Erasmus+

Online Learning Agreement

Student Guide

Going abroad

Table of Content

Login/Registration via http://learning-agreement.eu

Click on "Log in", enter your UP email address and select the autofill institution shown below:

Enter your UP login data in the Single-Sign-On window and confirm your data:

If you do not have an MyAcademicID account yet, you will be instructed to create one:

Verify your email address by clicking on the link you received in your inbox:

Creating an OLA *before the mobility* via http://learning-agreement.eu

Log in to your OLA account using the login details you just created and complete your profile:
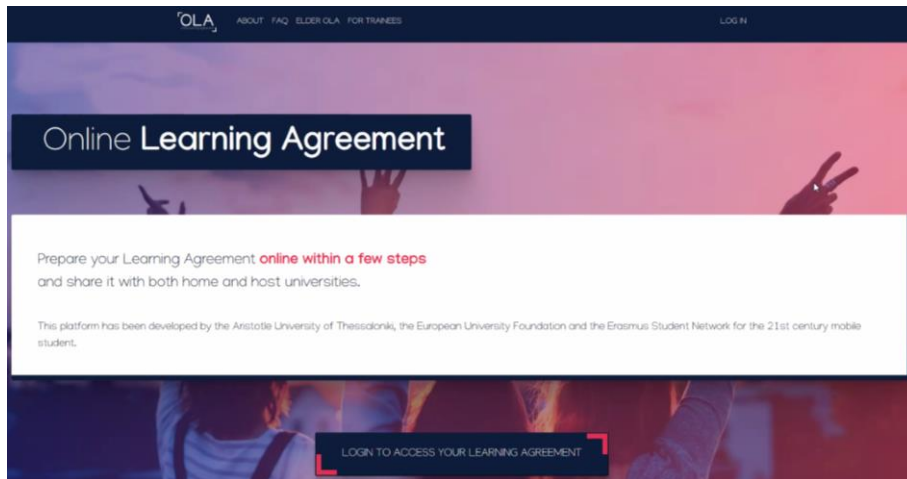
Important: Please fill in the ISCED code in the field named "Field of education":

Create a new OLA by clicking on "My Learning Agreements" in the top menu and then on "Create New":

Step 1: Choose "Semester Mobility" and fill in all your **personal data**:

Step 2: Enter the information about your **sending institution**. Please note that the first two fields are autofill fields, so you need to select from the options provided by the system. Please also mind the spelling of Universität Potsdam:

Important: Please state the <u>same</u> person under "Responsible Person" and "Administrative Contact Person". This is the person signing your OLA. Only this person will receive a notification that your OLA is ready for approval, w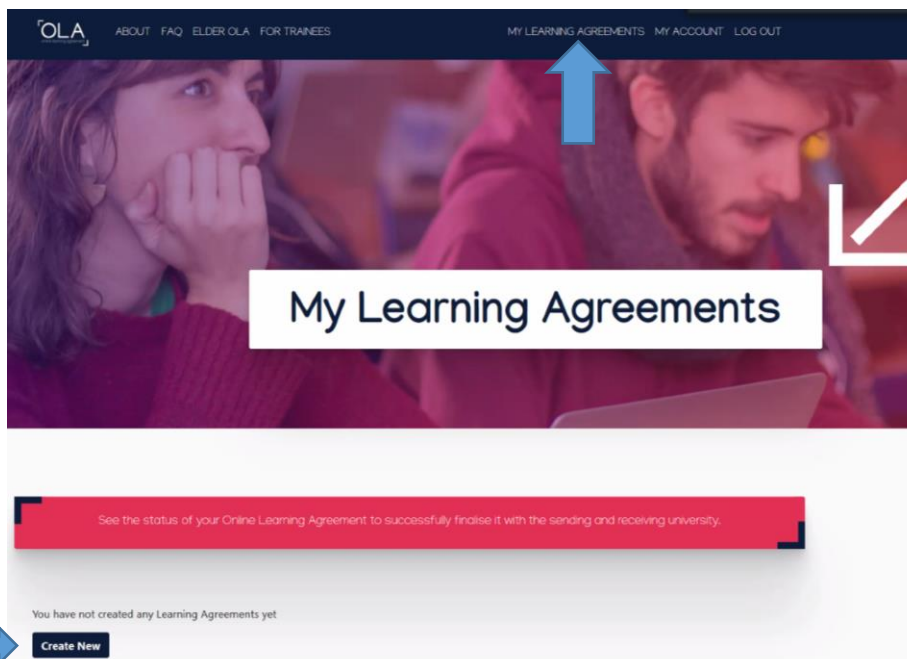herefore it is important that the e-mail address is correct. The person signing your OLA usually is your study regulation's Prüfungsausschussvorsitzende*r. If you are unsure, please contact your Austauschkoordinator*in.

Exceptions to this rule are:
Anglistik/Amerikanistik: Denisa Latić
Bildungswissenschaften: Doris Dlugos
EMW: Alexander Schindler
Geoökologie; CLEWS: Dr. Wolfgang Schwanghart
Germanistik: Dr. Torsten Andreas
Geschichte (auch 'Geschichte, Politik, Gesellschaft'):
Dr. Michael Schulz
HPI: Cathleen Potter
Rechtswissenschaft: Prof. Dr. Meik Thöne
Dt.-Frz. Masterstudiengang Rechtsw.: Julia Dopleb
Patholinguistik: Judith Heide
Psychologie: Dr. Ulrike Maaß
Slavistik (außer B.A. IRS): Małgorzata Pilitsidou
Sozialwissenschaften: Dr. Birgit Kletzin
Wirtschaftswissenschaften: Ricarda Stremlow
Wirtschaftsinformatik: Prof. Dr. Norbert Gronau
Doppelmaster Turin, Angew. Kulturwis. &
Kultursemiotik: Helene L. Bongers

Step 3: Enter the information about your **receiving institution**. Please note that these are autofill fields, so you need to select from the options provided by the system.

Important: Please state the <u>same</u> person under "Responsible Person" and "Administrative Contact Person". This is the person signing your OLA. Only this person will receive a notification that your OLA is ready for approval, wherefore it is important that the e-mail address is correct. Please check with your receiving institution if you are unsure.

Step 4: Enter the details about your **Proposed Mobility Programme**, i.e. the planned duration of your stay and your course choice. Click on **"Add Component to Table A"** for each course you would like to take at the **receiving institution**.

Enter the title of the course, its code from the course catalogue, the number of ECTS and the semester in the respective fields. Click "Add Component to Table A" for any additional courses.

Please add the **link to the course catalogue** at the receiving institution, as the responsible person signing your OLA needs to check the course description. The **language of instruction** and the **language level** need to be added as well.

Then click on **"Add Component to Table B"** to indicate the **modules at your sending institution**, which will be used for having the courses from your mobility recognised after your mobility:

Enter the title of the module, its code, the number of ECTS and the semester in the respective fields. Click "Add Component to Table B" for any additional modules. Ideally, list the modules in the same order that the corresponding courses were listed in Table A to ease the approval process.

Please note that not all courses in Table A have to be recognised at the sending institution, i.e. not all courses from Table A need to have a corresponding module listed in Table B. If you do not plan to have any of the courses from Table A recognised at your sending institution, please write this in the field 'Component title' and add '0' in the fields 'Component Code' and 'Number of ECTS'.

You may leave the field 'Provisions applying if the student does not complete successfully some educational components' blank, but please make sure to add the link to the sending institution's course catalogue below.

Click "Next" when all courses/ modules have been added.

Automatic Recognition:
Please note that this neither means that all courses from Table A will be automatically recognised at your sending institution nor that they will be recognised without you having to take any further action. Automatic recognition refers to the approval of your sending institution that the relevant courses from Table A can be recognised as part of the modules listed in Table B. However, you will still need to follow the official procedure of recognition after the completion of your semester abroad.

Step 5: So-called **virtual components** refer to online courses that are offered before, during or after your mobility. They are **NOT obligatory**, so you can leave this section free. Please note that virtual components **DO NOT refer to classes that are taught online due to COVID-19**, but to teaching offers outside of the regular course catalogue.

Your Online Learning Agreement has been updated.   ✕

①	②	③	④	⑤	⑥
Student Information	Sending Institution Information	Receiving Institution Information	Proposed Mobility Programme	Virtual Components	Commitment

Academic year *

2021/2022

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous   Next

Step 6: Fill in the academic year and **sign** the OLA with your cursor or a signature pad:

All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.

①	②	③	④	⑤	⑥
Student Information	Sending Institution Information	Receiving Institution Information	Proposed Mobility Programme	Virtual Components	Commitment

Academic year *

2021/2022

Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

You have completed the OLA and may check the processing status any time in the section "My Learning Agreements":

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created ▼	View or Edit
UNIVERSITAET POTSDAM	UNIVERSITAET POTSDAM	Signed by Student and sent to the Sending HEI	Thu, 05/06/2021 - 06:51	View Download PDF History

Changing your OLA proposal after you have signed it//
Modifying your OLA *before the mobility*

Once you have first signed the OLA, you **cannot** alter any details of it. For example, you may want to change your OLA proposal if you accidentally stated the wrong contact person or if you stated a wrong course.

The only way to change your OLA proposal is if your sending institution (who first receives your OLA for approval after you have signed it) or your receiving institution (who receives your OLA after you and the sending institution have signed it) **reject your OLA** in the platform.

Once your OLA has been rejected by one of the institutions, it is possible for you to make alterations again. Only then you can adjust details such as the contacts listed or the courses listed.

Hence, if you have already signed your OLA and would like to make alterations before the sending or receiving institution approve it, please e-mail them, so they can reject it accordingly. Also see the next section of this guide for further details on the approval/rejection procedure.

Approval from sending and receiving institutions //
Modifying your OLA *before the mobility*

The **sending institution's responsible contact** in your OLA will now be automatically notified that your OLA is ready for reviewing and approving. This contact may reject your OLA, in which case you will be automatically notified to change your OLA proposal. A comment provided by the contact will tell you what needs to be changed:

Dear Student,

We inform you that your Sending Higher Education Institution is not ready to sign your Learning Agreement yet. Please see their comments on the platform and we hope it will provide the needed support to finalise your Learning Agreement.

Please note that if an alternative recognition procedure is proposed by the sending Higher Education Institution - more information can be found under the course description.

Plase login at www.learning-agreement.eu [1] to edit your Learning Agreement accordingly.

Afterwards you need to sign it again and wait for the approval of your Sending and Receiving Higher Education Institutions. Should you still need more information regarding the finalisation of your OLA, please contact the coordinator at the respective Higher Education Institution.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] https://www.learning-agreement.eu

If the sending institution's responsible contact confirms your OLA, the **receiving institution's responsible contact** will be automatically notified that your OLA is ready for reviewing and approving. Again, this contact may reject your OLA, in which case you will be automatically notified to change your OLA proposal. You can find their comment under step 6 in the "Commitment" section:

Dear Student,

We inform you that your Receiving Higher Education Institution is not ready to sign your Learning Agreement yet. Please see their comments on the platform and we hope it will provide the needed support to finalise your Learning Agreement.

Please Login at www.learning-agreement.eu [1] to edit your Learning Agreement accordingly.

Afterwards you need to sign it again and wait for the approval of your Sending and Receiving Higher Education Institutions. Should you still need more information regarding the finalisation of your OLA, please contact the coordinator at the respective Higher Education Institution.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] https://www.learning-agreement.eu

If the receiving institution's responsible contact confirms your OLA, it has been approved by all three parties and you will be notified about the finalised OLA:

Dear Student,

Your Online Learning Agreement has been signed by both the Sending and the Receiving Higher Education Institutions.
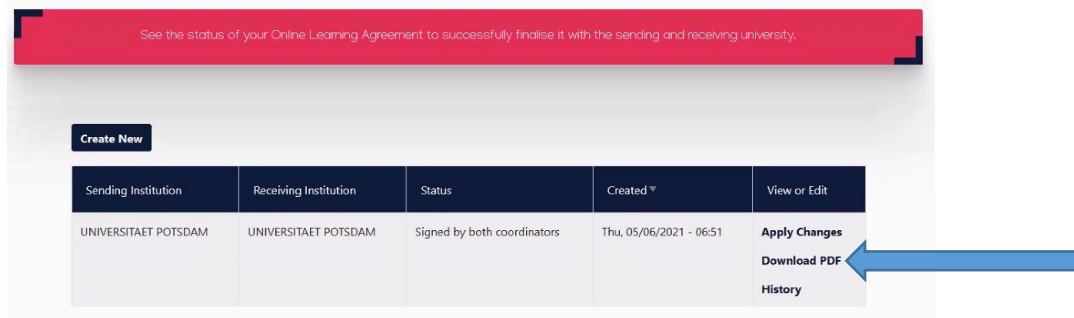
Login at www.learning-agreement.eu [1] to view your Learning Agreement.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] https://www.learning-agreement.eu

Please download the fully confirmed OLA as a PDF and send it to erasmus-outgoing@uni-potsdam.de. The OLA may be converted into a PDF at any stage during the signing process. However, the OLA must be completed as well as approved by all parties within the OLA dashboard, not as a PDF.
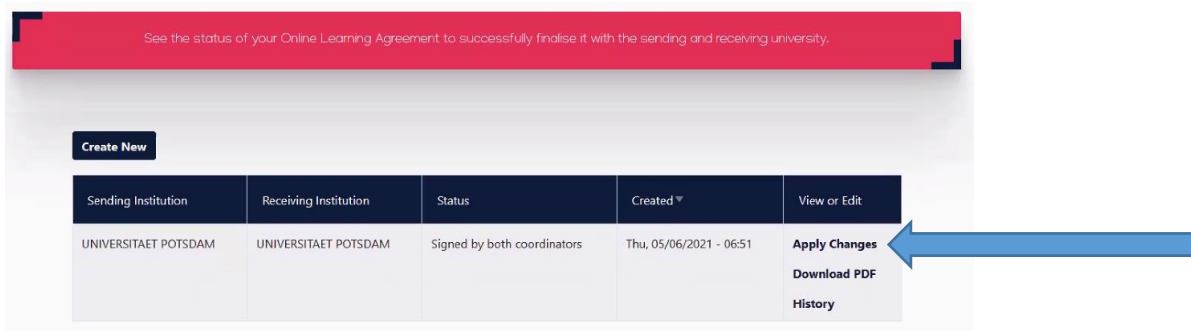
Changes after the start of your mobility //
OLA *during the mobility*

Your first OLA was completed before the start of your mobility. **Only during the first five weeks of your mobility**, you may make **changes** to the courses you selected in your preliminary OLA. These changes need to be listed in your *OLA during the mobility*.

Note: If you have not made any changes to the courses you selected in your *OLA before the mobility*, you do not need to do an *OLA during the mobility*.

Step 1: After you have logged in, click on **"Apply Changes"** in your Learning Agreement section to start your *OLA during the mobility*:

Step 2: Edit the relevant sections in **Table A or B**. Table C may also be edited if applicable.

Step 3: **Sign the OLA** as described with your *OLA before the mobility*. Your sending institution's responsible contact and your receiving institution's responsible contact will be automatically notified to review and approve your *OLA during the mobility*. You will also be automatically notified if your OLA has been approved by all parties or if any of them decline your proposal.

Step 4: Once your OLA has been fully signed by all parties, please download it as a **PDF** and send it to erasmus-outgoing@uni-potsdam.de.