

Guideline for Module Selection and Learning Agreement

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Important Information

This guideline will help you to find **suitable modules** for your **Learning Agreement**.

Learning Agreement/Online Learning Agreement

Together with the application for admission, exchange students must submit a **Learning Agreement** that reflects their **proposed study plan**.

For Erasmus students, an Online Learning Agreement (OLA) is mandatory. The OLA is generally initiated/created via your home university - please clarify at your home university how to create the OLA.

All other students (Non-EU, Free Mover) use the **Leuphana template** provided here:

<https://www.leuphana.de/en/services/io/incomings/exchange/planning-your-studies.html>.

Please find additional information on how to complete the (Online) Learning Agreement on the last page of this document.

Module Selection

At Leuphana University, all programs of study are **module based**. A **module** may consist of several components/courses that have to be attended (e.g. Lectures, Seminars, Tutorials). Attention: Modules must be taken as a whole, it is not possible to enrol for single components. **Credit Points (CP)** are only awarded for **whole modules!** This entails that you list only module codes and module titles in your (O)LA.

The standard semester workload comprises 30 CP (ECTS) credits. A standard module comprises 5 CP (ECTS).

Course catalogue/ myStudy portal

Please find the course offer for each subject at Leuphana University in the corresponding catalogue (course catalogue).

The course catalogue is available at the **myStudy portal** via <https://mystudy.leuphana.de/portal/home>, which you can access for this purpose with a guest account.

The **Leuphana course catalogue** for each semester is released only a few weeks prior to the start of the semester. However, you can make a **preliminary choice of modules** based on course catalogues of previous semesters.

Academic Questions

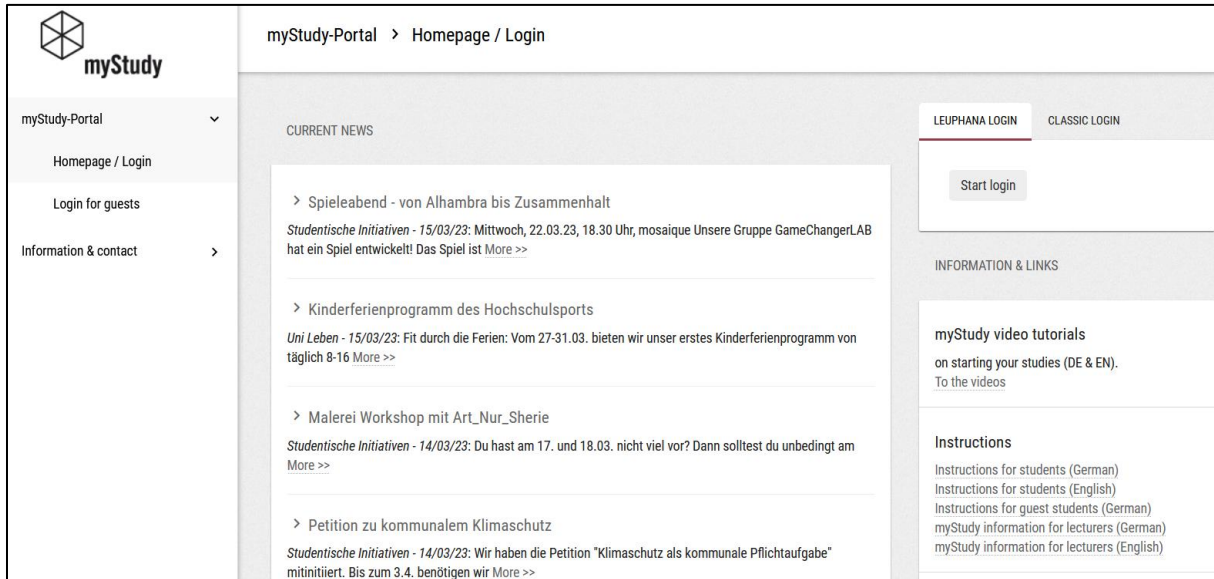
Academic questions should be directed to your home university's program coordinator. In addition, you will find a coordinator for each exchange program at Leuphana University here: <https://leuphana.moveon4.de/publisher/3/eng>.

Selecting modules: Step-by-Step Guide

In the following, you will find a step-by-step guide on how to use the **myStudy website** to find **suitable modules** for your **Learning Agreement**.

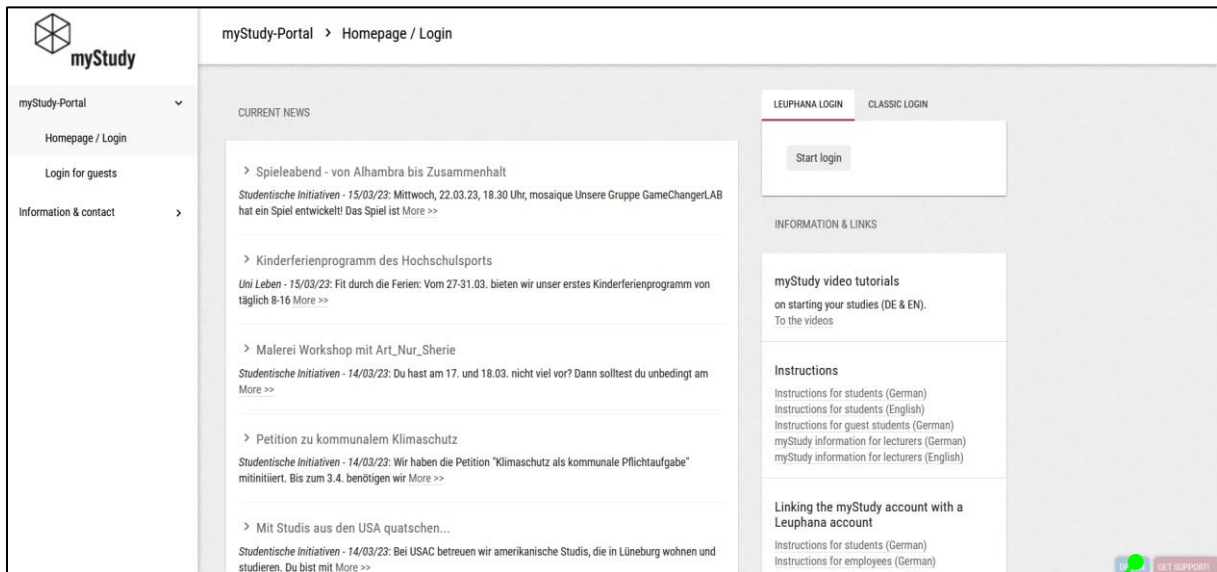
Please read the information carefully, because we will only accept and sign formally correct Learning Agreements. Incomplete, misleading or incorrect information will result in a temporary rejection of your Learning Agreement and a further editing by you.

1. Open the Webpage www.leuphana.de/mystudy



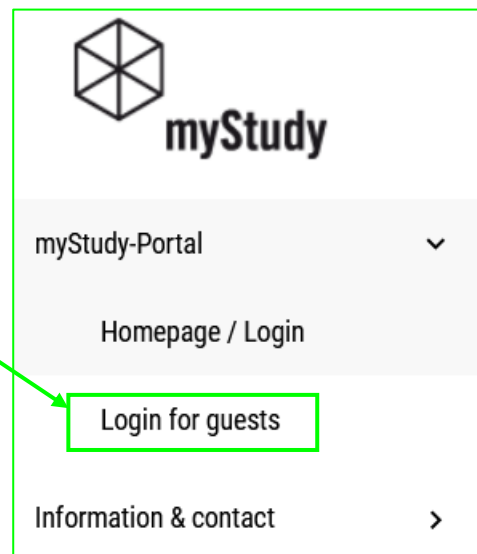
The screenshot shows the myStudy-Portal homepage. The left sidebar contains a navigation menu with the following items: myStudy-Portal (dropdown), Homepage / Login, Login for guests, and Information & contact (dropdown). The main content area is titled "myStudy-Portal > Homepage / Login" and features a "CURRENT NEWS" section with three news items, each with a "More >>" link. The right sidebar contains a login section with "LEUPHANA LOGIN" and "CLASSIC LOGIN" tabs, a "Start login" button, and an "INFORMATION & LINKS" section with "myStudy video tutorials" and "Instructions" for students and lecturers in both German and English.

2. You can switch to the English version by clicking on "EN" in the lower right corner.



3. Your toolbar will now look like this:

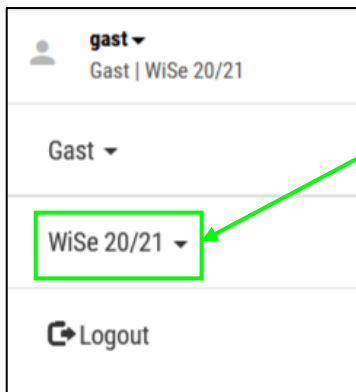
4. Click on „Login for guests“



5. The module catalogue appears



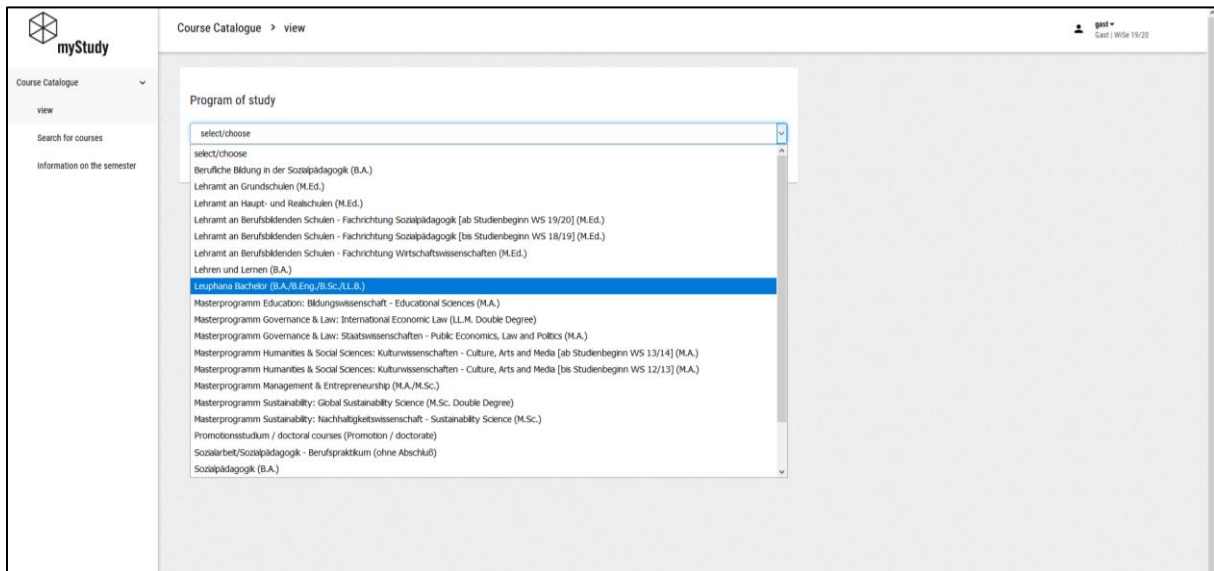
6. Make sure you select the correct semester



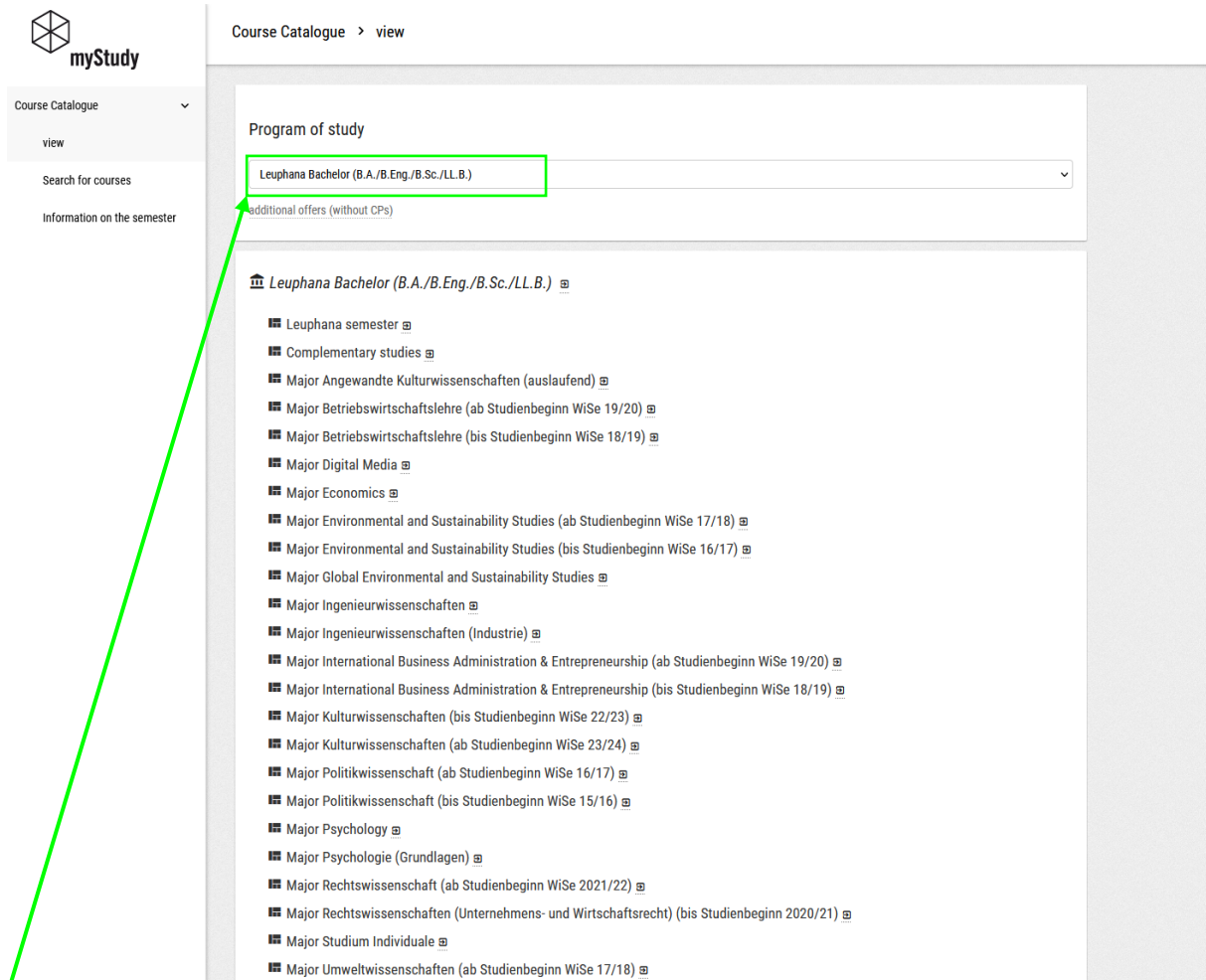
You can change semesters by clicking on the currently selected semester in the upper right corner (in this case "WS 20/21").

If the course catalogue for the coming semester has not yet been published, please select the previous winter/summer semester (depending on which one you participate in).

7. Now select a study program from which you would like to display modules



7.1. Major/Minor selection for Bachelor studies



Course Catalogue > view

myStudy

Course Catalogue

view

Search for courses

Information on the semester

Program of study

Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.)

additional offers (without CPs)

Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.)

- Leuphana semester
- Complementary studies
- Major Angewandte Kulturwissenschaften (auslaufend)
- Major Betriebswirtschaftslehre (ab Studienbeginn WiSe 19/20)
- Major Betriebswirtschaftslehre (bis Studienbeginn WiSe 18/19)
- Major Digital Media
- Major Economics
- Major Environmental and Sustainability Studies (ab Studienbeginn WiSe 17/18)
- Major Environmental and Sustainability Studies (bis Studienbeginn WiSe 16/17)
- Major Global Environmental and Sustainability Studies
- Major Ingenieurwissenschaften
- Major Ingenieurwissenschaften (Industrie)
- Major International Business Administration & Entrepreneurship (ab Studienbeginn WiSe 19/20)
- Major International Business Administration & Entrepreneurship (bis Studienbeginn WiSe 18/19)
- Major Kulturwissenschaften (bis Studienbeginn WiSe 22/23)
- Major Kulturwissenschaften (ab Studienbeginn WiSe 23/24)
- Major Politikwissenschaft (ab Studienbeginn WiSe 16/17)
- Major Politikwissenschaft (bis Studienbeginn WiSe 15/16)
- Major Psychology
- Major Psychologie (Grundlagen)
- Major Rechtswissenschaft (ab Studienbeginn WiSe 2021/22)
- Major Rechtswissenschaften (Unternehmens- und Wirtschaftsrecht) (bis Studienbeginn 2020/21)
- Major Studium Individuale
- Major Umweltwissenschaften (ab Studienbeginn WiSe 17/18)

If you are a Bachelor/undergraduate student, first choose "Leuphana Bachelor" ...

... and then the desired Major/Minor, e.g. "Major in Cultural Studies" (dt. Major Kulturwissenschaften).

By clicking on the major/minor you can view the study program.

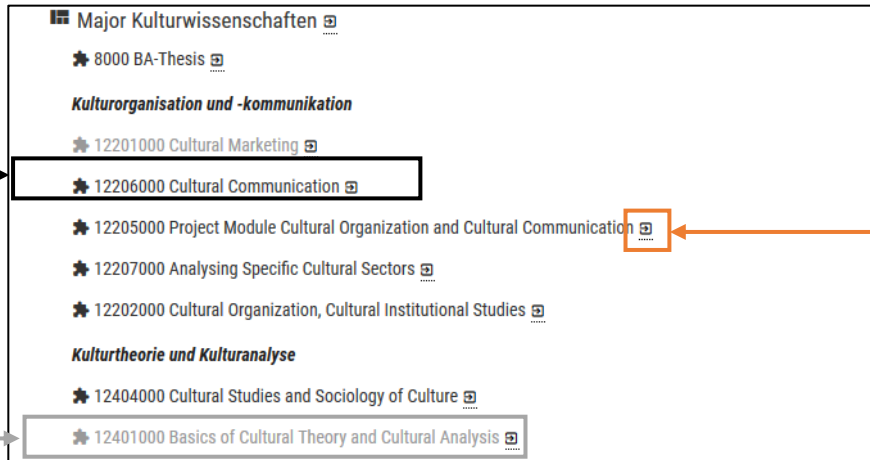


Unless requested otherwise by your home university, **you may - respecting your study level (bachelor/master) - take modules from several different Leuphana major and minor programs.** Approx. 50% of the attended Leuphana modules should relate to your studies back home and/or your study program at Leuphana.

Attention: Bachelor students are only allowed to take courses on a bachelor's level.

EXCEPTION: Students following a 4-year bachelor program may take courses on a master's level only when they are doing their exchange at Leuphana University in their last year of bachelor studies.

8. The list of all modules offered in this Major/Minor/Master program appears



Major Kulturwissenschaften

- 8000 BA-Thesis
- Kulturorganisation und -kommunikation**
- 12201000 Cultural Marketing
- 12206000 Cultural Communication**
- 12205000 Project Module Cultural Organization and Cultural Communication
- 12207000 Analysing Specific Cultural Sectors
- 12202000 Cultural Organization, Cultural Institutional Studies
- Kulturtheorie und Kulturanalyse**
- 12404000 Cultural Studies and Sociology of Culture
- 12401000 Basics of Cultural Theory and Cultural Analysis

The modules, which appear in black, are offered in the selected semester.

The modules, which appear in grey are not offered in the selected semester.

A click on the **module name** below opens the entire course offerings within the module.



A click on the **arrow behind the module name** will take you to the **module description**. The module description is essential and contains detailed information about the semester, examination type, credits, lecturers, courses to be attended and so on. **The information under module description is thus most important for you (see step 9).**



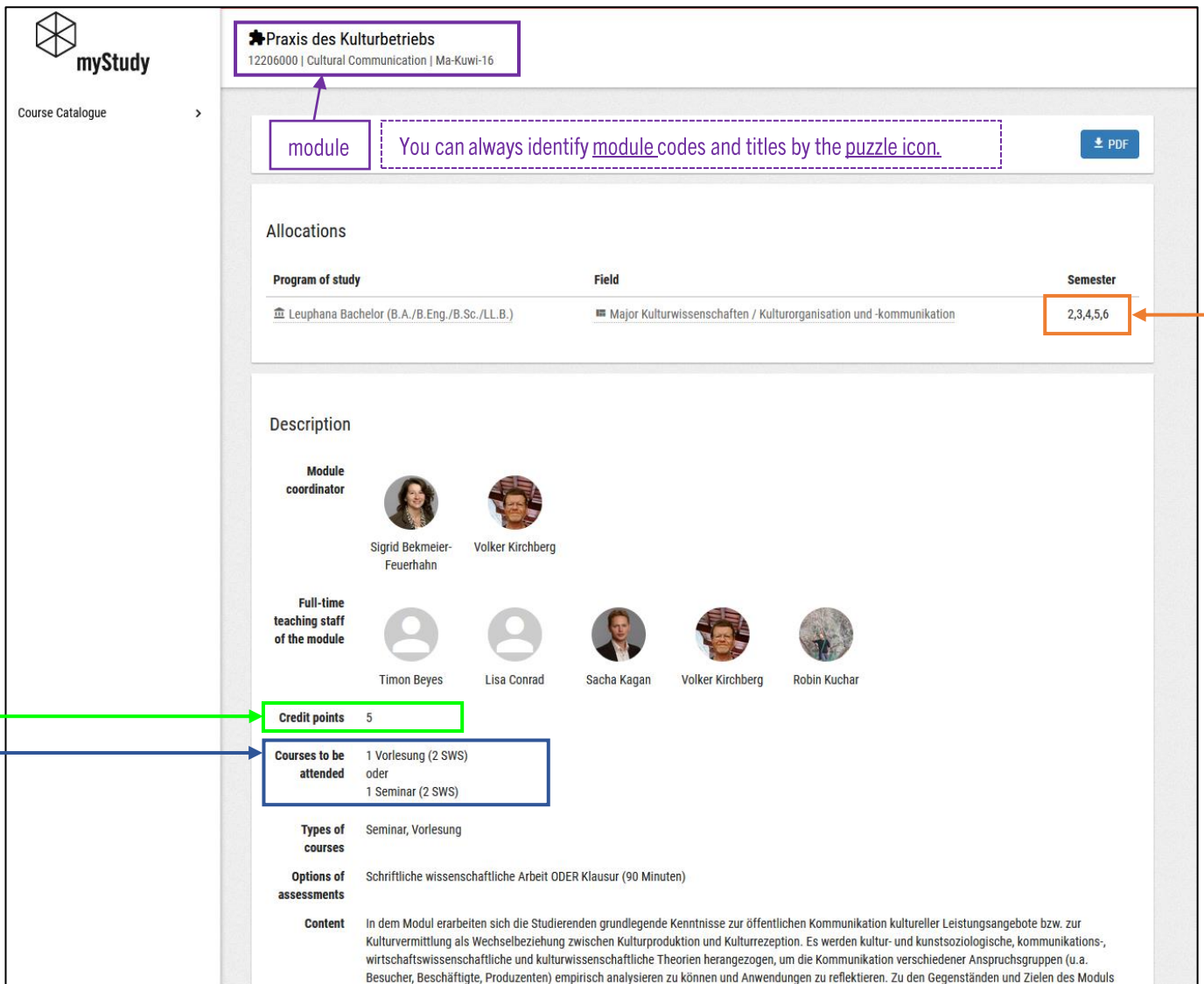
In the list above, you will find two important pieces of information that you need for your **(Online) Learning Agreement**: The **module codes and titles**.

Example: **12206000 Cultural Communication**

Module code „12206000“ The module code always consists of 8 digits.

Modultitel „Cultural Communication“

9. Check the detailed information for a module in the module description.



The screenshot shows the myStudy interface for the course 'Praxis des Kulturbetriebs' (12206000 | Cultural Communication | Ma-Kuwi-16). A puzzle icon is highlighted with a purple box and labeled 'module'. A callout box explains: 'You can always identify module codes and titles by the puzzle icon.' Below this is the 'Allocations' table:

Program of study	Field	Semester
Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.)	Major Kulturwissenschaften / Kulturorganisation und -kommunikation	2,3,4,5,6

The 'Semester' column is highlighted with an orange box. The 'Description' section lists the module coordinator (Sigrid Bekmeier-Feuerhahn and Volker Kirchberg) and full-time teaching staff (Timon Beyes, Lisa Conrad, Sacha Kagan, Volker Kirchberg, Robin Kuchar). Key details are highlighted with colored boxes:

- Credit points:** 5 (highlighted in green)
- Courses to be attended:** 1 Vorlesung (2 SWS) oder 1 Seminar (2 SWS) (highlighted in blue)

Other details include: Types of courses: Seminar, Vorlesung; Options of assessments: Schriftliche wissenschaftliche Arbeit ODER Klausur (90 Minuten); and a detailed content description.

Please check again whether the module in question is offered in the **semester** of your exchange.

- **Odd numbers (1, 3, 5)** mean that the module is offered in the winter semester,
- **Even numbers (2, 4, 6)** mean that it takes place in the summer semester.

(In this example, the module will take place in both winter and summer semester.)

The module description contains the number of **credit points** ("ECTS") the module is worth.

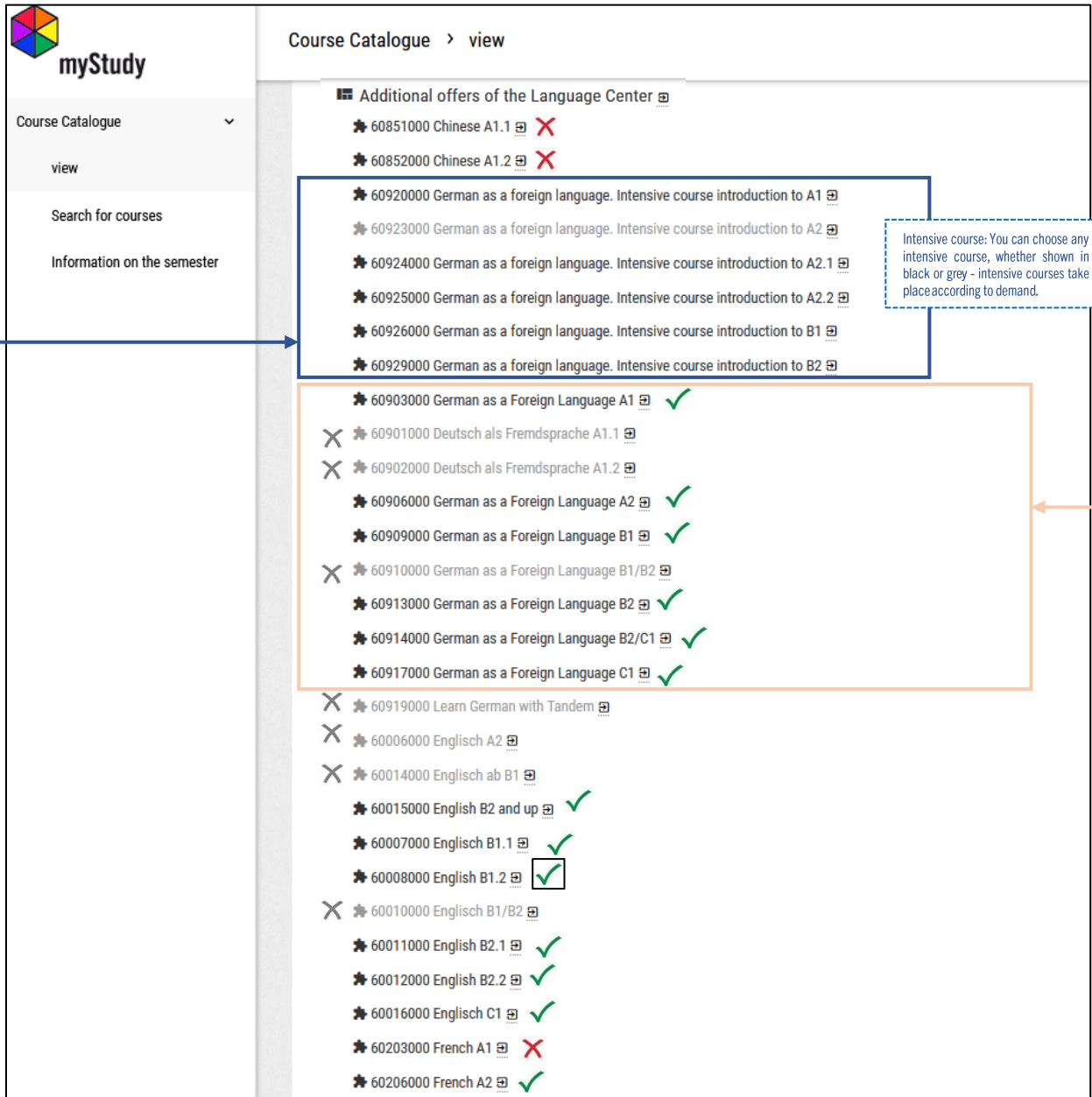
Usually, the Leuphana modules count **5 credit points (CP)**.

ATTENTION: Please note that **credit points are only awarded for passed modules as a whole**. For this, you must later complete all **courses/module components to be attended** (e.g. lecture, seminar, tutorial... – as indicated for the successful completion of the module). You may have to attend more than one of the courses offered in the module to complete a module. For example, a lecture and an accompanying seminar. If several options are offered, you can choose your favorite after the start of the semester.

Please note: Some modules are worth 10 credit points. Usually, those modules take place over two semesters. If you stay at Leuphana University for only one semester, you **cannot choose this module**.

(The example above shows that you have to attend either a lecture or a seminar to pass the module).

10. Search language courses via "Leuphana Bachelor" → „Additional offers of the Language Center“ / “International Center: Language offer”



Course Catalogue > view

Additional offers of the Language Center

- ✱ 60851000 Chinese A1.1 ✖
- ✱ 60852000 Chinese A1.2 ✖
- ✱ 60920000 German as a foreign language. Intensive course introduction to A1
- ✱ 60923000 German as a foreign language. Intensive course introduction to A2
- ✱ 60924000 German as a foreign language. Intensive course introduction to A2.1
- ✱ 60925000 German as a foreign language. Intensive course introduction to A2.2
- ✱ 60926000 German as a foreign language. Intensive course introduction to B1
- ✱ 60929000 German as a foreign language. Intensive course introduction to B2
- ✱ 60903000 German as a Foreign Language A1 ✔
- ✖ ✱ 60901000 Deutsch als Fremdsprache A1.1
- ✖ ✱ 60902000 Deutsch als Fremdsprache A1.2
- ✱ 60906000 German as a Foreign Language A2 ✔
- ✱ 60909000 German as a Foreign Language B1 ✔
- ✖ ✱ 60910000 German as a Foreign Language B1/B2
- ✱ 60913000 German as a Foreign Language B2 ✔
- ✱ 60914000 German as a Foreign Language B2/C1 ✔
- ✱ 60917000 German as a Foreign Language C1 ✔
- ✖ ✱ 60919000 Learn German with Tandem
- ✖ ✱ 60006000 Englisch A2
- ✖ ✱ 60014000 Englisch ab B1
- ✱ 60015000 English B2 and up ✔
- ✱ 60007000 Englisch B1.1 ✔
- ✱ 60008000 English B1.2 ✔
- ✖ ✱ 60010000 Englisch B1/B2
- ✱ 60011000 English B2.1 ✔
- ✱ 60012000 English B2.2 ✔
- ✱ 60016000 Englisch C1 ✔
- ✱ 60203000 French A1 ✖
- ✱ 60206000 French A2 ✔

Intensive course: You can choose any intensive course, whether shown in black or grey - intensive courses take place according to demand.

Again, modules in **black** are offered in the selected semester, modules in **grey** are not.

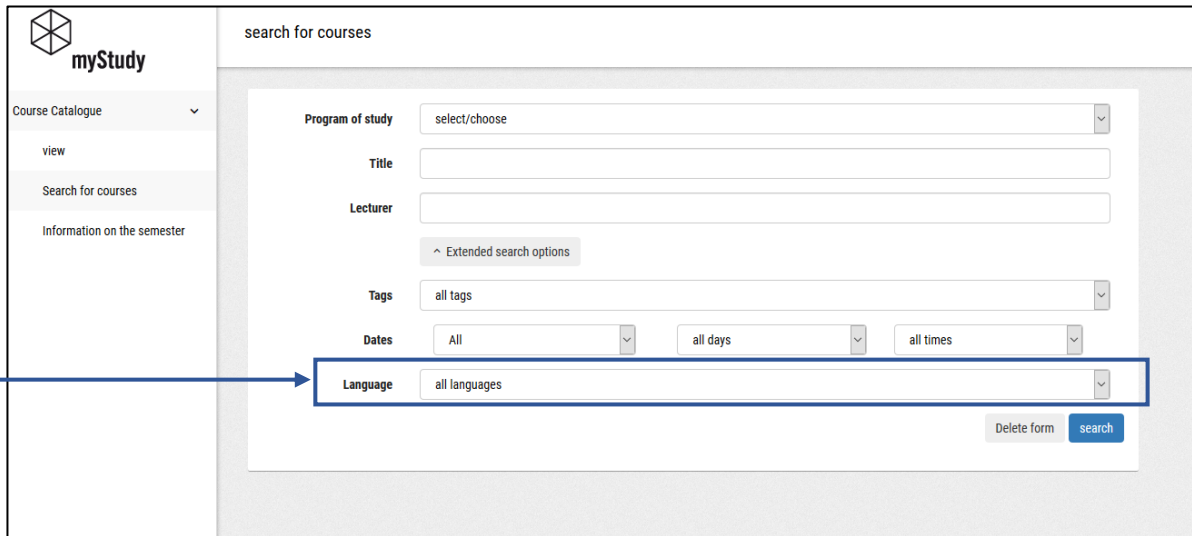
Each module under „Additional offers of the Language Center“ worth 4 SWS (hours per week) is credited with **5 Credit Points** for international exchange students.

With the exception of German, **beginner language courses (A1/A1.1/2)** cannot be taken by exchange students.

If you participate in the [Language and Orientation program](#), please list the module title and code of the [German intensive course module](#) as indicated in myStudy in the (Online) Learning Agreement with **5 credit points**.

In addition, you can select a [German Language module](#) which takes place [during the semester](#) and list it with **5 credit points** in your (OL)A.

11. You can also use the advanced search function



myStudy

Course Catalogue

view

Search for courses

Information on the semester

search for courses

Program of study: select/choose

Title: [input field]

Lecturer: [input field]

Extended search options

Tags: all tags

Dates: All | all days | all times

Language: all languages

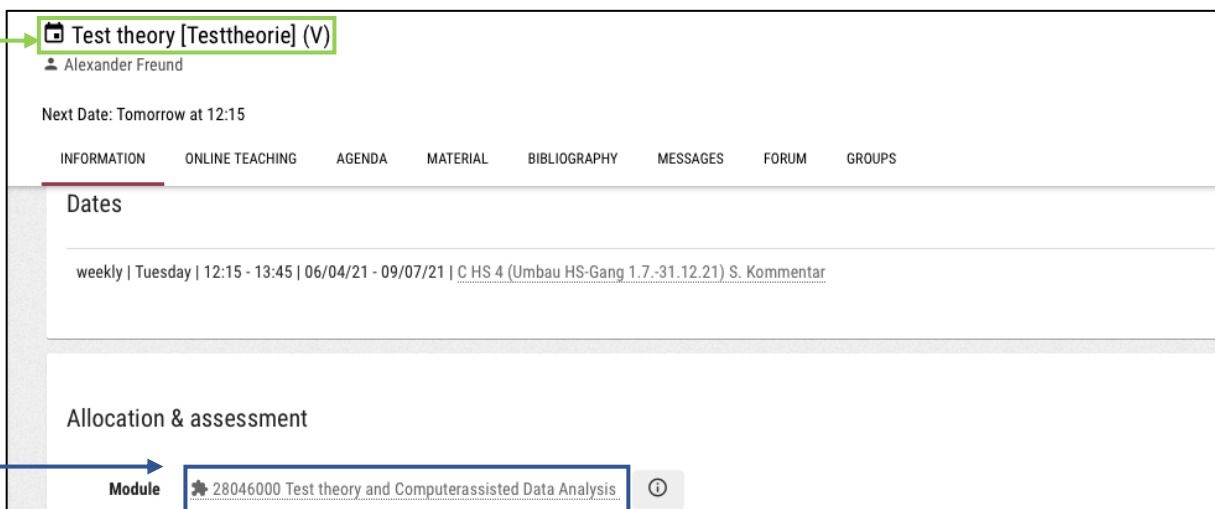
Delete form search

For example, you can filter according to the following characteristics:

- Course of study
- Title
- Lecturer
- Language

The "**Language**" option under "Extended search options" is certainly helpful, as you can select "English", for example, to search only English language courses. You will also find academic module components/courses with **English as the language of instruction**.

12. List the modules you would like to attend at Leuphana University in the (Online) Learning Agreement.



Test theory [Testtheorie] (V)

Alexander Freund


Next Date: Tomorrow at 12:15

INFORMATION ONLINE TEACHING AGENDA MATERIAL BIBLIOGRAPHY MESSAGES FORUM GROUPS

Dates

weekly | Tuesday | 12:15 - 13:45 | 06/04/21 - 09/07/21 | C HS 4 (Umbau HS-Gang 1.7.-31.12.21) S. Kommentar

Allocation & assessment

Module  28046000 Test theory and Computerassisted Data Analysis ⓘ

This is a **course/module component title**, which forms a part of the module. Please don't put this in the (O)LA.

!!! Find the correct module title and the 8 digit module code behind the puzzle icon. Please fill the (O)LA exclusively with this information. !!!

Additional information LA and OLA (ERASMUS+)

- **LA template:** Please only use the LA template provided by your home university.
- **OLA template/portal:** Please follow instructions provided by your home university.
- **ERASMUS Code Leuphana University:** D LUNEBUR01
- **ISCED Code/ Subject Area:** Please contact your home university.
- **Receiving Institution Faculty/Department:** International Center
- **Receiving Institution Mail Address:** Leuphana University Lüneburg
Universitätsallee 1
D-21335 Lüneburg
- **Receiving Institution Contact Person:** Stefanie Bahnsen
E-Mail: la.incoming@leuphana.de
Fon: +49.4131.677-1421
- **Receiving Institution Responsible Person:** Stefanie Bahnsen
Position: Student Mobility Officer (Learning Agreements)
E-Mail: la.incoming@leuphana.de
Fon: +49.4131.677-1421
- **Indicating modules:** Please always list the ENGLISH module title in the Learning Agreement. It is visible in the English version of myStudy or within the detailed information for each module (please see Step 8). In the rare case of English module titles not being available, please use the German title.
- **Weblink Course Catalogue Receiving Institution:** <https://mystudy.leuphana.de/vvz/show>
- **Studies abroad at Leuphana for two semesters:** If possible, please fill one LA per semester.

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Additional information LA (Non-EU/ Free Mover)

- **LA template:** Please only use the LA template provided at the Leuphana International Center Website -> Exchange students -> Planning your studies -> Learning Agreement
- **Indicating modules:** Please always list the ENGLISH module title in the Learning Agreement. It is visible in the English version of myStudy or within the detailed information for each module (please see step 8). In the rare case of English module titles not being available, please use the German title.