

WISO Learning Agreement Procedure*

For detailed **guideline** on the **procedure**, please check the information on the links below:

<http://iis.fau.de/page/going-abroad>

<http://iis.fau.de/sites/iis.wi1projects.com/files/content/going-abroad/IIS-GoingAbroad-Guide.pdf>

<http://iis.fau.de/sites/iis.wi1projects.com/files/content/going-abroad/IIS-GoingAbroad-AccreditationProcess.pdf>

FAQs

1. How many ECTS should/can I take abroad?

In theory, you can take as many ECTS as you like or none at all. There are different possibilities on how to organize your semester at a university abroad, which require different documents:

Option A)

You are enrolled at a university, but do not want to take any courses (no WISO Learning Agreement needed).

Option B)

You want to take courses abroad (e.g., simply out of interest or because it is mandatory for the university abroad/Erasmus program etc.), but do not want to use them for your study program here. (No WISO Learning Agreement needed for us, but the university abroad might require one - please check!)

Option C)

You want to take courses abroad instead of a **specific course** here (WISO Learning Agreement is required: See FAQ 2) In this case, the professor offering the course at the FAU should sign the learning agreement.

Option D)

You want to take courses abroad that **don't fit a specific course** here (WISO Learning Agreement is required: See FAQ 6, 7 & 8).

That is what the "**Study abroad**" module is for. You can choose courses up to 15ECTS for the IIS Management "Study Abroad" module and up to 15ECTS for the Informatics "Study Abroad" module. The courses don't have to fit specific courses here, but fit the IIS program.

In short: Within the two Study abroad modules, you can do between 0 to 30ECTS, maximum 15ECTS each. You can also choose to do Option C) in addition to that.

2. Can I have a WISO learning agreement for a mandatory IIS course?

Yes, you can. You need to contact the assistant or professor responsible for the IIS course and suggest a replacement course abroad. He/She needs to sign the agreement before your trip abroad. See Figure 1 on how to fill out the agreement.

3. Is there a deadline for the WISO learning agreement?

* Please note: this document is not related to the Erasmus learning agreement!

We do not have a strict deadline. Please note, however, that you should inform yourself in advance about the courses you can take abroad, and you should have the WISO learning agreement before going abroad and **not after** your return!

In addition, there are deadlines if you are going abroad through the **Erasmus** program. You have to inform yourself about this independently! The Erasmus program requires a separate learning agreement, which has to be signed by the [International Office](#).

In general, it is strongly required to start the process as early as possible. An e-mail with URLs of the courses proposed is best to inform the professor.

4. How can I make a WISO learning agreement about a foreign language course, which I am taking abroad?

For this, please contact the [language center](#) at WISO. See Figure 1 for an example of such an agreement.

5. What happens when there are mostly courses worth 3 ECTS abroad and the IIS courses are worth 5 ECTS?

In such case, you need to take 2 courses worth 3 ECTS abroad for an IIS course worth 5 ECTS.

Also, please **note the following**:

If you go to an EU country, the system should be unified. If the course at the university abroad is worth 2 ECTS, you may get 2.5 ECTS here but if it is worth 3 ECTS, you would need another class with 2 or 3 ECTS to get 5 ECTS at FAU.

For the rest of the countries, it depends. Your advisor will decide whether the classes you suggest are suitable or not. Keep in mind that 1 credit at FAU = 30 hours. This means that a 5 ECTS course at FAU = 150 hours of studying.

6. Who is responsible for approving the courses, which are part of the Study Abroad modules?

For the **Management** part, please contact Pavlina Davcheva: pavlina.davcheva@fau.de

For the **Informatics** part, please contact Prof. Klaus Meyer-Wegener: Klaus.Meyer-Wegener@fau.de

7. How do I know if a course fits the “Study Abroad Module”?

- It must be a course at Master level. A Bachelor course can at best be accepted if the professor responsible for the same subject here states explicitly that it can be accepted in IIS at the Master level.
- For *IIS Management* you can consider courses from the following areas: *Innovating & Value Creation, Services - Processes - Intelligence, IT Management*;
- For *Informatics* Prof. Meyer-Wegener will check the following features:
 - It should be a course of an Informatics program or a similar program.
 - It should be in the area of Informatics that is also offered to IIS at FAU, that is: *IT security, distributed systems, simulation and modeling, computer networks, communication systems, information visualization*.
 - Theoretical computer science, computer graphics, multimedia computing, computer engineering, operating systems, compilers, pattern recognition have been excluded from IIS by purpose. They can be accepted, but usually the prerequisites are not fulfilled. They all require substantial mathematics.

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8. Can a 10 ECTS course abroad be recognized for both Management and Informatics Study Abroad Module?

No, this is not possible.

9. How to fill out the WISO learning agreement form for the Study Abroad module?

Just add the courses you will take as part of this module and then add the Study Abroad module. See Figure 2.

Important Notes:

1. Please make sure you fill out the [WISO learning agreement form](#) correctly and bring this to Pavlina Kröckel (for WI2 courses and Study Abroad Courses for IIS Management) or to Prof. Meyer-Wegener (for INF6 courses or Study Abroad Courses for Informatics) for signature and stamp. **The agreement will not be sent back to you per email.** You need to pick it up personally or through a friend (you can do this after your return as well).
2. Please first fill out the agreement, and then bring it to the office!
3. **After your return from abroad:** Make sure you fill out the [Antrag auf Anerkennung](#) **correctly** by adding all module and exam numbers! If this is not filled out properly, it will be returned to you for correction.
4. Note that the transfer of grades will not be done immediately. A certain time for processing is necessary.
5. It is advisable (where applicable) to print the transcripts from the online system of the foreign university. E.g., in some universities, you receive points and then you are assigned a grade. It is better to have the exact points you received abroad and not just the final grade stated in the transcript of records. This is important for the final transfer of grades at our faculty.

Last update: November 11, 2015

Learning Agreement für im Ausland erbrachte Prüfungsleistungen für
BACHELOR- und MASTERSTUDIENGÄNGE

FAU FRIEDRICH-ALEXANDER UNIVERSITÄT ERLANGEN-NÜRNBERG
 FACHBEREICH WIRTSCHAFTS- WISSENSCHAFTEN

Name: _____ Vorname: _____ Matrikelnummer: _____
 Studiengang: _____ ggf. Schwerpunkt (für Bachelor) oder Studienrichtung (für Master WiPaS): _____ Abschluss: _____
 Name Vorname Fachbetreuer in Nürnberg: _____
 Gasthochschule: _____

Vorgeschlagenes Studienprogramm für das Auslandsstudium
 Ausfüllhinweis: Verwenden Sie bitte für jede anzuerkennende Prüfung eine eigene Zeile.

Ausländischer Kurs (vom Studierenden auszufüllen)		Ausl. Credits	Modul	Prüfung	ECTS
Kurs-Titel: French Intensive Course 4	6		Modul-Titel: Foreign Language Skills	Prüfungs-Bezeichnung: Französisch: Elementarkurs 2	5
Kurs-Nr.: 2R0114			Modul-Nr.* (stellenweise): 1 8 0 0	Prüfungs-Nr.* (stellenweise): 4 6 2 0 2	
Kurs-Titel:			Modul-Titel:	Prüfungs-Bezeichnung:	
Kurs-Nr.:			Modul-Nr.* (stellenweise):	Prüfungs-Nr.* (stellenweise):	

Ort, Datum: _____ Unterschrift des/der Studierenden: _____ Ort, Datum: _____ Unterschrift des/der Fachbetreuenden + Stempel: _____

Erklärung: In der linken Spalte stehen die Bezeichnungen der Kurse, wie sie im Vorlesungsverzeichnis bzw. ECTS-Informationskatalog der Gasthochschule verwendet werden. Sollten Kurse nicht besucht werden können, weil sich kurzfristige Änderungen ergeben (Zulassungbeschränkung, Kurs entfallen, etc.) können nach Absprache mit dem Fachbetreuer alternative Kurse vereinbart werden. Zusatzregelung für ERASMUS: Alle Kurse müssen noch in das EU-Learning-Agreement-Formular, welches für die Auszahlung der Mobilitätsbeiträge vorgeschrieben ist, übertragen und vom Kurs 1. i.H. Bezeichnungen oder dem Hochschulfachbetreuer unterschrieben werden. Mindestanforderung bei ERASMUS: 10 ECTS an der Gasthochschule.
 * zu finden unter: <http://www.zusatzregelungen.fak.wiwi.uni-erlangen.de/infos/2018> -> "Prüfung" -> Bachelor bzw. Master <http://www.zusatzregelungen.fak.wiwi.uni-erlangen.de/infos/2018> -> Bachelor bzw. Master

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Figure 1 Example of WISO learning agreement for a foreign language course
 (You should fill out the form in the same way if you want to make a WISO LA for a mandatory IIS course)

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 Name Vorname Fachbetreuer in Nürnberg: _____
 Gasthochschule: _____ Akad. Auslandsjahr WiSe/SoSe: _____

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Ausländischer Kurs (vom Studierenden auszufüllen)		Ausl. Credits	Modul	Prüfung	ECTS
Kurs-Titel und ggf. Kurs-Nr.:			Modul	Prüfung	
Kurs-Titel: Course 1			Modul-Titel: Study Abroad Courses	Prüfungs-Bezeichnung:	
Kurs-Nr.: Course Number			Modul-Nr.* (stellenweise): 7 2 6 0	Prüfungs-Nr.* (stellenweise):	
Kurs-Titel: Course 2			Modul-Titel:	Prüfungs-Bezeichnung:	
Kurs-Nr.: Course Number			Modul-Nr.* (stellenweise):	Prüfungs-Nr.* (stellenweise):	
Kurs-Titel: Etc.			Modul-Titel:	Prüfungs-Bezeichnung:	
Kurs-Nr.:			Modul-Nr.* (stellenweise):	Prüfungs-Nr.* (stellenweise):	

Ort, Datum: _____ Unterschrift des/der Studierenden: _____ Ort, Datum: _____ Unterschrift des/der Fachbetreuenden + Stempel: _____

Figure 2 Example of WISO learning agreement for Study Abroad Courses

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