

# IIS Learning Agreement Procedure\*

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

<https://www.win.rw.fau.de/master/going-abroad/>

<https://www.win.rw.fau.de/files/2017/03/IIS-GoingAbroad-AccreditationProcess-1.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 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 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 (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 (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 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 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 learning agreement before going abroad and **not after** your return!

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

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 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 Mark Kram: [studium-iis@fau.de](mailto:studium-iis@fau.de)

For the **Informatics** part, please follow the process outlined [here](#).

**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. Riehle 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.

**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 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.

**10. Can I use courses in the Study Abroad module for my Specializations?**

Yes, just tick the box of the specialization you want to use the study abroad course for. The people responsible for the Study Abroad modules (see Important Notes below) will also check the suitability of a course for the selected specialization.

**Important Notes:**

1. Please make sure you fill out the [learning agreement form\(s\)](#) correctly and bring or send it to Mark Kram (for Study Abroad Courses for IIS Management) or go to <https://oss.cs.fau.de/teaching/course-resources/learning-agreement-approval-requests/> (for Open Source Software or Study Abroad Courses for Informatics) for signature and stamp.
2. **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.
3. Note that the transfer of grades may not be done immediately. A certain time for processing is necessary.
4. 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 9<sup>th</sup> 2022

**Learning Agreement** für im Ausland erbrachte Prüfungsleistungen für den Masterstudiengang International Information Systems

Name	Vorname	Matrikelnummer
International Information Systems		Master of Science (M.Sc.)
Studiengang		Abschluss
Name Vorname Fachbetreuer in Nürnberg	Lehrstuhl Fachbetreuer in Nürnberg	
Gasthochschule	Land	Auslandsjahr W

**Vorgeschlagenes Studienprogramm für das Auslandsstudium**

Ausländischer Kurs (vom Studierenden auszufüllen)		Voraussichtlich gleichwertig mit Lehrveranstaltung/ Prüfungsleistung am FB Wirtschaftswissenschaften der FAU										
Kurs-Titel und ggf. Kurs-Nr.	Ausl. Credits	Modul			Prüfung	ECTS						
Kurs-Titel: French Intensive Course	6	Modul-Titel: Foreign Language Skills			Prüfungs-Bezeichnung: Französisch Elementarkurs 2	5						
Kurs-Nr.: 2RO114		Modul-Nr. * (4stellig):	7	0	9	0	PNr. * (5stellig):	4	6	2	0	2

Der Kurs soll in einem der folgenden Schwerpunktbereiche angerechnet werden (bitte Entsprechendes ankreuzen):

Business Analytics    Enterprise Architecture    Software Product Management    Networked Business    Digital Transformation    keine Anrechnung

Ort, Datum      Unterschrift der/des Studierenden      Ort, Datum      Unterschrift der/des Fachbetreuenden      Stempel

Erläuterung: In der linken Spalte stehen die Bezeichnungen der Kurse, wie sie im Vorlesungsverzeichnis bzw. ECTS-Informationspaket der Gasthochschule verwendet werden. Sollten Kurse nicht besucht werden können, weil sich kurzfristige Änderung ergeben (Zulassungsbeschränkung, 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 Mobilitätsbeihilfe vorgeschrieben ist, übertragen und vom Büro f. Int. Beziehungen oder dem Hochschulbetreuer unterschrieben werden.  
\* zu finden unter: <http://www.pruefungamt-wiwi.rw.uni-erlangen.de/pruefungen.shtml> → „Wählbare Prüfungen“ → Bachelor bzw. Master oder: <https://www.campus.uni-erlangen.de/stipstruc/> → Bachelor bzw. Master

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

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Name	Vorname	Matrikelnummer
International Information Systems		Master of Science (M.Sc.)
Studiengang		Abschluss
Name Vorname Fachbetreuer in Nürnberg	Lehrstuhl Fachbetreuer in Nürnberg	
Gasthochschule	Land	Auslandsjahr WiSe/SoSe

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Kurs-Titel und ggf. Kurs-Nr.	Ausl. Credits	Modul			Prüfung	ECTS					
Kurs-Titel: Course X	6	Modul-Titel: Study Abroad Courses			Prüfungs-Bezeichnung:						
Kurs-Nr.: Course Number		Modul-Nr. * (4stellig):	7	2	6	0	PNr. * (5stellig):				

Der Kurs soll in einem der folgenden Schwerpunktbereiche angerechnet werden (bitte Entsprechendes ankreuzen):

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**Figure 2 Example of learning agreement for Study Abroad Courses**  
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