



Manual for completing the Learning Agreement via the application portal (Moveon portal)

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Step-by-Step Manual Learning Agreement

1. Starting the Learning Agreement

a. Log into the Portal

test portal

Welcome to the application portal for outgoing mobilities. This portal regroups all application formalities for your stay, starting from the first application to your travel report.

Open procedures

You can find under the list of all open application forms

| Form | Status |
|--------------------------------------|---------------------------------------|
| ERASMUS+ SMS | Start new application |
| ERASMUS+ SMP | Start new application |
| ERASMUS+ Upload: Abschlussunterlagen | Start new application |

Your applications

You can find under a list of all your application from start until submission and acceptance.

| Form | Status | Started on | Last changed on | Link |
|--------------|-----------|------------------|------------------|----------------------------------|
| ERASMUS+ SMS | Submitted | 09/06/2021 10:52 | 09/06/2021 10:52 | View application |
| ERASMUS+ SMS | Submitted | 08/06/2021 09:13 | 08/06/2021 09:13 | View application |
| ERASMUS+ SMS | Submitted | 18/05/2021 20:43 | 18/05/2021 20:43 | View application |
| ERASMUS+ SMS | Submitted | 18/05/2021 20:35 | 18/05/2021 20:35 | View application |
| ERASMUS+ SMS | Submitted | 18/05/2021 20:29 | 18/05/2021 20:29 | View application |
| ERASMUS+ SMS | Submitted | 18/05/2021 20:01 | 18/05/2021 20:01 | View application |
| ERASMUS+ SMS | Submitted | 26/03/2021 11:38 | 15/04/2021 12:05 | View application |
| ERASMUS+ SMS | Submitted | 26/03/2021 11:43 | 26/03/2021 11:46 | View application |
| ERASMUS+ SMS | Submitted | 18/03/2021 12:39 | 18/03/2021 12:39 | View application |

Click here to view your application for ERASMUS+

Offers of stay

You will find here the list of the stay you are selected for. Please select the one you want or explain why your decline our offer.

Learning agreements

Here you will find a list of La forms.

| Start period | Stay opportunity | Actions | Remarks |
|--------------|--|---|---------|
| 15/Sep/2021 | Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA OUT | Edit LA draft View Last Shared Version of LA Download LA | |
| 15/Sep/2021 | Aufenthaltsmöglichkeit SMS JLU Gießen OLA Out | Select Mobility Type Initiate LA | |
| 15/Sep/2021 | Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA OUT | Select Mobility Type Initiate LA | |
| 15/Sep/2021 | Erasmus SMS - Universität Greifswald _Wirtschaft | Select Mobility Type Initiate LA | |
| 15/Aug/2021 | Erasmus SMS - Julius-Max.Universität- Wirtschaft | Edit LA draft | |

Select the mobility type "Semester". Then click on "Initiate LA"

Before completing the Learning Agreement, please contact your coordinator regarding your course selection or inform yourself about course options at your university abroad.

If there are any changes in the course selection during the mobility, it is possible to change the course afterwards. In this case, please move to step 7.

b. Please fill in the information

Learning Agreement

Information

Exchange Details

Learning Components - Latest Proposal

Information

Please fill in the form to complete your learning agreement. The details collected will be shared with both your home institution and receiving institution.

| | |
|---------------|---------------------------------------|
| Mobility Type | <input type="text" value="Semester"/> |
| LA Status | <input type="text"/> |

Student Information

| | |
|--------------------------|--|
| Surname* | <input type="text" value="Mustermann"/> |
| First name* | <input type="text" value="Sven"/> |
| Email* | <input type="text" value="Test@stud.hs-bremen.de"/> |
| Student ID Number (ESI)* | <input type="text"/> |
| Date of birth* | <input type="text" value="01"/> / <input type="text" value="Dec"/> / <input type="text" value="1999"/> |
| Nationality* | <input type="text" value="Germany"/> |

Stay Details

| | |
|-------------------|--|
| Stay Name | <input type="text" value="Gießen 19. Mai, LA Test - 2021/22"/> |
| Stay Status | <input type="text" value="Planned"/> |
| Stay Direction | <input type="text" value="Outgoing"/> |
| Frameworks | <input type="text" value="ERASMUS+ studies (SMS)"/> |
| Degree programmes | <input type="text" value="Select Some Options"/> |
| Subject areas | <input type="text" value="Select Some Options"/> |

Fill in your matriculation number = Matrikelnummer

This information is automatically

The information's marked with * are mandatory.
 Check if your email address is correct

c. When you have checked and entered all the information, save it. You will be forwarded to the next page "Exchange Details".

2. Fill in the Exchange Details

Learning Agreement

Information

Exchange Details

Learning Components - Latest Proposal

The information's marked with * are mandatory.

EQF Level

Serves as a translation guide to make national qualifications more readable across Europe.

- Level 6 = Bachelor
- Level 7 = Master

Language

Choose the language in which the lectures will be held during your stay abroad at the university.

Receiving Contact

- Select your contact of the university abroad here.
- If you're not able to select your contact or if it's not in the list, please fill in the fields Surname, First name, Email and Phone manually.

Sending Contact

- Select your contact from your home university here.
- Please check the contact list in the e-mail: Learning Agreement – "Bearbeitung freigeschaltet"

Exchange Details

| | |
|------------------------|--|
| ISCED* | 041 - Business and administration |
| ISCED Clarification | |
| Academic Year* | 2021/22 |
| Use Full Date | <input type="checkbox"/> Yes |
| Start date* | Sep / 2021 |
| End date* | Mar / 2022 |
| EQF Level* | Please select <small>This field is mandatory and must be filled in.</small> |
| Language* | Please select <small>This field is mandatory and must be filled in.</small> |
| CEFR* | Please select <small>This field is mandatory and must be filled in.</small> |
| Course Catalogue (URL) | |
| Other Conditions (URL) | |

This information is automatically filled in.

CEFR

Is an international standard for describing language ability.

Select your language level here for the language in which the lectures will be held.

Here you may copy and paste the link with the course catalogue.

Receiving Institution Details

| | |
|---------------------------|-----------------------------------|
| Receiving Institution* | Justus-Liebig-Universität Giessen |
| Receiving Sub-Institution | Test OLA Gießen |
| Departmental Coordinator | Please select |
| Surname | |
| First name | |
| Email | |
| Phone | |

This information is automatically filled in from your application.

Sending Institution Details

| | |
|--------------------------|---------------------------------------|
| Sending Institution* | Hochschule Bremen - City University |
| Faculty | Fakultät 1: Wirtschaftswissenschaften |
| Departmental Coordinator | Please select |
| Surname | |
| First name | |
| Email | |
| Phone | |

Save

- a. When you have checked and entered all the information, click on save to secure your entries. You will be forwarded to the next page "Learning Components – Latest Proposal".

3. Fill in the Learning Components

Learning Agreement

Information

Exchange Details

Learning Components - Latest Proposal

Learning Components - Latest Proposal

Stay (Receiving) Semester Component (1)

| | |
|------------------|--------------------------------------|
| Component Code | <input type="text"/> |
| Component Title* | Basic course in business informatics |
| Academic term* | 1st semester |
| Credit Scheme* | ECTS |
| Credit* | 6 |

+ Stay (Receiving) Semester Component

Home (Sending) Semester Component (1)

| | |
|------------------------|--|
| Component Code | <input type="text"/> |
| Component Title* | Event-driven process chains |
| Academic term* | 1st semester |
| Credit Scheme* | ECTS |
| Credit* | 6 |
| Recognition Conditions | <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> |

+ Home (Sending) Semester Component

Save
Add Virtual Component

Stay (Receiving) Learning Component

- Enter the courses you wish to attend at your university abroad

Stay (Sending) Learning Component

Two options:

- 1. Match courses in your degree programme: enter them under Home (Sending) Semester Component. For adding courses +
- 2. Mandatory Semester abroad: enter Component Title: Mobility window. Credit: 18 or 24 ECTS.

ATTENTION: No recognition can take place without a separate arrangement within your department. Please note the individual procedure of your department.

If you have taken courses that are only offered virtually, add them here as a **“Virtual Component”**

Click here to add more courses.

- a. Double check your entries. If they're correct, click on "Save".
- b. After you've clicked on "Save", there will pop up a new symbol named "Approve LA".

4. Approve the Learning Agreement

| | |
|------------------|---|
| Component Code | <input type="text"/> |
| Component Title* | Basic course in business informatics |
| Academic term* | 1st semester <input type="button" value="v"/> |
| Credit Scheme* | ECTS |
| Credit* | 6 |

+ Stay (Receiving) Semester Component

Home (Sending) Semester Component (1)

| | |
|------------------------|---|
| Component Code | <input type="text"/> |
| Component Title* | Event-driven process chains |
| Academic term* | 1st semester <input type="button" value="v"/> |
| Credit Scheme* | ECTS <input type="button" value="i"/> |
| Credit* | 6 |
| Recognition Conditions | <input type="text"/> <input type="button" value="i"/> |

+ Home (Sending) Semester Component

| | | |
|-------------------------------------|---|--|
| <input type="button" value="Save"/> | <input type="button" value="Approve LA"/> | <input type="button" value="Add Virtual Component"/> |
|-------------------------------------|---|--|

- Important** click on "Approve LA" to send the Learning Agreement to the contact person at your home university for approval.
- If the coordinator considers the Learning Agreement to be complete and correct, he/she will approve it and share it with the partner university.
- Please note that sending the Learning Agreement will be considered as a digital signature.

5. Where to find the current status of your Learning Agreement and check if it has been approved

- Log into the portal and scroll down to the learning agreement

Learning agreements

Here you will find a list of La forms.

| Start period | Stay opportunity | Actions | Remarks |
|--------------|--|--|---------|
| 15/Sep/2021 | Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA OUT | Edit LA draft LA View Last Shared Version of LA Download | |
| 15/Sep/2021 | Aufenthaltsmöglichkeit SMS JLU Gießen OLA Out | Edit LA draft | |
| 15/Sep/2021 | Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA OUT | Select Mobility Type ▾ Initiate LA | |
| 15/Sep/2021 | Erasmus SMS - Universität Greifswald _Wirtschaft | Select Mobility Type ▾ Initiate LA | |
| 15/Aug/2021 | Erasmus SMS - Julius-Max.Universität- Wirtschaft | Edit LA draft | |

Click here to check the current status of your Learning Agreement.

Learning Agreement

Information


Exchange Details

Learning Components - Latest Proposal

Please fill in the form to complete your learning agreement. The details collected will be shared with both your home institution and receiving institution.

| | |
|---------------|--|
| Mobility Type | Semester |
| LA Status | Awaiting approval from Sending Institution |

Student Information

| | |
|--------------------------|---|
| Surname* | Mustermann |
| First name* | Sven |
| Email* | shoermann@stud.hs-bremen.de |
| Student ID Number (ESI)* | 13378459 |
| Date of birth* | 01 ▾ / Dec ▾ / 1999 ▾  |
| Nationality* | Germany ▾ |

- b. Click on “Learning components – Latest Proposal” to see who has confirmed the Learning Agreement and when.

Learning Agreement

Information

Exchange Details

Learning Components – Latest Proposal

Learning Components - Latest Proposal

Student Approval : Mustermann, Sven; 2021-06-15T15:02:51+00:00

Sending Institution Approval : Not yet approved

Receiving Institution Approval : Not yet approved

Stay (Receiving) Semester Component (1)

| | |
|------------------|---|
| Component Code | |
| Component Title* | Basic course in business informatics |
| Academic term* | 1st semester ▼ |
| Credit Scheme* | ECTS |
| Credit* | 6 |

+ Stay (Receiving) Semester Component

- c. You will receive an email when the Learning Agreement has been finally approved by all 3 parties. The **so called** first version will be your final document of the LA.

6. How can you change courses if you are requested to do so?

- a. You get an e-mail, must log into the portal and click on "Edit LA draft".

Learning agreements

Here you will find a list of La forms.

| Start period | Stay opportunity | Actions | Remarks |
|--------------|--|--|---------|
| 15/Sep/2021 | Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA OUT | Edit LA draft LA View Last Shared Version of LA Download | |

- b. A new field "Messages from Stay institution or **home institution?**" appears on the left side of the page. Click on it and the message will be displayed.

Learning Agreement

Information

Exchange Details

Learning Components - Latest Proposal

Messages from Stay Institution

Messages from Stay Institution

19/05/2021 12:54 hrs
hier kam jetzt ein zweites

19/05/2021 11:45 hrs
sieht alles super aus

- c. To change a course, you simply click on “Learning Components – Latest Proposal” and override the course that must be changed and click the **save button**. The following screenshots show you an example:

Learning Agreement

Information

Exchange Details

Learning Components – Latest Proposal

Learning Components - Latest Proposal

Student Approval : Mustermann, Sven; 2021-06-15T15:02:51+00:00
Sending Institution Approval : Not yet approved
Receiving Institution Approval : Not yet approved

Stay (Receiving) Semester Component (1)

| | |
|------------------|--------------------------------------|
| Component Code | |
| Component Title* | Basic course in business informatics |
| Academic term* | 1st semester |
| Credit Scheme* | ECTS |
| Credit* | 6 |

Home (Sending) Semester Component (1)

| | |
|------------------------|-----------------------------|
| Component Code | |
| Component Title* | Event-driven process chains |
| Academic term* | 1st semester |
| Credit Scheme* | ECTS |
| Credit* | 6 |
| Recognition Conditions | |

Save **Add Virtual Component**

In this case, we want to change the course „Basic course in business informatics“ to “Software Architecture”.

Learning Agreement

Information

Exchange Details

Learning Components – Latest Proposal

Learning Components - Latest Proposal

Student Approval : Mustermann, Sven; 2021-06-15T15:02:51+00:00
Sending Institution Approval : Not yet approved
Receiving Institution Approval : Not yet approved

Stay (Receiving) Semester Component (1)

| | |
|------------------|-----------------------|
| Component Code | |
| Component Title* | Software Architecture |
| Academic term* | 1st semester |
| Credit Scheme* | ECTS |
| Credit* | 6 |

Home (Sending) Semester Component (1)

| | |
|------------------------|-----------------------------|
| Component Code | |
| Component Title* | Event-driven process chains |
| Academic term* | 1st semester |
| Credit Scheme* | ECTS |
| Credit* | 6 |
| Recognition Conditions | |

Save **Add Virtual Component**

After you’ve changed the course details, click on “Save” to save your changes.

Learning Agreement

Information

Exchange Details

Learning Components - Latest Proposal

✓ Your changes have been saved successfully.

Learning Components - Latest Proposal

Stay (Receiving) Semester Component (1)

Component Code:

Component Title*:

Academic term*:

Credit Scheme*:

Credit*:

➕ Stay (Receiving) Semester Component

Home (Sending) Semester Component (1)

Component Code:

Component Title*:

Academic term*:

Credit Scheme*:

Credit*:

Recognition Conditions:

➕ Home (Sending) Semester Component

Save Approve LA Add Virtual Component

Having saved the changes, the button "Approve LA" appears again at the bottom.

Important: Click here to approve the change. The amended Learning Agreement will be send automatically to your coordinator for approval.

Learning Agreement

Information

Exchange Details

Learning Components - Latest Proposal

✓ Learning Agreement has been approved successfully.

Learning Components - Latest Proposal

Student Approval : Mustermann, Sven; 2021-06-15T17:28:14+00:00

Sending Institution Approval : Not yet approved

Receiving Institution Approval : Not yet approved

Stay (Receiving) Semester Component (1)

Component Code:

Component Title*:

Academic term*:

Credit Scheme*:

Credit*:

➕ Stay (Receiving) Semester Component

Home (Sending) Semester Component (1)

Component Code:

Component Title*:

Academic term*:

Credit Scheme*:

Credit*:

Recognition Conditions:

➕ Home (Sending) Semester Component

Save Add Virtual Component

Approval of the universities will follow.