

Adding courses to MOA - JIBS students

Login link to MOA

https://www.service4mobility.com/europe/LoginServlet?ben_login&sprache=en&identifier=JONKOPI01

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Important information before getting started

Local credits

The local credits are the number of credits required to study at the partner university (in their local credit system) to be equivalent to full-time studies at Jönköping University (JU) 30 ECTS/högskolepoäng (hp).

Be aware that at some partner universities, the credit requirement differs between bachelor level and master level. You can see in the [MOA Portal](#) if this is the case for your partner university. It is the progression level decided by JIBS accreditors which decides what requirement to use. Example: If a course is given the level G2F it is the bachelor-level requirement which is used. For A-level courses, it is the master-level requirement. We recommend not to mix levels in these cases.

General information

Add courses in MOA before you go on exchange and make sure you have the required number of credits pre-approved. Keep in mind eventual holidays e.g. Christmas break and summer holidays where the review will take longer time. We advise you to add courses as soon as possible after you received your place and before the end of the semester (going abroad in autumn = latest end of spring semester; going abroad in spring = before the Christmas break).

It is your responsibility to search for and add the latest information about the courses you are adding. Use the information you receive from the partner university and their website.

It is the accreditors at JIBS that are reviewing and approving your courses, not we at the International Office.

The course selection module in MOA has no connection to the partner university and its system. MOA is a JU internal system for course pre-approval and accreditation. Follow the information given by the partner university to get registered for their courses.

Get started

Log in to MOA and open your workflow.

The screenshot shows the MOA course selection interface. At the top, a purple header bar contains the text "Before the mobility - Course selection and accreditation" and a progress indicator "1 / 2". Below this, a status bar shows "Course module open" with a green checkmark and the date "04/05/2023". A button "Enter courses into course selection module" is located on the right. The main area is titled "All courses" and shows a table with columns: "Course unit title at the host institution", "Course no./host", "Acad. year", "Semester", "Local credits", "Study area", "Course syllabus", "Approved", and "Note for rejection". The table is currently empty, displaying "No data available in table". At the bottom, there are buttons for "Back" and "Enter further courses...". Two annotations with arrows point to specific elements: one points to the "Enter courses into course selection module" button with the text "Click here", and another points to the "Enter further courses..." button with the text "Then click here to enter courses".

Before the mobility - Course selection and accreditation 1 / 2

Course module open ☒ 04/05/2023

Course selection (JIBS students) ☐

Enter courses into course selection module

All courses 0,00 Credits total for 0 courses

Search Reset all filters

Course unit title at the host institution	Course no./host	Acad. year	Semester	Local credits	Study area	Course syllabus	Approved	Note for rejection
No data available in table								

Showing 0 to 0 of 0 entries

Back Enter further courses...

Click here

Then click here to enter courses

Information required before adding a course

To be able to add a course in MOA you need to have the following things handy.

- Course code at the partner university
- Course name at the partner university
 - Name must be in English
 - Don't use capital letters (only for the first letter)
 - This will be visible in Ladok after your exchange
- Add the local credits
 - Credits for the course at the partner university
 - You can see the local credit requirements for your partner university either in the [MOA Portal](#), your MOA workflow or when adding a course
- Upload a course syllabus
 - You must have a course syllabus to hand in a course
 - If you can't find a syllabus, please contact your partner university
 - Information needed is usually
 - Course prerequisites
 - Course content
 - Learning outcomes
 - Should you find this information elsewhere, you can copy/paste it into a word document and upload this instead. This might be accepted by the accreditor.
- Link to the course at the partner university
 - You can add the link to the course website if available
- Study area
 - Select the study area with help of the info box
 - Try to find a study area that suits the course content best
 - Good to know: check if the study area changed after your courses have been approved. To smoothen the process, the accreditors are able to change the study area if it suits another better.

ISCED codes used in Mobility Online (MOA)	JIBS description of Study Area	JIBS internal codes
0230	Languages	SPR
0311	Finance in Economics + Economics	FINNAA NAA
0411	Financial Accounting	FoaFAC
0412	Finance in Business administration	FINFOA
0413	Management Accounting	FoaMAC
0414	Marketing and Logistics	FoaML
0417	Other subjects not covered by the study areas in this table	OPTIONAL
042	Law	LAW
0499	Entrepreneurship, Strategy, Organisation and Leadership	FoaEMM
0542	Statistics	STA
0619	Informatics	IKA

How to add a course

This is how the mask to add a course looks like. Enter the information mentioned above into the respective fields.

Host institution

Tec de Monterrey - Campus Monter...

Study area

General

study program

Civilekonom - JGCE6

Academic year

2023/2024

?

Semester

Spring 2024

Further information

Local credits for full-time studies Bachelor: 18

Teaching language at the host institution

English

Course unit code at the host institution

There are still 200 characters available

Course unit title at the host institution

There are still 255 characters available

Local credits

Upload Course syllabus

Please enter the Upload Course syllabus

Link to course at the host institution

Study area

<-- Please select -->

?

Information about local credit requirement

Course code + Course name (in English)

Local credits at the partner university

Course syllabus + Link to course

Choose a study area with the help of the box below

How to select the correct Study Area

For JTH students: 07

For HLK students: 031

For HHJ students: 09

For JIBS students:

When selecting ISCED code, look at the JIBS description of study area and select the area which matches the course content best.

ISCED codes used in Mobility Online (MOA)

JIBS description of Study Area

JIBS internal codes

0230

Languages

SPR

0311

Finance in Economics + Economics

FINNAA

0411

Financial Accounting

NAA

0412

Finance in Business administration

FoaFAC

0413

Management Accounting

FINFOA

0414

Marketing and Logistics

FoaMAC

0417

Other subjects not covered by the study areas in this table

FoaML

042

Law

OPTIONAL

0499

Entrepreneurship, Strategy, Organisation and Leadership

LAW

0542

Statistics

FoaEMM

0619

Informatics

STA

0619

Informatics

IKA

Reason for change

<-- No choice -->

Comment on the course selection (in case of changes)

Close

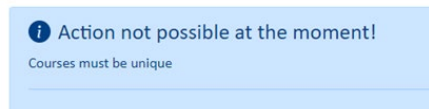
Create/Save

Save the course here

These fields are not used when you add a course for the first time, leave it empty. It is only used for additional information when a course is rejected later

The course catalogue

When trying to create/save a course, you might get the following error message.



This means that a course with the same course code and study area already exist in MOA.

How to find the course catalogue

Proceed as if you want to add a new course as stated above. Scroll all the way down to the bottom of the page. There you can find courses that previous students have added. The list can contain courses from other schools at JU too (see study area).

Courses per semester at the partner university						
The courses listed below are just courses that previous exchange students have taken at each of the partner universities. Courses that cannot be found in the list below need to be added via the form above.						
Show further search fields						
Search	Search	<-- Select all -->	MONERR01 - Tec de Monterrey - Campus Monterrey	<-- Select all -->	Search	<-- No choice -->
Course name	Course no.	Study area	Partner institution	Progression	Local Credits	Accredited
☐ Anticorruption in Government, Firms, and Society	EC1018	0311	MONERR01 - Tec de Monterrey - Campus Monterrey	G2F	3,00	Yes
☐ Attraction and development of talent in digital environments	RH2012	0413	MONERR01 - Tec de Monterrey - Campus Monterrey		1,00	No
☐ Business Communication	AD1016	0499	MONERR01 - Tec de Monterrey - Campus Monterrey		1,00	No
☐ Business Globalization	NI1001B	0499	MONERR01 - Tec de Monterrey - Campus Monterrey	G1F	3,00	Yes
☐ Business Law	D1029	042	MONERR01 - Tec de Monterrey - Campus Monterrey	G1N	1,00	Yes
☐ Business Model Innovation	EM1009	0499	MONERR01 - Tec de Monterrey - Campus Monterrey		1,00	No
☐ Communication that inspires	AD1016	0417	MONERR01 - Tec de Monterrey - Campus Monterrey	G1N	1,00	No
☐ Competitive market definition	MT2027	0499	MONERR01 - Tec de Monterrey - Campus Monterrey	G2F	1,00	Yes
☐ Cost Optimization	CF2023	0411	MONERR01 - Tec de Monterrey - Campus Monterrey		1,00	No
☐ Creating Prototypes	EM1001B	0417	MONERR01 - Tec de Monterrey - Campus Monterrey	G1N	3,00	No
☐ Financial Directorate	CF1001B	0311	MONERR01 - Tec de Monterrey - Campus Monterrey	G2F	3,00	Yes
☐ Global businesses: trends and risk detection	NI2026	0414	MONERR01 - Tec de Monterrey - Campus Monterrey	G2F	1,00	Yes
☐ Intercultural Leadership, Management and Communication	NI2029	0499	MONERR01 - Tec de Monterrey - Campus Monterrey	G2F	3,00	Yes
☐ International Business Panorama	NI2001B	0499	MONERR01 - Tec de Monterrey - Campus Monterrey	G2F	4,00	Yes
☐ International competitiveness and growth opportunities	NI1004	0499	MONERR01 - Tec de Monterrey - Campus Monterrey	G2F	1,00	Yes
☐ Market discoveries	MT1001B	0499	MONERR01 - Tec de Monterrey - Campus Monterrey	G1F	3,00	Yes
☐ MARKET STRATEGY AND DIFFERENTIATION	MT1011	0499	MONERR01 - Tec de Monterrey - Campus Monterrey	G2F	1,00	Yes
☐ Megatrends for Business Strategic Future	AD2031	0413	MONERR01 - Tec de Monterrey - Campus Monterrey		3,00	No
☐ Mexican Culture and Identity	EH1016	0417	MONERR01 - Tec de Monterrey - Campus Monterrey	G1N	3,00	Yes
☐ RH1004	Talent Management Process	0417	MONERR01 - Tec de Monterrey - Campus Monterrey		1,00	No

If the course you want to select exists in the table:

- Select it by ticking the box. Note that the box will not be visible as ticked, but you see the course information by scrolling up to the top of the page.
- It is important to tick the box and not the name of the course!
- Check the information, if the information still is up-to-date according to the most recent syllabus/information at the partner university you can select it.
- If any of the course details differ, you need to add your course as a new course.
- If you want to change the subject area for an existing course you then need to add the course as a new course. Subject area + code + name is the key of the course altogether.
- If the same code exists but a new course name, then add a new course.
- Press Create/Save if all details are correct.

Important

The course information in MOA should be seen as information. It must be exactly the same course code, name and syllabus as the course you plan to study at the partner university. Compare the information in MOA with the updated course information provided by the partner university or published on their website. If the information doesn't correspond, you need to add a new course instead of selecting an existing course in MOA.

Submit courses for review to the accreditors

After adding your courses, go back to your workflow. A new step will appear where you can submit your courses for review.

We recommend you select the equivalence of 45 ECTS/hp, to have some flexibility for changes later on.

Click on “submit for review” and confirm your submission.

Courses submitted for review



Submit for review

Submit application

Please submit your course selection for review

Country of allocated host institution

Mexico

Allocated host institution

MONTERR01 - Tec de Monterrey - Campus Monterrey

Please submit your course selection for review

If you are submitting your courses for a second time, you can just click on **Forward to confirm submission again** and then submit by clicking on **Confirm submission again**.

☒ I confirm that I wish to submit my course selection for review. *

Back to workflow

Confirm

While waiting for feedback on your courses, you can view them but not make any updates until the review process is complete.

Here you can view your course selection while being reviewed. During the review process **no changes to course selection are possible**.

Course selection (JIBS students)



Courses submitted for review



Display course selection module (Read-Only)

Your courses are now submitted and are being reviewed by the accreditors. You will receive an **e-mail** as soon as the review process is finalised.

Course review in progress

Once all courses have been reviewed, you will receive an e-mail. Should one/several courses have been rejected, you have the chance to make changes to your course selection.

All courses are approved

Depending on if you are an Erasmus student or not, the view will be different.

Non-Erasmus students

Even if all courses are approved, you can still add/delete courses by clicking on “request further changes to course selection”.

Before the mobility - Course selection and accreditation					
Course module open	☒	04/05/2023	Anna Rönneke		
Course selection (JIBS students)	☒	05/05/2023	Unifoliolata Andira		
Courses submitted for review	☒	05/05/2023	JobSendMail		
Courses reviewed by the course accreditor	☒	05/05/2023	Unifoliolata Andira		Show result of course selection
Further changes to course selection	☐				Request further changes to course selection
Course selection finalised	☐				Mark course selection as finalised

If you are happy with your courses, you can click here

You will still be able to make changes in the “during the mobility” part of your workflow.

Erasmus students

Even if all courses are approved, you can still add/delete courses by clicking on “request further changes to course selection”.

Before the mobility - Course selection and accreditation					
Course module open	☒	05/05/2023	Anna Rönneke		
Course selection (JIBS students)	☒	05/05/2023	Legalis Andira		
Courses submitted for review	☒	08/05/2023	Legalis Andira		
Courses reviewed by the course accreditor	☒	08/05/2023	Legalis Andira		Show result of course selection
Further changes to course selection	☐				Request further changes to course selection
Course selection submitted for Erasmus Digital Learning Agreement (DLA)	☐				Transfer course selection to the Digital Learning Agreement (DLA)

If you are happy with your courses, you can click here

Rejected courses

If one or several courses have been rejected, you have two options in your MOA workflow.

Course selection (JIBS students)	☒	15/01/2024	██████████	Enter courses into course selection module
Not all courses are pre-approved - view the course review result	☒	10/01/2024	JobSendMail	
Finalize course selection despite rejected courses. All courses needed are approved.	☐			Close course selection without further approval (All courses needed are approved)
Courses submitted for review	☐			Submit for review

Option 1:
Make changes to course selection. You can add/delete/change a course.

Option 2:
Proceed with only the approved courses.

Make changes to course selection

Add more courses

Click on “Enter courses to course selection” and then on “Enter further courses” if you want to add a completely new course.

Search	Search	Search	<-- No...	Search	Search
Course unit title at the host institution	Course no./host	Local credits	Approved	Reason for approval	Note for rejection
   Test course 1	195910 (Progression level not set)	6,00	Rejected		Too little information is added to be able to review the courses. Add a complete syllabus and information about the level of studies, year and prerequisites.
  Test course 2	194160 (G1N)	6,00	Approved	ok	
  test course 3	195160 (G1N)	6,00	Approved	ok	
  Test course 4	195191 (G2F)	6,00	Approved	ok	
Back Enter further courses...					

Edit a rejected course

The accreditor might have written a note for rejection to give you a better understanding of why the course has been rejected.

You can also edit a rejected course by clicking on the . You can only change the course syllabus, the link to the course syllabus and write a comment. The other fields will be locked. Should you want to change the name or the code, you need to add a new course.

Once you're done with your changes, click on update and then close to save your changes.

Delete a course

You can delete a course by clicking on the .

Submit for review again

Once you made your changes, you need to submit them again for review. Go back to your workflow and click on “submit for review” and confirm the step.

Submit application

Please submit your course selection for review

Country of allocated host institution

Slovenia

Allocated host institution

LJUBLJA01 - University of Ljubljana

If you are submitting your courses for a second time, you can just click on **Forward to confirm submission again** and then submit by clicking on **Confirm submission again**.

☒ I confirm that I wish to submit my course selection for review. *

Back to workflow

Confirm submission again

Erasmus students - Digital Learning Agreement (DLA)

If you are an Erasmus student, you need to create a digital Learning Agreement. You do that AFTER all courses you plan on taking are approved.

Before the mobility - Course selection and accreditation				
Course module open	☒	05/05/2023	Anna Rönneke	
Course selection (JIBS students)	☒	05/05/2023	Legalis Andira	
Courses submitted for review	☒	08/05/2023	Legalis Andira	
Courses reviewed by the course accreditor	☒	08/05/2023	Legalis Andira	Show result of course selection
Further changes to course selection	☐			Request further changes to course selection
Course selection submitted for Erasmus Digital Learning Agreement (DLA)	☐			Transfer course selection to the Digital Learning Agreement (DLA)

You start by transferring your courses to the DLA. Good to know, only approved your courses will be transferred. Click on "confirm".

Forward to DLA

Request a digital signature for your Learning Agreement

Country of allocated host institution

Allocated host institution

Slovenia

LJUBLJA01 - University of Ljubljana

Request a digital signature for your Learning Agreement

Please note that once you submit your courses for signing, you will no longer be able to request any more changes until the courses are signed. Please only request the Digital Signature once you are finished with your course selection (further changes in the course selection are possible later).

☐ I would like to request a digital signature for my Learning Agreement *

[Back](#) [Confirm](#)

Afterwards, a new part will (yellow) will open in your workflow.

Before the mobility - Erasmus Digital Learning Agreement

You can use this step to go back to the course selection.

Further changes to course selection

Data for Learning Agreement added

Recognition of courses at JU

Learning Agreement signed by you

☐

☐

☒

☐

12/12/2023

[Unsign DLA](#)
[Add data for Learning Agreement](#)
[Add "Electives" to your Digital Learning Agreement](#)
[Sign Learning Agreement](#)

Please make sure to first add necessary information to your Learning Agreement in the step "Data for Learning Agreement added" above. Otherwise you will not be able to sign your Learning Agreement.

Learning Agreement signed by Home University

Learning Agreement signed by Partner university

Add more data to your Learning Agreement

Stay details

Language of instruction at the partner university

Your level in this language

<-- Please select -->

☐ A1 ☐ A2 ☐ B1 ☐ B2 ☒ C1 ☐ C2 *

Contact person for Learning Agreement at the Partner institution

First name of the contact person

Last name of the contact person

Gender of the contact person

Email of the contact person

<-- No choice -->

☐ Male ☐ Female *

[Back](#) [Forward to update](#)

Language level: B2 for Bachelor, C1 for Master

Select your contact person at the Partner institution. If your person isn't available, you add the name of the contact according to the information given by the partner university.

Add recognition of courses

Here you enter information on how many credits you will get accredited and transferred to your programme at JIBS.

Enter “Elective semester” and the number of credits you will take at the partner university and then “update” to save.

Course unit title at the home institution

There are still **255** characters available

Number of credits at the home institution

Go back to your workflow and open the next step “sign Learning Agreement”

Sign your Learning Agreement

The final step is to sign your DLA. You can check the data before you click on “Sign and Transfer”. By clicking on the  button in the top right corner you can save your DLA as a pdf if needed.

Release courses for EWP: Andira, Legalis

Mobility type and duration

Mobility type

- Semester(s) ☒ / Virtual component (only if applicable) ☐
- Blended mobility with short-term physical mobility ☐
- Short-term doctoral mobility ☐ / Virtual component (only if applicable) ☐

Estimated duration (to be confirmed by the Receiving Institution)

Planned period of the physical mobility:

- from [day (optional)/month/year] 01/09/2023
- to [day (optional)/month/year] 31/12/2023

Study Programme at the Receiving Institution

Mobility type: Semester(s)

	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
Table A	111105	Test course 1	2/2	10,00
	222205	Test course 2 May 5	2/2	10,00
	333305	Test course 3 May 5	2/2	10,00
	444405	Test course 4 May 5	2/2	10,00
	20230508	Test course May 8	2/2	8,00
	080523	Test course 3 may 8	2/2	5,00
				Total: 53,00

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

Recognition at the Sending Institution

Mobility type: Semester(s)

	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
Table B		Elective courses 30 ECTS	2/2	0,00	☒
				Total: 0,00	

If applicable, description of the virtual components at Receiving Institution and recognition at the Sending Institution

Mobility type: Semester(s)

	Component Code (if any)	Component title or description of the study programme at the Receiving Institution (as indicated in the course catalogue)	Short description of the virtual component (obligatory field)	Number of ECTS credits to be awarded	Automatic recognition
Table C					
				Total: 0,00	

Study programme at Receiving Institution and recognition at the Sending Institution

Mobility type: Blended mobility with short-term physical mobility

You can view your DLA again afterwards in the next step in your MOA workflow. You can also see if the Learning Agreement has been signed by JU and the partner university.

Learning Agreement signed by you ☒

Learning Agreement signed by Home University ☒

Learning Agreement signed by Partner university ☒