

# Julius-Maximilians-Universität Würzburg

*Manual Version 1.0*

*26.10.2022*

Manual for completing the learning agreement via the  
portal

## Table of contents

<b>1. Starting the Learning Agreement .....</b>	<b>3</b>
<b>2. Fill in the Exchange Details .....</b>	<b>5</b>
<b>3. Fill in the Learning Components .....</b>	<b>7</b>
<b>4. Approve the Learning Agreement .....</b>	<b>8</b>
<b>5. Where to find the current status of your Learning Agreement and check if it has been approved.....</b>	<b>9</b>
<b>6. How do I change a course? .....</b>	<b>11</b>

# 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	<a href="#">Start new application</a>
ERASMUS+ SMP	<a href="#">Start new application</a>
ERASMUS+ Upload: Abschlussunterlagen	<a href="#">Start new application</a>

#### 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	<a href="#">View application</a>
ERASMUS+ SMS	Submitted	08/06/2021 09:13	08/06/2021 09:13	<a href="#">View application</a>
ERASMUS+ SMS	Submitted	18/05/2021 20:43	18/05/2021 20:43	<a href="#">View application</a>
ERASMUS+ SMS	Submitted	18/05/2021 20:35	18/05/2021 20:35	<a href="#">View application</a>
ERASMUS+ SMS	Submitted	18/05/2021 20:29	18/05/2021 20:29	<a href="#">View application</a>
ERASMUS+ SMS	Submitted	18/05/2021 20:01	18/05/2021 20:01	<a href="#">View application</a>
ERASMUS+ SMS	Submitted	26/03/2021 11:38	15/04/2021 12:05	<a href="#">View application</a>
ERASMUS+ SMS	Submitted	26/03/2021 11:43	26/03/2021 11:46	<a href="#">View application</a>
ERASMUS+ SMS	Submitted	18/03/2021 12:39	18/03/2021 12:39	<a href="#">View application</a>

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	<a href="#">Edit LA draft</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download</a> <a href="#">LA</a>	
15/Sep/2021	Aufenthaltsmöglichkeit SMS JLU Gießen OLA Out	<a href="#">Select Mobility Type</a> <a href="#">Initiate LA</a>	
15/Sep/2021	Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA OUT	<a href="#">Semester</a> <a href="#">Select Mobility Type</a> <a href="#">Initiate LA</a>	
15/Sep/2021	Erasmus SMS - Universität Greifswald _Wirtschaft	<a href="#">Select Mobility Type</a> <a href="#">Initiate LA</a>	
15/Aug/2021	Erasmus SMS - Julius-Max.Universität- Wirtschaft	<a href="#">Edit LA draft</a>	

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

**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

LA Status

**Student Information**

Surname\*

First name\*

Email\*

Student ID Number (ESI)\*

Date of birth\*  /  /

Nationality\*

**Stay Details**

Stay Name

Stay Status

Stay Direction

Frameworks

Degree programmes

Subject areas

uni-wuerzburg.de:<IHRE MATRIKELNUMMER>  
 This information is prefilled

This information is automatically filled in.

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 marked with \* are mandatory.

So for instance you don't need to fill in the Receiving Sub-Institution

**Receiving Contact**

- Please **do not** select a name from the drop down list. In most cases the listed people are not responsible for LAs
- Please **fill in the fields Surname, First name, Email and Phone manually**

**Sending Contact**

- Select your Erasmus coordinator from the University of Würzburg 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)	

**Receiving Institution Details**

Receiving Institution*	Justus-Liebig-Universität Giessen
Receiving Sub-Institution	Test OLA Gießen
Receiving Administrative Contact	Please select
Surname	
First name	
Email	
Phone	

**Sending Institution Details**

Sending Institution*	Hochschule Bremen - City University
Sending Sub - Institution*	Fakultät 1: Wirtschaftswissenschaften
Sending Administrative Contact	Please select
Surname	
First name	
Email	
Phone	

Save

This information is automatically filled in.

See next page

Here you don't need to but you may copy and paste the link with the course catalogue.

This information is automatically filled in from your application.

- 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”.

## Exchange Details

Frameworks	ERASMUS+ studies (SMS) x
Degree programmes	Select Some Options
Subject areas	Select Some Options
Academic Year*	2020/21
ISCED*	041 - Business and administration
Start date*	Oct / 2021
End date*	Mar / 2022
EQF Level*	<input checked="" type="checkbox"/> Please select <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6 <input type="checkbox"/> Level 7 <input type="checkbox"/> Level 8
Language*	
CEFR*	

### EQF Level

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

- Level 6 = Bachelor
- Level 7 = Master, Staatsexamen

## Exchange Details

Frameworks	ERASMUS+ studies (SMS) x
Degree programmes	Select Some Options
Subject areas	Select Some Options
Academic Year*	2020/21
ISCED*	041 - Business and administration
Start date*	Oct / 2021
End date*	Mar / 2022
EQF Level*	<input type="checkbox"/> Please select <small>This field is mandatory and must be filled in.</small>
Language*	<input checked="" type="checkbox"/> Please select <input type="checkbox"/> English (EN) <input type="checkbox"/> German (DE) <input type="checkbox"/> French (FR) <input type="checkbox"/> Abkhazian (AB) <input type="checkbox"/> Afar (AA) <input type="checkbox"/> Afrikaans (AF) <input type="checkbox"/> Akan (AK) <input type="checkbox"/> Albanian (SQ) <input type="checkbox"/> Amharic (AM) <input type="checkbox"/> Arabic (AR) <input type="checkbox"/> Aragonese (AN) <input type="checkbox"/> Armenian (HY) <input type="checkbox"/> Assamese (AS) <input type="checkbox"/> Avaric (AV) <input type="checkbox"/> Aymara (AY) <input type="checkbox"/> Azerbaijani (AZ) <input type="checkbox"/> Bambara (BM) <input type="checkbox"/> Bashkir (BA) <input type="checkbox"/> Basque (EU)
CEFR*	
<b>Receiving Institution Details</b>	
Receiving Institution*	
Receiving Sub-Institution*	
Receiving Contact*	
Surname	
First name	

Language of instruction

## Exchange Details

Frameworks	ERASMUS+ studies (SMS) x
Degree programmes	Select Some Options
Subject areas	Select Some Options
Academic Year*	2020/21
ISCED*	041 - Business and administration
Start date*	Oct / 2021
End date*	Mar / 2022
EQF Level*	<input type="checkbox"/> Please select <small>This field is mandatory and must be filled in.</small>
Language*	<input type="checkbox"/> Please select <small>This field is mandatory and must be filled in.</small>
CEFR*	<input checked="" type="checkbox"/> Please select <input type="checkbox"/> A1 : Breakthrough <input type="checkbox"/> A2 : Waystage <input type="checkbox"/> B1 : Threshold <input type="checkbox"/> B2 : Vantage <input type="checkbox"/> C1 : Effective Operational Proficiency <input type="checkbox"/> C2 : Mastery
<b>Receiving Institution Details</b>	
Receiving Institution*	

### CEFR

Is an international standard for describing language ability.

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

Recommended language level  
 English: B2  
 Spanish/French/Italian: B1-B2

### 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	<input type="text"/>

+ Home (Sending) Semester Component

Save
Add Virtual Component

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".

**Stay (Receiving) Learning Component**

- Enter the courses you wish to attend at your university abroad
- You can add courses by clicking "Stay (Receiving) Semester Component".

**Stay (Sending) Learning Component**

- Please enter the courses you would like to have recognised at the University of Würzburg.

**Course code: Please ask the examination office/ departmental student adviser for the equivalent course you would like to be recognized at the University of Würzburg and its course code**

- You can add courses by clicking "Home (Sending) Semester Component".

PLEASE NOTE!!

- **If you do not want some courses to be recognized, you need to add those courses nevertheless by clicking "Home (Sending) Semester and put a "0" in the field for Credit.**

- **Credits: Please only indicate integers, no decimal points (e.g. if a course is remunerated with 4,5 credits, please indicate 5 credits and put a corresponding comment in the field for "Anerkennungsbedingungen"**
- **Course titles need to differ from each other, so if two courses have the same title you can put a "\_2" behind the course title of the second with the same title. (e.g. course 1: "course title" and course 2: "course title\_2". The same applies for the course codes**

Click here to add more courses.



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

#### 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 
Credit*	6
Recognition Conditions	<input type="text"/> 

 Home (Sending) Semester Component

- Important:** click on “Approve LA” to send the Learning Agreement to the contact person at your home university for approval.
- If the Erasmus 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

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

**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	<a href="#">Edit LA draft LA</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download</a>	
15/Sep/2021	Aufenthaltsmöglichkeit SMS JLU Gießen OLA Out	<a href="#">Edit LA draft</a>	
15/Sep/2021	Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA OUT	Select Mobility Type ▾ <a href="#">Initiate LA</a>	
15/Sep/2021	Erasmus SMS - Universität Greifswald _Wirtschaft	Select Mobility Type ▾ <a href="#">Initiate LA</a>	
15/Aug/2021	Erasmus SMS - Julius-Max.Universität- Wirtschaft	<a href="#">Edit LA draft</a>	

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\*: [Redacted]

Email\*: [Redacted]

Student ID Number (ESI)\*: [Redacted]

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 <span style="float: right;">▼</span>
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 do I change a course? There are three possibilities**

1. In case I am requested to do so by the University of Würzburg
2. In case I am requested to do so by the host university
3. In case you would like to change the course due to schedule conflict, language difficulties or unavailability, please follow the instructions below

**1. In case I am requested to do so by the home university**

7. 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	<a href="#">Edit LA draft LA</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download</a>	

- b. Please change the LA like it was requested in the e-mail from your Erasmus coordinator from the University of Würzburg. If you have questions please contact your Erasmus coordinator.
- c. Save and approve the LA

**2. In case I am requested to do so by the host university**

d. 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	<a href="#">Edit LA draft LA</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download</a>	

- e. If A new field “Messages from Stay institution” appears on the left side of the page. Click on it and the message will be displayed. Please change as requested or contact your Erasmus coordinator.

**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. Changes during the mobility

If you want to change the first version of your digital Learning Agreement that as already been approved by all parties, you need to click the button “Änderungen vorschlagen” before can make any changes.

In case you would like to change the courses due to schedule conflict, language difficulties or unavailability, please follow the instructions below

- f. To change a course, you simply click on “Learning Components – Latest Proposal”. Scroll down and click on “Propose changes to Learning Components”.

**Learning Agreement**

Information

Exchange Details

Learning Components - First Version

Learning Components - Latest Approved

Messages from Stay Institution

#### Learning Components - First Version

Student Approval : ██████████ 1:00

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: #ccc; height: 40px; width: 100%;"></div> ⓘ

📄 Propose changes to Learning Components

Stay (Receiving) Semester Component (1)	
Status	Please select <input type="button" value="v"/>
Reason Code	Please select <input type="button" value="v"/>
Component Code	<input type="text"/>
Component Title*	Marketing Research
Academic term*	1st semester <input type="button" value="v"/>
Credit Scheme*	ECTS
Credit*	6

**+ Stay (Receiving) Semester Component**

Home (Sending) Semester Component (1)	
Status	Please select <input type="button" value="v"/>
Component Code	<input type="text"/>
Component Title*	ERP-Systeme Einführung
Academic term*	1st semester <input type="button" value="v"/>
Credit Scheme*	ECTS
Credit*	6
Recognition Conditions	<input type="text"/> <input type="button" value="i"/>

**+ Home (Sending) Semester Component**

In this case, the course “Marketing Research” should be changed into “Digital Leadership” due to “Timetable Conflict”

Stay (Receiving) Semester Component (1)	
Status	<input type="text" value="✓ Please select"/> <input type="text" value="DELETED"/>
Reason Code	<input type="text"/>
Component Code	<input type="text"/>
Component Title*	Marketing Research
Academic term*	1st semester
Credit Scheme*	ECTS
Credit*	6

 Stay (Receiving) Semester Component

- g. Please select the Status “DELETED” and fill in the Reason Code, 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.

Stay (Receiving) Semester Component (1)	
Status	<input type="text" value="DELETED"/>
Reason Code*	<input type="text" value="✓ Please select"/> <input type="text" value="Not Available"/> <input type="text" value="Language Mismatch"/> <input type="text" value="Timetable Conflict"/> <input type="text" value="Other"/>
Reason	<input type="text"/>
Component Code	<input type="text"/>
Component Title*	Marketing Research
Academic term*	1st semester
Credit Scheme*	ECTS
Credit*	6

 Stay (Receiving) Semester Component

- h. After you have entered the reason, click on “Stay (Receiving) Semester Component” to add the new course

**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

This is the course that should be changed. As you can see, we selected the reason “Timetable Conflict” and filled in the reason above.

**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

This is the new course “Digital Leadership”. Please select “Substitution” as the reason and enter the ECTS.

**Stay (Receiving) Semester Component**

- i. Once you have filled in all the data, scroll down in the form, and click on “Save”.

**Home (Sending) Semester Component**

Save Add Virtual Component

➔ If the LA was already approved from the student, the sending institution and the host institution it is no longer only possible to overwrite a course. A course needs be deleted and another one needs to be added.



1. Now we're waiting for the other parties to re-approve it. The status can be seen under "Information".

### Learning Agreement

---

**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" value="Awaiting approval from Sending Institution"/>

---

### Student Information