## Julius-Maximilians-Universität Würzburg

Manual Version 1.0 26.10.2022

Manual for completing the learning agreement via the 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.

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

#### 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. Select the mobility type Actions Remarks Stay opportunity period "Semester". Then click on Aufenthaltsmöglichkeit SMS FHWS Würzburg OLA "Initiate LA" to Edit LA draft View Last Shared Version of LA 15/Sep/2021 15/Sep/2021 Aufenthaltsmöglichkeit SMS JLU Gießen OLA Out 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 V Initiate LA 15/Aug/2021 Erasmus SMS - Julius-Max.Universität- Wirtschaft Edit LA draft

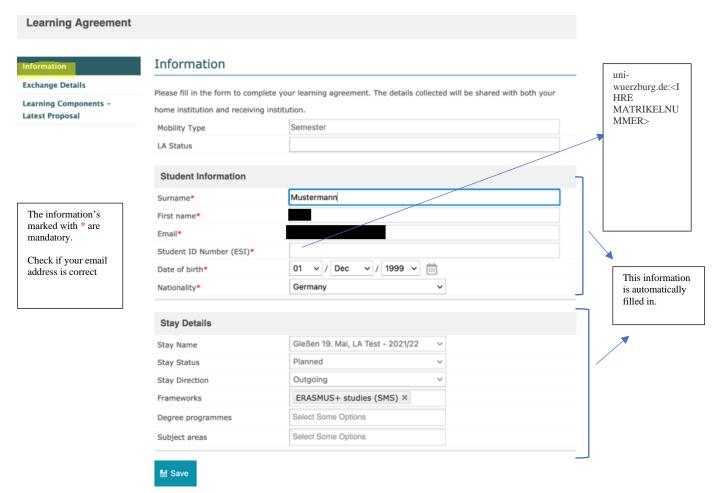
your application for ERASMUS+

Click here to view

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

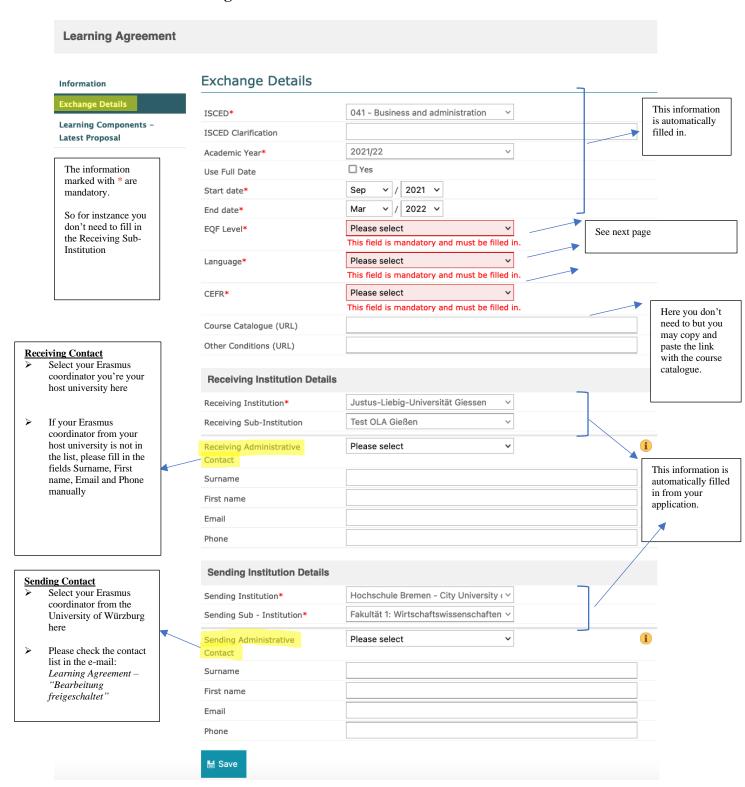
If there are any changes in the course selection during the mobility, it is possible to change the course afterwards. In this case, please move to step 7.

b. Please fill in the information



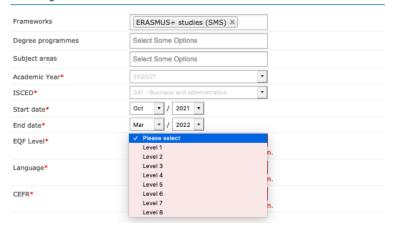
c. When you have checked and entered all the information, save it. You will be forwarded to the next page "Exchange Details".

#### 2. Fill in the Exchange Details

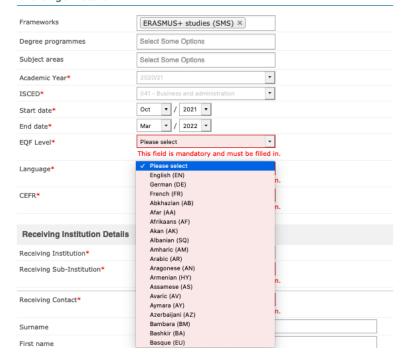


a. When you have checked and entered all the information, click on save to secure your entries. You will be forwarded to the next page "Learning Components – Latest Proposal.

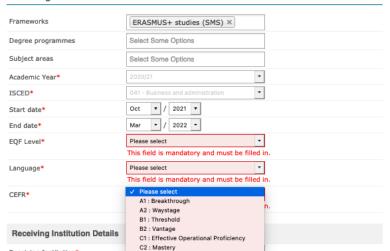
#### **Exchange Details**



#### **Exchange Details**



#### **Exchange Details**



#### EQF Level

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

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

Language of instruction

#### CEFR

Is an international standard for describing language ability.

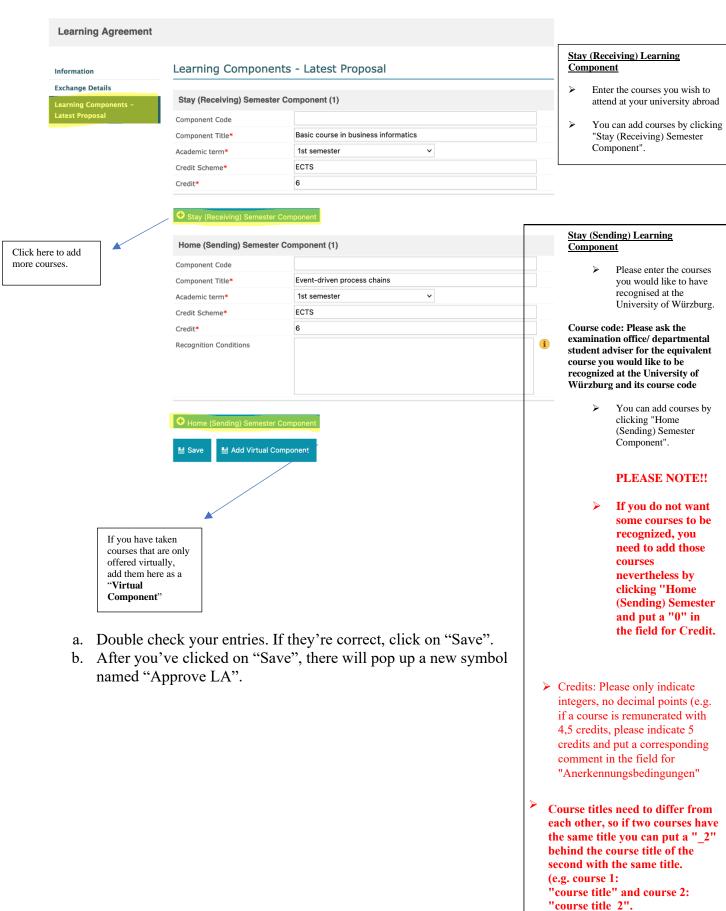
Select your language level here for the language in which the lectures will be held.

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

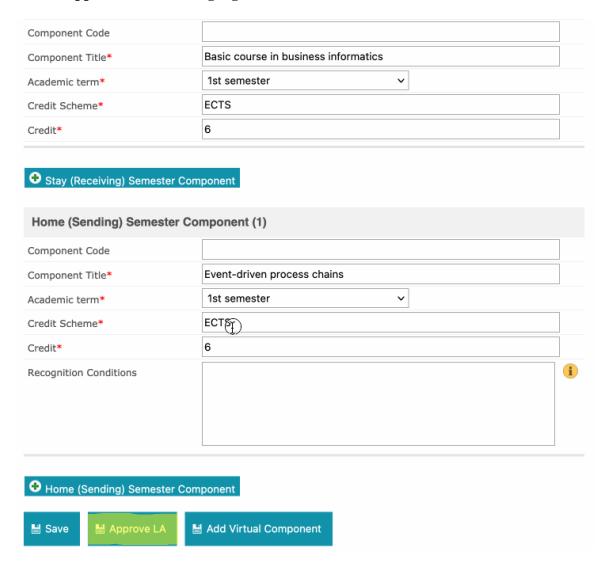
The same applies for the course

codes

#### 3. Fill in the Learning Components



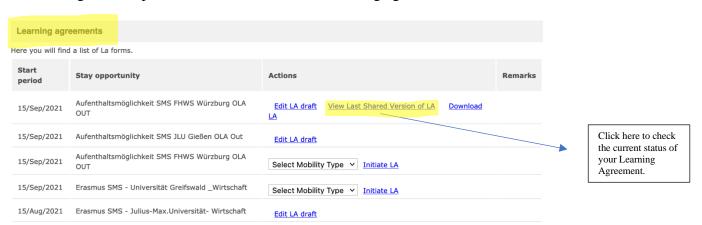
#### 4. Approve the Learning Agreement

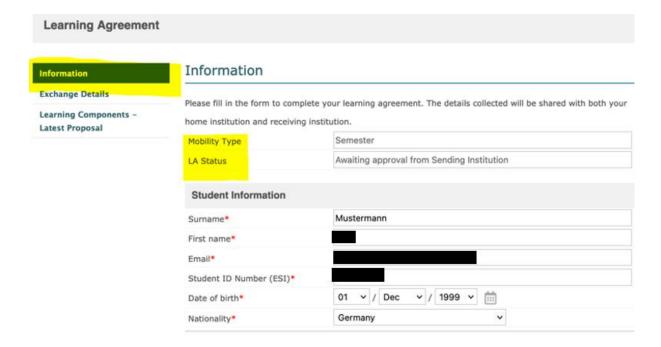


- a. Important: click on "Approve LA" to send the Learning Agreement to the contact person at your home university for approval.
- b. If the Erasmus coordinator considers the Learning Agreement to be complete and correct, he/she will approve it and share it with the partner university.
- c. Please note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

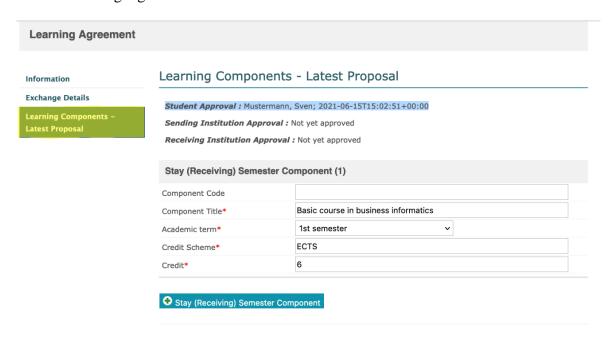
# 5. Where to find the current status of your Learning Agreement and check if it has been approved

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





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 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".



- 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".



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.

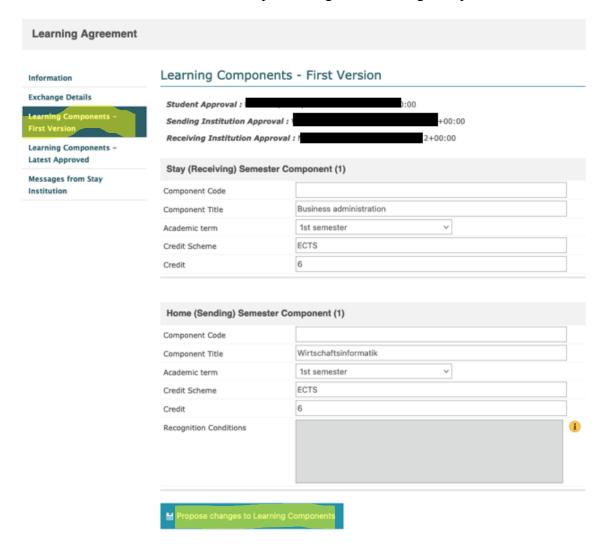


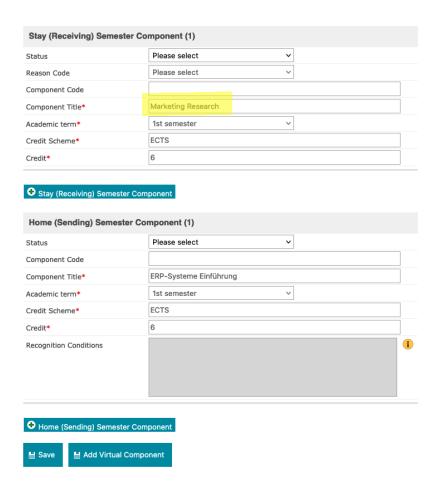
#### 3. Changes during the mobility

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.

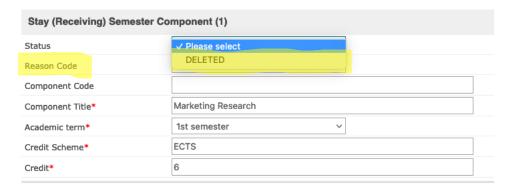
In case you would like to change the courses due to schedule conflict, language difficulties or unavailability, please follow the instructions below

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



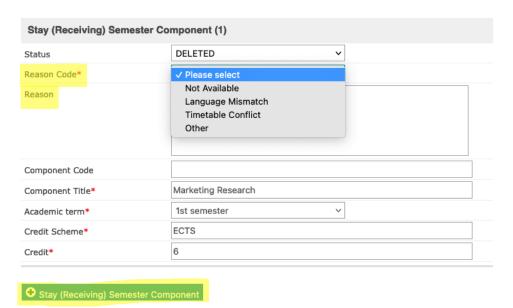


In this case, the course "Marketing Research" should be changed into "Digital Leadership" due to "Timetable Conflict"

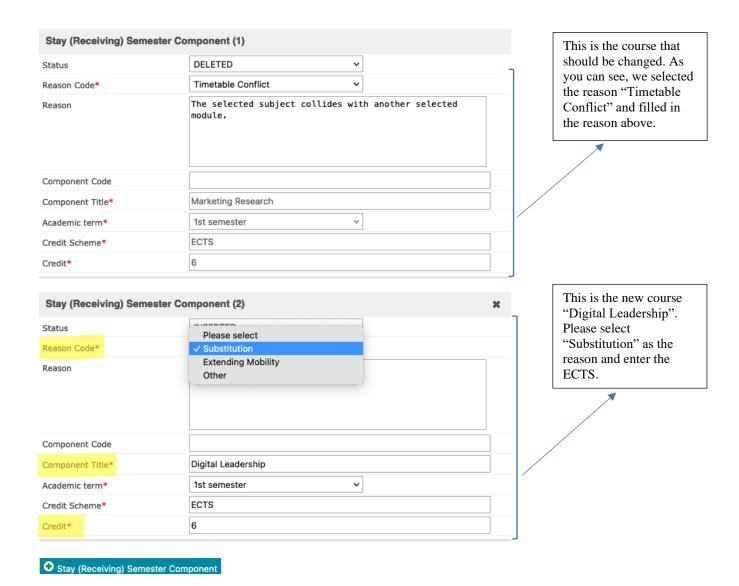


Stay (Receiving) Semester Component

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.



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

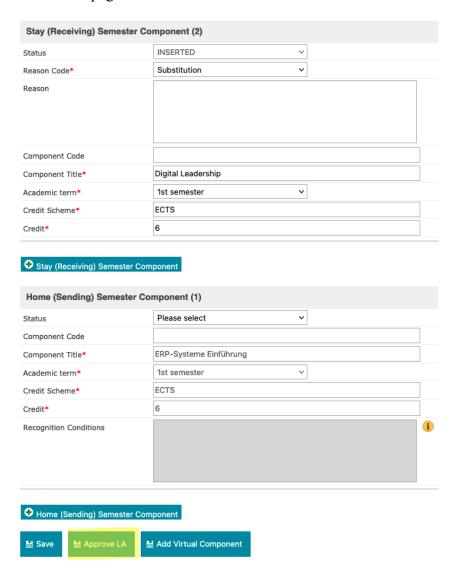


i. Once you have filled in all the data, scroll down in the form, and click on "Save".

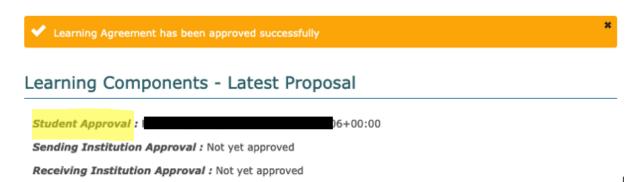


→ If the LA was already approved from the student, the sending institution and the host institution it is no longer only possible to overwrite a course. A course needs be deleted and another one needs to be added.

j. After you have saved the data, a new symbol "Approve LA" appears at the bottom of the page. Make sure that the data is correct and then click on "Approve LA".



k. After you have re-approved the LA, the following message will appear at the top of the page.



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

