

Guidelines for the LA Creation at the

Faculty of Management, Economics and Society (starting in the WS 24/25)

- In general, the amount of ECTS points credited at UW/H cannot be higher than the amount earned in the semester abroad.
- The numbering behind the course titles should make it clear which modules from abroad in Table A of the LA should be credited for which UW/H modules in Table B of the LA.

Example:

Table A
„Example Module A Host Institution“ (1)
„Example Module B Host Institution“ (2)
Table B
„Example Module A UW/H“ (1)
„Example Module B UW/H“ (2)

- Modules abroad should be credited towards “regular” UW/H modules as best as possible. Crediting via “Study abroad” in the free elective area should only be chosen if there are no comparable “regular” UW/H modules according to the module handbook of the respective degree programme. It is the students' responsibility to check this.
- In “Study abroad” modules can be credited that have been completed abroad in courses from degree-specific subject areas that are not currently taught at the UW/H. The content of these courses can cover a wide variety of aspects, such as country-specific features. The exact contents can be found in the respective module description of the foreign university.
- The module abroad must not have already been completed at the UW/H and must be a module within a Bachelor's or Master's degree programme at the foreign university.
- Only graded modules completed abroad can be credited (except for StuFu).
- When assigning modules, please ensure that you only use module codes from your degree programme (as specified in the module handbook applicable to you).
- Modules abroad with 4 or 9 ECTS points, that are to be credited to “regular” UW/H modules, can be rounded up to 5 or 10 ECTS points respectively. There is **no** rounding of the points when crediting under “Study Abroad”.

- The sums of ECTS within “Study Abroad” must be 5 or a multiple of 5. A sum that cannot be divided by 5 must be rounded down.

Example: From 13 ECTS earned abroad, 10 ECTS can be credited under “Study Abroad”.

- If several modules from abroad are to be credited under “Study Abroad”, then “Study Abroad” should be entered only **once** in Table B, with the sum of ECTS points of the relevant modules from abroad (rounded down if necessary). Attention should be paid to the numbering of the modules from abroad, so that it is clear which ones are included in “Study Abroad”.

Example (see screenshot): A consistent numbering was chosen (in this case (1)). The ECTS sum of the modules from abroad is 7. This means that Table B should be rounded down to 5 ECTS.

Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion	
		Example Module Host Institution A (1)	2/2	4,00	
		Example Module Host Institution B (1)	2/2	3,00	
				Total: 7,00	
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					
Recognition at the Sending Institution					
Mobility type: Semester(s)					
Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
		Study Abroad (1)	2/2	5,00	☒
				Total: 5,00	

- Modules from abroad with **less** than 4 ECTS can only be credited under “Study Abroad”, even if a comparable UW/H module exists. This is provided that at least one additional module from abroad is credited under “Study Abroad”, resulting in a sum of at least 5 ECTS.

- If a module abroad is worth more than 5 ECTS, it is possible to divide those ECTS over two modules.

Example: The module abroad “*Macroeconomics*” is worth 8 ECTS. This can be credited to the UW/H module “Markoökonomie” for 5 ECTS. The left over 3 ECTS can possibly be credited under “Study Abroad”.