

[Instruction Learning Agreement Students h_da](#)

This is an h_da Internal Guidance on how to use the Learning Agreement in MoveON.

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MoveON Administration
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1. Start Learning Agreement

1.1. Start Learning Agreement in the Outgoing Portal

In order to start a Learning Agreement (LA), you must have previously applied for the corresponding Erasmus+ stay at h_da. We use MoveON to process the LA, which we also use for the application process. As soon as the process can start, you will be activated for the "Learning agreements" section. Students will receive an e-mail notification.

 Antworten  Allen antworten  Weiterleiten



Mi 18.05.2022 08:55

International Office h_da <noreply.hda@moveon4.de>

Initiate your Learning Agreement for your mobility to [REDACTED]

An  [REDACTED]

Hello TEST - [REDACTED]

You can now create a Learning Agreement for the following mobility.

Sending Institution: Hochschule Darmstadt

Receiving Institution: [REDACTED]

Academic year from:

Academic year to: to

ISCED: 0500 - Natural sciences, mathematics and statistics not further defined

Thank you,
MoveON

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Please make sure that you fill in the Learning Agreement in English, as it is an international document. To do so, please change the language in the menu to "**English**".

Fig. 1 View in the MoveON Outgoing Portal

Welcome lisa.eppers@h-da.de

Outgoing Portal h_da

Deutsch English

To start the Learning Agreement, go to **English** in the menu.

Starte eine Bewerbung

Hier können Sie eine neue Bewerbung starten:

Formular	Status
Europa - Bewerbung für Outgoing Studierende	Eingabe starten
Übersee - Bewerbung für Outgoing Studierende	Eingabe starten
Bewerbung für Kurzaufenthalte (weltweit)	Eingabe starten
Bewerbung für den Hochschulzuschuss (Praktika in Übersee und Kurzaufenthalte weltweit)	Eingabe starten
Outgoing Übersee - Bewerbung für ein PROMOS Stipendium	Eingabe starten

Bewerbung für DAAD-PROMOS (Übersee) Formular ist nur innerhalb des Bewerbungszeitraums möglich (s. Daten auf Webseite), daher können Sie den Link möglicherweise aktuell nicht sehen.

Ihre Bewerbungen

Hier finden Sie eine Übersicht aller offenen und abgeschlossenen Bewerbungen:

Formular	Status	Gestartet am	Letzte Änderung	Link
Outgoing Übersee - Bewerbung für ein PROMOS Stipendium	Unvollständig	21/10/2021 12:30	21/10/2021 12:30	Eingabe fortsetzen

For an Erasmus+ semester abroad, please select the "Mobility Type" **Semester**.

To participate in a short-term blended mobility with a virtual component and a short period of physical stay, please select **Blended**.

Doctoral students participating in a short-term mobility, please select **Doctoral**.

Please note that it is not possible to save the LA temporarily and edit it later for the **First Version**. The LA must be completed and submitted fully to save all details. All details regarding courses and recognition should already be clarified in preparation.

Fig. 2 Start 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 View Last Shared Version of LA	Select the Mobility Type to start the Learning Agreement: Semester = Erasmus study Blended = Erasmus Short-term (with virtual) Doctoral = Erasmus doctoral students Then click on "Initiate LA" to open the form. It is not possible to change the mobility type afterwards.
15/Sep/2021	Aufenthaltsmöglichkeit SMS JLU Gießen OLA Out	<input checked="" type="checkbox"/> Select Mobility Type Initiate LA Semester	
15/Sep/2021	Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA OUT	<input type="checkbox"/> Select Mobility Type Initiate LA	
15/Sep/2021	Erasmus SMS - Universität Greifswald _Wirtschaft	<input type="checkbox"/> Select Mobility Type Initiate LA	
15/Aug/2021	Erasmus SMS - Julius-Max.Universität- Wirtschaft	Edit LA draft	

Before filling out the Learning Agreement, please inform yourself about the course options at the partner university and contact the responsible faculty member early enough regarding the choice of courses and the creditability of the credits received while abroad.

If the course choice changes before or after the start of the mobility period, it is possible to adjust the LA accordingly. In this case, please go to 3.3.

1.2. Complete Learning Agreement

The following steps explain how to fill in and send the Learning Agreement correctly.

1.2.1. Learning Agreement: Information

Fig. 3 Learning Agreement Supplement information

The screenshot shows a web form titled "Learning Agreement Supplement information". The form is divided into several sections: "Information", "Student Information", and "Stay Details".

- Information:** Includes fields for "Mobility Type" (set to "Semester") and "LA Status".
- Student Information:** Includes fields for "Surname*" (Mustermann), "First name*", "Email*", "Student ID Number (ESI)*", "Date of birth*" (01 / Dec / 1999), and "Nationality*" (Germany). A callout box points to this section, stating: "This information is automatically filled by the information provided in the MoveON application."
- Stay Details:** Includes fields for "Stay Name" (Gießen 19. Mai, LA Test - 2021/22), "Stay Status" (Planned), "Stay Direction" (Outgoing), "Frameworks" (ERASMUS+ studies (SMS) x), "Degree programmes" (Select Some Options), and "Subject areas" (Select Some Options).

At the bottom left, there is a "Save" button. A callout box points to it, stating: "When you have checked and entered all the information, save it. You will be redirected to the next page 'Exchange Details'."

1.2.2. Learning Agreement: Exchange Details

Fig. 4 Learning Agreement Exchange Add details

Learning Agreement

Information

- Exchange Details**
- Learning Components - Latest Proposal

Exchange Details

ISCED*	041 - Business and administration	This information is filled in automatically.
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>	EQF Level Level 6 = Bachelor, Diploma Level 7 = Master
Language*	Please select <small>This field is mandatory and must be filled in.</small>	Language Please select the language in which the courses will be held during your stay.
CEFR*	Please select <small>This field is mandatory and must be filled in.</small>	CEFR Select the language level for the language in which the courses take place. Please note the language requirements of the partner university.
Course Catalogue (URL)		Please enter the link to the course catalogue of the partner university here.
Other Conditions (URL)		

Receiving Institution Details

Receiving Institution*	Justus-Liebig-Universität Giessen	Please enter the link to your examination regulation at h_da
Receiving Sub-Institution	Test OLA Gießen	
Receiving Administrative Contact	Please select	
Surname		This information on the institutions is filled in automatically.
First name		
Email		
Phone		

Sending Institution Details

Sending Institution*	Hochschule Bremen - City University	This information on the institutions is filled in automatically.
Sending Sub - Institution*	Fakultät 1: Wirtschaftswissenschaften	
Sending Administrative Contact	Please select	
Surname		This information on the institutions is filled in automatically.
First name		
Email		
Phone		

Receiving Contact

Please enter the Departmental Contact of the partner university and add email and phone manually.

Sending Contact

Please select the departmental contact from the list.
The other fields are filled in automatically.

Save

When you have checked and entered all the information, save it. You will be redirected to the next page "Learning Components".

1.2.3. Learning Agreement: Learning Components

The courses for **Semester Mobility** at the partner university are entered as **Stay (Receiving) Components** and the corresponding courses to be credited at h_da as **Stay (Sending) Components**. If there is also virtual course participation, then these are entered as **Virtual Components**.

If it is **not possible for you to get credit for a course at h_da**, please contact our Erasmus team for further information before submitting your LA.

For **Blended Mobility** and **Doctoral Mobility**, there are only the Blended and Doctoral components and there is no separation between Stay (Receiving) and Home (Sending) components.

Fig. 5 Learning Agreement Supplement Learning Components


The screenshot shows the 'Learning Agreement Supplement Learning Components' interface. It features a sidebar with 'Information' and 'Exchange Details' sections. The 'Exchange Details' section is expanded to show 'Learning Components - Latest Proposal'. The main content area is titled 'Learning Components - Latest Proposal' and contains two component forms. The first form is for a 'Stay (Receiving) Semester Component (1)' with fields for Component Code, Component Title* (Basic course in business informatics), Academic term* (1st semester), Credit Scheme* (ECTS), and Credit* (6). The second form is for a 'Home (Sending) Semester Component (1)' with fields for Component Code, Component Title* (Event-driven process chains), Academic term* (1st semester), Credit Scheme* (ECTS), Credit* (6), and Recognition Conditions. Below the forms are buttons for '+ Stay (Receiving) Semester Component', '+ Home (Sending) Semester Component', 'Save', and 'Add Virtual Component'. Annotations include: a box on the right for 'Stay (Receiving) Component' with instructions to fill in course information; a box on the right for 'Stay (Sending) Component' with instructions to enter the corresponding course; a box on the left for 'More components' with a link to add more courses; and a box at the bottom for 'Add Virtual Component' with instructions to use it for courses not offered at h_da.

Check the entries once again. If all are correct, click on **"Save"**. After you have clicked on "Save", a new icon called "Approve LA" appears.

Fig. 6 Learning Agreement Send/Approve LA

Component Code	<input type="text"/>	Component Code Please enter if the code is known.
Component Title*	Basic course in business informatics	
Academic term*	1st semester	Academic term 1st semester = winter semester 2nd semester = summer semester
Credit Scheme*	ECTS	
Credit*	6	

+ Stay (Receiving) Semester Component

Home (Sending) Semester Component (1)		Credit If half credits are to be entered, please do not use a comma (2.5) instead use a point (2.5).
Component Code	<input type="text"/>	
Component Title*	Event-driven process chains	
Academic term*	1st semester	
Credit Scheme*	ECTS	
Credit*	6	
Recognition Conditions	<input type="text"/>	

+ Home (Sending) Semester Component

Save **Approve LA** **Add Virtual Component**

1. Important: Please do not click **Approve LA** until all courses (Stay (Receiving) and Stay (Sending) Components) are entered. When you click Approve LA, the LA will be sent to the contact person/departmental contact at your home university for approval. **Please note that sending the Learning Agreement is considered a digital signature.**

2. If the departmental coordinator agrees that the Learning Agreement is complete and correct, he/she will approve it and forward it to the partner university.

2. Monitor Learning Agreement status and view approval

2.1. Overview in the Outgoing Portal

In the Outgoing Portal you will find the section "Learning agreements", where you can view all the learning agreements you have created for your planned stays (Stay opportunity).

Fig. 7 Open Learning Agreement and view status

Learning agreements			
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	
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	

PDF version

Here you can download the latest version of the Learning Agreement

View Last Shared Version of LA

Click here to view the status.

2.2. Track Learning Agreement Status

Fig. 8 View Learning Agreement status

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 Semester

LA Status Awaiting approval from Sending Institution

Student Information

Surname* Mustermann

First name* [REDACTED]

Email* [REDACTED]

Student ID Number (ESI)* [REDACTED]

Date of birth* 01 / Dec / 1999

Nationality* Germany

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2.3. Status: Learning Components

Click on "Learning components - Latest Proposal" to see who and when the Learning Agreement was last approved.

Fig. 9 Viewing the status in Learning Components

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](#)

You will receive an email when the Learning Agreement has been finally approved by all parties. The First Version will be an official document of the LA.

3. Adjusting courses

1. if the home/sending university requests changes,
2. if the partner/receiving university requests changes,
3. if I want to change the course due to scheduling conflicts, languages difficulties or unavailability.

Please note: In the case of **Blended** Mobility and **Doctoral** Mobility, it is not possible to adjust the courses once both institutions have approved it. If this should be the case, please contact the Erasmus team.

3.1. The home/sending university requests changes

You will receive an email from the departmental coordinator at your university stating which course you need to adapt.

To do this, log into the Outgoing Portal and select "**Edit LA draft**".

Fig. 10 Home/sending university: Open Learning Agreement for changes

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	

Please adjust the LA as requested in the email. If you have any questions about this, please contact your departmental coordinator.

3.2. The partner/receiving university requests changes

You will receive an email from the person responsible at the partner university stating which course you should adapt.

To do this, log into the Outgoing Portal and select "**Edit LA draft**".

Fig. 11 partner/receiving university: Open Learning Agreement for changes

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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	

Please adjust the LA as requested in the email. If you have any questions, please contact the partner university.

If a new field "**Messages from Stay institution**" appears on the left side, click on it to read the message. Change the LA as requested or contact the partner university if you have any questions.

Fig. 12 Open Message from Stay Intuitions

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

3.3. You would like to change courses

To change a course, click on "Learning Components - Latest Proposal".

Fig. 13 Adjusting the Learning Agreement during the stay

Learning Agreement

Information

Exchange Details

Learning Components - First Version

Learning Components - Latest Approved

Messages from Stay Institution

Learning Components - First Version

Student Approval : ██████████ :00
Sending Institution Approval : ██████████ +00:00
Receiving Institution Approval : ██████████ 2+00:00

Stay (Receiving) Semester Component (1)

Component Code	<input type="text"/>
Component Title	Business administration
Academic term	1st semester ▾
Credit Scheme	ECTS
Credit	6

Home (Sending) Semester Component (1)

Component Code	<input type="text"/>
Component Title	Wirtschaftsinformatik
Academic term	1st semester ▾
Credit Scheme	ECTS
Credit	6
Recognition Conditions	<div style="background-color: #cccccc; height: 40px; width: 100%;"></div> ⓘ

[Propose changes to Learning Components](#)

Scroll down and click on "Propose changes to Learning Components".


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A new view opens with all the Learning Components you have created. In this view, you can now edit the courses of the partner university/ **Stay (Receiving) Semester Component** and the courses of the h_da/ **Stay (Sending) Semester Components**.

Fig. 14 View Learning Components

Stay (Receiving) Semester Component (1)	
Status	Please select
Reason Code	Please select
Component Code	
Component Title*	Marketing Research
Academic term*	1st semester
Credit Scheme*	ECTS
Credit*	6

+ Stay (Receiving) Semester Component

Home (Sending) Semester Component (1)	
Status	Please select
Component Code	
Component Title*	ERP-Systeme Einführung
Academic term*	1st semester
Credit Scheme*	ECTS
Credit*	6
Recognition Conditions	<div style="background-color: #cccccc; height: 40px;"></div> 

+ Home (Sending) Semester Component



 Save  Add Virtual Component

Fig. 15 Deleting Learning Components

Stay (Receiving) Semester Component (1)	
Status	✓ Please select
Reason Code	DELETED
Component Code	
Component Title*	Marketing Research
Academic term*	1st semester
Credit Scheme*	ECTS
Credit*	6

[+ Stay \(Receiving\) Semester Component](#)

Please select the status **"DELETED"** and enter the reason why the course needs to be changed. If the reason does not appear in the drop-down menu, please click on "Other" and enter the reason in the field below.

Fig. 16 Specify reason for deletion

Stay (Receiving) Semester Component (1)	
Status	DELETED
Reason Code*	✓ Please select
Reason	Not Available Language Mismatch Timetable Conflict Other
Component Code	
Component Title*	Marketing Research
Academic term*	1st semester
Credit Scheme*	ECTS
Credit*	6

[+ Stay \(Receiving\) Semester Component](#)

Once you have entered the reason, click on "Stay (Receiving) Semester Component" to create a new course.

Fig. 17 Creating a new Learning Component

Stay (Receiving) Semester Component (1)

Status	DELETED
Reason Code*	Timetable Conflict
Reason	The selected subject collides with another selected module.
Component Code	
Component Title*	Marketing Research
Academic term*	1st semester
Credit Scheme*	ECTS
Credit*	6

Stay (Receiving) Semester Component (2)

Status	DELETED
Reason Code*	Substitution
Reason	
Component Code	
Component Title*	Digital Leadership
Academic term*	1st semester
Credit Scheme*	ECTS
Credit*	6

Callout 1: We want to change this course. As you can see, we have selected the reason "Timetable Conflict" and given the reason.

Callout 2: This is the new course "Digital Leadership". We select "Substitution" as the reason here and enter the ECTS.

Stay (Receiving) Semester Component

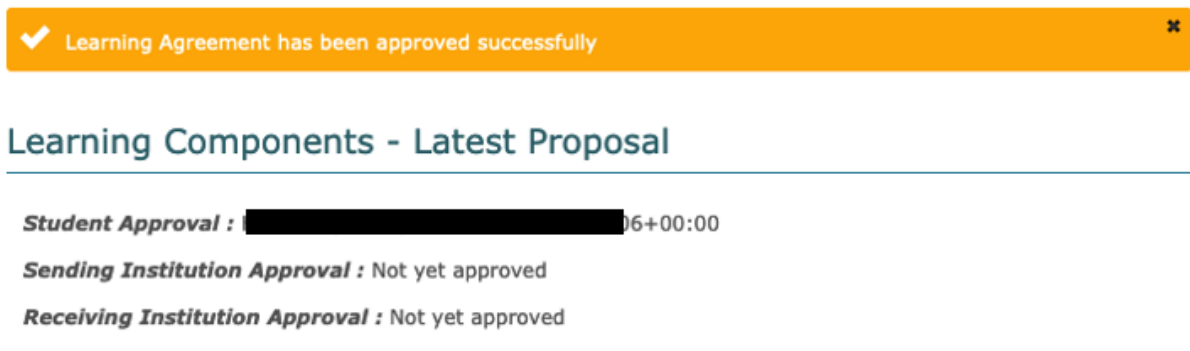
Check the entries once again. If they are correct, click on "Save".

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After you have clicked on "Save", a new icon called "**Approve LA**" will appear. **Please note that sending the Learning Agreement is considered a digital signature.**

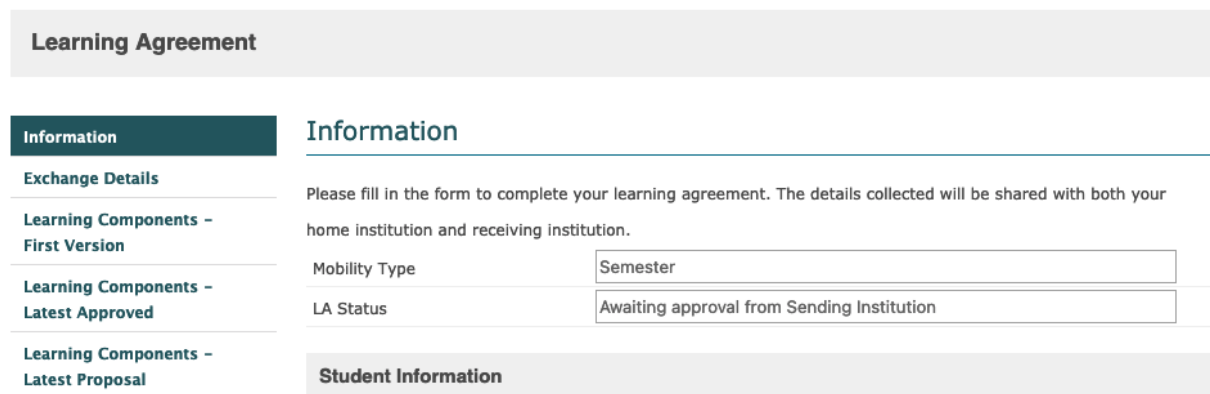
After the LA is released again for approval to the departmental coordinator, the following message appears.

Fig. 18 Learning Components - Latest Proposal



Now you have to wait for the other parties to approve the LA again. The status can be seen under "Information".

Fig. 19 View LA status under Information



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If all parties have approved the LA, this is now the current and official version of your Learning Agreement.