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For Erasmus+ Students: How to prepare your learning agreement in Mobility Online

Once you have [chosen the courses](#) you wish to attend during your exchange semester in Frankfurt, you need to enter them in Mobility Online in order to generate your official Learning Agreement.

Please make sure to read this whole guide before sending questions by e-mail.

1. In your pipeline, click on „Add courses to Learning Agreement“

Done by	Direct access via following link
Automatically generated	Change Application Details
Max Mustermann	Complete personal details
Max Mustermann	Upload application photo
Max Mustermann	Upload copy of passport
Max Mustermann	Upload IT-Registration Form
Max Mustermann	Upload Academic Transcript of Records
Max Mustermann	Upload language certificate
	Add courses to Learning Agreement



2. Click on „Enter further courses...“ as showed below

Edit learning agreement			
Last name	TEST INC	First name	TEST
Home institution	University of West Attica	Country of the home institution	Griechenland
Host institution	FRANKFURT UNIVERSITY OF APPLIED SCIENCES	Country of host institution	Germany
Academic year	2021/2022	Name of Semester	WS 2021/22

+ All non-deleted courses

+ All deleted courses

Back Enter further courses...



3. Use the magnifying glass icon to search for courses

Edit learning agreement	
Host institution	FRANKFURT UNIVERSITY OF APPLIED SCIENCE
Study area	Architecture, Civil Engineering, Geomatics
Study field	Civil Engineering - BI
Academic year	2021/2022
Semester	WS 2021/22
Course unit code at the host institution	<input type="text"/> 🔍
Course unit title at the host institution	<input type="text"/>
There are still 255 characters available	
Type	<input checked="" type="radio"/> compulsory <input type="radio"/> optional <input type="radio"/> free choice
Number of lessons at the host institution	<input type="text"/>



4. Mobility Online automatically shows the study area and study field you have registered for. Click on „Execute search“

Selection masks	
Academic year	<< Select all --> 2020/2021
Semester	<< Select all --> WS 2020/21 SS 2021
Study area	Business and Law
Study field	International Business Administration - IBA
Study subject	<< Select all -->
Course type	<< Select all -->
Course number	<input type="text"/>
Course name	<input type="text"/>
There are still 255 characters available	

Cancel Execute search



5. A list with the available courses in your study field will appear. Check the courses you want to add to your learning agreement

Courses per semester				
Choose the desired entry from those found by clicking the box. Should none of the shown records fit your requirements, restrict your choice further using the search icon.				
Academic year	Semester	Study field	Course unit	Course no.
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Business Ethics	IBA-424
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Business Information Systems II	IBA-317
<input checked="" type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Cultural Diversity	IBA-318
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	European and International Business Law	IBA-318
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Financial and Management Accounting III	IBA-314
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	International Economics	IBA-420
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	International Finance	IBA-422
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	International Marketing	IBA-421
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Macroeconomics	IBA-316
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Marketing, Logistics and Production	IBA-313
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Statistics for Business	IBA-315
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Transport, Geography and International Trade	IBA-422

12 Records found! Please select!

Back

6. After clicking on one course, another window will appear. You'll see the added course (1). Now you need to enter the equivalent course in your Home University (2) and the amount of credits (3) – if you don't know just enter "-" and "0" on those fields. Click on „Create“ and repeat this process for each course you wish to add to your learning agreement. You can also add the course as a “free choice” course, for example.

Host institution	FRANKFURT UNIVERSITY OF APPLIED SCIENC ...
Study area	Business and Law
Study field	International Finance - IF
Academic year	2020/2021
Semester	WS 2020/21
Course unit code at the host institution	IF-735
Course unit title at the host institution	International Accounting
Type	<input checked="" type="radio"/> compulsory <input type="radio"/> optional <input type="radio"/> free choice
Number of lessons at the host institution	150,00
Number of credits at the host university	5,00
Link to course at the host institution	
Course unit code at the home institution	
Course unit title at the home institution	
Type	<input checked="" type="radio"/> compulsory <input type="radio"/> optional <input type="radio"/> free choice
Number of credits at the home institution	
Information about/Link to course at the home institution	
Virtual component	<input type="checkbox"/>

Back Create

7. When you have added all the courses you wish to attend, this step in your pipeline in Mobility Online should look similar to this:

<-- Select all -->		Search	Search	Search	<-- Select all -->	
Study field	Course no./host	Course unit title at the host institution	Number of credits at the host university	Semester		
Bauingenieurwesen	BI-7BT	Bachelor Thesis	10,00	WS 2021/22		
Bauingenieurwesen	AA-2LC	Lecture Series Construction	5,00	WS 2021/22		
Bauingenieurwesen	AA-2IDP	International Design Project	5,00	WS 2021/22		

Back Enter further courses...

8. Move back to your pipeline

<-- Select all -->		Search	Search	Search	<-- Select all -->	
Study field	Course no./host	Course unit title at the host institution	Number of credits at the host university	Semester		
Bauingenieurwesen	BI-7BT	Bachelor Thesis	10,00	WS 2021/22		
Bauingenieurwesen	AA-2LC	Lecture Series Construction	5,00	WS 2021/22		
Bauingenieurwesen	AA-2IDP	International Design Project	5,00	WS 2021/22		

Back Enter further courses...

9. Erasmus+ Students also need to fill in a digital learning agreement provided by the home university

→ We recommend you to first choose the courses on Mobility Online and to send us the digital learning agreement only after you've received the e-mail that your application is complete.

- Use the **digital tool** provided by your **Home University** to fill out the digital learning agreement (DLA)
It is important that you ask your home university what tool to use for this step.
- When filling out the DLA enter as receiving responsible person and receiving administrative contact person:

First name: Elisa
Last Name: Lange
Position: Incoming Exchange Student Advisor
E-Mail: incoming.exchange@io.fra-uas.de
Phone: +49 69 1533 – 3847

- Don't forget to add exactly the same courses you added to Mobility Online, otherwise you'll need to fill it out again and correct the courses
- After you fill out the DLA, it will be sent to your Home University for signature and after they sign it, we'll receive it
- The learning agreement will only be signed by us after the academic department at Frankfurt UAS has approved your course choice

For Overseas/Freemover Students: How to prepare your learning agreement in Mobility Online

Once you have [chosen the courses](#) you wish to attend during your exchange semester in Frankfurt, you need to enter them in Mobility Online in order to generate your official Learning Agreement.

Please make sure to read this whole guide before sending questions by e-mail.

1. In your pipeline, click on „Add courses to Learning Agreement“

Done by	Direct access via following link
Automatically generated	Change Application Details
Max Mustermann	Complete personal details
Max Mustermann	Upload application photo
Max Mustermann	Upload copy of passport
Max Mustermann	Upload IT-Registration Form
Max Mustermann	Upload Academic Transcript of Records
Max Mustermann	Upload language certificate
	Add courses to Learning Agreement

2. Click on „Enter further courses...“ as showed below

Edit learning agreement			
Last name	TEST INC	First name	TEST
Home institution	University of West Attica	Country of the home institution	Griechenland
Host institution	FRANKFURT UNIVERSITY OF APPLIED SCIENCES	Country of host institution	Germany
Academic year	2021/2022	Name of Semester	WS 2021/22
+ All non-deleted courses			
+ All deleted courses			

Back

3. Use the magnifying glass icon to search for courses

Edit learning agreement

Host institution: FRANKFURT UNIVERSITY OF APPLIED SCIENCE

Study area: Architecture, Civil Engineering, Geomatics

Study field: Civil Engineering - BI

Academic year: 2021/2022

Semester: WS 2021/22

Course unit code at the host institution: 

Course unit title at the host institution:

There are still 255 characters available

Type: compulsory optional free choice

Number of lessons at the host institution:

4. Mobility Online automatically shows the study area and study field you have registered for. Click on „Execute search“

Selection masks  Save selection mask

Academic year: <-- Select all -->
2020/2021

Semester: <-- Select all -->
WS 2020/21
SS 2021

Study area: Business and Law

Study field: International Business Administration - IBA

Study subject: <-- Select all -->

Course type: <-- Select all -->

Course number:

Course name:

There are still 255 characters available

Cancel **Execute search** 

5. A list with the available courses in your study field will appear. Check the courses you want to add to your learning agreement

Courses per semester				
Choose the desired entry from those found by clicking the box. Should none of the shown records fit your requirements, restrict your choice further using the search icon.				
Academic year	Semester	Study field	Course unit	Course no.
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Business Ethics	IBA-424
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Business Information Systems II	IBA-317
<input checked="" type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Cultural Diversity	IBA-318
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	European and International Business Law	IBA-318
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Financial and Management Accounting III	IBA-314
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	International Economics	IBA-420
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	International Finance	IBA-422
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	International Marketing	IBA-421
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Macroeconomics	IBA-316
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Marketing, Logistics and Production	IBA-313
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Statistics for Business	IBA-315
<input type="checkbox"/> 2020/2021	WS 2020/21	International Business Administration	Transport, Geography and International Trade	IBA-422

12 Records found! Please select!

Back

6. After clicking on one course, another window will appear. You'll see the added course (1). Now you need to enter the equivalent course in your Home University (2) and the amount of credits (3) – if you don't know just enter "-" and "0" on those fields. Click on „Create“ and repeat this process for each course you wish to add to your learning agreement. You can also add the course as a “free choice” course, for example.

Host institution	FRANKFURT UNIVERSITY OF APPLIED SCIENC ...
Study area	Business and Law
Study field	International Finance - IF
Academic year	2020/2021
Semester	WS 2020/21
Course unit code at the host institution	IF-735
Course unit title at the host institution	International Accounting
Type	<input checked="" type="radio"/> compulsory <input type="radio"/> optional <input type="radio"/> free choice
Number of lessons at the host institution	150,00
Number of credits at the host university	5,00
Link to course at the host institution	
Course unit code at the home institution	
Course unit title at the home institution	
Type	<input checked="" type="radio"/> compulsory <input type="radio"/> optional <input type="radio"/> free choice
Number of credits at the home institution	
Information about/Link to course at the home institution	
Virtual component	<input type="checkbox"/>

Back Create

7. When you have added all the courses you wish to attend, this step in your pipeline in Mobility Online should look similar to this:

	<< Select all -->	Search	Search	Search	<< Select all -->
	Study field	Course no./host	Course unit title at the host institution	Number of credits at the host university	Semester
  	Bauingenieurwesen	BI-7BT	Bachelor Thesis	10,00	WS 2021/22
  	Bauingenieurwesen	AA-2LC	Lecture Series Construction	5,00	WS 2021/22
  	Bauingenieurwesen	AA-2IDP	International Design Project	5,00	WS 2021/22

Back Enter further courses...

8. Move back to your pipeline

	<< Select all -->	Search	Search	Search	<< Select all -->
	Study field	Course no./host	Course unit title at the host institution	Number of credits at the host university	Semester
  	Bauingenieurwesen	BI-7BT	Bachelor Thesis	10,00	WS 2021/22
  	Bauingenieurwesen	AA-2LC	Lecture Series Construction	5,00	WS 2021/22
  	Bauingenieurwesen	AA-2IDP	International Design Project	5,00	WS 2021/22

Back Enter further courses...

9. Click on "Print Learning Agreement"

26.02.2020	Max Mustermann	Upload application photo
26.02.2020	Max Mustermann	Upload copy of passport
26.02.2020	Max Mustermann	Upload IT-Registration Form
26.02.2020	Max Mustermann	Upload Academic Transcript of Records
26.02.2020	Max Mustermann	Upload language certificate
27.02.2020	Max Mustermann	Add courses to Learning Agreement
adding courses to your learning agreement.		
27.02.2020	Max Mustermann	Print Learning Agreement
		Upload signed Learning Agreement

10. Print your learning agreement, sign it and collect the signature from the responsible person of your Home University.

LEARNING AGREEMENT – FOR OVERSEAS and FREEMOVER STUDENTS *

Academic Year: 2020/2021

Personal Data	
Last Name: Mustermann	Field of Study: Informatik - Mobile Anwendungen
First Name: Max	Home Institution: Pontificia Universidade Católica do Paraná
Date of Birth: 27.07.1985	Country: Brazil

Course Code	Course unit title	Semester	ECTS Credits
IBA-318	European and International Business Law	autumn	3,00
IBA-316	Macroeconomics	autumn	3,00
IBA-315	Statistics for Business	autumn	3,00
	German Intensive Course	autumn	3,00
			20,00

Date: 28.02.2020	Student signature: Your signature
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Home Institution
We confirm that the changes to the proposed program of study / learning agreement are approved.
Signature and Stamp from a responsible person at your Home University
Date/ Responsible Person's Signature
Receiving Institution
We confirm that the changes to the proposed program of study / learning agreement are approved.
Date/ Responsible Person's Signature

* Students coming through the ERASMUS program (European partner institutions) should not fill in this form. ERASMUS students should fill in the appropriate Learning Agreement Form issued by their home institution

11. After your learning agreement has been signed by you and your home university, upload it as a PDF document to Mobility Online and proceed with the application process.

Max Mustermann

[Print Learning Agreement](#)

[Upload signed Learning Agreement](#)

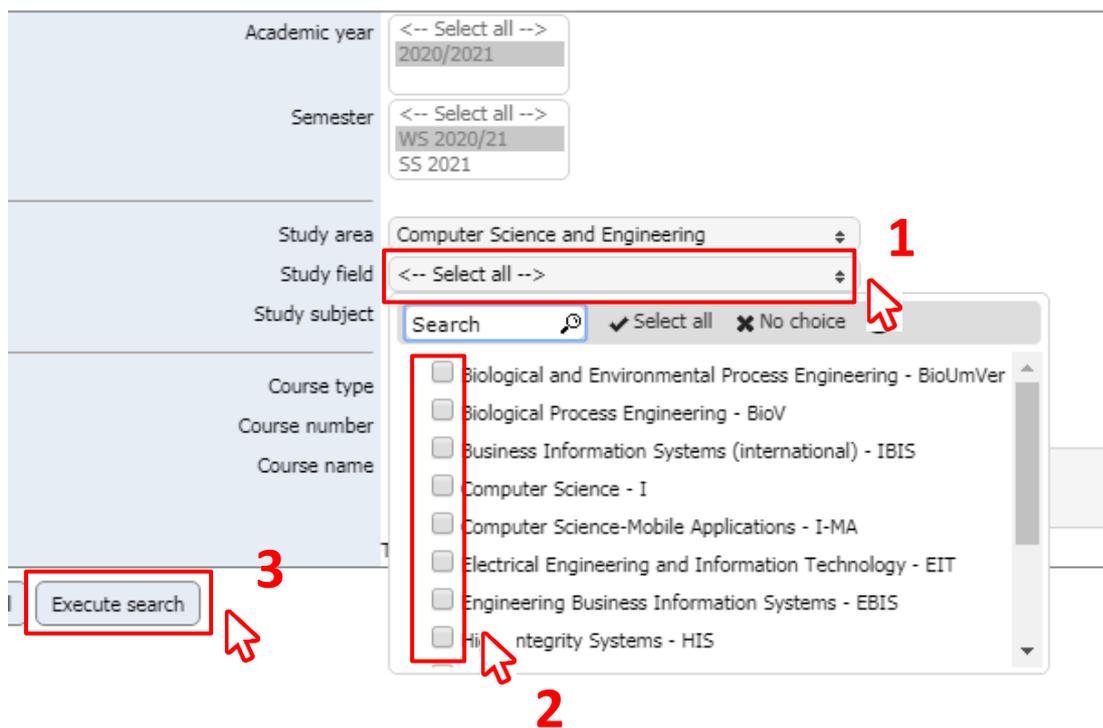


Adding courses from the same Faculty, but from different study fields

This applies only for students from the **Faculty of Computer Science and Engineering** and **Business and Law** that are able to mix courses from different study fields.

Mixing courses from different faculties is not allowed.

1. Please do the steps 1 to 3 as explained above
2. Mobility Online automatically shows the study area and study field you have registered for. When you click on "Study Field", a drop down menu with all the study fields from the Faculty of Computer Science and Engineering will open. Click on all the study fields from the classes you wish to choose and then on „Execute search“.



Academic year <-- Select all -->
2020/2021

Semester <-- Select all -->
WS 2020/21
SS 2021

Study area Computer Science and Engineering

Study field <-- Select all -->

Study subject Search Select all No choice

Course type

Course number

Course name

Biological and Environmental Process Engineering - BioUmVer

Biological Process Engineering - BioV

Business Information Systems (international) - IBIS

Computer Science - I

Computer Science-Mobile Applications - I-MA

Electrical Engineering and Information Technology - EIT

Engineering Business Information Systems - EBIS

Hi Integrity Systems - HIS

Execute search

12. Continue with the steps 5 to 11 as explained above for Overseas Students or from the steps 5 to 10 for Erasmus+ Students.

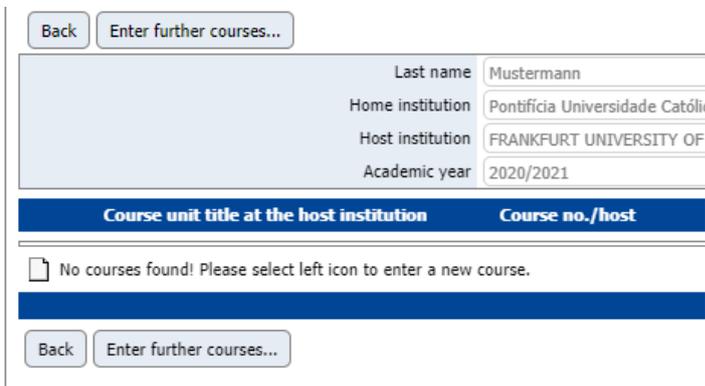
Adding the German intensive course/ Adding German taught courses

On Mobility Online only courses taught in English are saved in the data base. If you wish to add any other course, you have to do it manually.

This applies to:

- Language courses from the Language Center
- Courses from the faculties that are taught in German

1. Go back to step 2 and click on „Enter further courses...“

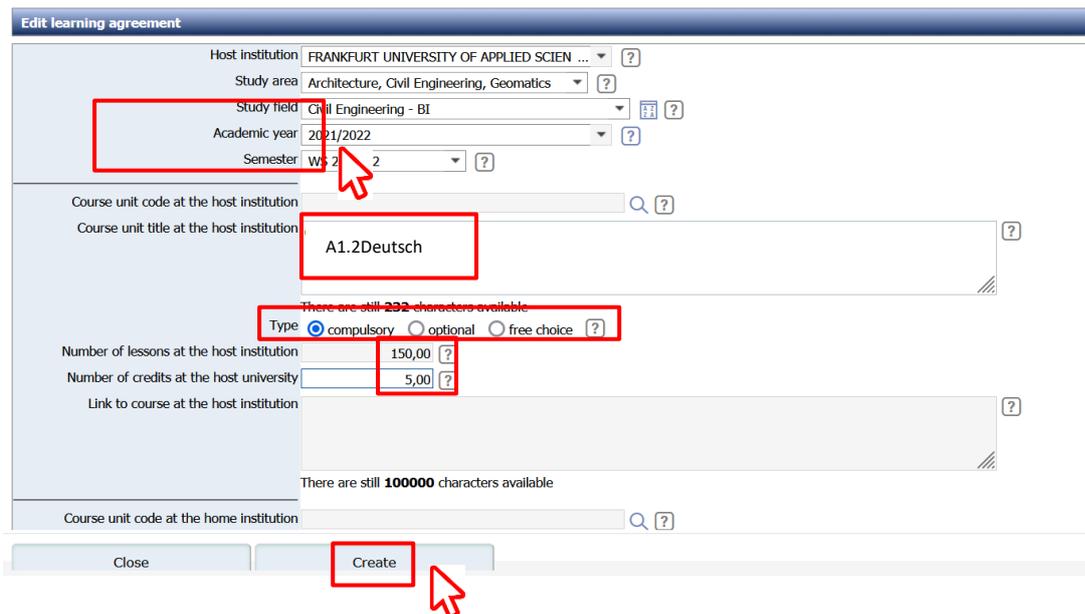


The screenshot shows a user interface with a 'Back' button and an 'Enter further courses...' button. Below these is a form with the following fields:

Last name	Mustermann
Home institution	Pontificia Universidade Católica
Host institution	FRANKFURT UNIVERSITY OF
Academic year	2020/2021

Below the form is a table header with two columns: 'Course unit title at the host institution' and 'Course no./host'. Below the table is a message: 'No courses found! Please select left icon to enter a new course.' At the bottom, there are 'Back' and 'Enter further courses...' buttons.

2. Enter the name of the course (“Course unit title at host institution”), the number of lessons and the number of credit points – 2,5 ECTS corresponds to 75 hours, 5 ECTS to 150h and 10 ECTS to 300h. Click on „Create“.



The screenshot shows the 'Edit learning agreement' form with the following fields and values:

- Host institution: FRANKFURT UNIVERSITY OF APPLIED SCIEN ...
- Study area: Architecture, Civil Engineering, Geomatics
- Study field: Civil Engineering - BI
- Academic year: 2021/2022
- Semester: Ws 2 2
- Course unit code at the host institution: (empty)
- Course unit title at the host institution: A1.2Deutsch
- Type: compulsory optional free choice
- Number of lessons at the host institution: 150,00
- Number of credits at the host university: 5,00
- Link to course at the host institution: (empty)
- Course unit code at the home institution: (empty)

At the bottom, there are 'Close' and 'Create' buttons. Red boxes highlight the 'Study field', 'Course unit title at the host institution', 'Type', 'Number of lessons at the host institution', 'Number of credits at the host university', and 'Create' button. Red arrows point to the 'Study field' and 'Create' buttons.

Where to find language courses?

Language courses are offered by the language center (Fachsprachenzentrum). The course catalogue for the current semester will only be available a few weeks before the semester starts. You can always take a look on the catalogue from the past semester to have a idea about the courses that are regularly offered.

1. Visit the website from the language center: <https://www.frankfurt-university.de/de/hochschule/einrichtungen-und-services/fachsprachenzentrum/>
2. Scroll down and download the course catalogue



Frankfurt UAS > Hochschule > Einrichtungen und Services > Fachsprachenzentrum

Willkommen im Fachsprachenzentrum (FSZ)!

- [Das Intensivkursprogramm](#) für das Sommersemester 2021 ist online! Das Programm finden Sie auch unter Downloads.
- Die Anmeldung für die Intensivkurse beginnt am 23.08.2021 um 7:00 Uhr auf [Moodle](#). Der Link dazu ist auch im Programm hinterlegt.
- Die Intensivkurse werden online stattfinden – Die Prüfung wird in Präsenz an der FRA-UAS geschrieben.
- Hinweis: Der Crashkurs Gebärdensprache wird vor Ort stattfinden.
- Für die erfolgreiche Teilnahme an einem Sprachkurs empfiehlt das FSZ dringend, aktiv mit eingeschalteter Kamera mitzuarbeiten. Die Teilnahme ohne Kamera bedeutet in einem interaktiven Kurssetting wie einem Sprachkurs erhebliche Nachteile für die einzelnen Studierenden, aber auch für den gesamten Kurs, und sollte nur in besonderen Ausnahmefällen praktiziert werden. Wir bitten Sie deshalb in Ihrem eigenen Interesse, an unserem Sprachangebot mit Kamera und Mikrofon teilzunehmen.

DAAD-Sprachnachweise werden wie gehabt ausgestellt (siehe Quicklink). Bitte melden Sie sich über das Formular dort an.

Quicklinks

- [Aktuelles aus dem FSZ](#)
- [DAAD-Sprachnachweis](#)
- [Englisch für Mitarbeitende](#)
- [European University Tandem](#)
- [Herkunftssprachen](#)
- [Studienvorbereitende](#)
- [Deutschangebote B2/DSH](#)
- [Schreibwerkstatt](#)
- [SpeeXX Campus](#)
- [Ansprechpersonen](#)
- [FAQs](#)

Downloads

- [Sprachprogramm SoSe 2021](#)
- [Wahlpflichtmodule FB 3](#)

3. If the course takes place over 2 time blocks, the number of lessons corresponds to 150h (5 ECTS) and
If takes place over only 1 time block, the number of lessons corresponds to 75h (2,5 ECTS)

Deutsch. Sprache. Kommunikation

Kursangebot A1 - A2

4012	A1.1	Deutsch
4012	A1.1	Deutsch
4014	A1.2	Deutsch
4014	A1.2	Deutsch
4022	A2.1	Deutsch
4022	A2.1	Deutsch
4024	A2.2	Deutsch
4201	A2	Hörverstehen & Aussprachetraining
4224	A1	Wortschatz und Konversation
4225	A2	Wortschatz und Konversation

Mi	4+5
Mo	5+6
Mo	3+4
Mi	3+4

2 time blocks

Mi	5+6
Fr	4+5
Do	1+2

1 time block

Di	2
Fr	4
Do	3