

Adding courses to MOA - JTH/HLK/HHJ 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 the accreditors which decides what requirement to use.

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 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.

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

Click here

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

For JTH students: 07

For HLK students: 031

For HHJ students: 09

Add a new course selection

There are three types of course selections you can make. Check your programme syllabus to see what applies for your programme.

Replace courses

- If you have mandatory courses you need to replace
- You need to find matching courses at the partner university

Year 2

Semester 3	
Period 1	Period 2
Industrial Placement Course in Computer Science, 7.5 credits	Embedded and Distributed AI, 7.5 credits
Research Methods for Intelligent Systems, 7.5 credits	State-of-the-Art in AI Research, 7.5 credits

Elective courses

- You don't need to find replacement courses
- Find courses within your study area (see programme syllabus)

Year 3

Semester 5	
Period 1	Period 2
Optional credits, 30,00 credits	

Year 3

Semester 5	
Period 1	Period 2
<i>IT in Supply Chains¹, 7.5 credits</i>	<i>Innovative Production Systems Development¹, 7.5 credits</i>
<i>Simulation in Industrial Engineering¹, 7.5 credits</i>	<i>Intercultural and International Communication¹, 7.5 credits</i>

Extra courses

- Any courses that should not be accredited into your programme

A combination of them

Årskurs 3

Termin 5	
Period 1	Period 2
Mjukvaruprojektmetoder, 7,5 hp	Forskningsmetoder i datateknik och informatik, 7,5 hp
Valfria poäng, 15,00 hp	

How to add this in MOA

Click here

Edit course selection

Last nameAndiraHome institutionSchool of EngineeringHost institutionKiel University of Applied SciencesAcademic year2023/2024

First nameParvilloraCountry of the home institutionSwedenCountry of host institutionGermanyName of SemesterSpring 2024

All courses31,50 Credits total for 7 Course at the host institution / 30,00 Credits total for 3 Course at the home institution

Table A (Courses at the receiving institution) ?

Table B (Courses at the sending institution) ?

Comments ?

Add a new course selection

Add a new course selection

Course selection 1

Created on: 14/04/2023 11:30:45 AM

Course no./host	Course unit title at the host institution	Credits
T1111	Test course 1	3,00
T2222	Test course 2	3,00
T3333	Test course 3	2,00
Sum:		8,00

Add Course

Course no./home	Course unit title at the home institution	Credits
JTH1111	TestJTH1	7,50
Sum:		7,50

Add Course

Here you add courses from the partner university

Here you add courses what they should be accounted as

Edit course selection

Last nameAndiraHome institutionSchool of EngineeringHost institutionKiel University of Applied SciencesAcademic year2023/2024

First nameParvilloraCountry of the home institutionSwedenCountry of host institutionGermanyName of SemesterSpring 2024

All courses31,50 Credits total for 7 Course at the host institution / 30,00 Credits total for 3 Course at the home institution

Table A (Courses at the receiving institution) ?

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T1111	Test course 1	3,00
T2222	Test course 2	3,00
T3333	Test course 3	2,00
Sum:		8,00

Add Course

Course no./home	Course unit title at the home institution	Credits
JTH1111	TestJTH1	7,50
Sum:		7,50

Add Course

Replace course

Course selection 2

Created on: 14/04/2023 12:52:29 PM

Course no./host	Course unit title at the host institution	Credits
T4444	Test course 4	10,00
T5555	Test course 5	3,00
T6666	Test course 6	3,00
Sum:		16,00

Add Course

Course no./home	Course unit title at the home institution	Credits
Elective credits	Elective credits	15,00
Sum:		15,00

Add Course

Elective course

Course selection 3

Created on: 14/04/2023 12:58:44 PM

Course no./host	Course unit title at the host institution	Credits
T7777	Test course 7	7,50
Sum:		7,50

Add Course

Course no./home	Course unit title at the home institution	Credits
JTH2222	TestJTH2	7,50
Sum:		7,50

Add Course

Replace course

Årskurs 3

Termin 5	
Period 1	Period 2
Mjukvaruprojektmetoder, 7,5 hp	Forskningsmetoder i datateknik och informatik, 7,5 hp
Valfria poäng, 15,00 hp	

Table A (Courses at the receiving institution) ?

Add a new course selection

Table B (Courses at the sending institution) ?

Add a new course selection

Course selection 1

	Course no./host	Course unit title at the host institution	Credits	
  	72769 (A1N)	Computational Mechanics	6,00	
	Approved			
  	86478 (A1N)	Production Management and Optimisation	6,00	
	Approved			
  	37068 (A1N)	Principles of Management	10,00	
	Approved			
  	95662 (A1N)	Introduction to Machine Learning	3,00	
	Approved			
  	96178 (A1N)	Sustainable Operations and Logistics M	6,00	
	Approved			
	Sum:		31,00	

Add Course

	Course no./home	Course unit title at the home institution	Credits	
 	Elective Semester	Elective Semester	30,00	
	Approved			
	Sum:		30,00	

Add Course

Year 3

Semester 5	
Period 1	Period 2
Optional credits, 30,00 credits	

Year 3

Semester 5	
Period 1	Period 2
IT in Supply Chains ¹ , 7.5 credits	Innovative Production Systems Development ¹ , 7.5 credits
Simulation in Industrial Engineering ¹ , 7.5 credits	Intercultural and International Communication ¹ , 7.5 credits

How to create a course

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

Host institution

Study area

study program

Academic year ?

Semester

Information about local credit requirement

Further information

Local credits for full-time studies Bachelor / Master: 50

Teaching language at the host institution

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

Course code
+
Course name (in English)

Local credits

Local credits at the partner university

Upload Course syllabus

Course syllabus
+
Link to course

Link to course at the host institution

Study area ?

Choose the respective study area

How to select the correct Study Area

For JTH students: 07

For HLK students: 031

For HHJ students: 09

Reason for change

Comment on the course selection (in case of changes)

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

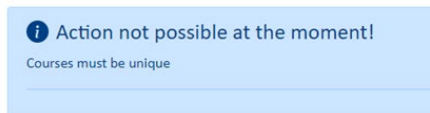
Close

Create/Save

Save the course here

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 (JTH, HHJ, HLK 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	[REDACTED]	
Course selection (JTH, HHJ, HLK students)	☒	05/05/2023	[REDACTED]	
Courses submitted for review	☒	05/05/2023	JobSendMail	
Courses reviewed by the course accreditor	☒	05/05/2023	[REDACTED]	
Further changes to course selection	☐			Show result of course selection
Course selection finalised	☐			Request further changes to course selection
				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	[REDACTED]	
Course selection (JTH, HHJ, HLK students)	☒	05/05/2023	[REDACTED]	
Courses submitted for review	☒	08/05/2023	[REDACTED]	
Courses reviewed by the course accreditor	☒	08/05/2023	[REDACTED]	
Further changes to course selection	☐			Show result of course selection
Course selection submitted for Erasmus Digital Learning Agreement (DLA)	☐			Request further changes to course selection
				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 (JTH, HHJ, HLK students)	☒	15/01/2024	[REDACTED]	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 either on “[Add new course selection](#)” or “[Add course](#)”.

All courses 24,00 Credits total for 3 Course at the host institution / 2

Table A (Courses at the receiving institution) ?

[Add a new course selection](#)

	Course no./host	Course unit title at the host institution	Credits	
	T2222 (G1N)	Test5	3,00	
	Approved			
	T2208 (G1N)	Test08	6,00	
	Approved			
Sum:			9,00	

[Add Course](#)

Table B (Courses at the sending institution) ?

[Add a new course selection](#)

	Course no./home	Course unit title at the home institution	Credits	
	JTH1	JTH1111	7,50	
	Approved			
Sum:			7,50	

[Add Course](#)

Course selection 2

	Course no./host	Course unit title at the host institution	Credits	
	T2222 (G1N)	TestJTH2	15,00	
	Approved			
	T9999	:9999	5,00	
	Rejected			

[Add Course](#)

	Course no./home	Course unit title at the home institution	Credits	
	Elective	Elective credits	15,00	
	Approved			
Sum:			15,00	

[Add Course](#)

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.

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

Mexico

Slovenia

Allocated host institution

MONTERR01 - Tec de Monterrey - Campus Monterrey

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	[REDACTED]	
Course selection (JTH, HHJ, HLK students)	☒	05/05/2023	[REDACTED]	
Courses submitted for review	☒	08/05/2023	[REDACTED]	
Courses reviewed by the course accreditor	☒	08/05/2023	[REDACTED]	
Further changes to course selection	☐			Show result of course selection
Course selection submitted for Erasmus Digital Learning Agreement (DLA)	☐			Request further changes to course selection
				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

Mexico

Allocated host institution

MONTERR01 - Tec de Monterrey - Campus Monterrey

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	☐	Unsign DLA
Data for Learning Agreement added	☐	Add data for Learning Agreement
Learning Agreement signed by you	☐	Sign 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

<-- Please select -->

Your level in this language

☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 *

Contact person for Learning Agreement at the Partner institution

<-- No choice -->

First name of the contact person

Last name of the contact person

Gender of the contact person

☐ Male ☐ Female *

Email of the contact person

[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.

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.

Study Programme at the Receiving Institution

Modality 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	06 65 2074 01	Basics of Project Management	2/2	2,00
	06 65 2069 01	Landscape Architecture	2/2	2,00
	09 82 1260 05	Management Concepts (PBL)	2/2	4,00
	09 82 1092 00	Marketing and Business Relations	2/2	7,00
	09 82 1807 00	Cost Analysis and Elements of Finance	2/2	5,00
	01 31 0028 00	Logistics	2/2	5,00
	06 65 2073 01	Basics of Life Cycle Analysis	2/2	1,00
	09 82 1855 00	Organization Science and Techniques	2/2	4,00
				Total: 30,00

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

Recognition at the Sending Institution

Modality type: Semester(s)

	Component Code (if any)	Component title at the Sending Institution	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
Table B	TVEG13	Vetenskapligt samarbete och kommunikation	2/2	6,00	☒
	TLGP13	Ledarskap och projektledning	2/2	6,00	☒
				Total: 12,00	

Close

Sign and Transfer

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

☒

Show Signed Digital Learning Agreement