Guide to Preparing the Online Learning Agreement (OLA) for long-term stays (SMS)

Dear students,

This guide contains **general** hints and tips for completing the Online Learning Agreement (OLA).
Please contact support@erasmusapp.eu if you encounter any technical problems.

If you have any questions on what you need to put down (individuals responsible at your home and host universities, course selection, etc.), please get in touch with your Erasmus Departmental Coordinator in Bonn.
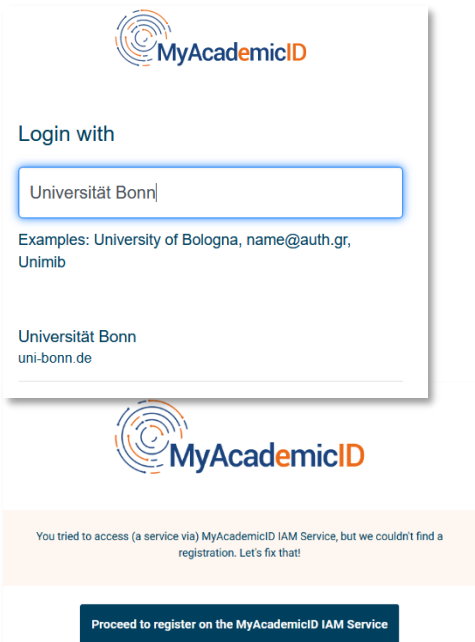
This is a general guide for all students. **If your Departmental Coordinator gives you their own set of instructions for completing the OLA, you should use those instead.**

Please understand that the relevant contacts will only be able to answer questions not already covered in this guide. If you are still at a loss, you should always start by looking in the ➔ Frequently asked questions and common errors section to see whether you can find a solution to your problem.

General practical tips:

- ✓ Follow the instructions from your Erasmus Departmental Coordinator about concluding the Learning Agreement (e.g. regarding questions/ the need for coordination before preparing the OLA).
- ✓ Do not fill in the Learning Agreement on your smartphone.
- ✓ You will not be able to use Internet Explorer, so please choose a different browser. **Google Chrome** is the best option, because experience suggests that it throws up the fewest error messages.
- ✓ Only prepare **ONE** Learning Agreement and then amend it as necessary. You can still make changes even after your Learning Agreement has been signed by all parties (see pages 8 and 9).
- ✓ Check your spam folder regularly, as emails from the OLA system sometimes end up there.
- ✓ The Learning Agreement must have been signed by you, your home university and your host university (online) **BEFORE you start studying abroad**, so you should get it sorted as early as possible.

Sign in on the OLA website

Signing in using MyAcademicID

- ✓ Go to https://www.learning-agreement.eu/ to create an account in the OLA database.
- ✓ You will be asked to log in via "MyAcademicID." Under **Login with**, enter the name of your institution, i.e. "Universität Bonn," in the box and click on it.
- ✓ Log in using your Uni-ID and the associated password (as you would for eCampus, BASIS, etc.).
- ✓ If this is your first time signing in via MyAcademicID, you will see an error message and will need to register again (see below on the left).
- ✓ Click on "Proceed to register." A web page opens, in which you will need to enter a user name and give your consent to the privacy policy.
- ✓ To confirm your registration, click on the link in the email that you will have received.

✓ You will now be able to log into your account at any time at https://www.learning-agreement.eu/ using your Uni-ID and password.

Registering your OLA account

✓ Fill in the mandatory registration fields. You will not be entering any details for your Learning Agreement until the next step.

✓ **Field of education**: enter the four-digit number for your subject ("Subject Code") from this list of ISCED codes for the University of Bonn. If the final digit is "0," only enter the first three. You will need to start typing in the box to open the dropdown menu.

✓ **Study cycle**: please select the point in your studies that you will have reached when you go abroad or arrive at your host university. Students who take a state examination in their subject (e.g. law, medicine, pharmacy) should choose the study cycle that corresponds to their course selection at their host university. Please contact your Erasmus Departmental Coordinator if you are unsure.
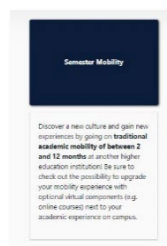
New Learning Agreement: create your Learning Agreement

✓ Once you have registered successfully, you can launch your document by clicking on the "Create New" button.

✓ **Select "Semester Mobility" as your mobility type.**

General practical tips:

✓ The fields marked with a red asterisk are mandatory.
✓ You can navigate between the individual steps using the "Previous" and "Next" buttons.

✓ **Please note:** if you have not yet completed all the fields in a particular step in full, the information you have entered will be deleted as soon as you go back a step using the "Previous" button.

Step 1—Student: add your missing personal details

✓ You may need to add **the academic year** and **your email address** first of all. Your other personal details will have been populated automatically from your registration. You can leave the "Field of Education Comment" box blank.

✓ **Academic year**: please enter the academic year in which your Erasmus mobility will take place (format: 20XX/20XX).

Step 2—Sending Institution: enter the details of the University of Bonn

✓ **Name**: select "Rheinische Friedrich-Wilhelms-Universität Bonn" from the list of universities. Its address and Erasmus code will be filled in automatically.

✓ **Faculty/Department**: here you will generally need to enter the name of the department or institute through which you are going abroad. This is a free-text field rather than a dropdown menu.
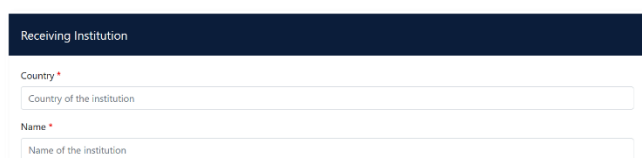

✓ The **Sending Responsible Person** is the person at your home university with whom you are agreeing your Learning Agreement and who is **permitted to sign the document**, i.e. who can also confirm recognition of your achievements.

Please do not enter any details **until you have consulted your Erasmus Departmental Coordinator**. This is because the person entered here will receive a notification from the OLA system telling them that a Learning Agreement is awaiting signature once you have completed it in full and signed it yourself.
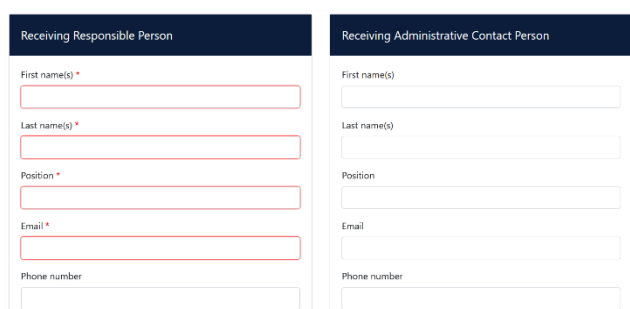
The explanation given underneath the "Responsible Person" box is a bit misleading as it relates partly to a previous version of the OLA. Please follow the instructions in this guide.

✓ The **Sending Administrative Contact Person** will usually be your contact person from your Erasmus Departmental Coordination in Bonn. You can find their contact details here. These fields will not need to be filled in if this contact is the same as the "Sending Responsible Person." Please do **not** put the contact details of the International Office in Bonn here!

Step 3—Receiving Institution: enter the details of your host university

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

✓ **Name**: pick your host university from the list, making sure that you select the right one. Large cities such as Paris have many universities with similar names.
If your chosen host university throws up an error message, see the **frequently asked questions and common errors**.

✓ **Faculty/Department**: here you will generally need to enter the name of the department or institute where you will be based when abroad.

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
Last name(s) *	Last name(s)
Position *	Position
Email *	Email
Phone number	Phone number

✓ The **Receiving Responsible Person** is the person at your host university with whom you are agreeing your Learning Agreement and who is permitted to sign the document. This person will likewise receive an email notification from the OLA system as soon as your Learning Agreement is ready for signing. Please contact your Erasmus Departmental Coordinator in Bonn if you are unsure what to put here.

✓ **The Receiving Administrative Contact Person**: need only be specified if your host university asks for this.

Step 4—Proposed Mobility Programme: enter your courses here

Academic year *
2020/2021

Preliminary LA

Planned start of the mobility *
30.09.2021

Planned end of the mobility *
17.12.2021

✓ **Mobility period**: here you should enter the planned start and end dates of your stay abroad.

Entries in Table A:

✓ Enter the courses that you are expecting to take at your host university in Table A.

✓ Please note the **minimum Erasmus requirements** for a study program in Table A: generally 20 ECTS credit points (at least 15 ECTS credit points) per semester. If your department and/or your host university apply higher minimum requirements, these will apply to you.

✓ **ADD COMPONENT TO TABLE A**: you can use this button to enter your individual courses.

✓ You will need to click on the **Add component** button for each course you want to enter. If you have entered a course by mistake or want to remove it, click on **Remove** and confirm your decision.

✓ You will need to enter a course number ("Component Code"). If a course does not have a number, put "0."

✓ If your host university does not use the ECTS credit system (e.g. SCQF credit points in Scotland), you can add the system name in the ECTS box after the number of credits (e.g. 6 SCQF credit points).

✓ **Semester**: when entering your information, make sure you know whether the academic year at your host university is divided into two semesters or three terms.

✓ **Web link**: if there is one, the link to your host university's course catalogue or book of modules can be entered here.

✓ **Language of instruction**: enter the principal language of instruction and your level in that language (in accordance with the Common European Framework of Reference).

Entries in Table B:

✓ After consulting with the person or people in charge of recognition matters in your department, enter the courses/modules in Table B that will count in Bonn toward your successful completion of the courses listed in Table A (e.g. Elective Module 2).

✓ Enter the "Component Code" (course number) from the module guide for your degree program. You will need to specify ECTS credits for every course even if you are working toward the state examination in Bonn, in which case you can put "0" in all the ECTS fields.

✓ If you are only to gain recognition for parts of a module, please indicate this accordingly as well.

✓ **Automatic recognition**: every course that you enter in Table B will automatically have "Automatic recognition" checked. "Automatic recognition" in this context means that, if you so request, the courses will be recognized as contributing to your degree program in Bonn after the end of your Erasmus mobility and once you have passed the corresponding examination(s) shown in Table A (proven by your transcript of records) as indicated here. That means, you will submit a formal application for your achievements to be recognized after you return from studying abroad. Different departments and faculties have different recognition procedures. Please contact your Erasmus Departmental Coordinator if you have any questions.

✓ **Learning Agreement Annex**: the number of courses in Tables A and B does not need to match up 1:1 with your total ECTS credits. However, if a course in Table A is not included at all in Table B (i.e. for recognition) and/ or if there are significant (=/>50%) discrepancies in ECTS totals between Tables A and B, you will need to complete a separate Learning Agreement Annex, which you can obtain from your Erasmus Departmental Coordinator. This does not need to be signed by your host university, however. Once your Learning Agreement is ready and has been signed by all parties, you can upload it to your Mobility-Online account together with your Learning Agreement Annex.

✓ An exception applies if you are not looking for any achievements at all to be recognized in Bonn (e.g. if you are studying law), as Table B has to contain at least one course. If you are not expecting any courses taken abroad to be recognized, please enter "*Keine Anerkennung gemäß separatem Learning Agreement Annex*" ("No recognition in accordance with separate Learning Agreement Annex") under *Component title*. Put "0" as the number of ECTS credits. Your Departmental Coordinator in Bonn can provide you with a Learning Agreement Annex.

✓ **Web link**: if there is one, the link to the module guide for your course can be entered here.

Step 5—Virtual Components

✓ You will not usually enter anything here.

Step 6—Commitment: sign the document and submit it

- ✓ **Sign online**: sign the document, ideally using a touch pad, else with your mouse (will soon be possible by clicking).

- ✓ **Sign and send to the Responsible Person at the Sending Institution**: clicking on this button submits your Learning Agreement to the Responsible Person at the University of Bonn.

Next steps

- ✓ If it is approved by your home university, the Learning Agreement will automatically be forwarded to the Responsible Person at your host university. You do not need to do anything. You can view the status in your OLA account (e.g. "Signed by Sending Inst. and sent to Receiving Inst.").

- ✓ If your home or host university disagrees with anything in the Learning Agreement, you will receive a corresponding email notification from the OLA databaseand will then be able to edit your Learning Agreement in your account again ("Ready to edit" status).
  Click on **Edit** at the right-hand end of the line to do this. Please do **not** click on **Create new**!

Sending Institution	Receiving Institution	Status	Created ▼	View or Edit
RHEINISCHE FRIEDRICH-WILHELMS-UNIVERSITAT BONN	Eesti Lennuakadeemia	Ready to Edit	Tue, 02/16/2021 - 14:59	Edit Download PDF History

- ✓ **You can find the comments and/or desired changes from your home or host university in the last section ("Commitment") of the Learning Agreement, under the signature box.**

- ✓ Once you have reworked the document accordingly, sign it again, which sends it back to the "Responsible Person at the Sending Institution." The process now begins afresh and continues until all three parties have added their signatures.

- ✓ If your host university has any objections to the Learning Agreement, please tell the Responsible Person at the University of Bonn before you start editing your agreement again, because only you are sent details of the partner university's desired changes via the OLA database. Do not re-edit your Learning Agreement until you have discussed the necessary changes with the Responsible Person at the University of Bonn (which may also relate to recognition/ Table B).

- ✓ Once the document has been signed by all the Responsible Persons, you will receive an email telling you that you can download the finished document as a PDF file from your account. After that, please upload it to your Mobility-Online account at the University of Bonn. **Please do not upload your Learning Agreement until it has been signed by your home and host universities!**

Frequently asked questions and common errors

- ✓ Please prepare and sign **just one OLA for each stay abroad**! Even if you need to make changes to your Learning Agreement before or during your stay abroad, please do so in this document itself (see next page). Sending multiple OLAs to your home and host universities to sign is highly likely to cause confusion and misunderstandings. You are not able to delete Learning Agreements from your account yourself. Only the Responsible Persons at your home university can do this, and only provided that they have not been signed by anyone but yourself.

An exception will apply if your Departmental Coordinator in Bonn asks you to create two separate OLAs because you are taking courses in several subjects and the recognition of your achievements has to be confirmed by two different people at the University of Bonn.

✓ While you are editing your OLA, if you click back one or more steps in order to make changes or corrections, you might see the following error message when you try to enter more details.

> The content has either been modified by another user, or you have already submitted modifications. As a result, your changes cannot be saved.   ✕

This means that your document is locked for further editing. Open it again to get it reactivated. Click on **My Learning Agreements** at the top and then on **Edit** next to your OLA that appears in the list. You can then click through until you reach the relevant step and complete your OLA.

✓ If your host institution has not yet activated itself in the OLA system, you will see the following error message:

> The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via the Erasmus Without Paper Network   ✕
> as of yet. Please refer to your mobility coordinator for advice on the next steps.

As use of the OLA has been mandatory since the 2022/23 academic year, you will need to take a screenshot of this error message (that shows the name of your host institution) as a record.
Email the screenshot to your Departmental Coordinator and ask them to send you the alternative hardcopy version of the Learning Agreement. The necessary signatures can then be obtained by e-mailing the PDF (digital signatures are permitted). When you upload your complete Learning Agreement to your Mobility-Online account, include your screenshot as evidence in your document as the final page.

✓ If your host university does not sign your OLA via the EWP system, fill it in anyway and ask your Departmental Coordinator in Bonn to sign it using that system. You can then download this version from your account in PDF format and send it to your host university for signing. See the → the next section for information on any changes to your Learning Agreement that might be needed.

Changes to your Learning Agreement

You might need to make changes to your course selection after you have begun studying in your host country. Record the courses you have deselected or added in the "Changes" section of your OLA, which will then need to be re-signed by all three parties.

Please do not prepare a brand-new Learning Agreement just for your changes! Your Learning Agreement can be amended several times if need be.

> View or Edit
>
> Apply Changes
>
> Download PDF
>
> History

You will not need to complete this section if your course selection is staying the same.

Only if your host university has **not** signed the OLA via the system will you unfortunately no longer be able to make amendments via the system. Tell your Departmental Coordinator in Bonn, who will provide you with a hardcopy version to use from that point on. Although the next steps in this guide will not really apply to you, you should still make sure to list all the courses that you deselect ("deleted") and add ("added") under "Changes." However, you will not need to list the courses you are keeping all over again.

✓ **Apply Changes**: you should add changes to your courses **to your existing OLA**. To do this, click on **Apply Changes** on the right in the line in which your Learning Agreement appears.

✓ You will then see the first of the following five steps, which you will need to complete in order to record the changes to your Learning Agreement.

1	2	3	4	5
Contact People Information	**Sending Mobility Programme changes**	**Receiving Mobility Programme changes**	**Virtual component changes**	**Commitment**
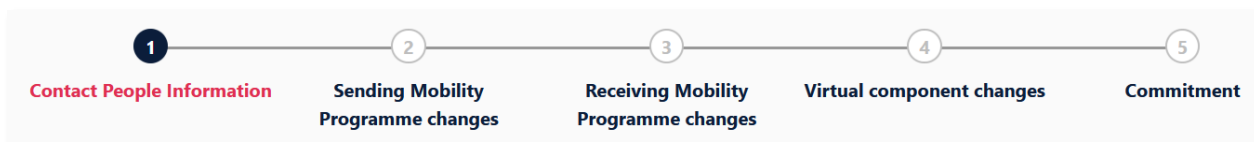
Step 1—Contact People Information

✓ In this first step, you will be shown your mobility information and the contact details for your Sending & Receiving Responsible Person (and, if applicable, your Contact Person) once again. If nothing has changed here, do not make any amendments. Simply click on **Next** at the bottom.

Step 2—*Sending* (should be "Receiving") Mobility Programme changes

Although Step 2 is entitled "Sending Mobility Programme changes," this is incorrect. This is about changes to courses at your host university (your "Receiving Institution").

✓ In this step, therefore, you should enter changes to your course selection in your host country. Table A from your OLA appears at the top to give you an overview, although you will not be making any changes to your original Table A. Instead, you should record them in the so-called Table A2, which you can create directly underneath.

✓ Click on **Add Component Final Table A2** to make your change.

✓ You will need to enter all the courses you are deselecting as well as all those you are adding.

✓ In the last field, indicate whether you would like to add (**Added**) or deselect (**Deleted**) the course listed.

✓ This means that you will still need to click on **Add Component Final Table A2** even if you are deselecting a course in order to get your change logged. To deselect delete a course, therefore, you simply need to add it to Table A2 in exactly the same way as it is already listed in Table A and select **Deleted** at the bottom.

✓ After you have selected **Added** or **Deleted** as applicable, another box will appear in which you can choose a **reason for changing courses**.

Step 3—*Receiving* (should be "Sending") Mobility Programme changes

✓ **Table B2**: Just like in Table A2, here you can record changes to the courses/ modules that you would like recognition for in Bonn. Here too, you should enter the courses that you are no longer seeking recognition for (deleted) as well as those that you would now like recognition for (added).
If there are no changes in terms of recognition, i.e. to the courses/ modules that you put in Table B, simply click **Next** at the bottom to proceed to the final step.

Step 4—Virtual component changes

✓ Not usually relevant.

Step 5—Commitment

✓ To confirm your changes and send them to your Sending Responsible Person, you will need to add your digital signature here and then click on the **Send** button at the bottom.

✓ The remaining steps are the same as for your "first" Learning Agreement (click here: Next steps).