FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Content

For Erasmus+ Students: How to prepare your learning agreement in Mobility Online 1

For Overseas/Freemover Students: How to prepare your learning agreement in Mobility Online 5

Adding courses from the same Faculty, but from different study fields 10

Adding the German intensive course/ Adding German taught courses 11

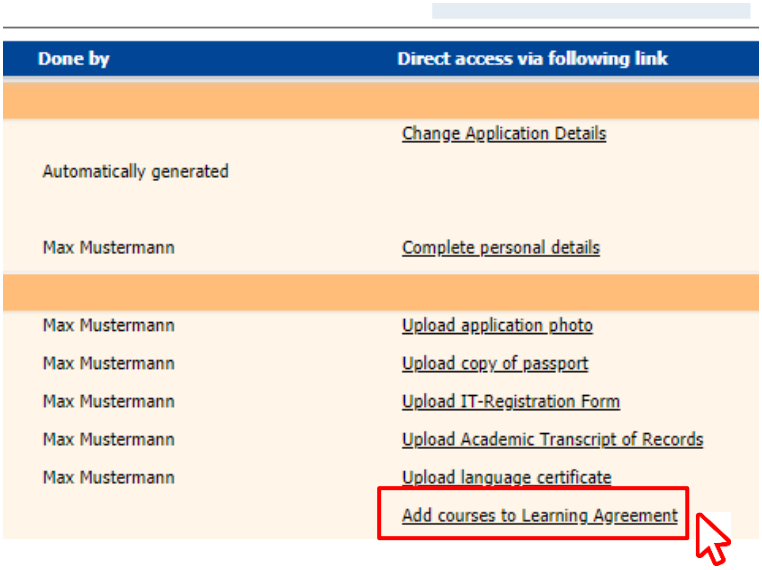
Where to find language courses?..... 12

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

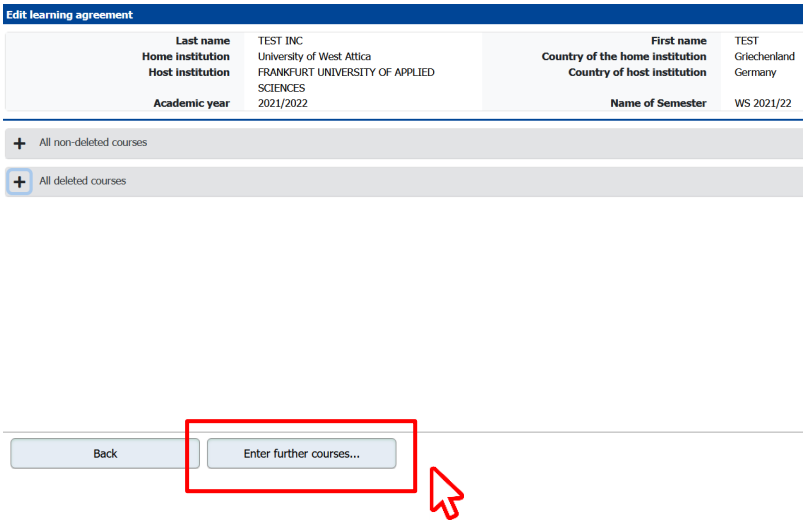
Once you have chosen the courses you wish to attend during your exchange semester in Frankfurt, you need to enter them in Mobility Online in order to generate your official Learning Agreement.

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

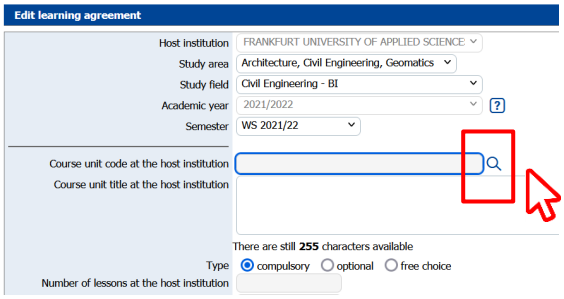
1. **In your pipeline, click on „Add courses to Learning Agreement“**



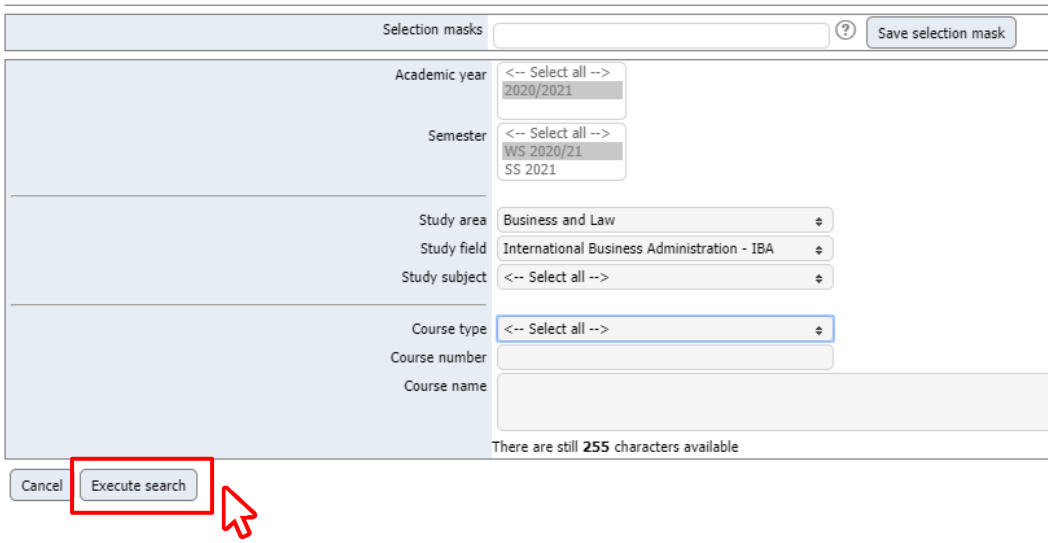
2. **Click on „Enter further courses…“ as showed below**



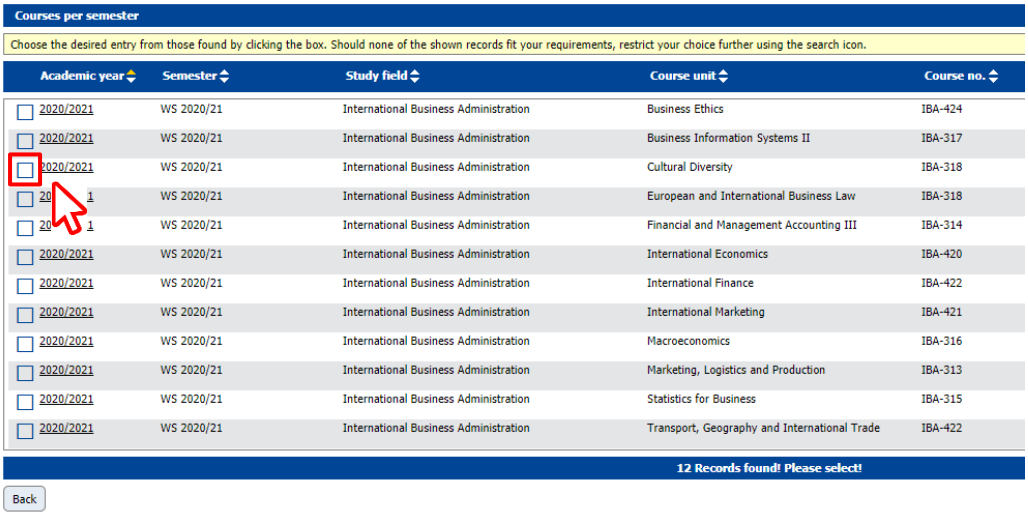
3. **Use the magnifying glass icon to search for courses**



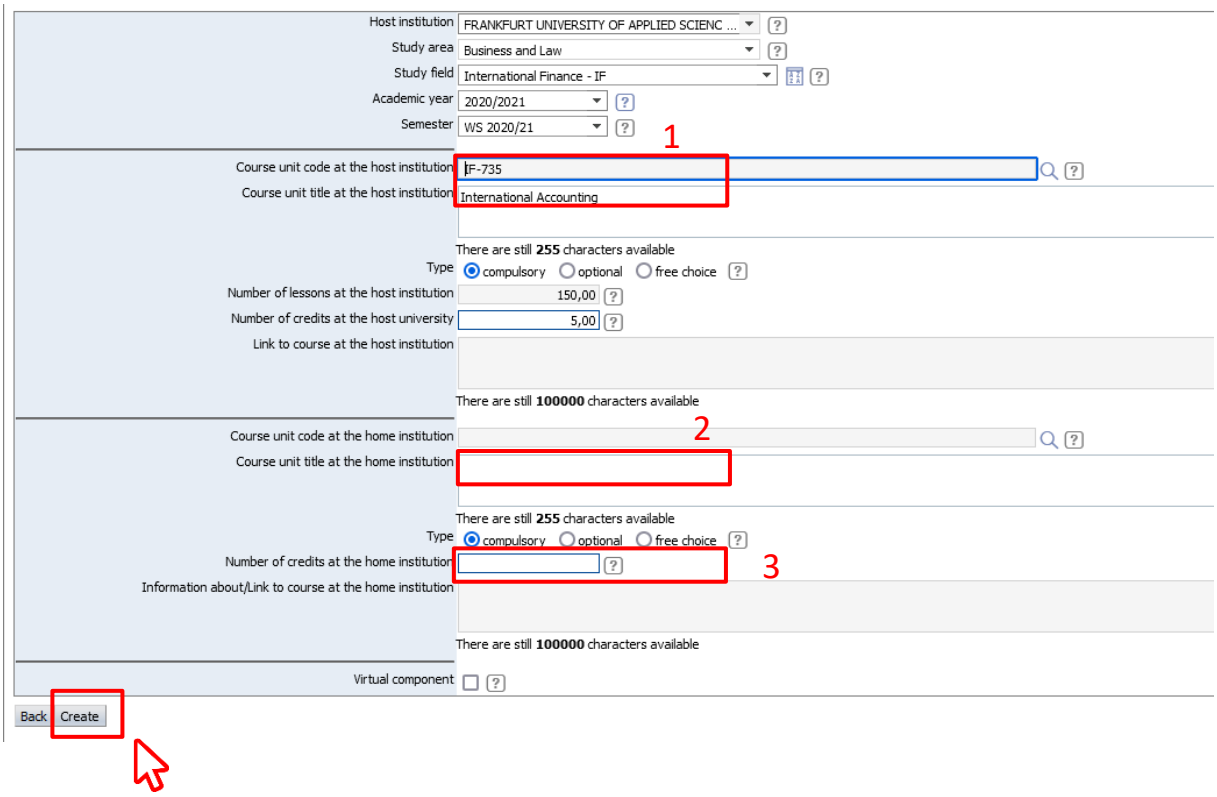
4. **Mobility Online automatically shows the study area and study field you have registered for. Click on „Execute search“**



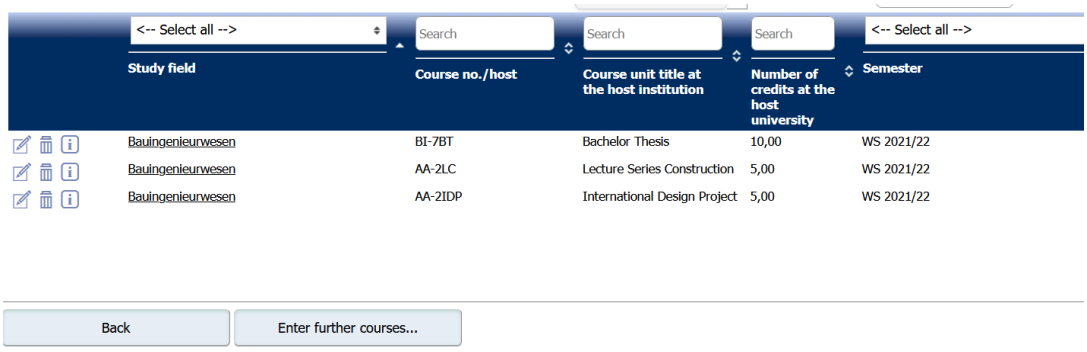
5. **A list with the available courses in your study field will appear. Check the courses you want to add to your learning agreement**



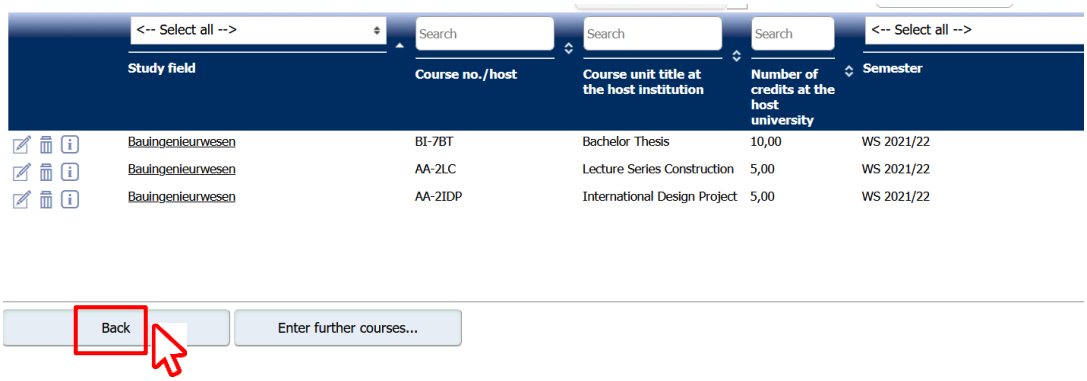
6. **After clicking on one course, another window will appear. You'll see the added course (1). Now you need to enter the equivalent course in your Home University (2) and the amount of credits (3) – if you don't know just enter "-" and "0" on those fields. Click on „Create" and repeat this process for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



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:**



8. **Move back to your pipeline**



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

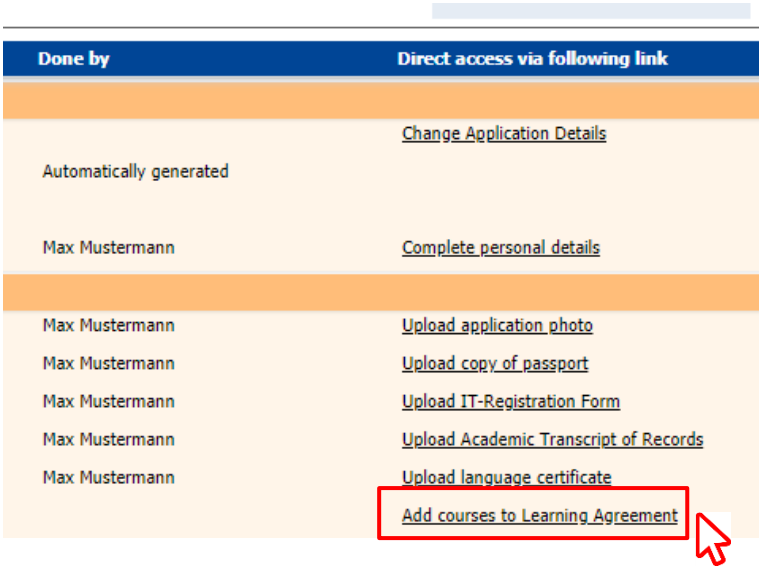
- Don’t forget to add exactly the same courses you added to Mobility Online, otherwise you’ll need to fill it out again and correct the courses
- After you fill out the DLA, it will be sent to your Home University for signature and after they sign it, we’ll receive it
- The learning agreement will only 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

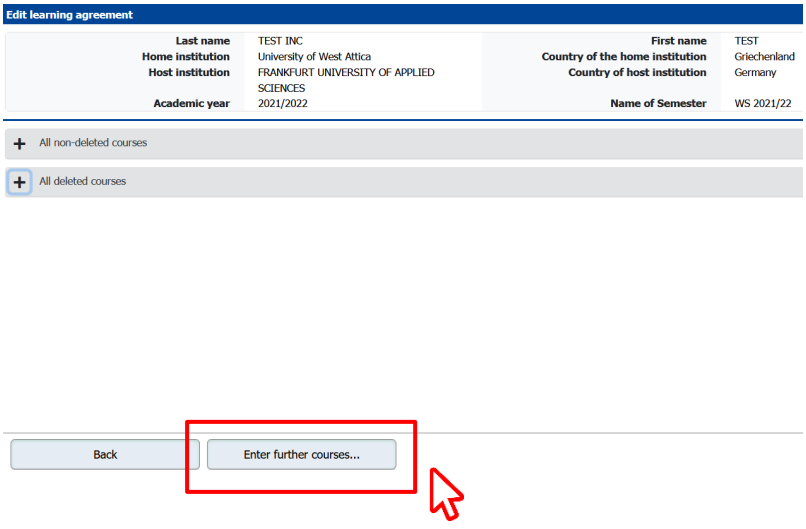
Once you have chosen the courses you wish to attend during your exchange semester in Frankfurt, you need to enter them in Mobility Online in order to generate your official Learning Agreement.

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“**



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



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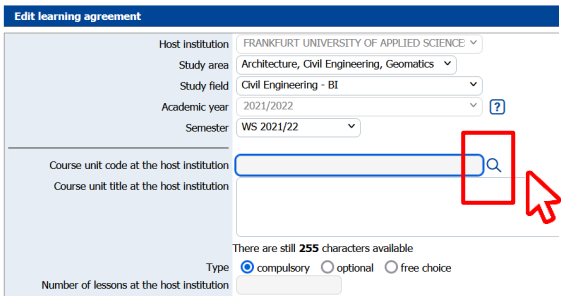
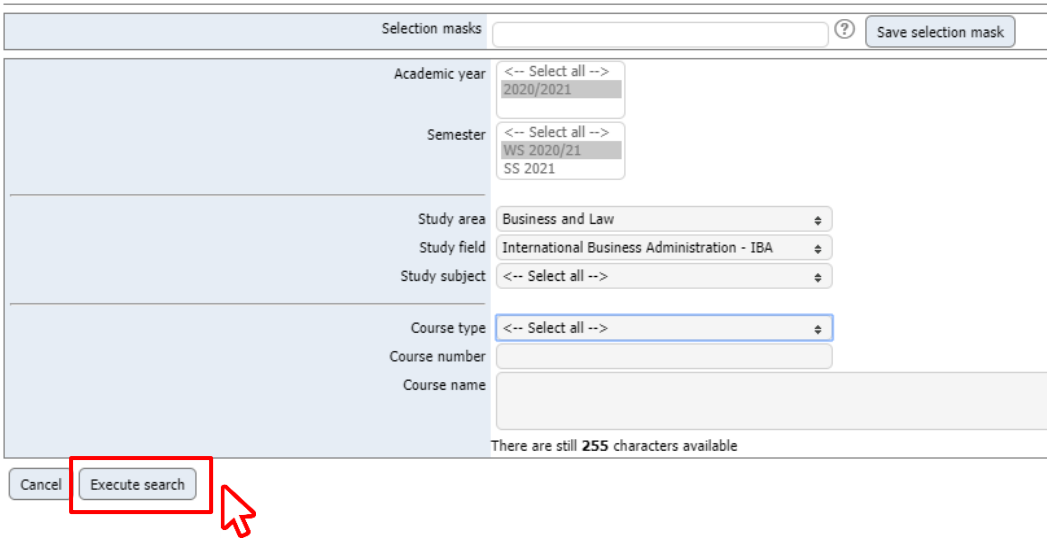
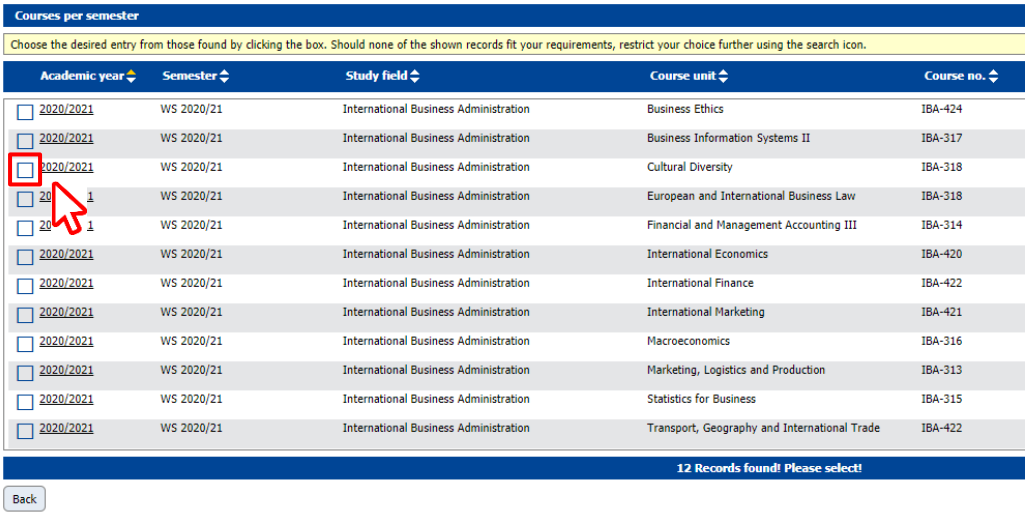


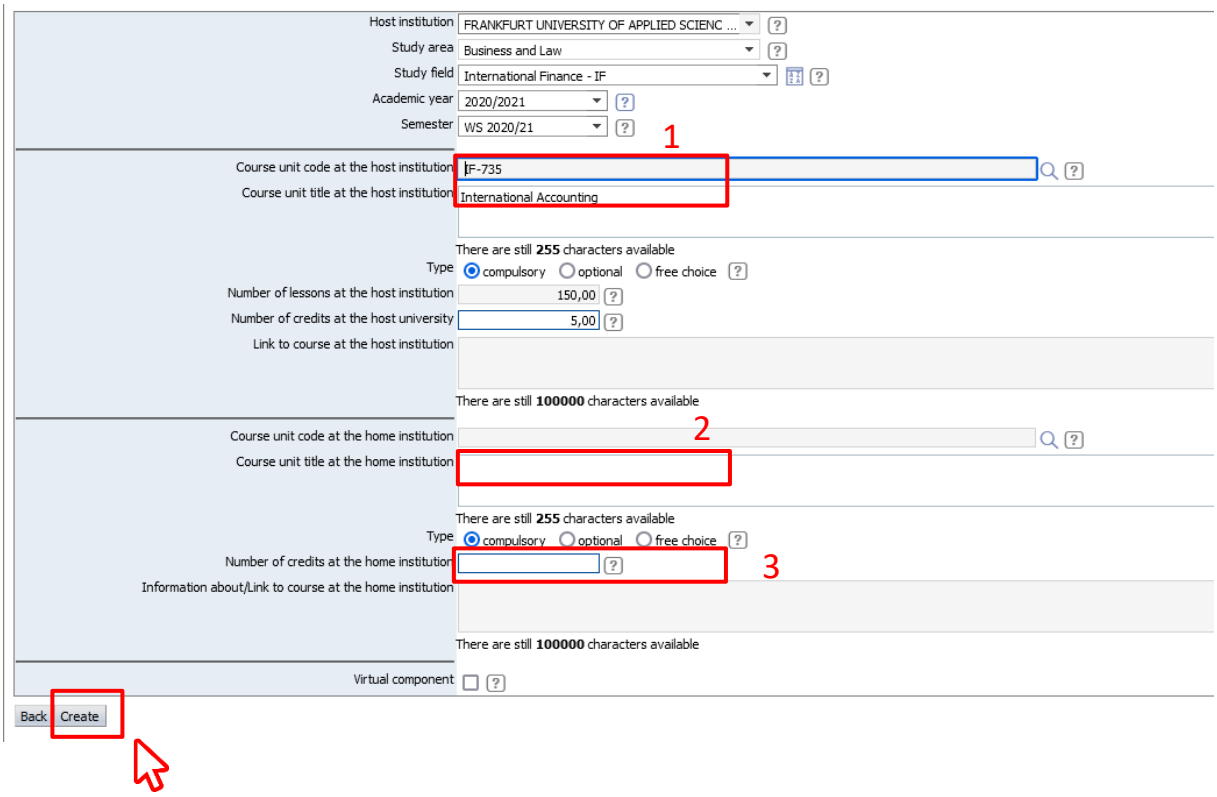
4. **Mobility Online automatically shows the study area and study field you have registered for. Click on „Execute search“**



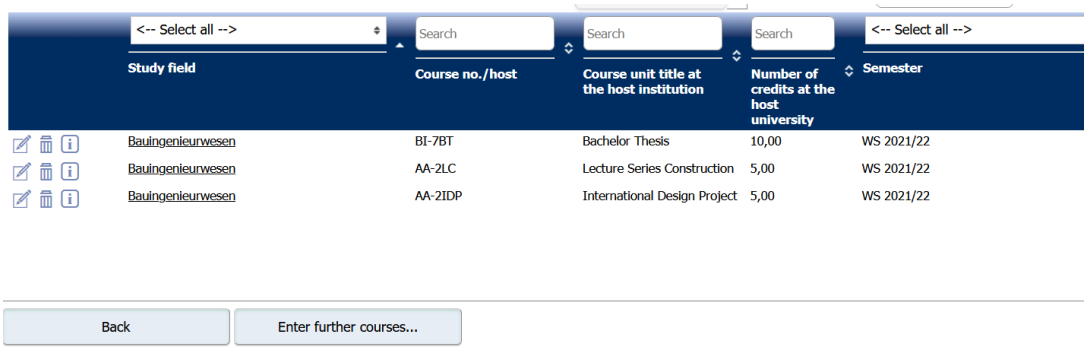
5. **A list with the available courses in your study field will appear. Check the courses you want to add to your learning agreement**



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.**



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:**



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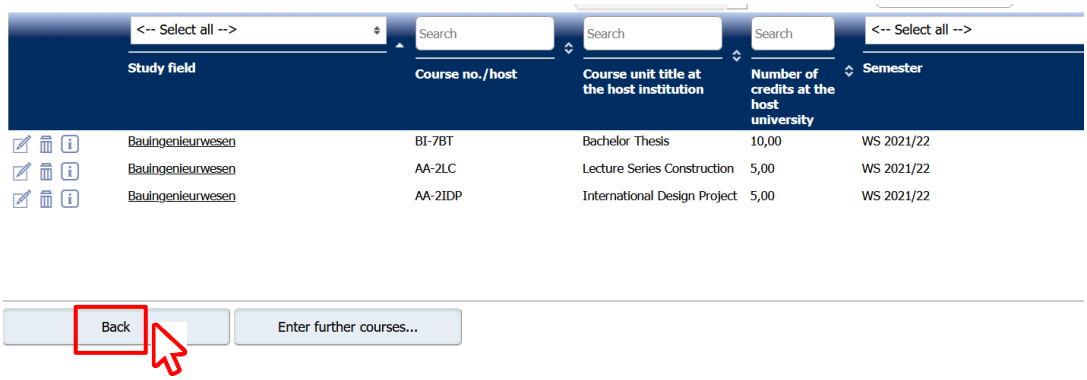
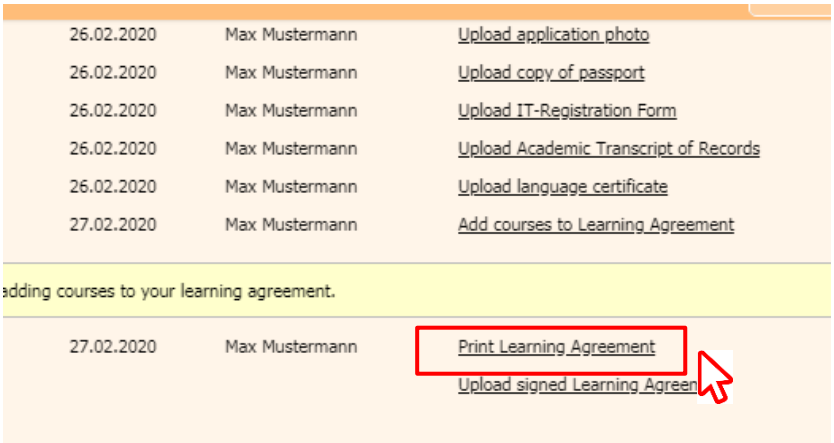


9. **Click on "Print Learning Agreement"**



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

FRANKFURT UNIVERSITY OF APPLIED SCIENCES

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: Pontifícia 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	5,00
IBA-316	Macroeconomics	autumn	5,00
IBA-315	Statistics for Business	autumn	5,00
	German Intensive Course	autumn	5,00
			20,00

Date: 28.02.2020	Student signature: **Your signature**

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

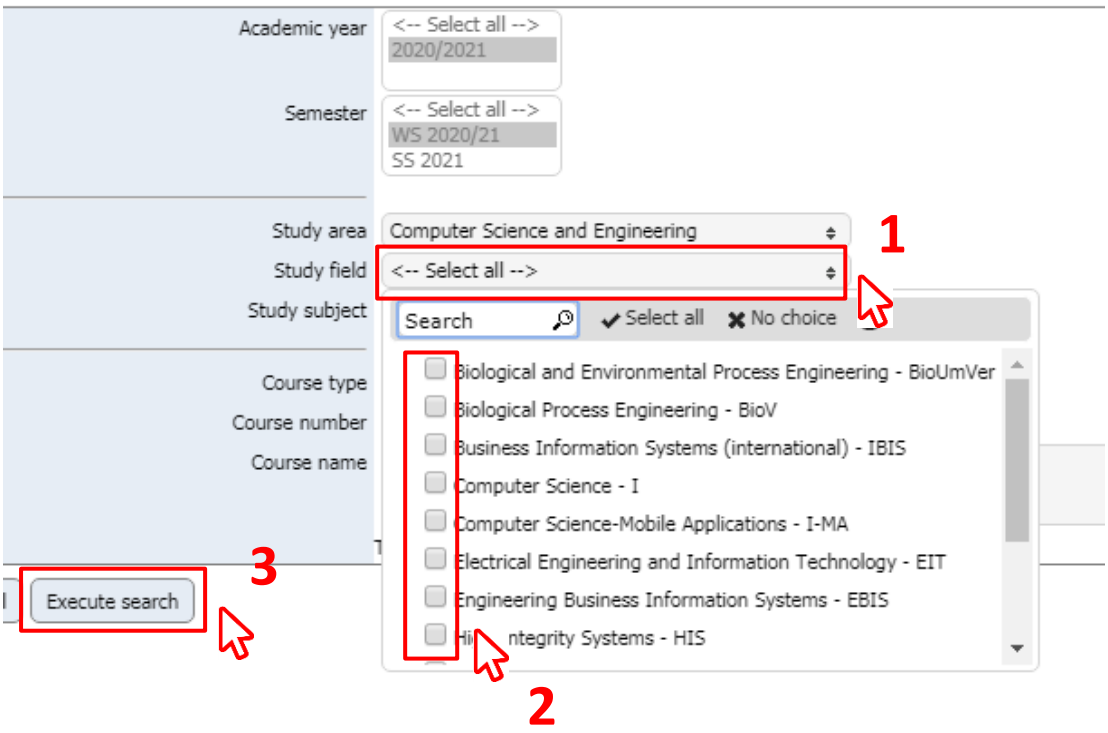
11. **After your learning agreement has been signed by you and your home university, upload it as a PDF document to Mobility Online and proceed with the application process.**

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".**



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

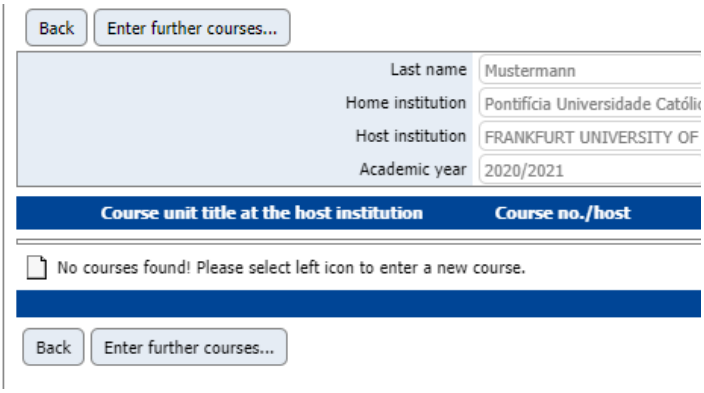
Adding the German intensive course/ Adding German taught courses

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.

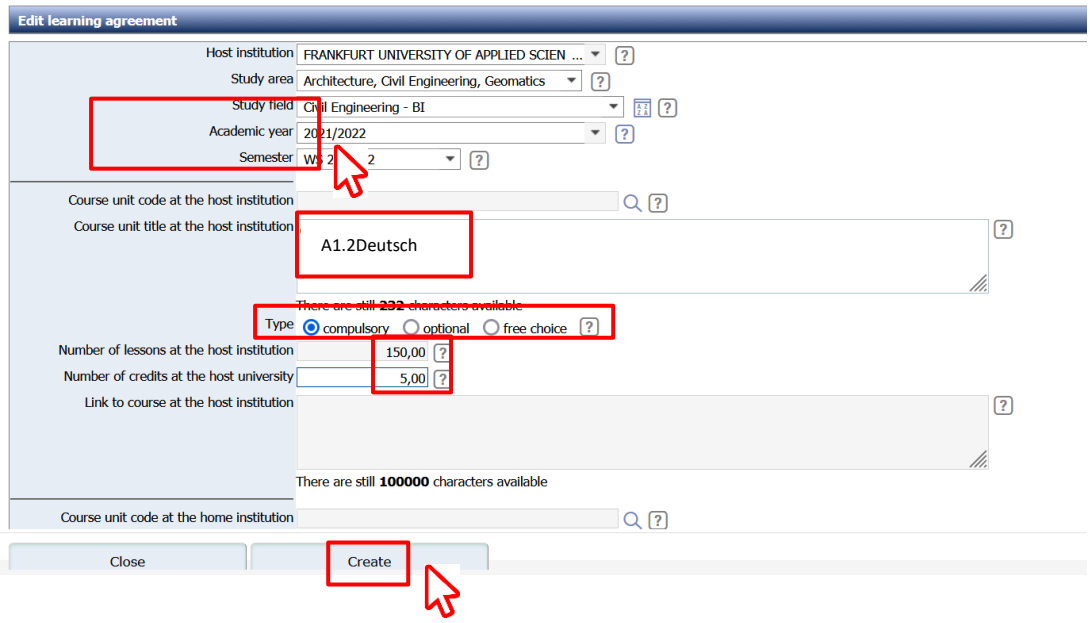
This applies to:

- 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…“**



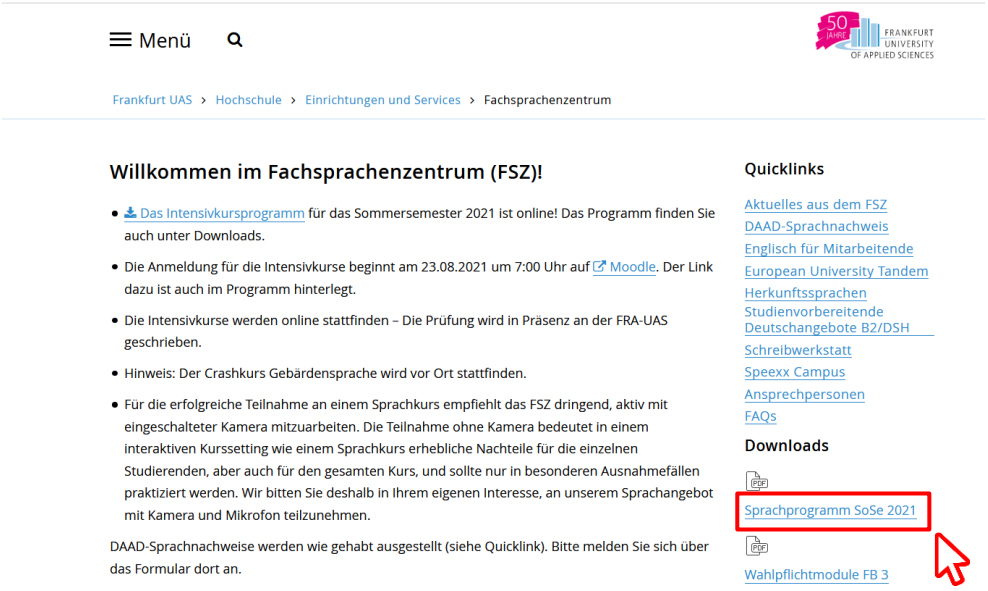
2. **Enter the name of the course (“Course unit title at host institution”), the number of lessons and the number of credit points – 2,5 ECTS corresponds to 75 hours, 5 ECTS to 150h and 10 ECTS to 300h. Click on „Create“.**



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**



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	Mi	4+5
4012	A1.1	Deutsch	Mo	5+6
4014	A1.2	Deutsch	Mo	3+4
4014	A1.2	Deutsch	Mi	3+4
4022	A2.1	Deutsch	Mi	5+6
4022	A2.1	Deutsch	Fr	4+5
4024	A2.2	Deutsch	Do	1+2
4201	A2	Hörverstehen & Aussprachetraining	Di	2
4224	A1	Wortschatz und Konversation	Fr	4
4225	A2	Wortschatz und Konversation	Do	3

2 time blocks

1 time block