

Erasmus Without Paper **NEW during the year 2022*

From paper to online version. The Erasmus+ programme is in a transition.

We anticipate that the Learning agreement process might be a bit challenging for studies abroad in 2022, as you will be the first students to use the online version - and it is new to us and your host university as well.

Some of our exchange partners are ready for online versions of the Learning agreement, and some are not. Your host university might require a paper/pdf version. As we have several hundred exchange partners, we are not in a position to know, who is ready or not. Check with your host university.

We will do our best to help and guide you.

A. You already have a completed LA (pdf/paper version) signed by you, your AU coordinator, and Host University

Go to [The Erasmus+ Portal](#) and submit your pdf.

Form	Status
Your Erasmus+ stay additional data questionnaire	(Not available)
Submit your Erasmus+ Grant agreement	(Not available)
Submit your Erasmus+ Learning agreement (pdf/paper version)	Start new application
Submit your Confirmation of enrolment and registration	(Not available)

B. You haven't started your LA yet

All Aarhus University students use MoveON for filling in their Erasmus+ Learning Agreement. You might receive information from your host university that you should do your Online Learning Agreement in another system (such as learning-agreement.eu). However, this is not correct. Your host university might use another system, but at AU we are using MoveON. The Erasmus Without Paper network allows the different systems to exchange data and LA's.

1. Go to the [The Erasmus+ Portal](#) and scroll down to Learning agreement.

LEARNING AGREEMENTS (SPRING 2022 STUDENTS ONLY)

The Learning agreement is a mandatory part of your Erasmus+ stay.

Start period	Stay opportunity	Actions	Remarks
01/Apr/2022	EWP test 2 - Germany - University of Siegen - Trines test2	<input type="text" value="Select Mobility Type"/> Initiate LA	


1. Choose Mobility type Semester
2. Then click Initiate LA

2. At the bottom of the LA Form page, you have two buttons named 'Save' and 'Approve LA'. Please feel free to click Save at any time during your work, to make sure that you do not lose data. If you are logged in for a longer time, the session may be timed out. Therefore, you should regularly save the form.

Do NOT click Approve until you are finished



You can click Save anytime during your work.
When you are done you click Approve - and the LA will be submitted

3. Use the yellow bubbles for guidelines when filling in the LA Form 

4. When you select Receiving Institution Contact and Sending institution contact Please pay attention to the guidelines in the yellow bubbles.

5. Please do NOT use the Virtual Component option. When you are abroad, we consider it as a physical stay.

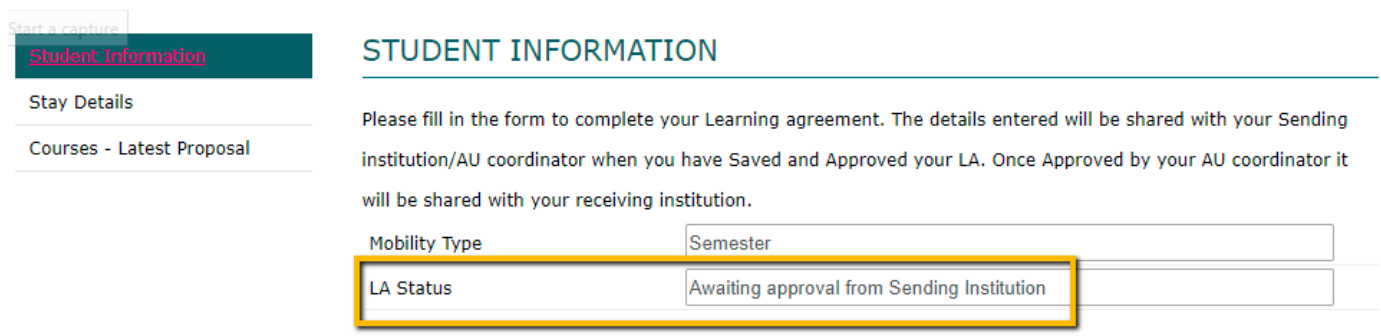


6. When you have entered all data and all courses, please click Save and then review your entire Learning Agreement. If everything looks good, please click Approve LA.



7. The Learning Agreement is now shared with your AU coordinator. The coordinator will review the LA and contact you if anything is unclear. Once approved by your AU coordinator it will be sent to your host university via the system/EWP network. If any changes are made by your AU coordinator you will need to approve it again.

8. You can check the status of your LA



STUDENT INFORMATION

Please fill in the form to complete your Learning agreement. The details entered will be shared with your Sending institution/AU coordinator when you have Saved and Approved your LA. Once Approved by your AU coordinator it will be shared with your receiving institution.

Mobility Type: Semester

LA Status: Awaiting approval from Sending Institution

9. If you need a pdf version of your LA you can download it from the front page of the Erasmus+ Portal. You cannot download a pdf version until it has been approved by both you and your AU coordinator.

10. If you need to change your LA you can do so when needed. Any changes will need to be approved by you, your AU coordinator, and your Receiving institution.

LEARNING AGREEMENT ONLINE VERSION (SPRING 2022 STUDENTS ONLY)

The Learning agreement is a mandatory part of your Erasmus+ stay.

1. Please Select Mobility Type: SEMESTER.
2. Click Initiate LA

Start period	Stay opportunity	Actions	Remarks
07/Feb/2022	Spain - Universidad de Cadiz - International Business Communication, Spanish	Edit LA draft Version of LA View Last Shared Download LA	