

Important note: The entire process is completely digital. Please fill in the documents on your PC using Adobe, digitally sign them and send them by email as an editable PDF to the relevant offices. Hard copies, converted scans and photos will not be accepted! *

FAQ Learning Agreements

I started my degree programme before winter semester 23/24. Which forms do I use?

Please use the Learning Agreements with the note 'Start of studies before winter semester 23/24'. These apply to Bachelor's and Master's programmes and only need to be completed accordingly. There is a separate form for each specialisation.

I started my Bachelor's degree programme in winter semester 23/24 or afterwards. What now?

There is a separate form for each Bachelor's degree programme: **Business Administration and Economics, Information Systems** and **Digital Transformation in Business and Society**. Please be sure to use these.

What about the Master's programmes?

Master's students (**IEB and WI, start any**, and **BA**, with the **old FStuPO**) use the new Master's form, which applies jointly. (If the old form is used, care must be taken to use the correct specialisation!)
There is a separate form for the **new Master in Business Administration** (FStuPO 14.08.2024), which is only available in English.

I am studying BAE and am attending a course abroad that is also available here.

Please enter the name of our Passau module under 'Equivalent course in Passau'. Example: 'International Marketing' in the USA = International Marketing here. The module will be credited to you as normal and will also appear as such in the transcript.

Unfortunately, there is no equivalent Passau counterpart to my module. And now?

This is where the 'Additional modules' come into play. Here you have to make a suitable selection in the drop-down menu - e.g. depending on your specialisation or add an assignment yourself.

Can 'Additional modules' be booked more than once?

Yes, this is possible. They will then appear in the transcript or certificate as 'Recognised examination achievement specialisation (from foreign university)'

I have now completed my Learning Agreement. What happens next?

Please send the Learning Agreements to the chairs/teaching units for checking/signing as before. Please make sure to check the assignment carefully; you are responsible for the correctness. The Learning Agreements are only valid with your signature and your agreement that you have read this information sheet.

What happens after the stay abroad?

The individual learning agreements are submitted together with the transcript of records to the Dean's Office at notenrechnung.wiwi@uni-passau.de. Please follow the instructions on the Dean's Office website beforehand!

I am taking a course at another university in Germany; e.g. an online course at the *vhb*. Do I also need a Learning Agreement for this?

Yes, this is absolutely necessary. Please be sure to initiate the process before the start of the course! The procedure is the same as with the Learning Agreements for foreign courses. Please also note the start date of the course!

If you are starting your studies in/after winter semester 23/24, please use the relevant Learning Agreement form for Germany. If you start your studies before winter semester 23/24, there is no separate domestic form; the general Learning Agreement forms for abroad can be used. The Dean's Office will note that the course is a domestic course when processing grades.

If the course is to be booked in the **Studium Generale**, please contact the Programme coordination. A separate form is available for this (on the [website](#) under 'Downloads')

I'm not studying a degree programme in the School of Business, Economics and Information systems, but for example ICBS or Teacher training. Which forms do I use for this?

There is a separate form for **International Cultural and Business Studies (Master + Bachelor)**. You can obtain this from the relevant chairs. All other degree programmes use a joint document on which the degree programme must be stated at the top.

Who do I contact if I have questions?

The chairs must answer questions about the content of courses to be credited.

If you have any questions about the examination regulations or the correct allocation/booking, please contact the **WIWI-Programme coordination** or the **Examinations Office**.

The **Dean's Office** is available to answer any questions you may have about the subsequent grade conversion at notenrechnung.wiwi@uni-passau.de.

*How can I sign a pdf digitally and keep it editable?

Option 1:

A saved scan (jpg) of the real signature. This can be inserted as a picture at any time.

Option 2:

Sign using the drawing tool in the PDF. Select the annotation tool and activate the drawing tool (shown as a pencil icon). Use your mouse, tablet or touch screen to draw your signature where you want.

You can find the study and examination regulations that apply to you on the [central University website](#).