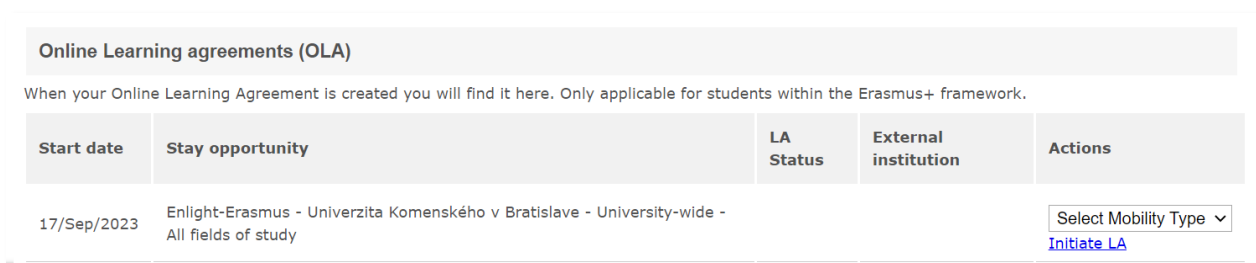


Student Manual: How to do your Learning Agreement in MoveON

All students that are going on exchange studies within the **Erasmus+ programme** need to do their Learning Agreement via the MoveON portal.

Step-by-step instructions:

1. Log in to the MoveON portal for Erasmus+
<https://uu.moveon4.de/form/5a2ff93d84fb964b0cdd3fcf/eng>
 Log in with the same login details as you do for the other student service systems at Uppsala University.
 When you are successfully logged in, your email address appears on the top left of the page
2. Scroll down to Online Learning Agreement (OLA)



3. Select mobility type. For a full semester exchange, select **Semester**. Click on Initiate LA – a new window opens. There are three tabs: Information, Exchange Details and Learning Components. You need to **fill in all the information in one session** and submit the form. Unfortunately, there is no possibility to save and return to the application at a later stage.



If you are logged in for a longer time (60 min), the session will be timed out.

4. **First tab: Information**
 Normally, all mandatory fields in the Information tab are already prefilled so don't make any changes here unless something is incorrect.
5. **Second tab: Exchange details**
 Most fields in this tab are normally prefilled. Please find additional information in the yellow i's that are available for most fields.

ISCED

Your subject field at Uppsala University

Start/End date

Please enter the start date and end date of your exchange. Only enter the **month and year**.

Full dates will be asked for in your Certificate of Attendance, which is submitted in the end of your mobility.

EQF level

Your EQF level currently at Uppsala University. If EQF level is not prefilled, please select level of study.

Level 5 - Short cycle

Level 6 - Bachelor or equivalent first cycle

Level 7 - Master or equivalent second cycle

Level 8 - Doctorate or equivalent third cycle






Language and CEFR

Select language of instruction at the receiving institution. Indicate your level of proficiency (CEFR).

Course Catalogue

If you have a web link to the receiving institution's course catalogue, please insert here. It is not mandatory.

Exchange Details

ISCED*	0923 - Social work and counselling	
ISCED Clarification		
Academic Year*	2026/27	
Use Full Date	<input type="checkbox"/> Yes	
Start date*	Sep / 2022	
End date*	Dec / 2022	
EQF Level*	Level 6	
Language*	English (EN)	
CEFR*	B2 : Vantage	
Course Catalogue (URL)		
Other Conditions (URL)		

Receiving Administrative Contact

If you know the name of the person at the receiving institution that will handle your learning agreement, please fill out name and contact details of that person. If you do not know the name of the contact person, please contact the receiving institution to find out and then insert the information.

Sending Administrative Contact



If you are going on a departmental/faculty coordinated exchange, please select the responsible person in the drop-down list. If the person doesn't appear in the list, please insert the person's name and contact details.

If you are going on an exchange coordinated by the Division for internationalisation, please select Unit for International Mobility in the drop-down list.


6. Third tab: Learning Components

Stay (Receiving) Semester Component

Here you fill in the courses that you will study at the receiving institution. The course code is not a mandatory field, but if you know the code, please add it. Credit scheme is always ECTS. Normally, you should study totally 30 ECTS for one semester so make sure that the credits add up to 30 ECTS (= 30 hp).

Stay (Receiving) Semester Component (1)	
Component Code	AB1234
Component Title*	Development studies
Academic term*	1st semester 
Credit Scheme*	ECTS 
Credit*	6




To add courses: click on the +

 Stay (Receiving) Semester Component




Home (Sending) Semester Component

Enter information about how the courses at the receiving university will be transferred to your study program at Uppsala University, or if the courses are part of an Elective semester/Mobility window. Students studying at e.g. the Department of Law will need to choose Elective semester for their Home (Sending) Semester Component.

Example 1: Course transfer

Home (Sending) Semester Component (1)	
Component Code	SA12345
Component Title*	Socialt arbete i en mångkulturell kontext
Academic term*	1st semester 
Credit Scheme*	ECTS 
Credit*	15
Recognition Conditions	

Example 2: Elective semester

Home (Sending) Semester Component (1)	
Component Code	
Component Title*	Elective semester
Academic term*	1st semester 
Credit Scheme*	ECTS 
Credit*	30
Recognition Conditions	

7. Approval

When you have entered all courses, please review your entire Learning Agreement. If everything looks good, please click Save. The form will reload and a new button will appear. Please click Approve LA. You will see a notice that the LA is approved by you. The Learning Agreement is now returned to your coordinator at Uppsala University. The coordinator will review the LA and contact you if anything is unclear. If everything is correct, the coordinator will approve and share the Learning Agreement with the receiving institution.

Status of the Learning Agreement

The Learning Agreement goes through different steps before it is completed and approved by all three parts. The different statuses are listed below:

- **Initiated but not shared** – LA has been initiated by the student or by Uppsala University and needs to be saved and shared.
- **Awaiting approval from Sending Institution** – Great, you have done your part and we are now waiting for your coordinator at Uppsala University to sign and share the LA.
- **Awaiting approval from Student** – Review your LA and approve it.
- **Latest proposal available** – The LA has been approved and shared by you and your coordinator at Uppsala. Awaiting approval from partner university.
- **First version approved** – LA has been approved by all three parts.
- **Rejected by Receiving Institution** – The LA has been rejected by the partner university, contact the partner university and ask what you need to change.
- **Latest proposal (post first version) available** – The LA has been edited by you or your coordinator and we are now waiting for the partner university to approve these changes.
- **All changes approved (post first version)** – LA is approved by all three parts, after changes have been done.