

Erasmus+

**Online Learning Agreement
Blended Intensive Programmes (BIP)**

&

Short-term Blended Mobilities

Student Guide

Going abroad

Table of Content

Login/Registration via https://learning-agreement.eu	2
Creating an OLA <i>before the mobility</i> via http://learning-agreement.eu	3
Step 1: Personal data.....	4
Step 2: Information about sending institution.....	5
Step 3: Information about receiving institution.....	6
Step 4: Component choice.....	7
Step 5: Signature.....	8
Modifying your OLA <i>before the mobility</i> // Changing your OLA proposal after you have signed it.....	9
Modifying your OLA <i>before the mobility</i> // Approval from sending and receiving institutions.....	9

Login/Registration via <https://learning-agreement.eu>

- Click on “**Log in with MyAcademicID**”, enter your UP email address and select the autofill institution shown below (uni-potsdam.de):

OLA ABOUT FAQ ELDER OLA FOR TRAINEES

My account

Log in with MyAcademicID

Logging into your Online Learning A...
Logging into your OLA
online learning agreement
Ansehen auf YouTube

Your OLA just a click away!
The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking “login” which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

MyAcademicID

Login with

Examples: University of Bologna, name@auth.gr, Unimib

University of Potsdam
uni-potsdam.de

or

Login with eIDAS

Login with Google

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

University of Potsdam

Home Uni A-Z English

STUDYING RESEARCH UNIVERSITY ONLINE SERVICES

Anmeldung per Single-Sign-On (SSO)

ANMELDEN BEI MYACADEMICID IAM SERVICE

Benutzername @uni-potsdam.de

Passwort

Anmeldung nicht speichern

Löse die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.

Anmeldung

Hinweis

Um den angeforderten Dienst nutzen zu können, müssen Sie sich hier einloggen. Bitte verwenden Sie zur Anmeldung als Benutzername Ihr Mailkürzel ohne @uni-potsdam.de.

Anmelden bei MyAcademicID IAM Service

The MyAcademicID IAM Service provides identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

An den Dienst zu übermittelnde Informationen

Vorstandsgang Name
Anrede
Berufung
Persönliche ID
Zugehörigkeit
targeted ID (passgenaue Kennung)
Vorname
E-Mail
Heimatanschrift (Domain Name)
Nachname

Zusätzliche Informationen über diesen Dienst
Datenschutzinformationen dieses Dienstes

Die oben aufgeführten Informationen werden an den Dienst weitergegeben, falls Sie fortfahren. Sind Sie einverstanden, dass diese Informationen bei jedem Zugriff auf diesen Dienst an ihn weitergegeben werden?

Wählen Sie die Dauer, für die Ihre Entscheidung zur Informationsweitergabe gültig sein soll:

Bei nächster Anmeldung erneut fragen.

- Ich stimme zu, dass meine Informationen dieses Mal weitergegeben werden.

Erneut fragen, wenn sich die Informationen ändern welche diesem Dienst weitergegeben werden.

- Ich bin einverstanden, dass die selben Informationen in Zukunft automatisch an diesen Dienst weitergegeben werden.

Diese Einstellung kann jederzeit mit der Checkbox auf der Anmeldeseite widerrufen werden.

Ablehnen Akzeptieren

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

MyAcademicID Registrar

MyAcademicID Registration

Given name

Surname

E-mail

Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy.

Confirm

Submit

MyAcademicID Registrar

Form Submitted registrations Sign out

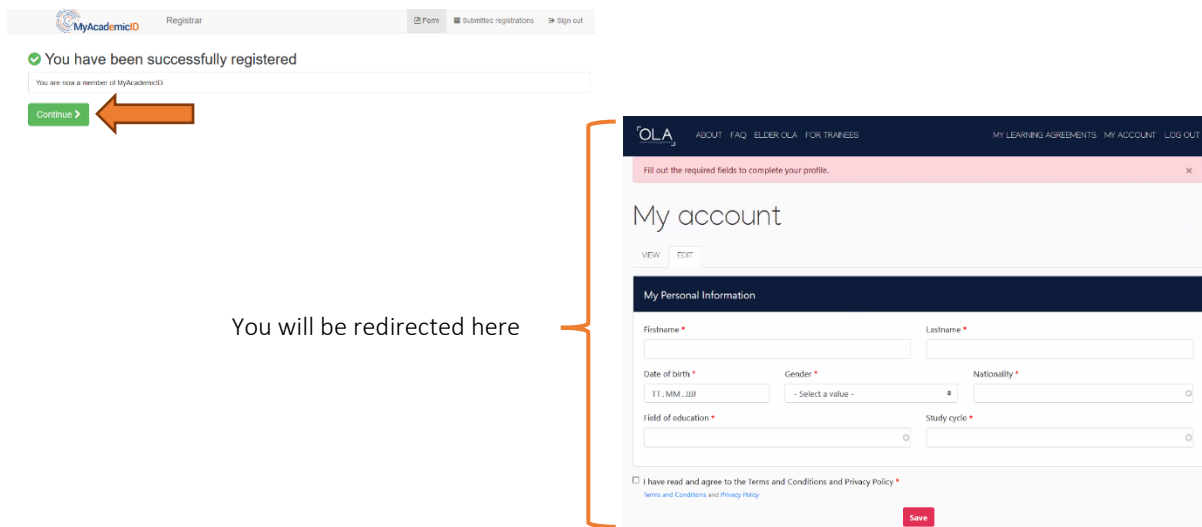
✓ You have been successfully registered

You are now a member of MyAcademicID.

Continue

Creating an OLA *before the mobility* via <https://learning-agreement.eu>

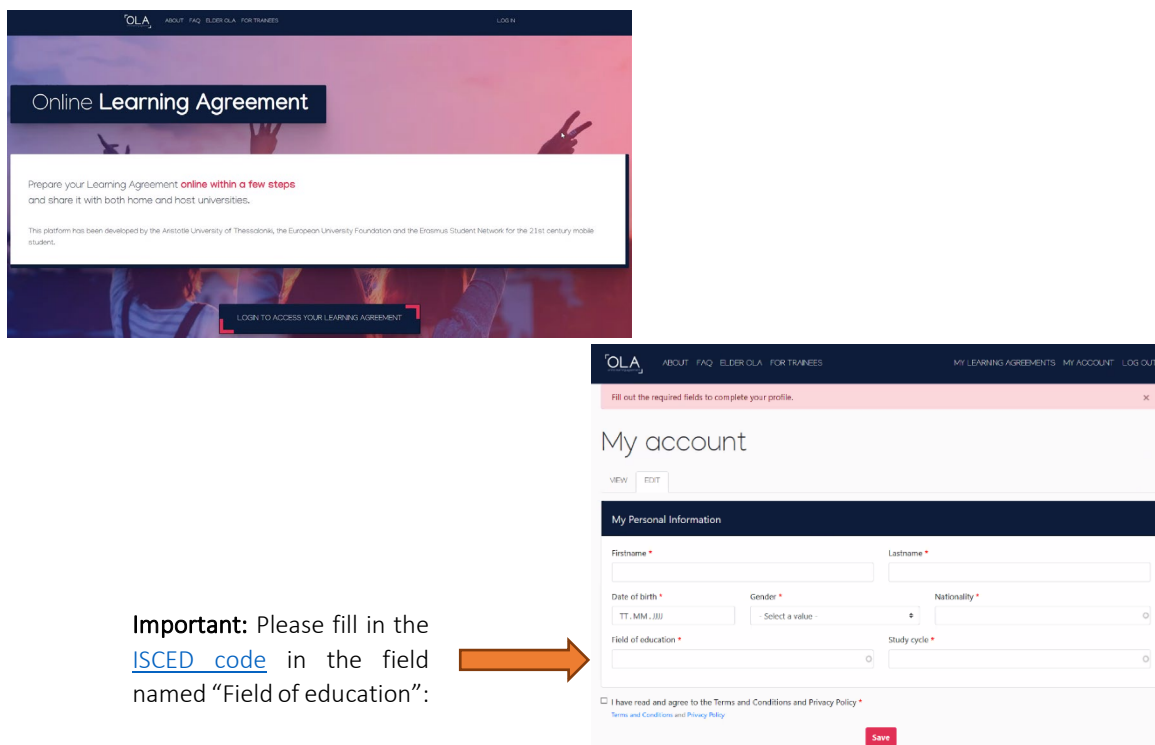
- If you click on **“Continue”**, you will be automatically redirected to start creating your OLA:



The image shows two screenshots. The left screenshot is from MyAcademicID, showing a success message: "You have been successfully registered" with a green checkmark and a "Continue" button. An orange arrow points from the "Continue" button to the right. The right screenshot is the OLA "My account" page, which has a dark blue header with "OLA" and navigation links. A pink error message at the top says "Fill out the required fields to complete your profile." Below is a form titled "My Personal Information" with fields for Firstname, Lastname, Date of birth, Gender, Nationality, Field of education, and Study cycle. A "Save" button is at the bottom right. An orange bracket on the left side of the OLA form points to the text "You will be redirected here".

You will be redirected here

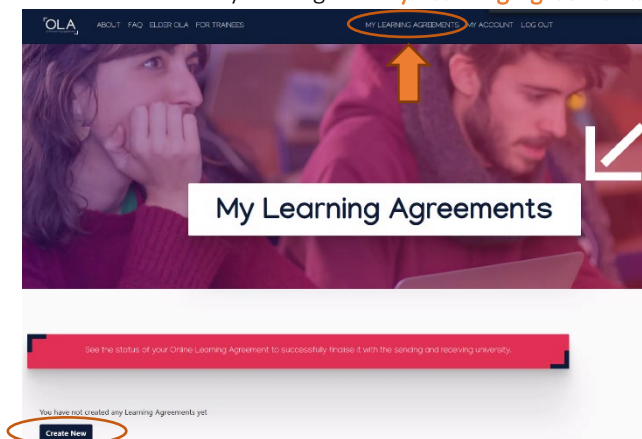
- If you create your OLA at a different point, you will have to **log in to your OLA account** using the login details you created with MyAcademicID and then complete your profile:



The image shows two screenshots. The left screenshot is the OLA homepage, featuring a banner with the text "Online Learning Agreement" and a "LOGIN TO ACCESS YOUR LEARNING AGREEMENT" button. The right screenshot is the OLA "My account" page, identical to the one in the previous block. An orange arrow points from the text "Important: Please fill in the ISCED code in the field named 'Field of education':" to the "Field of education" input field in the form.

Important: Please fill in the ISCED code in the field named "Field of education":

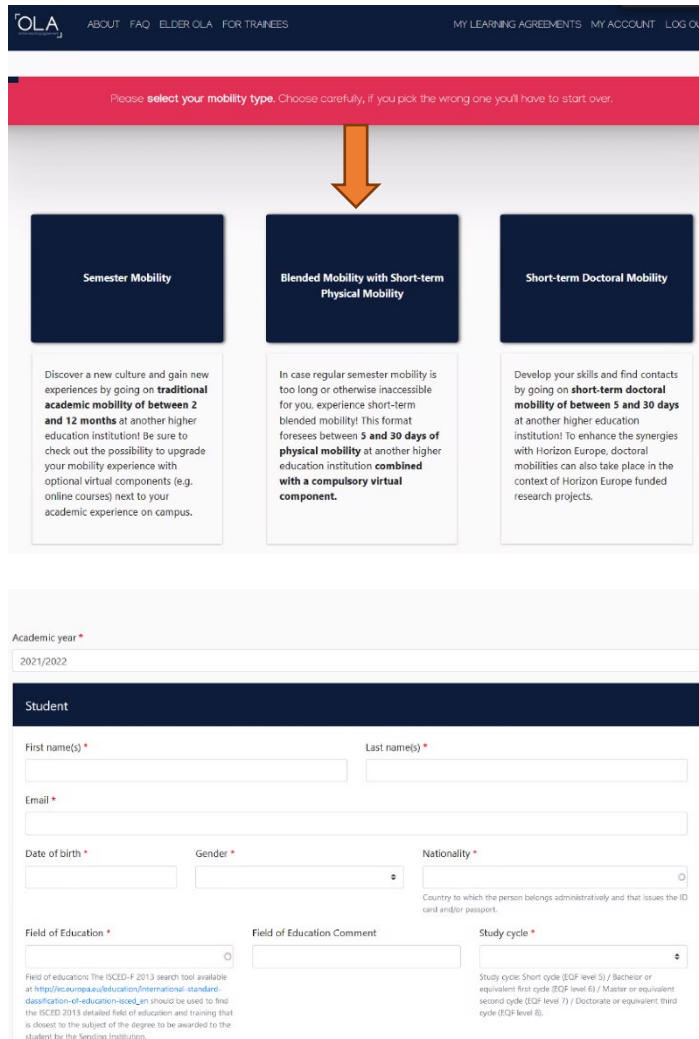
- Create a new OLA by clicking on **“My Learning Agreements”** in the top menu and then on **Create New** :



The image shows the OLA "My Learning Agreements" page. The top navigation bar has "MY LEARNING AGREEMENTS" circled in orange, with an orange arrow pointing to it. Below the navigation bar is a large banner with the text "My Learning Agreements" and a white arrow pointing to the right. At the bottom of the page, there is a red bar with the text "See the status of your Online Learning Agreement to successfully finalize it with the sending and receiving university." and a "Create New" button circled in orange.

Step 1:

Choose “**Blended Mobility with Short-term Physical Mobility**” and, if this is your first OLA, fill in all your personal data:



OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

Academic year *

2021/2022

Student

First name(s) * Last name(s) *

Email *

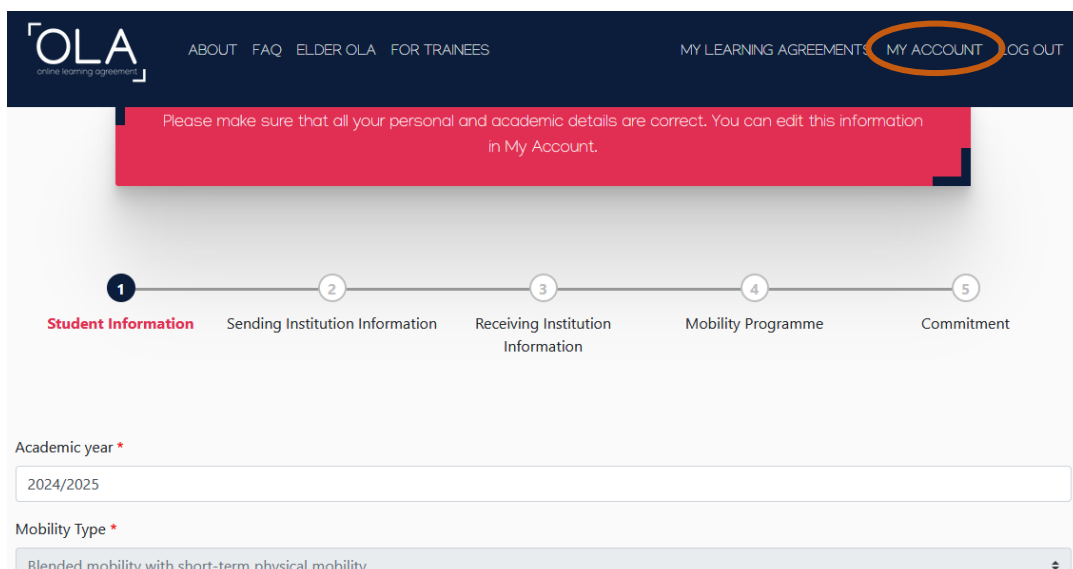
Date of birth * Gender * Nationality *

Field of Education * Field of Education Comment Study cycle *

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_fqn should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (ISCED level 5) / Bachelor or equivalent first cycle (ISCED level 6) / Master or equivalent second cycle (ISCED level 7) / Doctorate or equivalent third cycle (ISCED level 8).

If this is not your first OLA, the system will automatically use the personal data from your previous OLA. If something needs to be changed, you can do it in “**My Account**”.



OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS **MY ACCOUNT** LOG OUT

Please make sure that all your personal and academic details are correct. You can edit this information in My Account.

1 2 3 4 5

Student Information Sending Institution Information Receiving Institution Information Mobility Programme Commitment

Academic year *

2024/2025

Mobility Type *

Blended mobility with short-term physical mobility

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 mind the spelling of *Universität Potsdam*:



Academic year *
2024/2025

Sending

Sending Institution

Country *
Germany x

Name *
UNIVERSITAET POTSDAM x

Faculty/Department *
Wirtschafts- und Sozialwissenschaftliche Fakultät

Address *
Potsdam

Erasmus Code *
D POTSDAM01

Important: Please state the **same person** under “**Sending Responsible Person**” and “**Sending Administrative Contact Person**”. This is the person signing your OLA. Only this person will receive a notification that your OLA is ready for approval, therefore 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](#).

Address *
Potsdam

Erasmus Code *
D POTSDAM01

Sending Responsible Person

First name(s) *

Last name(s) *

Position *
Examination Board

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

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](#)
Linguistik im Kontext: [Prof. Dr. Annette Gerstenberg](#)
Rechtswissenschaft: [Prof. Dr. Meik Thöne](#)
Dt.-Frz. Masterstudiengang Rechtsw.: [Julia Dopleb](#)
Patholinguistik: [Judith Heide](#)
Psychologie: [Dr. Christian Kliesch](#)
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.

The screenshot shows a form section titled "Receiving Institution". At the top, there is a dropdown menu for "Academic year" with "2021/2022" selected. Below this is a dark blue header bar with the word "Receiving". Underneath, another dark blue header bar contains the text "Receiving Institution". The form includes a "Country" dropdown menu with "Germany" selected and a small red 'x' icon to its right. Below the country is a "Name" dropdown menu with "Universitaet P" entered. Two suggestions are visible: "UNIVERSITAET PADERBORN" and "UNIVERSITAET POTSDAM". At the bottom of the form section are two dark blue buttons: "Receiving Responsible Person" and "Receiving Administrative Contact Person".

Important: Please state the **same person** under “**Receiving Responsible Person**” and “**Receiving Administrative Contact Person**”. This is the person signing your OLA. Only this person will receive a notification that your OLA is ready for approval, therefore it is important that **the e-mail address is correct** (if not, they won’t receive the E-Mail to sign your OLA). Please check with your receiving institution if you are unsure.

The screenshot shows two side-by-side form sections. The left section is titled "Receiving Responsible Person" and the right section is titled "Receiving Administrative Contact Person". Both titles are circled in orange. Each section contains the following fields: "First name(s)", "Last name(s)", "Position", "Email", and "Phone number". The "Position" field in the left section has "Departmental Coordinator" entered. At the bottom of the left section, there is a small text note: "Responsible person at the Receiving Institution; the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document." At the bottom of the entire form are two dark blue buttons: "Previous" and "Next".

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”** for the BIP you would like to take at the receiving institution.

Blended mobility with short-term physical mobility

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Study Programme at Receiving Institution and recognition at the Sending Institution
No Component added yet.

Add Component

The main language of instruction at the Receiving Institution *

The level of language competence *

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Enter the **title or description of the component**, its **code** from the course catalogue, the **number of ECTS** and a **short description of the component** in the respective fields. Clicking **“Add Component”** is not necessary in the case of a BIP, as the Learning Agreement is only done for this one component.

Study Programme at Receiving Institution and recognition at the Sending Institution

Automatically recognised towards student degree

Add Component

The main language of instruction at the Receiving Institution *

The level of language competence *

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

The **language of instruction** and **language level** need to be added as well.

Click **Next** when all information has been added.

Automatic Recognition:

Please note that this neither means that the Component will be automatically recognised at your sending institution nor that it will be recognised without you having to take any further action. Automatic recognition refers to the approval of your sending institution that the relevant Component can be recognised. However, you will still need to follow the [official procedure](#) of recognition after the completion of your stay abroad.

Step 5:

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

The screenshot shows a five-step process: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Mobility Programme, and 5. Commitment. The 'Commitment' step is active. Below the steps, there are two input fields: 'Academic year' with the value '2024/2025' and 'Mobility Type' with the value 'Blended mobility with short-term physical mobility'. Below these is a 'Commitment' section containing a text box with the following text: '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.' Below the text is a signature box with a 'Clear' button.

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

The screenshot shows the OLA web interface. The top navigation bar includes the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS (circled in orange), MY ACCOUNT, and LOG OUT. Below the navigation bar is a red banner with the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' Below the banner is a 'Create New' button. Below the button is a table with the following data:

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
UNIVERSITAET POTSDAM	UNIVERSITAET POTSDAM	Signed by Student and sent to the Sending HEI	Fri, 02/07/2025 - 06:00	View Download PDF History

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

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 Component 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.

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

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.

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>

You can then **edit your OLA** in the section "**My Learning Agreements**", by clicking on "**Edit**":

The screenshot shows the OLA platform interface. At the top, there is a navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS (circled in orange), MY ACCOUNT, and LOG OUT. Below the navigation bar, there is a red banner with the text: "See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university." Below the banner, there is a "Create New" button. Below the button, there is a table with the following data:

Sending Institution	Receiving Institution	Status	Created	View or Edit
UNIVERSITAET POTSDAM	UNIVERSITAET POTSDAM	Ready to Edit	Fri, 02/07/2025 - 06:00	Edit (with orange arrow pointing to it) Download PDF History

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 5 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 will have 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 upload it into the Erasmus BIP Portal. You will receive the link to the BIP Portal from the Erasmus Outgoing team (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.

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 both coordinators	Fri, 02/07/2025 - 06:00	View Download PDF History