

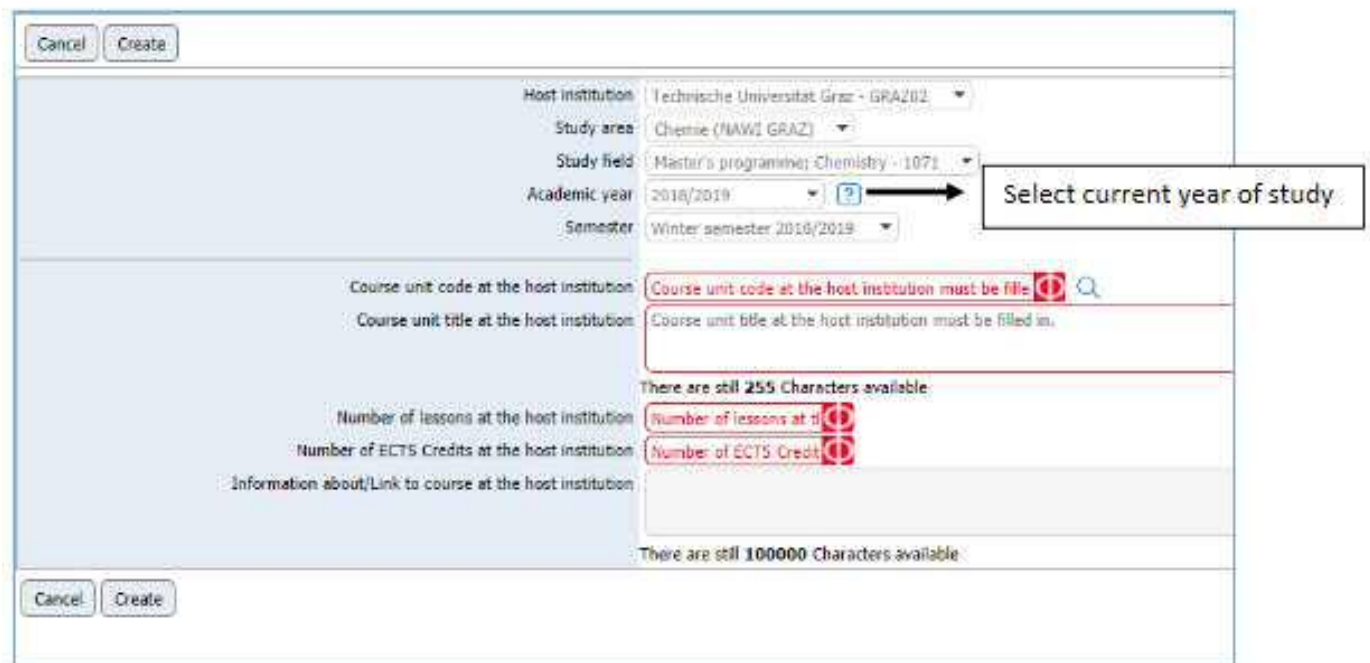
IV. LEARNING AGREEMENT

In the next step you can search for courses taught in English. If you want to search for courses in general (German and English), please go to <https://online.tugraz.at> and select „courses“ in the drop down menu. If you want to search for courses of the University of Graz, please go to <https://online.uni-graz.at> and do the same.



The screenshot shows a web interface for course selection. At the top, there are buttons for "Back to the application workflow" and "Enter further courses". Below this is a section titled "Please use the list on left side to create a new course". It contains several input fields: "Last name" (Dreier), "Home institution" (University of Applied Sciences FH Joanneum), "Host institution" (Technische Universität Graz), and "Academic year" (2018/2019). To the right, there are fields for "First name" (Lisa), "Country of the host institution" (Austria), and "Year of semester" (Winter semester 2018/19). Below these fields is a table with columns for "Courses and title at the host institution", "Course no./Year", and "ECTS credits". The table contains one row with a course number "604" and a sum of ECTS credits of "6,00". At the bottom, there is a "Learning Agreement" section with checkboxes for "Search for courses taught in English" and "Select courses for the Learning Agreement".

If your course search has been successful, please click „Select courses“ in the next workflow step and click „Enter further courses...“.



The screenshot shows a detailed form for course selection. At the top left are "Cancel" and "Create" buttons. The form contains several dropdown menus: "Host institution" (Technische Universität Graz - GRAZ02), "Study area" (Chemie (MAGI GRAZ)), "Study field" (Master's programme: Chemistry - 1071), "Academic year" (2018/2019), and "Semester" (Winter semester 2018/2019). A callout box with an arrow points to the "Academic year" dropdown, containing the text "Select current year of study". Below these are input fields for "Course unit code at the host institution" (with a red error message "Course unit code at the host institution must be filled."), "Course unit title at the host institution" (with a red error message "Course unit title at the host institution must be filled in."), "Number of lessons at the host institution" (with a red error message "Number of lessons at the host institution must be filled in."), and "Number of ECTS Credits at the host institution" (with a red error message "Number of ECTS Credits must be filled in."). There are also character count indicators: "There are still 255 Characters available" and "There are still 100000 Characters available". At the bottom left are "Cancel" and "Create" buttons.

Please note that courses will have been updated by August each year for the upcoming year of study. If you are applying for fall semester/full year of study, courses may not be up-to-date at the moment. Therefore we ask you to select courses from the current year of study. (Usually, the majority of courses are offered the next year, too.) Please select the current year of study at "Academic Year" and choose winter or summer semester. Enter the course number at "Course


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unit code at the host institution”, click out of the box and the course information will be filled in automatically. If you want to search for a specific course, click on the magnifying glass and enter a search term in "Selection masks". Click on "Execute search", choose your course and tick off the box on the left side. The information of the course will be filled in automatically in your Learning Agreement.

If you are interested in taking courses at the University of Graz as well, please fill in the course unit code (number), course unit title (name), number of lessons and number of ECTS credits manually and click "Create".

Your selected courses have been added to your Learning Agreement. After finishing your course selection, please click “Back to the application workflow”.

Please click “confirm that Learning Agreement is complete” and tick off the box if you have finished your course selection.

Your Learning Agreement will be checked by TU GRAZ. If something is wrong or missing, you will be notified via email. When your Learning Agreement is complete and has been signed by the ECTS coordinator at TU GRAZ, you can download it in the next workflow step. Please print it out and get it signed by your coordinator at your home university. Please upload it then in the next workflow step.

Course registration will open before the semester starts and instructions will be given during the Orientation Events.



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