



## Exchange Studies at the Faculty of Economics and Management (FEM) **LEARNING AGREEMENTS**

ISP

B 006

Service at FEM:  
Schedule + Learning Agreement Assistance

ERASMUS Assistant:  
Office Hours:

Ms. Ece Z. Turan  
Tuesdays 13:00 – 15:00



Coordinator:

Ms. Grit Voigt  
Email for an appointment




Email: [isp@ovgu.de](mailto:isp@ovgu.de) for an appointment

Homepage: [www.isp.ovgu.de](http://www.isp.ovgu.de) (all study documents, dates, FAQs,...)

Classes? Check out:

[www.lsf.ovgu.de](http://www.lsf.ovgu.de)



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## Course Overview

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## Course Overview (SoSe 2019)

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  - ① Fakultät für Wirtschaftswissenschaft
    - ① **Lehrveranstaltungen nach Studiengängen**
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## Course Overview (SoSe 2019)

### Courses

#### Fakultät für Wirtschaftswissenschaft

##### Lehrveranstaltungen nach Studiengängen

- Bachelor Betriebswirtschaftslehre (neue Prüfungsordnung)
- Bachelor Betriebswirtschaftslehre (alte Prüfungsordnung)
- Bachelor Internationales Management (neue Prüfungsordnung)
- Bachelor Internationales Management (alte Prüfungsordnung)
- Bachelor Volkswirtschaftslehre (neue Prüfungsordnung)
- Bachelor Volkswirtschaftslehre (alte Prüfungsordnung)
- Bachelor International Business and Economics (neue Prüfungsordnung)
- Bachelor International Business and Economics (alte Prüfungsordnung)
- Master Betriebswirtschaftslehre / Business Economics (ab WS 2017/2018)
- Master International Management, Marketing, Entrepreneurship (ab WS 2017/2018)
- Master Operations Research and Business Analytics
- Master Volkswirtschaftliche Politikanalyse / Economic Policy Analysis (ab WS 2017/2018)
- Master Financial Economics (ab WS 2017/2018)
- Master Betriebswirtschaftslehre / Business Economics
- Master Volkswirtschaftslehre / International Economics and Policy Consulting
- Master Management
- Master International Economics and Finance
- Bachelor Management and Economics (Exchange Students)
- Master Management and Economics (Exchange Students)

[www.lsf.ovgu](http://www.lsf.ovgu)

Bachelor Management and Economics (Exchange Students)

Lecture	Type	Department
Academic Skills (41061) 2 SWS	Übung (Ü)	Lehrstuhl BWL, insb. E-Business
Academic Skills (41061) 1 SWS Sadrieh	Vorlesung (V)	Lehrstuhl BWL, insb. E-Business
Advanced Business Analytics (22032) / Intelligent Data Analysis (50014) 2 SWS	Tutorium (TU)	Lehrstuhl BWL, insb. Management Science
Advanced Business Analytics (22032) / Intelligent Data Analysis (50014) 4 SWS Ehmke	Vorlesung/Übung (V/U)	Lehrstuhl BWL, insb. Management Science
Advanced Computational Transportation (22033) 4 SWS Horstmannshoff, Ehmke	Vorlesung/Übung (V/U)	Lehrstuhl BWL, insb. Management Science
Aktuelle Herausforderungen moderner Volkswirtschaften (22385) 2 SWS Gischer, Ilchmann, Alert	Seminar (S)	Lehrstuhl für Monetäre Ökonomie und öffentlich-rechtliche Finanzwirtschaft
Aktuelle Probleme der Bankenaufsicht (21695) 2 SWS	Seminar (S)	Lehrstuhl für Monetäre Ökonomie und öffentlich-rechtliche Finanzwirtschaft
Arbeitswelt und Industrie 4.0 - Aktuelle Herausforderungen und Implikationen für das strategische Management (22375) 2 SWS Spengler	Seminar (S)	Lehrstuhl BWL, insb. Unternehmensführung und Organisation
Bargaining, Arbitration, Mediation (20812) 4 SWS Kirstein	Vorlesung/Übung (V/U)	Business Economics
Behavioral Business Economics (21004) 2 SWS	Blockseminar (BS)	Business Economics
Besteuerung und Corporate Finance (22020) 3 SWS Eichfelder, Knaisch	Vorlesung/Übung (V/U)	Lehrstuhl BWL, insb. Betriebswirtschaftliche Steuerlehre
Business Decision Analysis (41057) 3 SWS Kleber	Vorlesung/Übung (V/U)	Production and Logistics
Business Forecasting (22035) 4 SWS Kleber	Vorlesung/Übung (V/U)	Production and Logistics
Business Planning (20624) 3 SWS Siebold	Vorlesung/Übung (V/U)	Lehrstuhl BWL, insb. Entrepreneurship
Company Valuation (22373) 4 SWS Zbandut, Reichling	Vorlesung/Übung (V/U)	Lehrstuhl BWL, insb. Finanzierung und Banken
Computational Finance and Financial Management (22047) 2 SWS Lukas, Briest	Seminar (S)	Lehrstuhl BWL, insb. Innovations- und Finanzmanagement

# Classes?

[www.lsf.ovgu](http://www.lsf.ovgu)

### Business Forecasting (22035) - Single View

Functions:

Page contents: [Basic Information](#) | [Dates/Times/Location](#) | [Responsible Lecturer](#) | [Curriculae](#) | [Departments](#) | [Contents](#) | [Structure Tree](#)

#### Basic Information

Term	Sommer 2019	Frequency	every 2nd term
Title of lecture	Business Forecasting (22035)	Language	Englisch
Lecture Token		Hours per week in term	4
Type of Course	Vorlesung/Übung (V/U) - Lecture/Tutorial	Expected no. of participants	
Module		Credits	
Hyperlink	<a href="https://elearning.ovgu.de/course/view.php?id=4347">https://elearning.ovgu.de/course/view.php?id=4347</a>		

Module Number

Language

Learn more about the Module.

#### Dates/Times/Location: Group 1

	Day	Time	Frequency	Period	Room	Room-plan	Lecturer	Status	Remarks	Cancelled on	Max. participants
→	Wed.	13:00 bis 15:00	weekly		G22A-011		Kleber				

Group Group 1:

#### Dates/Times/Location: Group 2

	Day	Time	Frequency	Period	Room	Room-plan	Lecturer	Status	Remarks	Cancelled on	Max. participants
→	Wed.	15:00 bis 17:00	weekly		G22A-011		Kleber				

Group Group 2:

# How to find classes?

[www.lsf.ovgu](http://www.lsf.ovgu)

Web Slice-Katalog ownCloud

### Responsible Lecturer

Responsible Lecturer

Responsibilities

Kleber, Rainer, PD Dr.

### Curriculae

Curricula	Graduation	recommendedTerm	Category	ECTS	Modul
<u>BWL/Business Economics (86318)</u>	Master	1 - 3	WPF	5	
<u>BWL/Business Economics (88318)</u>	Master (BK)	1 - 3	WPF	5	
<u>Internat. Econ. &amp; Finance (86315)</u>	Master	1 - 3	WPF	6	
<u>Internat. Econ. &amp; Finance (88315)</u>	Master (BK)	1 - 3	WPF	6	
<u>International Management, Marketing, Entrepreneurs (86326)</u>	Master	1 - 3	WPF	5	
<u>Management (86305)</u>	Master	1 - 3	WPF	5	
<u>Management (88305)</u>	Master (BK)	1 - 3	WPF	5	
<u>Management and Economics (AiA-AB) (AB308)</u>	Bachelor (AiA)	1 - 1	WPF	5	
<u>Management and Economics (AiA-AM) (AM308)</u>	Master (iA)	1 - 1	WPF	5	
<u>Operations Research and Business Analytics (86324)</u>	Master	1 - 3	WPF	5	PO SoSe 2018 und WS 2017/2018
<u>Statistik (86023)</u>	Master	1 - 2	WPF		3-WW

### Assign to Departments

Production and Logistics

# Classes?

## International Study Program

[www.lsf.ovgu](http://www.lsf.ovgu)

LSF Instructions?

Online:

<http://www.isp.ovgu.de/Study+Documents.html>

*(box to the right)*





## Exchange Programmes



At the Otto von Guericke University Magdeburg it is also possible to carry out a short-time study for a period from three months to a maximum of one year. You can either study as part of an exchange programme or arrange it on your own as a "free mover". Applications for this kind of short-time study must be sent to the International Office.

### Studying as an ERASMUS+ Exchange Student

Applicants from European partner universities of the University of Magdeburg and from our partner universities in Israel, Kyrgyzstan, and the Ukraine.

[> more...](#)

### Studying as a WORLDWIDE Exchange Student

Applicants from partner universities of the University of Magdeburg and other programs that do not belong to the ERASMUS+ program, visit the following page.

[> more...](#)

### Studying as a Free Mover

Applicants from universities other than partner universities of the University of Magdeburg can attend the OVGU as a Freemover and inform themselves here.

[> more...](#)

## Contact

Otto von Guericke University  
Magdeburg  
International Office  
Universitätsplatz 2  
Building 18  
39106 Magdeburg  
Fax: [+49 391 67-41132](tel:+493916741132)

Anne-Katrin Behnert  
Tel.: [+49 391 67-52634](tel:+493916752634)  
[anne-katrin.behnert@ovgu.de](mailto:anne-katrin.behnert@ovgu.de)  
[> Advising Hours](#)

## Faculties

[> Mechanical Engineering](#)  
[> Process & Systems Engineering](#)  
[> Electrical Engineering and Information Technology](#)  
[> Computer Science](#)  
[> Mathematics](#)  
[> Natural Sciences](#)  
[> Medicine](#)  
[> Humanities, Social Science & Education](#)  
[> Economics and Management](#)

## English-taught courses

[> Summer Semester](#)  
[> Winter Semester](#)

## Intercultural student organization

[> IKUS](#)  
[> International Welcome Week](#)

## Forms & Documents

[> Forms incoming students](#)

## Social Media

[> Facebook](#)

## Incomings + Documents:

<https://www.ovgu.de/unimagdeburg/en/Study/Exchange+Programmes-p-48718.html>

## Studying as an ERASMUS+ Exchange Student



### How to apply

Information about the application process and important topics to prepare your stay.

### Wie bewerbe ich mich

Informationen über den Bewerbungsprozess und wichtige Themen zur Vorbereitung Ihres Aufenthaltes.

### While in Magdeburg

Information about your first steps when you did arrive and further organization of your academic life here in Magdeburg.

### What to do before leaving

Information about what you should think of before leaving Magdeburg.

### Contact

#### Otto von Guericke University Magdeburg

International Office  
Universitätsplatz 2  
Building 18  
39106 Magdeburg  
Fax: [+49 391 67-41132](tel:+493916741132)

#### Anne-Katrin Behnert

Tel.: [+49 391 67-52634](tel:+493916752634)

[anne-katrin.behnert@ovgu.de](mailto:anne-katrin.behnert@ovgu.de)

[> Advising Hours](#)

### Faculties

- [> Mechanical Engineering](#)
- [> Process & Systems Engineering](#)
- [> Electrical Engineering and Information Technology](#)
- [> Computer Science](#)
- [> Mathematics](#)
- [> Natural Sciences](#)
- [> Medicine](#)
- [> Humanities, Social Science & Education](#)
- [> Economics and Management](#)

### English-taught courses

- [> Summer Semester](#)
- [> Winter Semester](#)

### Intercultural student organization

- [> IKUS](#)
- [> International Welcome Week](#)

### Forms & Documents



# International Study Program



## **LEARNING AGREEMENT** FOR PARTICIPANTS IN THE **WELTWEIT** EXCHANGE PROGRAM OF OTTO-VON-GUERICKE UNIVERSITY MAGDEBURG

Academic Year 20\_\_\_\_/20\_\_\_\_

Field of study: \_\_\_\_\_

Name of student: \_\_\_\_\_

Sending institution: \_\_\_\_\_ Country: \_\_\_\_\_

Receiving institution: **Otto von Guericke University Magdeburg** Country: **Germany**

Course unit code (if any)	Course unit title (as indicated in the course catalogue)	Number of ECTS credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*If necessary, continue your list on another L. A. form.*

Credit system applied: Our students ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM

Student's signature: ..... Date: \_\_\_\_\_

### SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Date: ..... Date: .....

Place: ..... Place: .....

Incoming Documents:

<https://www.ovgu.de/unimagdeburg/en/International/Documents+ +Forms/Incoming-p-10892.html>

## Examination Office *Homepage*



### Recognition of Academic Achievements Abroad

Dear students from the faculty of business and economics, if you plan to study abroad within the ERASMUS+ exchange programme, as a Free Mover or within any other exchange programme (e.g. Worldwide programme) for one or two semesters it is necessary to create a Learning Agreement. Please note the following information:

1. > [General information](#)
2. > [Steps to the recognition of academic achievements abroad before departure](#)
3. > [Steps to the recognition of academic achievements abroad during the semester abroad](#)
4. > [Steps to the recognition of academic achievements abroad upon return](#)
5. > [Conversion of the grades abroad](#)

#### Important Downloads

#### Learning & Changes Agreement

> [Learning Agreement and Change Agreement](#)

> [Filling Instructions Learning Agreement](#)

> [Filling Instructions Change Agreement](#)

#### Information Material

How to fill in an Learning Agreement form correctly? Follow:  
<http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office/Recognition+of+Academic+Achievements+Abroad.html>

## CHANGES TO LEARNING AGREEMENT

Fall Term 20 /

Spring Term 20

Please use a separate form for each semester!

Name of Student:		E-Mail:	
Study Cycle: <input type="checkbox"/> 1 <sup>st</sup> (BA) <input type="checkbox"/> 2 <sup>nd</sup> (MA)	OVGU matric. no.:	OVGU-Studiengang (dt.):	
Name of Responsible Person <sup>1</sup> Function E - Mail	Sending Institution: Otto von Guericke University (D MAGDEBU01)		Receiving Institution:
	Faculty Coordinator		
	@ovgu.de		

<sup>1</sup> Sending Inst.: Academic person who has the authority to guarantee full recognition of educational components on behalf of the responsible body.  
Receiving Inst.: Academic person who has the authority to approve the mobility programme of incoming students.

### I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

The student must have changes to his/her courses abroad decided and agreed upon by the responsible person of the receiving institution, and must communicate these, by e-mailing the filled/signed Changes Agreement, to OVGU **no later than 5 weeks** after regular classes abroad have started. **Courses (educational components) which do not change (marked "NC") need to be indicated as well, at the end of the list.**

Table C: Exceptional changes to study programme abroad				Table D: Courses to be replaced at OVGU Magdeburg		
Component title (as indicated in the course catalogue) at the receiving institution	Change <sup>2</sup>	Nr of ECTS	Link No. <sup>1</sup>	Component title (as in OVGU course catalogue) or additional elective course	Nr of ECTS <sup>3</sup>	Link No. <sup>1</sup>
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-

## Learning Agreement



Completed Change Learning Agreements may be hand over to the ISP Office, B 006 after the examination registration deadline. Attach a copy of the examination registration.

The ISP Office will get the signature and return the form.

## Exam Registration:

Bachelor's: can take bachelor's and master's modules

Master's: are allowed to take only master's modules *(strict Bologna rule)*



LSF Portal:

AiA - AB = bachelor's examinations

AiA - AM = master's

### Note:

*For any examination from another faculty of the OVGU needs to apply for during the examination period of the faculty (FEM). A hand written application with the regarding module description (in the attachment) needs to hand other to the Examination Office (use the letter box) during the examination registration period of FEM. A confirmation will be send out via email from the Examination Office.*

## Examinations at FEM



### *Exam Registration:*

#### Remember!

Online exam registration is possible from any place, computer.

**28/10/19 until 11/10/19, sharp 23:59**

#### Advice!

Save the receiving email about the exam registration as a proof along on the day of your exam!

#### Problems?

Ask the ERASMUS Assistant Ece for support (Wednesdays).





## Final Grades?

Check out hisquis and your personal account on LSF.  
Grade transcripts will be send to the home university after  
the end of your mobility and until the end of the semester  
term (end of September, March).

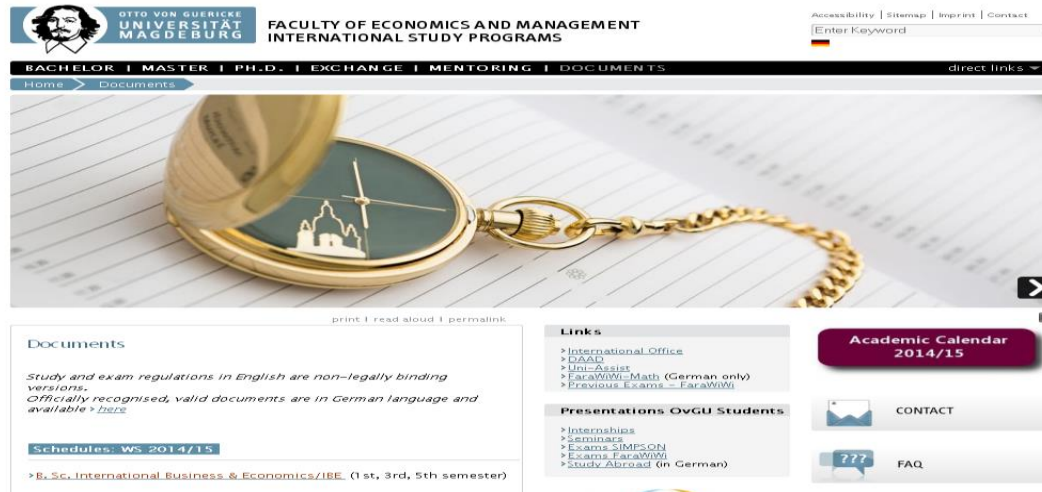
## Mentoring Program – SIMP-SON

[http://www.isp.ovgu.de/en/SIMP\\_SON.html](http://www.isp.ovgu.de/en/SIMP_SON.html)



- Always use your OVGU email address for study program issues;
- Check your OVGU email account daily;
- Sending a request by email give staff 3-5 days for answering;
- Watch the office hours or ask for an individual appointment.

## Downloads of the ISP



The screenshot shows the website for the International Study Programs (ISP) at Otto von Guericke University Magdeburg. The header includes the university logo, the faculty name 'FACULTY OF ECONOMICS AND MANAGEMENT INTERNATIONAL STUDY PROGRAMS', and navigation links for 'BACHELOR', 'MASTER', 'PH.D.', 'EXCHANGE', 'MENTORING', and 'DOCUMENTS'. A search bar is present with the text 'Enter Keyword'. The main content area features a large image of a gold pocket watch with a building illustration on its face, resting on a document. Below the image, there are sections for 'Documents', 'Links', 'Presentations OVGU Students', and 'Academic Calendar 2014/15'. The 'Documents' section contains text about study and exam regulations and a link to 'Schedules: WS 2014/15'. The 'Links' section lists 'International Office', 'FAQ', 'Uni-Assist', 'ParaWise-Math (German only)', and 'Previous Exams - ParaWise'. The 'Presentations OVGU Students' section lists 'Internships', 'Seminars', 'Exams SIMPSON', 'Exams ParaWise', and 'Study Abroad (in German)'. The 'Academic Calendar 2014/15' section has a 'CONTACT' button. A 'FAQ' button is also visible.

- ✓ Examination + Study Regulations
- ✓ Module Handbook
- ✓ Class Schedules, Advice and Links
- ✓ SIMP-SON + ISP Presentations

[http://www.isp.ovgu.de/Documents+\\_+Forms.html](http://www.isp.ovgu.de/Documents+_+Forms.html)



Thank you and enjoy your  
exchange study program @ OVGU!