits which means you earn eighteen credits at our university. This means your total is rounded up by three credits from fifteen to eighteen. The relative limit of twenty percent for our fifteen credits is three credits. Since the sum of credits rounded up is less or equal to the relative limit of three and less or equal to the absolute limit of five, we are allowed to round up all the courses.

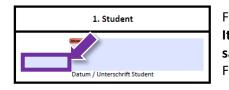
We recommend you visit courses worth at least twenty credits at the visited university, as some universities have a minimum number of credits you need to attend.

Tabelle A: Studienprogramm im Ausland			Tabelle B: Anerkennungen in Essen	
Code	Titel der Vorlesung	Credits	Anerkennung für	ECTS
201900119	E-Strategizing	5	Auslandsmodul WP I: Wirtschaftsinformatik	6
201400277	Enterprise Architecture	5	Auslandsmodul WP I: Wirtschaftsinformatik	6
192320501	Electronic Commerce	5	Auslandsmodul WP I: Wirtschaftsinformatik	6
201200044	Managing Big Data	5	Auslandsmodul WP II: Informatik, Betriebswirtschaftslehre, Volkswirtschaftslehre 📩	6
			·	
			·	
			·	
			·	
	Gesamt-Credits:	20	Gesamt-ECTS:	24

Double-check whether everything is filled in correctly since your learning agreement will only be reviewed once and changes can only be made if you are unable to attend one of the courses you selected.

If you are part of the ERASMUS program, any changes to your learning agreement need to be done as soon as possible. You need to change your Online Learning Agreement within the Move On Portal. This will then need to be signed by the IS:link director and the Exam Office. The Exam Office will only sign if you provide a preliminary examination "Vorabprüfung" of your Learning Agreement again. You will only be allowed to upload the Online Learning Agreement if the preliminary examination has already been approved by the Exam Office.

Now you can finish the learning agreement.

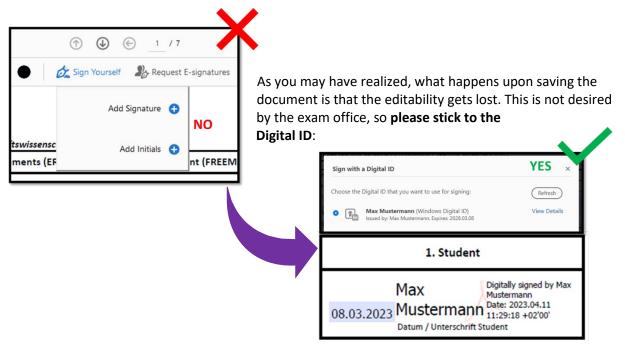


First, you enter the signing date.

It is <u>very important</u> for the date next to your signature to be the same date you entered at the top of the learning agreement. Finally, you can sign your learning agreement. At this point, we would like to stress that the exam office would like to receive **editable versions** of the Learning Agreement. This means that the **text/signing fields are still clickable** and the **drop-down menu is still functioning**. This can be seen in the below image:

ম প <b>ভ</b> অ		1 / /		Example
Signed and all signatures are valid, but with unsigned changes after	he last signature. Please fill out the following form.			Signature Panel Highlight Existing
Name de	sburg-Essen – Fokultät für Wirtschoftswissenschafte Vorabprüfung des Learning Agreements (ERASM Studierenden:: Max Mustermann Matrikelnr:: 0123456 E-Mail: max.mustermann@stud.un Studiengang: Wirtschaftsinformatik, M. Sc. abelle A: Studienprogramm im Ausland	US) / Lea	Ausländische Universität: Land: Niederlande Semesterbeginn: WS 23/24 Programm: Tsilink Kooperation	13.2023
201900119	6	5	Anerkennung für Auslandsmodul WP I: Wirtschaftsinformatik	• 6
201400277 192320501 201200044	Enterprise Architecture Electronic Commerce	5 5 5	Adstantustinkodin VIII. Winkscheitesinionnen Geben Sie den Titel der Veranstaltung ein Auslandsmodul WP III: Informatik, Betriebswirtschaftslehre, Volkswirtschafts	6
	Gesamt-Credit	s: 20	Gesam	-ECTS: 24
08.03.2023	lax Digitally signed by Max Mustermann Justermann Date: 2023.04.11 11:29:18-14:200	ning Agreen	dinator S. Prüfungsausschus as Learning Agreement wird as Learning Agreement wird argenn Unsigned signature field (Click to sign) batum / Unterschrift Prüfungsausschuss	genehmigt

What we have seen is that some of you, instead of using the intended Digital ID function, have rather used the signing option with an image.



# 2. Other Documents (ToR, Syllabi, Links)

In addition to the learning agreement, you are also required to hand in an actual Transcript of Records, the syllabi and a Word document with the course links that must also be converted to PDF.

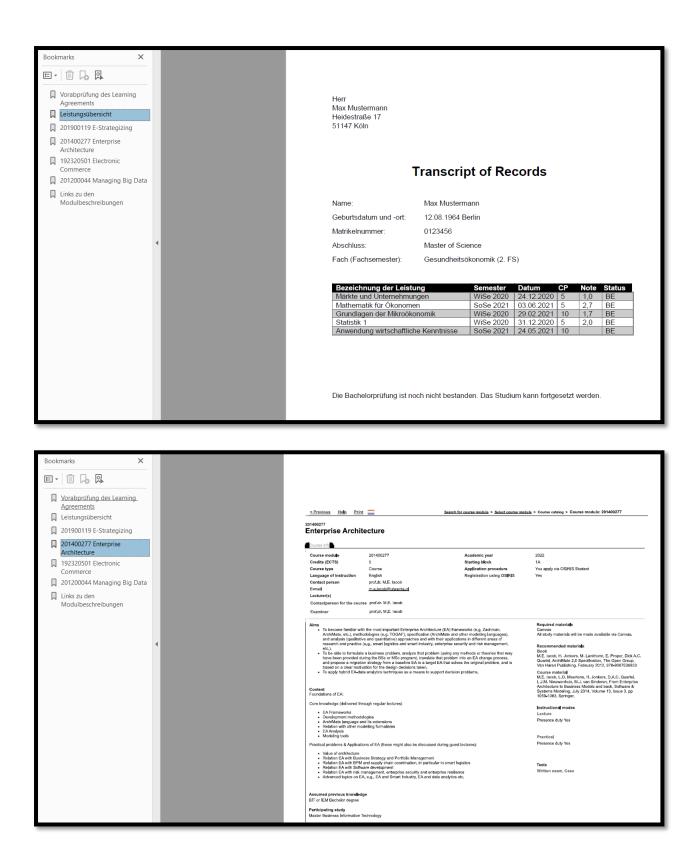
The syllabi or course description PDFs need to be downloaded directly from the website of the partner university. Do not download it from different websites and do not send us screenshots. Each university should have a save option or a download button on their course descriptions.

The word document follows a simple structure. First type in the course code. This is the same code you also enter into the first column of table a in your learning agreement. Next, you enter the name of the course. Again, it is the same as you enter into table a. You then paste the link to the course description into the next row. This link needs to direct us directly to the official website of that partner university and the course description. Repeat this process for every course. Here is an example of how it could look like.

Sometimes you need to search a little to find the course descriptions, but every course should have a description somewhere. Make sure that every course description contains information on whether the course is designed for a bachelor's or master's degree, how many credits the course is worth, and which kind of exam the course uses. If a course description does not contain all these three pieces of information, we send the documents straight back to you. If some of this information is not present within the course description, but available through another official source, add this link under the corresponding link to the course description. Further, we would like to advise you to avoid courses eligible for both a bachelor's and master's degree.

Bookmarks >	<									
e - 🗇 🗔 🕵										
Vorabprüfung des Learning		Universität Dui	sburg-Essen – Fo	akultät für Wirtscho	ıftswissenschaften					
Agreements			Vorabprüfung des Learning Agreements (ERASMUS) / Learning Agreement (FREEMOVER) Datum: 08.03.2023							
Leistungsübersicht								00.00.20	525	
201900119 E-Strategizing		Name de	Name des Studierenden: Max Mustermann				Ausländische Universität:	University of Twente		
201400277 Enterprise			Matrikelnr.: 0123456					Land: Niederlande		
Architecture			E-Mail: max.mustermann@stud.uni-due.				Semesterbeginn:	in: WS 23/24		
192320501 Electronic Commerce	192320501 Electronic Studiengang: Wirtschaftsinformati				rmatik, M. Sc.	•	Programm: IS:link Kooperation			
201200044 Managing Big Da	ata									
Links zu den			Tabelle A: Studienprogramm im Ausland				Tabelle B: Anerkennungen in Essen			
Modulbeschreibungen		Code	Titel der Vorlesung			Credits	Anerkennung für ECTS			
		201900119	00119 E-Strategizing			5	Auslandsmodul WP I: Wirtschaftsinformatik6			
		201400277				5	Auslandsmodul WP I: Wirtschaftsinformatik6			
	4	192320501				5			6	
		201200044	201200044 Managing Big Data			5	Auslandsmodul WP II: Informatik, Bet	riebswirtschaftslehre, Volkswirtschaftslehre 🚬	6	
		_								
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			Gesamt-Credits: 20 Gesamt-ECTS: 24							
		1. Student Dec Lear			2. Koor			alat		
						ig Agreen	ent wird genehmigt Das Learning Agreement wird genehmig		mgr	
		Max Digitally signed by Max Mustermann Date: 2023 (d 11								
			08.03.2023 Mustermann Date: 2023.04.11 11:29:18 +0200' Datum / Unterschrift Student Datu			erschrift Pro-	grammverantwortliche/r Datum / Unterschrift Prüfungsausschussvorsitzende/r			
			Detail / Offerschin				/ Unclaimer Fullingerazzinazio incente/i			

In the end, this is how your document should look like:





## **Final Pointers**

- Just make sure to open the everything with Acrobat Reader and not in the Web Browser.
- You can also look up the rules in detail on the official "Anerkennungs-" website: <u>https://www.wiwi.uni-due.de/studium/studienorganisation/anerkennungen/</u>
- Give attention to the part "<u>Wichtig Häufige Fehler in den digital aufbereiteten Akten</u>."
- Also double check that there are no unknow characters anywhere, especially in the bookmarks.

Then, you can name your file like this: Vorabprüfung\_Learning Agreement\_Full Name\_WS2324

If you made any mistakes, your progress will take much longer due to rejections by the exam office. Please upload your final file into <u>Clustdoc step 3: "Modulbeschreibungen"</u>. Do **NOT** use the button for "Learning Agreement" since this will open a template, which will not be accepted by the exam office anymore (due to lack of editability).

If you have any questions, please message us on Clustdoc or book a consultation session via <u>https://calendly.com/is-link/consult</u>. Thank you!