

## Erasmus+ Learning Agreement: Guidance for students

### General Terms of Use

We recommend filling out the LA on a computer/laptop.

- Please make all entries in English only; this will make it easier for our colleagues at the partner universities and improve communication overall.
- Please note the help texts (📘) in the LA form.
- Once the LA has been signed by the departmental coordinator in Göttingen, the download of a PDF version is possible.

### Creation of a Learning Agreement (LA)

1. Activation by the departmental coordinator

After activation in MoveOn, an automated email is sent with a request to initiate the LA:

**Von:** Moveon  
**Gesendet:** Montag, 9. Februar 2026 14:08:42 (UTC+01:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien  
**An:** Buero, ERASMUS  
**Betreff:** Initiate your Learning Agreement for your mobility to Johannes Kepler Universität Linz

Hello [REDACTED]

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

Sending Institution: [REDACTED]

Receiving Institution: Johannes Kepler Universität Linz

Academic year from:

Academic year to:

ISCED: 0110 - Education, not further defined

Please login to your student portal to start creating your Learning Agreement.

Thank you,  
MoveON

2. Log into the Erasmus Mobility Portal: [Erasmus+ Mobilitätsportal \(KA 131\)](#)  
[Auslandsstudium und -praktikum Universität Göttingen](#)

In the "Learning Agreement" section, an LA is now ready for initiation. Please select the correct mobility type (e.g. semester) and click on initiate LA:

Ihre Bewerbungen				
Formular	Status	Gestartet am	Letzte Änderung	Link
Erasmus+ Key Action 131 Ausschreibung 2026/27 für die Sozialwissenschaftliche Fakultät	Abgeschickt	02/04/2026 07:17	02/04/2026 07:17	<a href="#">Eingabe ansehen</a>

Ihre Austauschmöglichkeit			
Startsemester	Aufenthaltsmöglichkeit	Optionen	Bemerkungen
Wintersemester 2026/27	Erasmus SMS (Studienaufenthalt) - Istanbul Teknik Üniversitesi - 82 - Soziologie	Angebot angenommen	

Lernvereinbarung				
Startdatum	Aufenthaltsmöglichkeit	Status des LA	Externe Institution	Optionen
13/Apr/2026	Erasmus SMS (Studienaufenthalt) - Università degli Studi di Bologna 'Alma Mater Studiorum' - 82 - Soziologie/PoWi		Università degli Studi di Bologna 'Alma Mater Studiorum'	Mobilitätstyp auswählen ▼ <a href="#">Learning Agreement initiieren</a>

Lernvereinbarung				
Startdatum	Aufenthaltsmöglichkeit	Status des LA	Externe Institution	Optionen
13/Apr/2026	Erasmus SMS (Studienaufenthalt) - Università degli Studi di Bologna 'Alma Mater Studiorum' - 82 - Soziologie/PoWi		Università degli Studi di Bologna 'Alma Mater Studiorum'	Mobilitätstyp auswählen ▼ Mobilitätstyp auswählen Semester Blended Doctoral

## Filling out the Learning Agreement (three pages)

1. Page 1: Informations: contains information about the status of the LA, the person and the stay.

The status of the LA can be seen on the top of the page:

### Information

Please fill in the form to complete your learning agreement. The filled in details will be shared with both your home institution and receiving institution. Please keep in mind that the fully signed Learning Agreement is a mandatory document of the Erasmus+ process which has to be completed 4 weeks before your mobility **at the latest**.

<b>Mobility Type</b>	Semester
<b>LA Status</b>	Awaiting approval from Sending Institution

Some of the fields have already been pre-filled with the details provided in the application, if necessary, these can still be updated.

2. Page 2: Details about the stay; contains details about the stay abroad and the contact details of the responsible persons at the sending and receiving institutions who sign the LA. It is important to provide the correct email address for the partner university, which is usually communicated by the partner directly after nomination. For the University of Göttingen, a suggestion based on the degree program/faculty will appear in the drop-down menu.

3. Page 3: Learning components; please enter courses that are to be taken abroad and for which course recognition is to be granted at the University of Göttingen. Multiple courses can be entered by clicking on the Semester component fields at the host institution/home institution.

Important: the Erasmus+ mobility is a credit mobility. However, if it is no longer possible to have courses recognised, or if you choose not to have them recognised, please insert one of the following sentences, as appropriate:

- The course and grade are not relevant for my degree programme
  - I did not need recognition
4. After all the mandatory fields have been filled and at least one course and recognition course have been entered, the form can be saved. It can be reopened and edited at any time. Once the form has been saved for the first time, the option to forward it to the designated contact person in Göttingen will be given by clicking “Approve LA”. This is necessary so that the LA can be finalized!

### Learning Components - Latest Proposal

*Student Approval* : Mustermann, Max; 2026-04-10T07:45:47+00:00


*Sending Institution Approval* : Not yet approved


*Receiving Institution Approval* : Not yet approved

## Next Steps

- Once the home university has approved it, the LA will be automatically forwarded to the “Receiving Administrative Contact” at the host university. Nothing else has to be done. For this it is essential that the email address on page 2 is correct and spelled correctly!
- The status of the LA can be viewed on page 1, additionally emails will be sent with updates on the current processing status.
- If the departmental coordinator does not agree with the entries, the LA can be returned with comments/revisions on page 3 and the student's signature will be deleted. The LA must then be revised accordingly. In this case, an email with the information "Learning Agreement to ... has been edited" will be sent:

**Learning Agreement to Johannes Kepler Universität Linz has been edited**

 Moveon [redacted]

 Dienstag, 3. März 2026 12:41:21

Hello [redacted]

The following Learning Agreement has been edited by your Home Institution. Please login to your student portal to view the changes.  
Student name [redacted]  
Sending Institution: [redacted]  
Receiving Institution: Johannes Kepler Universität Linz  
Academic year from: 2026-02  
Academic year to: 2026-03  
ISCED: 0111 - Education science

Thank you,  
MoveON



After the start of the stay abroad: making changes to the LA

- After the start of the stay abroad, changes to the course selection may be necessary. Please do not create a new LA, but make changes to the already created LA. Changes made in the LA must be signed again by all three parties.
  - ➔ If the system does not have a LA signed by the partners (for example, because their system does not meet the technical requirements), a new LA must be created and the changes must be entered in it. In this case, please inform the departmental coordinator to cancel the first LA.

The LA cannot be signed digitally by the partner university:

- In rare cases, partner universities are not yet able to sign the LA digitally. In such cases, the LA is created initially as explained. Once the departmental coordinator in Göttingen has signed the LA, it must be downloaded as a PDF. This file must then be sent via e-mail to the relevant contact at the partner university. Once the LA has been signed by all three parties, it must be uploaded in the Document Follow-Up Form in the Erasmus Mobility Portal of the Göttingen International department:

Dokumente für die Programmdurchführung	
Learning Agreement (Erasmus+ KA131 Studium)	<input checked="" type="checkbox"/> Ja
Learning Agreement (Erasmus+ KA131 Studium)*	<input type="button" value="Datei auswählen"/> Keine Datei ausgewählt

If you have any questions, please contact [erasmus@uni-goettingen.de](mailto:erasmus@uni-goettingen.de).