



# Learning Agreement “Vorabprüfung” Preparation

A QUICK GUIDE TO FILL OUT YOUR FIRST LEARNING  
AGREEMENT

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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 [here](#).

However, do double-check with the one on the [official "Anerkennungs-" website](#).

→ **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.

→ **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.

Current Version

*Universität Duisburg-Essen – Fakultät für Wirtschaftswissenschaften*

<b>Vorabprüfung des Learning Agreements (ERASMUS) / Learning Agreement (FREEMOVER)</b>		Datum:
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<b>Name des Studierenden:</b> Matrikelnr.: E-Mail: Studiengang: <span style="font-size: small;">Angewandte Informatik – Systems Engineering, B. Sc.</span>	<b>Ausländische Universität:</b> Land: Semesterbeginn: Programm:
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Tabelle A: Studienprogramm im Ausland			Tabelle B: Anerkennungen in Essen	
Code	Titel der Vorlesung	Credits	Anerkennung für ...	ECTS
Gesamt-Credits: 0			Gesamt-ECTS: 0	

**1. Student**  


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Datum / Unterschrift Student

**2. Koordinator**  
 Das Learning Agreement wird genehmigt  


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Datum / Unterschrift Programmverantwortliche/r

**3. Prüfungsausschuss**  
 Das Learning Agreement wird genehmigt  


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Datum / Unterschrift Prüfungsausschussvorsitzende/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:

<b>Learning Agreement (FREEMOVER)</b>		<b>Datum:</b>
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<b>Ausländische Universität:</b> Land: Semesterbeginn: Programm:	<div style="border: 2px solid purple; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td colspan="7">April 2023</td></tr> <tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td><td>Sun</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td colspan="7">Today: 11/04/2023</td></tr> </table> </div>	April 2023							Mon	Tue	Wed	Thu	Fri	Sat	Sun	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	Today: 11/04/2023						
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Tabelle B: Anerkennungen in Essen		
ts	Anerkennung für	ECTS

Next, you fill in your personal data:

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:

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.

- 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)".

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

Tabelle A: Studienprogramm im Ausland			Tabelle B: Anerkennungen in Essen	
Code	Titel der Vorlesung	Credits	Anerkennung für ...	ECTS
Gesamt-Credits:		0	Gesamt-ECTS: 0	

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.

Tabelle A: Studienprogramm im Ausland		
Code	Titel der Vorlesung	Credits
Gesamt-Credits:		0

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



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.

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
Gesamt-Credits:		15	Gesamt-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.

1. Student

Datum / Unterschrift Student

First, you enter the signing date.

**It is very important 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:

Example

Signed and all signatures are valid, but with unsigned changes after the last signature. Please fill out the following form.

Signature Panel   Highlight Existing

Universität Duisburg-Essen – Fakultät für Wirtschaftswissenschaften

Vorabprüfung des Learning Agreements (ERASMUS) / Learning Agreement (FREEMOVER)      Datum: 08.03.2023

Name des Studierenden: Max Mustermann	Ausländische Universität: University of Twente
Matrikelnr.: 0123456	Land: Niederlande
E-Mail: max.mustermann@stud.uni-due.de	Semesterbeginn: WS 23/24
Studiengang: Wirtschaftsinformatik, M. Sc.	Programm: IS:link Kooperation

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	Geben Sie den Titel der Veranstaltung ein	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	

1. Student	2. Koordinator	3. Prüfungsausschuss
Max Mustermann 08.03.2023 Datum / Unterschrift Student	Das Learning Agreement wird genehmigt [Unsigned signature field (Click to sign)] Datum / Unterschrift Programm	Das Learning Agreement wird genehmigt Datum / Unterschrift Prüfungsausschussvorsitzende/r

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.

X

Sign Yourself   Request E-signatures

Add Signature +   **NO**

Add Initials +   nt (FREEM

As you may have realized, what happens upon saving the document is that the editability gets lost. This is not desired by the exam office, so **please stick to the Digital ID:**

✓

Sign with a Digital ID   YES

Choose the Digital ID that you want to use for signing:   Refresh

Max Mustermann (Windows Digital ID)   View Details

Issued by: Max Mustermann, Expires: 2028.03.08

1. Student

Max Mustermann

Digitally signed by Max Mustermann  
Date: 2023.04.11 11:29:18 +02'00'

08.03.2023   Datum / Unterschrift Student

## 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.

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

Bookmarks

- Vorabprüfung des Learning Agreements
- Leistungsübersicht
- 201900119 E-Strategizing
- 201400277 Enterprise Architecture
- 192320501 Electronic Commerce
- 201200044 Managing Big Data
- Links zu den Modulbeschreibungen

Universität Duisburg-Essen – Fakultät für Wirtschaftswissenschaften

Vorabprüfung des Learning Agreements (ERASMUS) / Learning Agreement (FREEMOVER) Datum: 08.03.2023

Name des Studierenden:	Max Mustermann	Ausländische Universität:	University of Twente
Matrikelnr.:	0123456	Land:	Niederlande
E-Mail:	max.mustermann@stud.uni-due.de	Semesterbeginn:	WS 23/24
Studiengang:	Wirtschaftsinformatik, M. Sc.	Programm:	IS:link Kooperation

Tabelle A: Studienprogramm im Ausland		
Code	Titel der Vorlesung	Credits
201900119	E-Strategizing	5
201400277	Enterprise Architecture	5
192320501	Electronic Commerce	5
201200044	Managing Big Data	5
Gesamt-Credits:		20

Tabelle B: Anerkennungen in Essen		
	Anerkennung für ...	ECTS
	Auslandsmodul WP I: Wirtschaftsinformatik	6
	Auslandsmodul WP I: Wirtschaftsinformatik	6
	Auslandsmodul WP I: Wirtschaftsinformatik	6
	Auslandsmodul WP II: Informatik, Betriebswirtschaftslehre, Volkswirtschaftslehre	6
Gesamt-ECTS:		24

1. Student

Max  
Mustermann

08.03.2023

Datum / Unterschrift Student

2. Koordinator

Das Learning Agreement wird genehmigt

Datum / Unterschrift Programmverantwortliche/r

3. Prüfungsausschuss

Das Learning Agreement wird genehmigt

Datum / Unterschrift Prüfungsausschussvorsitzende/r

Bookmarks

- Vorabprüfung des Learning Agreements
- Leistungübersicht
- 201900119 E-Strategizing
- 201400277 Enterprise Architecture
- 192320501 Electronic Commerce
- 201200044 Managing Big Data
- Links zu den Modulbeschreibungen

Herr  
Max Mustermann  
Heidestraße 17  
51147 Köln

## Transcript of Records

Name: Max Mustermann  
Geburtsdatum und -ort: 12.08.1964 Berlin  
Matrikelnummer: 0123456  
Abschluss: Master of Science  
Fach (Fachsemester): Gesundheitsökonomik (2. FS)

Bezeichnung der Leistung	Semester	Datum	CP	Note	Status
Märkte und Unternehmungen	WiSe 2020	24.12.2020	5	1,0	BE
Mathematik für Ökonomen	SoSe 2021	03.06.2021	5	2,7	BE
Grundlagen der Mikroökonomik	WiSe 2020	29.02.2021	10	1,7	BE
Statistik 1	WiSe 2020	31.12.2020	5	2,0	BE
Anwendung wirtschaftliche Kenntnisse	SoSe 2021	24.05.2021	10		BE

Die Bachelorprüfung ist noch nicht bestanden. Das Studium kann fortgesetzt werden.

Bookmarks

- Vorabprüfung des Learning Agreements
- Leistungübersicht
- 201900119 E-Strategizing
- 201400277 Enterprise Architecture
- 192320501 Electronic Commerce
- 201200044 Managing Big Data
- Links zu den Modulbeschreibungen

< Previous    Home    Print    >>>    Search for course module > Select course module > Course catalog > Course module: 201400277

201400277  
**Enterprise Architecture**

Course module	201400277	Academic year	2022
Credits (ECTS)	5	Starting block	1A
Course type	Course	Application procedure	You apply via OSIRIS Student
Language of instruction	English	Registration using OSIRIS	Yes
Contact person	prof.dr. M.E. Iacob		
Email	<a href="mailto:m.e.iacob@univie.ac.at">m.e.iacob@univie.ac.at</a>		
Lecturer(s)			
Contact person for the course	prof.dr. M.E. Iacob		
Examiner	prof.dr. M.E. Iacob		

**Aims**

- To become familiar with the most important Enterprise Architecture (EA) frameworks (e.g. Zachman, Arch4Mate, etc.), methodologies (e.g. TOGAF), specification (Arch4Mate and other modeling languages), and analysis (qualitative and quantitative) approaches and with their applications in different areas of research and practice (e.g. smart logistics and smart industry, enterprise security and risk management, etc.).
- To be able to formulate a business problem, analyze that problem (using any methods or theories that may have been provided during the BS or MS program), translate that problem into an EA change process, and propose a migration strategy from a baseline EA to a target EA that solves the original problem, and is based on a clear motivation for the design/decisions taken.
- To apply hybrid EA+data analytics techniques as a means to support decision problems.

**Content**  
Foundations of EA:

Core knowledge (delivered through regular lectures)

- EA Frameworks
- Development methodologies
- Arch4Mate language and its extensions
- Relation with other modelling formalisms
- EA Analysis
- Modeling tools

Practical problems & Applications of EA (these might also be discussed during guest lectures)

- Value of architecture
- Relation EA with Business Strategy and Portfolio Management
- Relation EA with BPM and supply chain coordination, in particular in smart logistics
- Relation EA with Software development
- Relation EA with risk management, enterprise security and enterprise resilience
- Advanced topics on EA, e.g., EA and Smart Industry, EA and data analytics etc.

**Assumed previous knowledge**  
BIT or IEM Bachelor degree

**Participating study**  
Master Business Information Technology

**Required materials**  
Canvas  
All study materials will be made available via Canvas.

**Recommended materials**  
Book  
M.E. Iacob, H. Jonkers, M. Lankhorst, E. Proper, Dick A.C. Quarel, Arch4Mate 2.0 Specification, The Open Group, Von Staern Publishing, February 2017, 978-0878369923

**Course material**  
M.E. Iacob, L.O. Meertens, H. Jonkers, D.A.C. Quarel, L.J.M. Nieuwenhuis, M.J. van Slidren, From Enterprise Architecture to Business Models and back, Software & Systems Modeling, July 2014, Volume 13, Issue 3, pp 1059-1083, Springer.

**Instructional modes**  
Lecture  
Presence duty Yes

**Practical**  
Presence duty Yes

**Tests**  
Written exam, Case



## 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: <https://www.wiwi.uni-due.de/studium/studienorganisation/anerkennungen/>
- Give attention to the part "**Wichtig – Häufige Fehler in den digital aufbereiteten Akten.**"
  
- **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 **Clustdoc step 3: "Modulbeschreibungen"**. 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 <https://calendly.com/is-link/consult>. Thank you!