



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:

Specialization/supplementary courses**					
External module	CP	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)
Compulsory courses**					
External module	CP	Changes***	Desired recognition FWW*	ECTS	Module profile*
Corporate Strategy	5		International Corporate Strategy (50114)	5	Lecture
					Lecture
					Lecture
					Lecture

(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.

Lernkomponenten - Neuster Vorschlag			
Aufenthalt (empfangende) (1)			
Titel*	Effective Business Communications (Vorlesung)	Schema*	ECTS
Code		Punkte*	5
Semester*	1st semester		
Aufenthalt (empfangende) (2)			
Titel*	Managing Human Resources (Seminar)	Schema*	ECTS
Code		Punkte*	6
Semester*	1st semester		
Aufenthalt (empfangende) (3)			
Titel*	Management and Business Context (Seminar)	Schema*	ECTS
Code		Punkte*	4
Semester*	1st semester		
Aufenthalt (empfangende) (4)			
Titel*	Marketing Management and Digital Communication (Projekt)	Schema*	ECTS
Code		Punkte*	7,5
Semester*	1st semester		
Aufenthalt (empfangende) (5)			
Titel*	Global Business Marketing (Projekt)	Schema*	ECTS
Code		Punkte*	7,5
Semester*	1st semester		
Aufenthalt (empfangende) (6)			
Titel*	Consumer Behavior (Vorlesung)	Schema*	ECTS
Code		Punkte*	5
Semester*	1st semester		

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):

Heimat (Senden) (1)			
Titel [®]	International Management_1	Schema [®]	ECTS
Code		Punkte [®]	5
Semester [®]	1st semester	Anerkennungs- bedingungen	Geben Sie nur ein, wenn diese Lernkomponente nicht automatisch erkannt wird
Heimat (Senden) (2)			
Titel [®]	International Management_2	Schema [®]	ECTS
Code		Punkte [®]	6
Semester [®]	1st semester	Anerkennungs- bedingungen	Geben Sie nur ein, wenn diese Lernkomponente nicht automatisch erkannt wird
Heimat (Senden) (3)			
Titel [®]	International Management_3	Schema [®]	ECTS
Code		Punkte [®]	4
Semester [®]	1st semester	Anerkennungs- bedingungen	Geben Sie nur ein, wenn diese Lernkomponente nicht automatisch erkannt wird
Heimat (Senden) (4)			
Titel [®]	Marketing_1	Schema [®]	ECTS
Code		Punkte [®]	7,5
Semester [®]	1st semester	Anerkennungs- bedingungen	Geben Sie nur ein, wenn diese Lernkomponente nicht automatisch erkannt wird
Heimat (Senden) (5)			
Titel [®]	Marketing_2	Schema [®]	ECTS
Code		Punkte [®]	7,5
Semester [®]	1st semester	Anerkennungs- bedingungen	Geben Sie nur ein, wenn diese Lernkomponente nicht automatisch erkannt wird
Heimat (Senden) (6)			
Titel [®]	Consumer Behavior	Schema [®]	ECTS
Code		Punkte [®]	5
Semester [®]	1st semester	Anerkennungs- bedingungen	Geben Sie nur ein, wenn diese Lernkomponente nicht automatisch erkannt wird

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.