

MOBILITY-ONLINE

Mobility-Online Manual for
Incoming Students at
University of Applied Sciences BFI Vienna

Course Selection

Selecting courses and completing your Learning Agreement

- The Learning Agreement (LA) is the most important document for organising the academic part of your semester abroad. It is a mandatory component of all ERASMUS+ mobilities, and we require ALL incoming exchange students to complete a LA before the start of their semester with us.
- The purpose of the Learning Agreement is to ensure that you will receive recognition for the courses you have successfully completed at UAS BFI Vienna.
- The document therefore includes the courses you are planning to take at UAS BFI Vienna (see 6.2) and the courses or programme components (e.g. “Study Abroad Period” or “Mobility Window”) that will be replaced at your home institution (see 6.1) if you successfully complete the selected courses in Vienna.

1. Enter your home institution’s courses

- Go to your application workflow and click on the link “Fill in the courses you would normally complete at your home institution”

List of courses that will be accredited at home institution completed **Fill in the courses you would normally complete at your home university (that will be accredited after your exchange)**

- To enter the first course, click either on “Enter further courses...” or on the paper symbol.

Please use the icon on left side to create a new course. **EVERY COURSE HAS TO BE ENTERED INDIVIDUALLY!**

Last name	Test	First name	Test
Home institution	Fachhochschule Stralsund	Country of the home institution	GERMANY
Host institution	University of Applied Sciences BFI Vienna	Country of host institution	AUSTRIA
Academic year	2018/2019	Name of Semester	Summer Sem. 2019

Course unit title at the home institution	Course no./home	ECTS Credits
<input type="checkbox"/>	No courses found! Please select left icon to enter a new course.	
		Sum of ECTS credits: 0,00

Back to the application workflow **Enter further courses...**

- Enter the following data and confirm by clicking “create”:
 1. Course unit code – if applicable, e.g. A123
 2. Course unit title, e.g. Business Management
 3. Number of ECTS Credits (or equivalent – ask your mobility coordinator how to calculate this) for the relevant course, e.g. 3

Host institution: University of Applied Sciences BFI Vienna - WIEN38
 Study area: Economic / Business Sciences (Free places in this study area)
 Study field: European Economy and Business Management (English Programme) (Bachelor - 1389) ... (Free places in this study field)
 Academic year: 2018/2019
 Semester: Summer Sem. 2019

Course unit code at the home institution: A123 (1.)
 Course unit title at the home institution: Business Management (2.)
 There are still 236 Characters available
 Number of ECTS Credits at the home institution: 3.00 (3.)

Buttons: Cancel, Create

- Repeat the process for all the courses that you want to have accredited.

If you have an integrated study abroad semester as part of your degree programme, just enter the component title (e.g. “Mobility Window” or “Study Abroad Semester”) and the amount of credits you will receive for your semester abroad (e.g. “30”).

- You can adjust your entries by clicking on the paper symbol and you can delete courses by clicking on the wastebasket symbol next to the course title.

Last name	Test	First name	Test
Home institution	Fachhochschule Stralsund	Country of the home institution	GERMANY
Host institution	University of Applied Sciences BFI Vienna	Country of host institution	AUSTRIA
Academic year	2018/2019	Name of Semester	Summer Sem. 2019

Course unit title at the home institution	Course no./home	ECTS Credits
Business Management	A123	3,00
Principles of Marketing	A265	4,00
Negotiation Strategies	B341	2,00
<input type="checkbox"/> Enter further courses...		
3 Course(s)		Sum of ECTS credits: 9,00

Buttons: Back to the application workflow, Enter further courses...

2. Select your courses at UAS BFI Vienna

- To select your courses, click on the link “Select your courses at UAS BFI Vienna”.

Selection of courses at UAS BFI Vienna completed [Select your courses at UAS BFI Vienna](#)

Please note that course selection will only be available after 5 December/ 5 June. You will receive a notification e-mail from our Incoming Coordinator once the course selection is open.

- To select the first course, click either on “Enter further courses...” or on the paper symbol.

- Remember: You can choose courses from all our degree programmes, no matter which programme you selected during the application. However, note that places are limited and for some courses, pre-requisites apply. Courses from Master programmes are reserved for graduate students and some courses are only available to Double Degree students.
- The degree programme you selected during the application process will be automatically preselected. If you want to sign up for courses from other programmes, just select the relevant course from the drop down menu (1. in the picture below).
Please note, that there is no degree programme called “Courses open for incomings” – this is just a filter you can use in the Course catalogue to view ALL courses that are normally available to incoming students from all degree programmes.
- Courses are taught in either German or English. Please make sure to select only courses that match your language abilities. *If you want to take courses in German, you need to provide a language statement from your home institution, confirming a min. Level of B2 → upload it onto Mobility Online.*
- To find courses in your preferred language, choose either English or German from the drop down menu (2. in the picture below).
“Austrian language and culture” courses can be found by selecting “International Programme” (1.) and “German” (2.).

- Select the relevant course title from the drop down menu.

Sometimes you will see that a course title is listed more than once; this means that the course is divided into several teaching groups or that it is available within both the part time and full time degree programme. Lessons for these groups might take place parallel or at different times. You should select only one of the groups!

- When you have selected a course, you will be able to see the timetable of the scheduled classes.

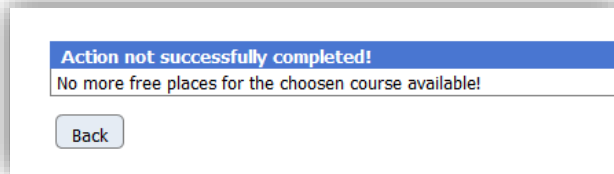
date	start time	end time
2019-09-30	12:10	15:25
2019-10-14	12:10	15:25
2019-10-21	12:10	15:25
2019-10-28	12:10	15:25
2019-11-04	12:10	15:25
2019-11-11	12:10	15:25
2019-11-18	12:10	15:25
2019-11-25	12:10	15:25
2019-12-02	12:10	15:25
2019-12-09	12:10	15:25

Number of lessons at the host institution: 0.00
Number of ECTS credits at the host university: 5.00

Make sure that the timetables of your selected courses do not clash or try to minimize clashes as much as possible. Course attendance is mandatory and you should not miss more than 30% of all classes.

- Click “create” to save your course selection.

- If there are no more free spaces available, you will see the message below.
Please choose a different group or a different course that still has available spaces.



3. Print your Learning Agreement

- After having selected your courses you should have a total amount of around 30 ECTS, as this is a normal semester workload.

We require a selection of min. 20 ECTS and accept max. 35 ECTS.

Double Degree Students: Please make sure you have selected courses based on the agreement between your and our study program. If you couldn't find a certain course, please contact our Incoming Coordinators.

- The LA can be generated by printing it from Mobility Online. If your home institution has their own LA version and only accepts that one, then you can hand in your home institution's version at UAS BFI Vienna. *Attention!* You still need to select your courses on Mobility Online though, as you will not be signed up to them otherwise.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application (Student)	<input checked="" type="checkbox"/>	04.10.2018	Test Test	Display/Edit Application Data
Confirmation E-Mail Online-Application (Mobility Coordinator)	<input checked="" type="checkbox"/>	04.10.2018	Automatically generated	
Online Registration (Student)	<input checked="" type="checkbox"/>	04.10.2018	Test Test	
Personal Data completed (Student)	<input checked="" type="checkbox"/>	04.10.2018	Test Test	Complete Personal Data
Application formally checked	<input checked="" type="checkbox"/>	04.10.2018	Mobility Incoming	
Passport sized picture uploaded	<input checked="" type="checkbox"/>	26.11.2018	Test Test	Upload passport photo for the application
Scan of relevant pages of your passport uploaded	<input checked="" type="checkbox"/>	26.11.2018	Test Test	upload proof relevant scans of your passport
Upload your Highschool Diploma	<input checked="" type="checkbox"/>	26.11.2018	Test Test	Upload your Highschool Diploma
Upload Bachelor Diploma (for graduate students only)	<input type="checkbox"/>			Upload Bachelor Diploma (for graduate students only)
Transcript of Records (home university) uploaded	<input checked="" type="checkbox"/>	26.11.2018	Test Test	upload Transcript of Records (home university)
Proof of valid health insurance uploaded	<input checked="" type="checkbox"/>	26.11.2018	Test Test	upload proof of valid health insurance
List of courses that will be accredited at home institution completed	<input checked="" type="checkbox"/>	06.12.2018	Test Test	Fill in the courses you would normally complete at your home university (that will be accredited after your exchange)
Selection of courses at UAS BFI Vienna completed	<input checked="" type="checkbox"/>	06.12.2018	Test Test	Select your courses at UAS BFI Vienna
Learning Agreement completed (Student)	<input type="checkbox"/>			Print Learning Agreement

- This is what the course selection on your LA looks like:

Name: Test, Test
Department: European Economy and Business Management (English Programme)
(Bachelor - 1389)
Exchange Programme / Semester: Erasmus+ SMS (study abroad) / Summer Sem. 2019
Host Institution: University of Applied Sciences BFI Vienna (A WIEN33)

I. PROPOSED MOBILITY PROGRAMME (planned period of mobility: from 02/2019 till 07/2019)

Table A: Study programme abroad (at University of Applied Sciences bfi Vienna)

Component title (as indicated in the course catalogue) at the receiving institution	Semester [fall or spring]	ECTS credits
Corporate Law	Summer Sem. 2019	3,00
Intercultural Management	Summer Sem. 2019	3,00
EM1: Specialization European Management	Summer Sem. 2019	6,00
Investment & Financing	Summer Sem. 2019	3,00
European Union Development	Summer Sem. 2019	5,00
New world of work	Summer Sem. 2019	3,00
International Marketing	Summer Sem. 2019	5,00
Negotiations Management	Summer Sem. 2019	2,00
		Total: 30,00

Course catalogue of receiving institution: <http://www.fh-vie.ac.at/en/ESMS/DS/Description-of-Individual-Courses-Units>

Table B: Group of educational components in the student's degree that would normally be completed at the sending (home) institution and which will be replaced by the study abroad.

Component title (as indicated in the course catalogue) at the sending institution	Semester [fall or spring]	ECTS credits
Business Management	Summer Sem. 2019	3,00
Principles of Marketing	Summer Sem. 2019	4,00
Negotiation Strategies	Summer Sem. 2019	2,00
Study Abroad Electives	Summer Sem. 2019	21,00
		Total: 30,00

Students who fail to complete educational components at the host institution UAS bfi Vienna that were part of their learning agreement will be required to contact their home university immediately. Alternatively the home university might require them to pass educational components at their home university.

- The total number of ECTS credits (or equivalent) in **Table B** should correspond to the total number of ECTS credits (or equivalent) contained in **Table A**. However, it is up to your home institution which courses they will accept.
- If you have completed your course selection, **print the document**, **fill in your level of English** and **sign it**.
- Then ask **the responsible person at your home institution** to **approve your course selection** and **sign the document** as well.

4. Submit your Learning Agreement

- Once you have the signatures, scan the whole document and upload it onto Mobility Online.

Learning Agreement completed (Student)	<input checked="" type="checkbox"/>	05.06.2019	Anne Schitter	Print Learning Agreement
Learning Agreement approved and signed by home institution and student	<input type="checkbox"/>			Upload signed Learning Agreement

Deadlines for handing in your Learning Agreement at UAS BFI Vienna:

- Winter semester (September – January/February) by **30 June**
- Summer semester (February – June/July) by **31 December**

- Our Incoming Coordinators will check your course selection and contact you in case something needs to be adjusted (we don't check scheduling clashes!).
- If everything is fine, the course selection will be approved and the signed document will be uploaded onto Mobility Online. *Please refrain from inquiring about the approval status if you haven't submitted the LA more than two weeks before.*
- You can download the document by clicking on "View all uploaded documents" at the top of your workflow once it has been approved.

Necessary steps	Done	Done on	Done by	Direct access via following link
All uploaded documents	<input checked="" type="checkbox"/>			View all uploaded documents

Quick Checklist for your Learning Agreement:

- Select your courses online via [Mobility Online](#) (double check: language, pre-requisites, min. 20 ECTS/max. 35 ECTS)
- Print your Learning Agreement and sign it
- Ask your academic coordinator (home university) to sign the Learning Agreement
- Upload the signed Learning Agreement onto Mobility Online as soon as possible (latest by **30 June / 31 December**)