



Erasmus+ semester abroad in the academic year 2026/27 Creating the Digital Learning Agreement (DLA) in Mobility Online

Dear students,

You have been selected to spend one or two semesters abroad in the frame of Erasmus+. Congratulations!

To receive your Erasmus+ grant, you must complete a Digital Learning Agreement via Mobility Online. On the following pages, you will find detailed instructions on each step.

We wish you every success and a fruitful stay abroad!

Your International Office

Planned duration of stay

- Please enter the planned duration of your stay at the partner university:

details of your stay	
Stay from (lecture period at host institution)	15.09.2026
Stay to (Lecture period at host institution)	12.03.2027

The data relates to your **stay for academic purposes**, not to your personal arrival and departure dates.

Language of instruction

- Please specify the language that will be your main language of instruction at the partner university. Please also indicate your estimated language proficiency at the start of your stay abroad:

Questionnaire on language skills completed	HERE: Fill out the questionnaire on language skills
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Courses at Host & Home Universities

In the next steps, please enter the courses you plan to take at the host university and the planned recognition of these courses at Bielefeld University in the Learning Agreement. Please make sure you find out in advance exactly which courses are on offer and discuss the recognition of these courses with your faculty.

- First, enter the courses at the host university into the Learning Agreement:

Courses at the host university entered in the DLA	HERE: Enter courses at the host university in the Learning Agreement
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Click on **Enter further courses...** and then enter the relevant details for each course you plan to attend.

Course unit code at the host institution	123
	There are still 197 characters available
Course unit title at the host institution	Test course host institution
	There are still 372 characters available
Number of lessons at the host institution	3,00
Number of credits at the host university	3,00
Link to course at the host institution	

- Next, enter the modules at Bielefeld University for which you wish to have the modules from your semester abroad recognised:

Courses at the home university entered in the DLA and DLA signed	HERE: Enter courses at your home university in the DLA and sign the DLA
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Course unit code at the home institution	124
	There are still 197 characters available
Course unit title at the home institution	test course home institution
	There are still 372 characters available
Number of credits at the home institution	3,00

- Once you have entered all your courses, you can now review the Learning Agreement and sign it digitally: **Final check before signing the DLA (student)**
- Open the Learning Agreement template, which includes your personal details from Mobility Online and the courses you just entered in the database:

General information						English	
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender		
	Test	Carina	16.04.2004	DE	Female		
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)		
	anna.rusche@uni-bielefeld.de		Bachelor	0511	Biology		
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone		
	Universität Bielefeld (Biologie)	Biologie	D BIELEFE01	Deutschland	Anna Testanna; anna.rusche@uni-bielefeld.de;		
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone		
	Test Institution	-	-	Österreich	Person Test; patricia.dobanu@sop.co.at;		
The level in the language en which the student has already mastered or will master by the start of the stay: A1 ☐ A2 ☐ B1 ☒ B2 ☐ C1 ☐ C2 ☐ Native Speaker ☐							



- Please check all the details carefully and sign the agreement:

[Sign and Transfer](#)

Checks and signatures by home and host universities

- Your Erasmus coordinator at Bielefeld University will then check the Learning Agreement in Mobility Online.

If your **faculty rejects** your Learning Agreement, you will be notified by email. Please log back into Mobility Online and check the relevant comment:

Action	Message	Executed by	Executed on
Digital Learning Agreement rejected by coordinator	recognition not possible as planned - please come to my office hour.	Anna Rusche	02.06.2026 08:55:50
Digital Learning Agreement signed by student		carinatest2 (arusche@uni-bielefeld.de)	02.06.2026 08:47:32

- Make the **necessary changes** to the Learning Agreement, sign the DLA again and confirm the changes in the workflow step:

✓	Courses at the host university entered in the DLA	02.06.2026, Anna Rusche	HERE: Enter courses at the host university in the Learning Agreement
✓	Courses at the home university entered in the DLA and DLA signed	02.06.2026, Anna Rusche	HERE: Enter courses at your home university in the DLA and sign the DLA
✓	Course selection rejected by home university	02.06.2026, Anna Rusche	
□	Correction of course selection confirmed after rejection by home university		HERE: Confirm course selection correction

- Once your **faculty has approved** it, the Learning Agreement will be sent to the partner university.
- If your application is **rejected by the partner university**, you will be notified by email. Please log back into Mobility Online and check the relevant comment.
- Make the necessary changes to the Learning Agreement, sign the DLA again and confirm the changes in the workflow step:

✓	Course selection rejected by host university	02.06.2026, ewp_learn_agree_service	
□	Correction of course selection confirmed after rejection by host university		HERE: Confirm course selection correction

- The home and host universities must then sign the document.
- Once all three parties have signed the Learning Agreement, it is finalised.**

During your stay abroad – changes to the Learning Agreement

Your course selection at the host university often changes once you arrive and finalise your timetable. You can use this section of Mobility Online to update your Learning Agreement accordingly:

– During Mobility - Changes Digital Learning Agreement

- First, please indicate if you wish to make any changes to your original Learning Agreement.

☐ Do you want to make changes to your Digital Learning Agreement?

[HERE: Answer questions about changes to the Learning Agreement](#)

- You can then delete the courses originally entered or add new ones, in the relevant workflow steps:

delete:

	Testveranstaltung Gasthochschule	123	2026/2027	WiSe 2026/27
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add:

Enter further courses...

- Once you have entered all your courses, you can review the Learning Agreement and sign it digitally: [Final check before signing the DLA \(student\)](#)
- Please open the Learning Agreement template, which includes your changes (Tables A2 and B2):

Changes to the learning agreement							
Mobility type: Semester(s)							
Table A2	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component	Added component	Reason for change	Number of ECTS credits (or equivalent)	
	125	added course	☐	☒	-	3,00	
						Total: 3,00	
Table B2	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component	Added component	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
						Total: 0,00	

- Please check all the details carefully and then sign the agreement:

Sign and Transfer

- Your Erasmus coordinator at Bielefeld University and your host university will then review the Learning Agreement. As with the original Learning Agreement, this may involve a process of revisions. Please keep an eye out for relevant emails and, if necessary, make the necessary changes to your Learning Agreement.

- Once all three parties have signed the Learning Agreement Changes, it is finalised.**



Contact

- If you have any questions regarding the **content of the Learning Agreement** (course selection at the partner university, potential recognition at Bielefeld University, etc.), please contact the **Erasmus coordinator at your faculty**.
- If you have any **technical questions or encounter any problems with Mobility Online**, please contact the **International Office**:
Erasmus-Team: erasmus-outgoings@uni-bielefeld.de
Info-Point International, Mo-Thu: 11-13, A0-307