Guidance for learning agreements for visiting students at the 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 25 June | Summer semester: 15 November to 5 December |
| Final learning agreement during the mobility (confirmation or change of first choice) | Winter semester: 5 to 25 October | Summer semester: 15 to 31 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

**One learning agreement per semester**
For every semester at our university, a separate learning agreement has to be composed, i.e.:

- 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, but 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.

**Own learning agreement of home university**
Especially ERASMUS students shall exactly follow the instructions given by their university, i.e.:

- Your university has an own form: Please only use that one instead of the template of our university. 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.
- 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 and e-mail this document to us so that we can check and approve it.
Learning agreement of Osnabrück University of Applied Sciences

The IFO will e-mail you an Excel template before the mentioned periods. Since you must forward the agreement for approval to your university, we use a mere English version. Proceed as follows, please:

1. Enter your full name, your home university and the country.

2. 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”, “English/German Bachelor/Master modules” and “Academic projects and internships”. 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.

3. 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.

4. Save the Excel document and e-mail it first without signatures to your IFO coordinator: Michaela Buchholz or Gita Lestari. We will verify your selection as quickly as possible and inform you if any module has to be replaced.

5. 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 document to us by e-mail – signed by you and your coordinator. We do not require an original document, a PDF will do.

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.

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**Further information and instructions**

**Workload, module requirements and descriptions**

We recommend to study in one semester modules with **maximally 30 ECTS credits**, or 32.5 ECTS if you choose a block week event. We allow you to select another 4 subjects as reserve in the first learning agreement (i. e. 50 ECTS in total), 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.

The total duration of one semester is 6 months, incl. the semester break, the lecture period lasts 14 to 15 weeks, the exam period 3 weeks. More details:

**Workload:** [https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c215672](https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c215672)

**Module requirements:** [https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209982](https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209982)

**Module descriptions:** [https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209983](https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209983)

**Internship**

If you plan to do an internship (e. g. in business and management, physiotherapy, nursing sciences, 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. In this case, please select the respective internship module from the drop-down list and enter the other modules in the learning agreement, too. Only the internships in this list will be assessed or certified by our university.
Students who will do a mere internship but who will not additionally study modules at our faculty, do not have to submit a learning agreement. This applies to internships which are not assessed or certified by OS UAS. Just give us a quick note about it so that we do not wait in vain for your learning agreement.

**Master modules**
*Master modules may only be taken after the IFO has checked your eligibility and given their consent!*
Otherwise, these modules will not be assessed and not included in your final certificate.

**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, a prior test is mandatory or an appropriate language certificate must be submitted resp. More details:

**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 be listed in your final transcript or you may ask the CIM for a certification.

If you subsequently study a German semester course at our faculty with the same level as in the CIM course, you will not find the course a second time with 5 ECTS on your final transcript though. But it is different if you study the next higher level course at the Center for International Students (CIS).

**Examples:**

<table>
<thead>
<tr>
<th>Winter/Summer Language School</th>
<th>Afterwards German semester course at faculty</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>German before start of lecture period</td>
<td>German 1 (A1)</td>
<td>5 ECTS only once</td>
</tr>
<tr>
<td>German 1 (A1)</td>
<td>German 1 (A1)</td>
<td>5 ECTS each = 10 ECTS</td>
</tr>
<tr>
<td>German 1 (A1)</td>
<td>German 2 (A2)</td>
<td>5 ECTS each = 10 ECTS</td>
</tr>
<tr>
<td>German B1.1 or B1.2</td>
<td>German 3 (B1)</td>
<td>5 ECTS only once</td>
</tr>
<tr>
<td>German B1.1 or B1.2</td>
<td>German 4 (B2)</td>
<td>5 ECTS each = 10 ECTS</td>
</tr>
<tr>
<td>German B2.1 or B2.2</td>
<td>German 4 (B2)</td>
<td>5 ECTS each = 10 ECTS</td>
</tr>
<tr>
<td>German B2.1 or B2.2</td>
<td>German 5 (C1/C2)</td>
<td>5 ECTS each = 10 ECTS</td>
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</tbody>
</table>

You may however only continue with a semester course with the level which will be confirmed to you by the CIM. Should you feel the need to discuss this level again, please directly address to your German teacher or to Beate Buczkowski: b.buczkowski@hs-osnabrueck.de, phone 0541/969-3229, room AB 0004
German courses offered by CIS (during the semester)

During the study semester at our faculty, please give preference to our courses with the levels 1 to 5. Should you have schedule conflicts or if any level course is not offered by us, you may alternatively choose one of the German semester courses of the Center for International Students (CIS).

The IFO can confirm these in your final learning agreement and they will be included in your final transcript. This applies to all courses from A1 to C2 for which 5 ECTS are granted. All other courses, e. g. grammar courses or language cafés, will not be approved in the learning agreements and transcripts. You may however take them out of personal interest as additional courses to improve your knowledge of German. You can clear further details and sign up for the CIS courses with Beate Buczkowski.

Modules failed in first semester

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. **However, please do not enter these subjects once again in your learning agreement for the following semester as they have already been part of your first agreement.** Select only new modules for the next term. 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 and course registration on OSCA

Shortly before the semester begins, you must additionally sign up for the single modules and courses in the online portal OSCA, the Intranet and campus management system of our university, to get a place in the lectures and to compose your timetable. The IFO will inform you in time about the procedure. Only submitting a learning agreement does not suffice. The registration on OSCA 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 in OSCA, for meeting the module prerequisites and the language requirements as well as for keeping the registration deadlines.

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.

Some modules require a minimum or maximum number of students resp. For this reason, you must be flexible enough to switch to alternative modules at the beginning of the lecture period. Regular attendance of all classes is expected.

IFO contacts

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

Michaela Buchholz (Europe, Latin America): m.buchholz@hs-osnabrueck.de
Gita Lestari (North America, Africa, Asia, Australia): g.lestari@hs-osnabrueck.de