Instructions on filling out the "ERASMUS+ Learning Agreement" via MoveOn

- A requirement is the evaluation and approval of the courses' recognizability based on meaningful module descriptions by the corresponding coordinator for study and examination achievements abroad PD Dr. habil. Toni Richter.
- The Excel-based "Recognition Agreement" represents the binding examination registration on the basis of which you will receive recognition after your stay abroad.
 - ➤ Please fill out the Excel-form computer based:

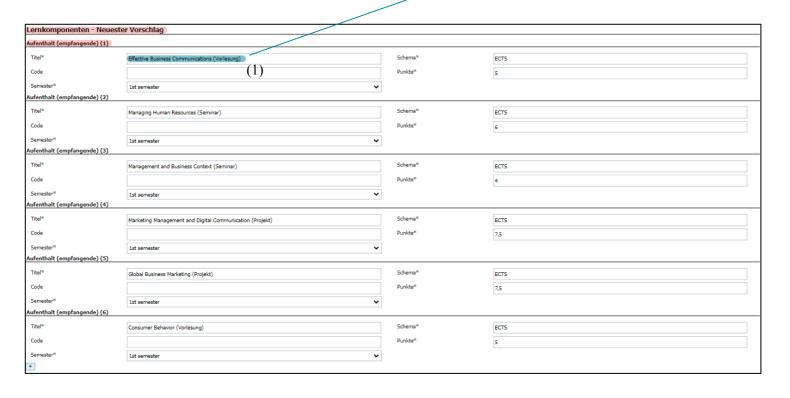
	Spe	cialization/s	upplementary courses**		
External module	СР	Changes***	Desired recognition FWW*	ECTS	Module profile*
Effective Business Communications	5		International Management	5	Lecture
Managing Human Resources	6		International Management	6	Seminar (partial)
Management and Business Context	4		International Management	4	Seminar (partial)
Global Business Marketing	7,5		Marketing	7,5	Project (partial)
Market Management and Digital Communications	7,5		Marketing	7,5	Project (partial)
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		Сотри	lsory courses**		
External module	СР	Changes***	Desired recognition FWW*	ECTS	Module profile*
Corporate Strategy	5		International Corporate Strategy (50114)	5	Lecture
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(Example of a "recognition agreement", Website Examination Office FWW)

→ The completeness and correctness of the recognition agreement is decisive and the foundation for the following preparation of your Learning Agreement via exchange data base "MoveOn" (following page):

Steps for a complete and correct preparation of the Learning Agreement via "MoveOn"

- 1. Please fill in the necessary data:
 - "Details zum Aufenthalt" (Details of stay)
 - "Details zum Austausch" (Details of exchange)
 - "Administrative Kontakte der Gastinstitution/Heimatinstitution"
 (Administrative contacts of receiving and sending institution)
 - "Details der Studierenden" (Details of the student)
 - "Qualifikationen und Kompetenz der Studierenden" (Qualifications and expertise of the student)
- 2. All mandatory fields must be filled for a proper check of your Learning Agreement.
- 3. Fill in all "External Modules" which are confirmed by PD. Dr. habil. Toni Richter at the category "Lernkomponenten Neuster Vorschlag" (Learning component latest suggestion). Please add the module profile (Lecture, Seminar, Project) in brackets.



- 4. Next step: Fill in the specialization fields (e.g. International Management, International Economics, Marketing etc.) of your study program or compulsory modules that are confirmed by PD. Dr. habil. Toni Richter at the category "Heimat (Senden)" (home sending).
- 5. If a specialization field appears more than one time, please add an **appropriate**numeration (following table):



- 6. Be aware that the **order** of your external modules and specialization fields/compulsory modules has to match 1:1 with the Excel-form (Recognition Agreement).
 "Effective Business Communications" (1) and its desired recognition
 "International Management" (2) are the first modules and specializations of the example above. Therefore (1) has to be first in category "Aufenthalt (empfangende)"
 (Stay receiving) and (2) has to be first in category "Heimat (senden)" (Home sending).
- 7. If you want to **change your recognition agreement** during your stay abroad a modified Excel-form and analog changes of your data in "MoveOn" are necessary after a confirmation of PD. Dr. habil. Toni Richter.