

New Digital Learning Agreements

- The new Learning Agreement is entirely online. You will receive a request to sign the students' Learning Agreement via email from the system.
- Mobility Team must create an account for you to be able to sign learning agreements. Log in using your regular SLU email account and password.

Open the LA

Hello Programstudierektor,

The following Learning Agreement has been approved by **Student's name**

Student name: **Student's name**

Sending Institution: Sveriges lantbruksuniversitet

Receiving Institution: **Host university name**

Academic year from: 2023-08

Academic year to: to 2024-01

ISCED: **0311 - Economics**

You can view your LA here - <https://slu-bo.moveon4.de?laId=64676af4fae1e8746914cdd7>.

Please note that the link will prompt you to login to your MoveON account and you will be able to see the LA only after logging in.

Thank you,
MoveON

1. You will receive an email like this to sign a learning agreement for your student.

2. Click the link and log in with your regular SLU email account and password.

3. You may need to click the link and log in once, and then return to the email and click the link again to go straight to the student's learning agreement.

Email Mobility@slu.se if you are unable to log in.

The Basic Details

Stay Details

Stay	Student's name – 2023/24	Direction	Outgoing	
Status	Planned	Frameworks	Erasmus SMS	Select
Degree programme (home)	Biologi och miljövetenskap	Degree programmes		Select
Subject area (home)	Biology	Subject area	Biology	Select

Exchange details **Host University info**

Receiving institution*	Clermont Auvergne INP	Sending institution*	Sveriges lantbruksuniversitet
Receiving substitution	Please select	Sending Sub Institution*	Faculty of Natural Resources and Agricultural Sciences (NJ)
ISCED codes*	0511 - Biology	Academic year*	2023/24
ISCED Clarification		Use Full Date	<input type="checkbox"/>
Course Catalogue (URL)		Start date*	Jun / 2023
Other Conditions (URL)		End date*	Sep / 2023

Receiving Administrative contacts **(at the Host University) – student fills in this part**

Receiving contact	Please select
Surname	Last name
First name	First name
Email	Email@hostuniversity.com
Phone	Tel.

Sending Administrative contacts **Student fills in this part – double check it is correct**

Sending contact	Please select
Surname	Your surname - PSR
First name	Your first name - PSR
Email	Your email (no 'funktionsbrevlådor')
Phone	Your telephone number - PSR

Learning Components

Learning Components - Latest Proposal

Stay (Receiving) (1)

Title*	Biology 400	Scheme*	ects
Code	BIO400	Credit*	10
Term*	1st semester		

Stay (Receiving) (2)

Title*	Biology 500	Scheme*	ects
Code	BIO500	Credit*	10
Term*	1st semester		

Stay (Receiving) (3)

Title*	Biology 600	Scheme*	ects
Code	BIO600	Credit*	10
Term*	1st semester		

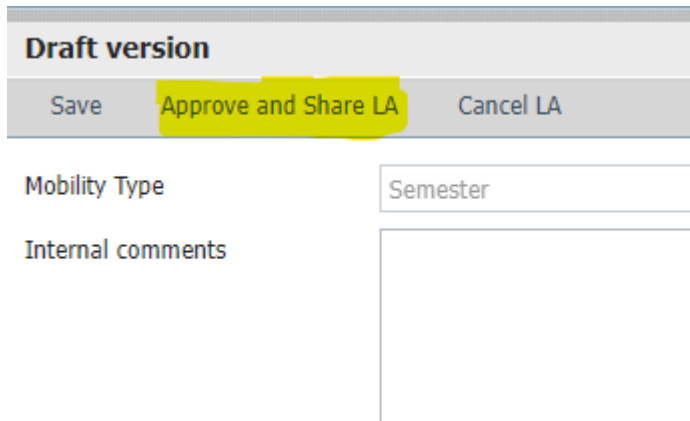
+

Home (Sending) (1)

Title*	Mobility Window // Elective courses	Scheme*	ects
Code		Credit*	30
Term*	1st semester	Recognition conditions	Enter only if this l

- **Stay components:** courses at host university, number of credits.
- **Home component:** their equivalent at SLU, equivalent number of credits.
 - Ex: Elective courses, mobility window, thesis, etc...

Signing and approving



Draft version

Save **Approve and Share LA** Cancel LA

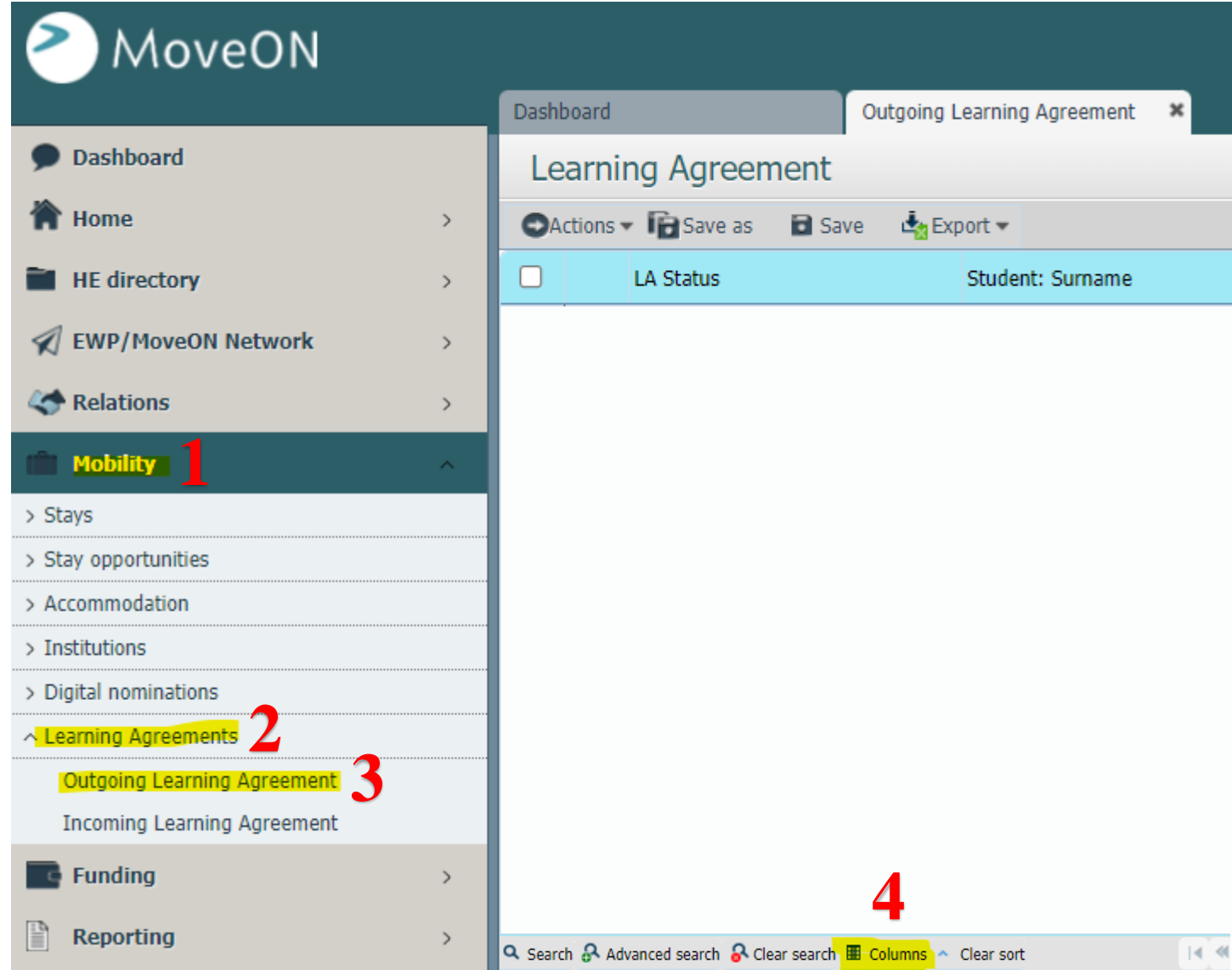
Mobility Type

Internal comments

- No signature is needed, just click the **'Approve and Share LA'** button at the top to approve.
- Click Cancel LA if you need to decline, for example if the student has made a mistake.
- Clicking Approve will send the LA to the host university for the final signature.

You can always return to the list of ALL the learning agreements:

- Log into MoveON and click:
 1. Mobility
 2. Learning Agreements
 3. Outgoing Learning Agreement
- List of ALL learning agreements will appear, you can search by student's name.
- You can change the columns if you want to view other info (4).



The screenshot shows the MoveON web application interface. The top navigation bar includes the MoveON logo and a breadcrumb trail: Dashboard > Outgoing Learning Agreement. The left sidebar menu is expanded to show the 'Mobility' section, which is highlighted with a red '1'. Under 'Mobility', the 'Learning Agreements' sub-section is highlighted with a red '2', and the 'Outgoing Learning Agreement' sub-section is highlighted with a red '3'. The main content area displays a table with columns for 'LA Status' and 'Student: Surname'. The table is currently empty. At the bottom of the page, there is a search bar and a 'Columns' button, which is highlighted with a red '4'.