Guide: Import modules with crediting from the crediting platform(OpenCampus)

Step 1: Once all your modules have been approved in the crediting portal, proceed to the following step in the workflow "Import modules with crediting from the crediting platform(OpenCampus)"

Before the mobility: Learning Agreement										
Attention: Please read the following information carefully so that you have the necessary information for your Learning Agreement. Depending on your study program, you will receive instructions for the next steps on our website. Please read the information the website first so that you do not have any problems when creating the Learning A 1. Students in Double Degree Programs Besure to read: Recognition for Ensurest- 3. Students with a required semester abroad a. Voluntary semester abroad with recognition or partial recognition of achievements Besure to read: Recognition for Ensurest - before the mobility b. Voluntary semester abroad without recognition of achievements Besure to read: LA without recognition for Ensurest - before the mobility										
	Main language of instruction specified	Specify main language of instruction								
ATTENTION: Do not take the step "Import modules with credit transfer from OpenCampus" until your modules have been approved in the KU credit transfer instructions with images: Import modules with crediting										
	Modules with crediting imported				Import modules with crediting from the crediting platform (OpenCampus)					
	▲ ACHTUNG: Den Schritt "Module ohne Anrechnung erfassen" machen Sie bitte nur, wenn Sie Double-Degree Studierende sind und Module an der Partnerhochschule fester Bestandteil Ihres Studiengangs sind (z.B. DFS-Studiengänge nach Rennes oder Werbung Interkulturell) 									
	oder • Sie ein freiwilliges Auslandssemester planen und KEINE Anrechnung von Modulen der Gasthochschule anstreben oder • Sie Ihre Module in der Anrechnungsplattform der KU genehmigt wurden, Sie aber noch Module ohne Anrechnung hinzufügen wollen. ▲ ACHTUNG: Vergessen Sie nicht, beim Abschnitt "LV-Bezeichnung an der Heimathochschule" einmalig Folgendes einzufügen: Keine Anerkennung notwendig - 0 ECTS									
Þ	Modules without crediting created Learning Agreement signed		12.06.2024 12.06.2024		Create Modules without crediting Sign Learning Agreement					

Step 2: Click the button "Import courses from OpenCampus"

All courses			61,00 Credits total for 19 Course at the host institution / 0,00 Credits total for 0 Course at the home institution			
	Table A (Courses at the receiving institution) ?		Table B (Courses at the sending institution) ?	Comments ?		
		2.				
Back	Import Courses from OpenCampus					

You can import all modules at once (recommended) OR you can import the modules individually.

Screenshot: Overview of the module credits approved in the online crediting platform(OpenCampus), here called "course packages"

Signature Stu Yes	dent	Signature Sending IO							
– Großbritannien (UK) - University of Birmingham				Import all approved modules(with crediting)					
Courses	1 (1)								Import position
	Course unit title at the host institution	Type of mobility	Duration	Credits		Course no./home	Course unit title at the home institution	Course signed	Credits
<u>1.11</u>	LI Language Education and Literacy (39771)	Classroom teaching (Präsenzunterricht)	Winter	10.00	<u>14</u>	88-980-L-LAPro-H-0920	LehramtPro	yes	5.00
Courses 2 (2)				Individual import of approved module credits				Import position	
	Course unit title at the host institution	Type of mobility	Duration	Credits		Course no./home	Course unit title at the home institution	Course s gned	Credits
<u>14</u>	LI The Structure of English (40000)	Classroom teaching (Präsenzunterricht)	Winter	10.00	<u>1.h</u>	82-008-L-ANG10-V-H-0922	Advanced Linguistics I	yes	5.00
Courses	3 (3)								Import position
	Course unit title at the host institution	Type of mobility	Duration	Credits		Course no./home	Course unit title at the home institution	Course signed	Credits
<u>1.11</u>	LH Echoes of Colonialism and Imperialism Classroom Across Cultures (34935)	assroom teaching (Präsenzunterricht)	Winter	10.00	<u>1.11</u>	82-008-L-ANG05-V-H-0916	Literature and Other Discourses (Bachelormodul)	yes	5.00

Once all modules have been successfully imported, click on "Close" to return to the Learning Agreement overview







A The following error occurred

OpenCampusUtils.createCampusOnlineCourseContainerForLearningAgreement.error: Keine Kurse in OpenCampus gefunden, daher Abbruch!

This page is not available at the moment. Please try again later. If the error still occurs please inform your support team or send an e-mail with a detailed description (your actions, errors, if possible a screenshot) to mobility-online@ku.de



Once all modules have been successfully imported, click "Back". This takes you back to the workflow.

All cours	es				8,00 Cre	edits total for ${f 1}$ Course at the ${f h}$	nost institution / 5,00 Ci	redits total for ${f 1}$ Course at the home institution
Table A (Courses at the receiving institution) ?			Table	Comments ?				
— Co	ourse package 1							Created on: 14.06.2024 13:28:23
	Course no./host	Course unit title at the host institution Cred	ts		Course no./home	Course unit title at the home institution	Credits	
	<u>B1253</u>	Rebound - Rethinking Borders in and by the European U	10		not applicable	Wahlbereich	5,00	
	Sum:	orkflow a,	00	Sum	1:		5,00	Create
		Backtow				Comm	nent option	•
	Back	Amport Courses from OpenCampus	-					

Optional: If you are also taking courses that cannot or should not be credited, then complete the step "Create modules without crediting" in Mobility Online

- Once you have imported or entered all courses, proceed to the step "Digital Learning Agreement formally submitted"
- Your Learning Agreement will then be forwarded to the partner university by the International Office.
- Complete all other steps in your workflow including "Admission at partner university uploaded"
- Please follow the instructions in your workflow and the deadlines from the International Office.
- If you have any problems or questions regarding the next steps in the workflow, please contact outgoing@ku.de