

Visiting students: guidance for learning agreements Faculty of Business Management and Social Sciences (BMSS)

Periods for composing the learning agreement



First learning agreement before the mobility (first selection of modules)

Winter semester: 1 to 15 June
Summer semester: 15 to 30 November

Final learning agreement during the mobility (confirmation or change of first choice)

Winter semester: 5 to 20 October
Summer semester: 15 to 30 March

Before composing the learning agreement

Please first check with your university

- which modules you must take at Osnabrück University of Applied Sciences (OS UAS)
- in which field you must do your internship
- how many credits you must attain during your stay abroad

How to fill in the learning agreement and next steps

Learning agreement of home university (e. g. in case of Erasmus+ students)

Your university has an own template or online version? Please exactly follow the instructions given by your university.

- **Please only use the form of your university and not our Excel file** – provided the form is in English language. In the end, one agreement containing all signatures is enough. Priority is given to the version of your university so that you can get the full course recognition.
- **Digital agreement:** We have two universities in our town. **You must select D OSNABRU02 – Hochschule (or Fachhochschule) Osnabrück, otherwise your agreement will not reach us!**
- **You will join us for two semesters and your university must have the modules of both semesters in their form?** Enter the modules in line with the requirements of your university. E-mail the document to us once your coordinator has approved your choice so that we can check and approve it, too.

Learning agreement of Osnabrück University of Applied Sciences

If your university does not have an own template, please fill in our Excel form which the IFO will send you before the mentioned periods. Since you must forward the agreement for approval to your university, we use a mere English version.

- **For every semester at our university, a separate learning agreement has to be composed.** You shall enter only those modules in our form which you want to study in the upcoming semester. At the start of the lecture period, you can change your initial choice once more, if necessary, and

finalize your learning agreement. You can still decide at a later date not to take the examination for any of your modules, if your university agrees. On the other hand you may not sit for an examination of a subject if it is not part of your final agreement.

- **You intend to spend a whole year in Osnabrück?** Please do not list the modules of both semesters in our template. The modules for the second term need to be filled into a new form at the start of the second semester only, after we have asked you by e-mail to do so.

Please proceed as follows when filling in our Excel agreement:

1. Enter your full name, your home university and the country.
2. State which exchange program (Bachelor, Master or individual choice of modules) you used as basis for your course selection.
3. Click in the fields under “Module title” and choose the modules from the drop-down lists. The modules are stated in alphabetical order within the categories “Language modules” and „English Bachelor/Master modules“. Repeat the ECTS credits in the right column so that they can be summed up. Copy or delete rows if you need more or not all of them resp.
4. Please type modules, that are not included in the module lists but which you have found on the homepages of our degree programs (<https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/#c344946>), manually with all indications in the field „Other module“. Also state in which degree program you have found the module. We will check if you are eligible for these subjects, if they are supposed to be taught in the next semester and if they are open to visiting students. Copy or delete this row if you want to enter several or no modules of this category resp.
5. Save the Excel document and e-mail it first without signatures to your IFO coordinator. We will verify your selection as quickly as possible and inform you if any module has to be replaced.
6. If we can confirm the learning agreement, we will e-mail you a PDF file which you shall pass on for approval to your home university. Subsequently, return the PDF document to us by e-mail – signed by you and your coordinator.

Please note: Do not submit the agreement to the IFO and to your university at the same time. That doubles the work as then your choice has to be checked several times.

Further information and instructions

Workload, course catalogs incl. module descriptions and requirements

We recommend:

- Study in one semester modules with **maximally 30 ECTS credits or 32.5 if you choose a block week event.**
- Select another **four subjects as reserve** in the first learning agreement (max. 50 ECTS per semester), in case you might face schedule conflicts at the start of the lecture period. As far as possible, your final agreement shall not show more than 32.5 ECTS though.

Workload: <https://www.hs-osnabrueck.de/wiso-incoming-ects-workload>

Course catalogs incl. module descriptions and requirements:
<https://www.hs-osnabrueck.de/wiso-incoming-course-catalog>

Internship

If you plan to do an internship (e. g. in business and management, occupational therapy, midwifery, nursing, social work), you may additionally attend classes at our faculty (e. g. language courses, courses of your study area or classes in Business and Management) – provided that your home university, the internship institution and schedule allow this and that the requirements for the single modules are met.

Only the internships listed in the drop-down list of our Excel form will be assessed and certified by our university. Please choose the respective internship module and enter the other modules, too.

If your university has an own agreement, please only use that version and let it be checked by the internship coordinator of our university.

Students who will do a self-organized internship and who will not additionally study any module at our faculty, do not have to submit a learning agreement. This applies to internships which are not organized, assessed or certified by OS UAS. However, just give us a quick note about it so that we do not wait in vain for your learning agreement.

Master modules

Before you choose any Master modules, the IFO must first check your eligibility! Otherwise, these modules will not be assessed and not included in your final certificate. This is not required again if you have obtained our OK already with the confirmation of your first learning agreement.

Admission criteria:

- Language skills of min. CEFR B2
- Previous studies of min. 4 semesters (2 years)
- Min. 180 ECTS or equivalent credit points or a first Bachelor degree in Business Management or Economic Sciences resp.

Placement tests and language certificates

For the advanced language modules (A1.2 to C2), a prior test is mandatory or an appropriate language certificate must be submitted resp., unless you have proved your proficiency already upon your application. The IFO will send detailed instructions by e-mail when the registration for the placement tests begins. In the meantime, you can inform yourself here:

Handbook for international students – placement tests:

<https://www.hs-osnabrueck.de/wiso-incoming-en>

Faculty webpage – relevant information for visiting students under “placement tests English/other languages, registration, results”:

<https://www.hs-osnabrueck.de/en/wiso/degree-programs/freshmen/placement-tests/>

German courses offered by CIM (before start of lecture period)

The Winter/Summer Language Schools German offered by the Center for International Mobility (CIM) shall not be added to your learning agreement as they may not be approved by the IFO. But the course will automatically be listed in your final transcript, if possible.

After the CIM Language Schools, you may only continue with a semester course with the level which will be confirmed to you by the CIM. In case of any query, please directly address to your German teacher or to Beate Buczkowski: b.buczkowski@hs-osnabrueck.de, phone 0541/969-3229, room AB 0004

Summer Language School German: 5 ECTS

If you study a German semester course at our faculty with the same level as in the CIM Summer School, you will not find the course a second time with 5 ECTS on your final transcript.

Examples:

| Summer Language School German before start of lecture period (5 ECTS) | Afterwards German semester course (5 ECTS) | ECTS |
|---|--|-----------------------|
| German A1.1 | German A1.1 | 5 ECTS only once |
| German A1.1 | German A1.2 | 5 ECTS each = 10 ECTS |

Winter Language School German: 2.5 ECTS

Due to the shorter duration, only 2.5 ECTS can be attained for the CIM Winter School. If you study afterwards at our faculty a semester course with the same level, we would advise you to take the final exam for it in any case. Thus you can increase your total number of credits for this level to 5 ECTS. Your final transcript will however list only the course with the higher ECTS credit points.

Examples:

| Winter Language School German before start of lecture period (2.5 ECTS) | Afterwards German semester course (5 ECTS) | ECTS |
|---|--|-------------------------|
| German A1.1 | German A1.1 | 2.5 or 5 ECTS only once |
| German A1.1 | German A1.2 | 2.5 + 5 ECTS = 7.5 ECTS |

Modules failed in first semester

Please do not enter failed subjects a second time in your learning agreement for the next semester as they have already been part of your first agreement. Select only new modules. You can retake failed exams during the exam period of the following term. If the modules are taught, you can also repeat the classes again. If not, please only register for the exams. Of course, you can get the ECTS credits for one subject only once, i. e. you may not repeat a passed module, not even to achieve a better result.

Further information on examinations:

<https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209986>

Module registration on the Intranet/eCampus

Only submitting a learning agreement does not suffice. Before the start of the semester, you must sign up for your subjects on the Intranet of our university to get a place in the single lectures and to compose your individual timetable. The IFO will inform you in time about the procedure. The module registration cannot previously be done by the IFO as visiting students have very differing module compilations.

You bear the responsibility for selecting the correct modules in your learning agreement and on the Intranet, for meeting the module prerequisites and the language requirements as well as for keeping the registration deadlines. Even if the IFO has confirmed the learning agreement, the teachers are entitled to dismiss students from their classes if they realize that the students' previous knowledge from their point of view does not suffice for their modules.

Regular attendance of all classes is expected. Some modules require a minimum or maximum number of students resp. No guarantee can be given that the modules may not be altered, cancelled or otherwise amended on short notice.

Schedule conflicts cannot be avoided at any time, either, since visiting students may choose subjects from different degree programs and semesters. Therefore, please be flexible to switch to alternative modules at the beginning of the lecture period, if need be.

IFO contacts

In case of any query, please contact your IFO coordinator:

<https://www.hs-osnabrueck.de/wiso-contact-ifo>