

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

Start new application

Your applications

ERASMUS+ Upload: Abschlussunterlagen

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

Erasmus SMS - Julius-Max. Universität- Wirtschaft

Click here to view your application for ERASMUS+

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

Offers of stay

15/Aug/2021

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.

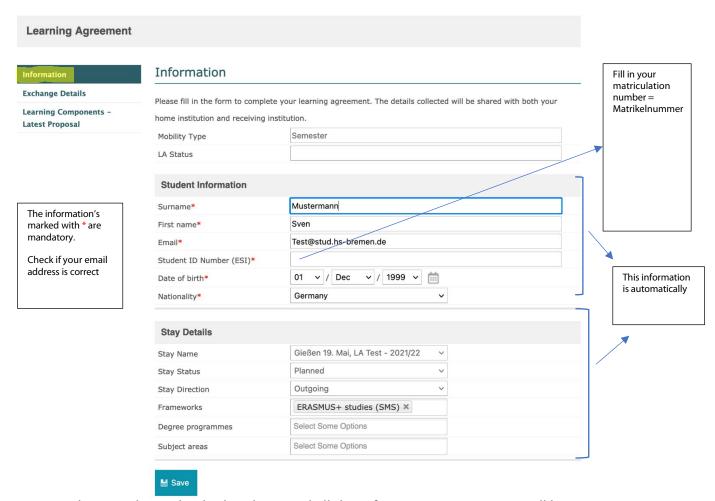
Learning agreements Here you will find a list of La forms. Select the mobility type Actions Remarks Stay opportunity "Semester". period Then click on "Initiate LA" Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA Edit LA draft View Last Shared Version of LA Download 15/Sep/2021 15/Sep/2021 Aufenthaltsmöglichkeit SMS JLU Gießen OLA Out Initiate LA Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA 15/Sep/2021 Select Mobility Type V Initiate LA 15/Sep/2021 Erasmus SMS - Universität Greifswald _Wirtschaft Select Mobility Type Y Initiate LA

Edit LA draft

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

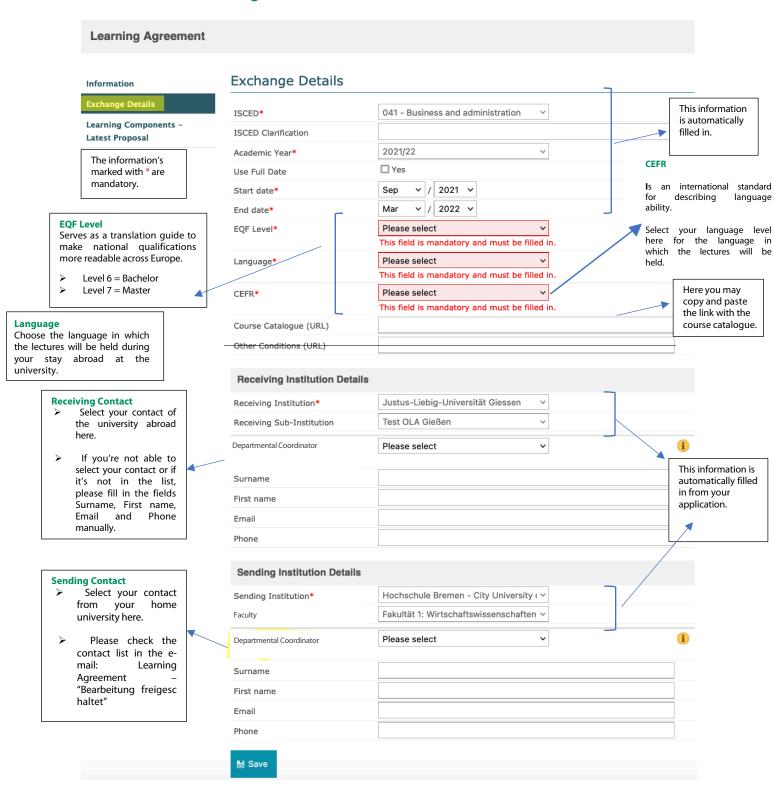
If there are any changes in the course selection during the mobility, it is possible to change the course afterwards. In this case, please move to step 7.

b. Please fill in the information



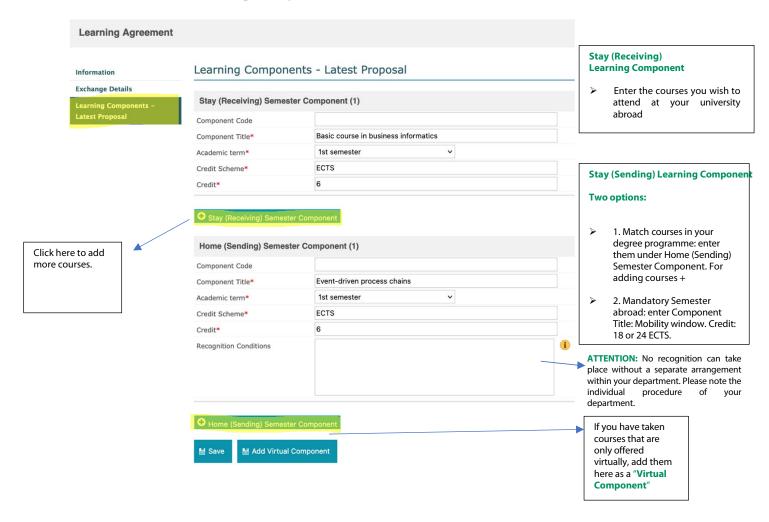
c. When you have checked and entered all the information, save it. You will be forwarded to the next page "Exchange Details".

2. Fill in the Exchange Details



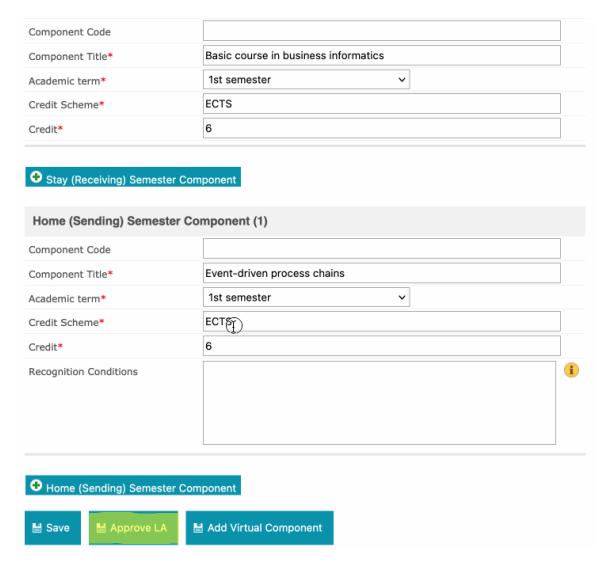
a. When you have checked and entered all the information, click on save to secure your entries. You will be forwarded to the next page "Learning Components – Latest Proposal.

3. Fill in the Learning Components



- 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".

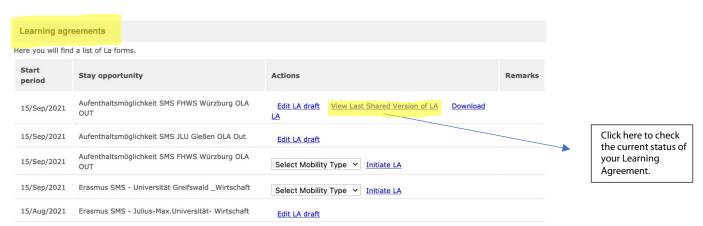
4. Approve the Learning Agreement

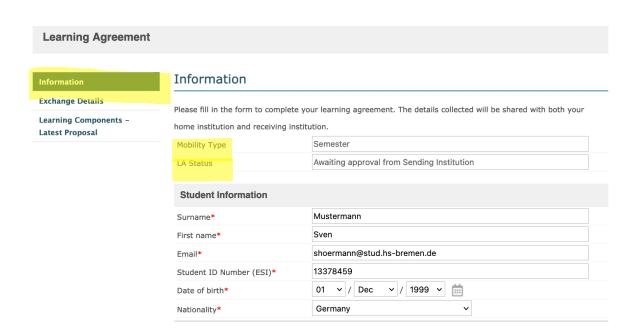


- a. Important click on "Approve LA" to send the Learning Agreement to the contact person at your home university for approval.
- b. If the coordinator considers the Learning Agreement to be complete and correct, he/she will approve it and share it with the partner university.
- c. Please note that sending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

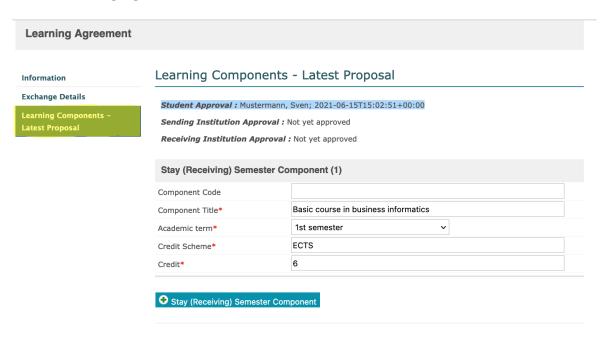
5. Where to find the current status of your Learning Agreement and check if it has been approved

a. Log into the portal and scroll down to the learning agreement





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



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?

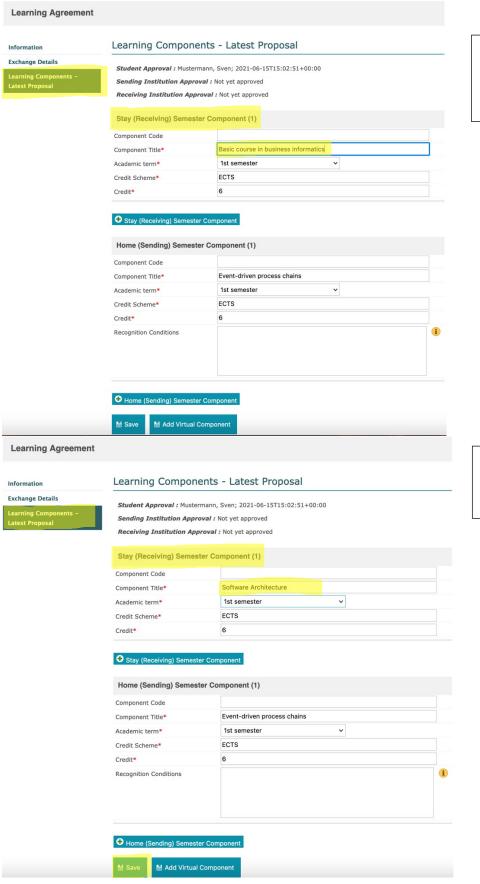
a. You get an e-mail, must log into the portal and click on "Edit LA draft".



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.



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:



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

After you've changed the course details, click on "Save" to save your changes.

