

Erasmus+

Online Learning Agreement

Student Guide

Going abroad

Table of Content

Login/Registration via http://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	4
Step 3: Information about receiving institution	5
Step 4: Course choice (Table A) & Recognition (Table B)	5
Step 5: Virtual components (Table C).....	7
Step 6: Signature.....	7
Changing your OLA proposal after you have signed it// Modifying your OLA <i>before the mobility</i>	8
Approval from sending and receiving institutions // Modifying your OLA <i>before the mobility</i>	8
Changes after the start of your mobility // OLA <i>during the mobility</i>	9

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

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

The image shows two screenshots. The left screenshot is the 'My account' page on the OLA platform. It has a dark blue header with 'OLA' and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES. The main heading is 'My account'. A blue arrow points to the 'Log in' button. Below it, text says 'Your OLA just a click away!' and 'The login options available to access the Online Learning Agreement platform are the following:'. A list includes: eduGAIN (your academic credentials), eIDAS (national ID), and Google login. A paragraph explains that all three options will be accessible when clicking 'login'. The right screenshot is the MyAcademicID login window. It has the MyAcademicID logo and a 'Login with' input field. A blue arrow points to this field. Below it, examples are given: 'University of Bologna, name@auth.gr, Unimib'. Another blue arrow points to the 'University of Potsdam uni-potsdam.de' option. Below the input field are buttons for 'Login with eIDAS' and 'Login with Google'.

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

The image shows two screenshots. The left screenshot is the University of Potsdam SSO window. It has a header with the University of Potsdam logo and navigation links: STUDYING, RESEARCH, UNIVERSITY, ONLINE SERVICES. The main heading is 'Anmeldung per Single-Sign-On (SSO)'. A blue arrow points to the 'ANMELDEN BEI MYACADEMICID IAM SERVICE' section. It contains a form with 'Benutzername' (username) and 'Passwort' (password) fields. Below the fields are checkboxes for 'Anmeldung nicht speichern' and 'Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.'. A blue arrow points to the 'Anmeldung' button. The right screenshot is the MyAcademicID IAM Service registration page. It has the University of Potsdam logo and the MyAcademicID IAM Service logo. The main heading is 'Anmeldung bei MyAcademicID IAM Service'. It contains a form with 'Vorname' (first name), 'Nachname' (last name), 'Volständiger Name' (full name), 'E-Mail', 'Angezeigter Name' (display name), 'eduPersonPrincipalName', and 'Zugehörigkeit (+ Einrichtung)' (affiliation). Below the form is a section titled 'Beschreibung dieses Dienstes' (Description of this service). It contains text about the MyAcademicID IAM Service and the European Student Card Initiative. A blue arrow points to the 'Akzeptieren' (Accept) button.

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

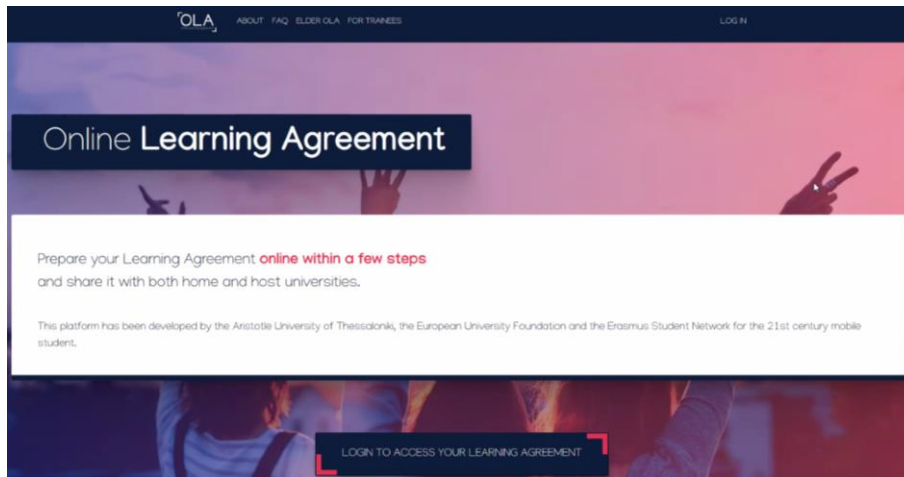
The image shows the MyAcademicID Registration page. It has the MyAcademicID logo and a heading 'MyAcademicID Registration'. Below the heading is a form with 'Name*', 'E-mail*', and 'Username*' fields. The 'Username*' field has a red error message: 'Incorrect format. Username has to be 4-10 characters long and can contain only lowercase letters, numbers, "." and "-"'. Below the form is a section titled 'MyAcademicID Acceptable Use Policy'. It contains a checkbox for 'I have read and agreed with the MyAcademicID Acceptable Use Policy' and a 'Submit' button.

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

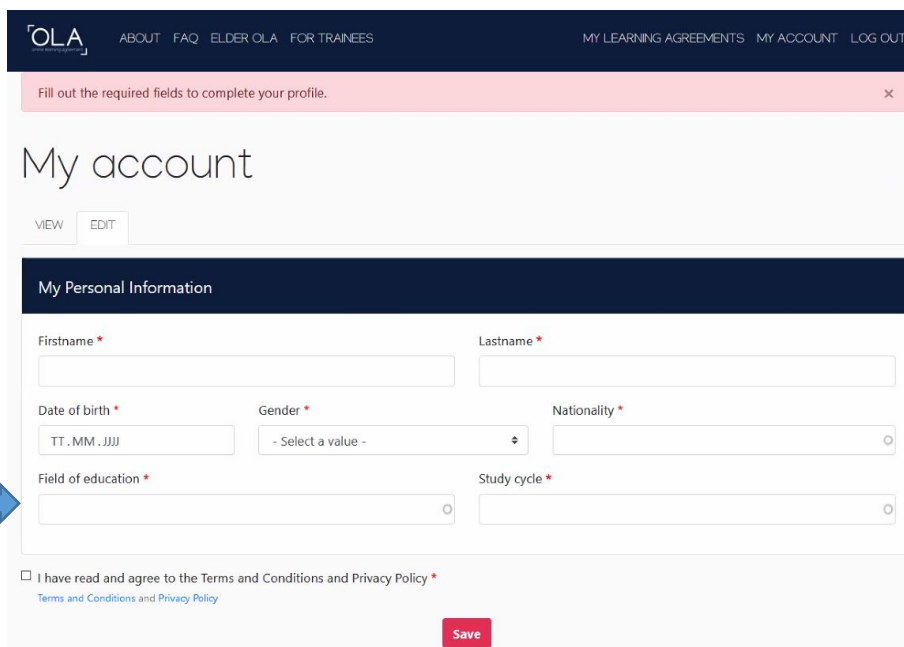
The image shows two screenshots. The left screenshot is the 'Email verification needed' message. It has a heading 'Email verification needed' and a text box that says 'Please check your mailbox @uni-potsdam.de and click the link to verify your email address. Without verification it is not possible to approve your application.'. Below the text box is a button that says 'Re-send mail verification message'. The right screenshot is the 'Email verification' success message. It has a heading 'Email verification' and a text box that says 'Your email address was verified.'.

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

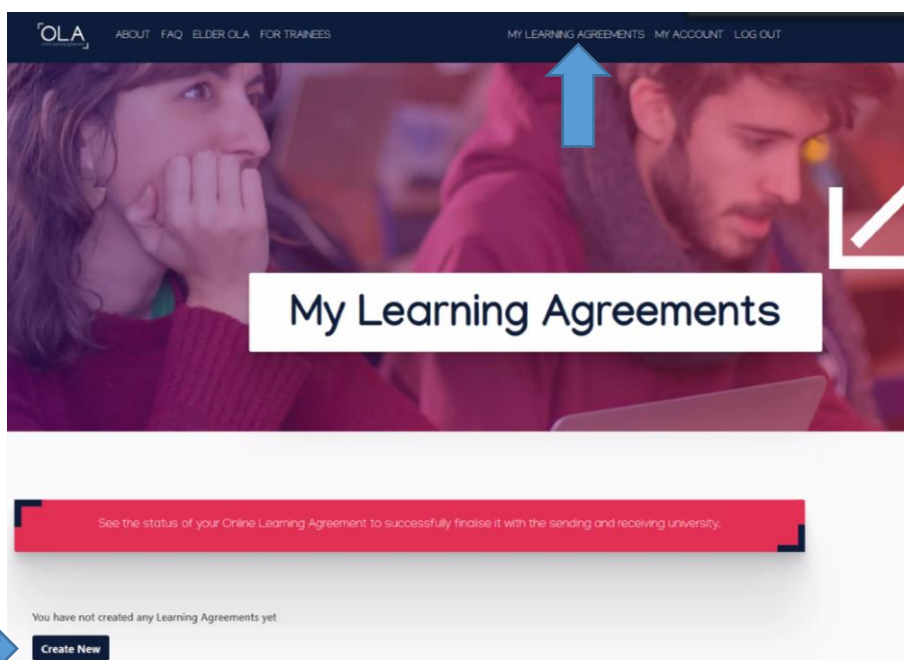
Log in to your OLA account using the login details you just created and complete your profile:



Important: Please fill in the [ISCED code](#) in the field named “Field of education”:

The image shows the 'My account' page on the OLA platform. At the top, there is a dark blue navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, there is a pink banner with the text 'Fill out the required fields to complete your profile.' and a close button. The main heading is 'My account' with 'VIEW' and 'EDIT' tabs. Below this is a section titled 'My Personal Information' with a dark blue header. The form contains several fields: 'Firstname *' and 'Lastname *' (text inputs), 'Date of birth *' (text input with placeholder 'TT . MM . JJJJ'), 'Gender *' (dropdown menu with '- Select a value -'), 'Nationality *' (dropdown menu), 'Field of education *' (dropdown menu, highlighted by a blue arrow), and 'Study cycle *' (dropdown menu). At the bottom of the form, there is a checkbox labeled 'I have read and agree to the Terms and Conditions and Privacy Policy *' with links to 'Terms and Conditions' and 'Privacy Policy'. A red 'Save' button is located at the bottom right of the form.

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:

The screenshot shows the OLA application form. At the top, there's a navigation bar with 'OLA' logo and links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, LOG OUT. Below the navigation bar, a red banner says 'Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.' A blue arrow points to the 'Semester Mobility' option. The form is divided into three columns for mobility types: Semester Mobility, Blended Mobility with Short-term Physical Mobility, and Short-term Doctoral Mobility. Each column has a description. To the right, there's a progress bar with steps 1 to 6. Step 1 is 'Student Information'. Below the progress bar, there's a form for 'Student Information' with fields for Academic year (2021/2022), Student (First name, Last name, Email), Date of birth, Gender, Nationality, Field of Education, Field of Education Comment, and Study cycle.

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:

The screenshot shows the OLA application form Step 2: Enter the information about your sending institution. The progress bar shows steps 1 to 6, with step 2 'Sending Institution Information' highlighted. Below the progress bar, there's a form for 'Sending Institution' with fields for Country (Germany), Name (Universität Potsdam), Faculty/Department (Wirtschafts- und Sozialwissenschaftliche Fakultät), Address (Potsdam), and Erasmus Code (D POTSDAM01).

Important: Please state the same 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. The person signing your OLA usually is your study regulation’s [Prüfungsausschussvorsitzende*r](#). If you are unsure, please contact your [Austauschkoordinator*in](#).

The screenshot shows the OLA application form Step 3: Enter the information about the responsible person and administrative contact person. The progress bar shows steps 1 to 6, with step 3 'Receiving Institution Information' highlighted. Below the progress bar, there's a form for 'Receiving Institution' with fields for Address (Potsdam) and Erasmus Code (D POTSDAM01). Below this, there are two columns: 'Sending Responsible Person' and 'Sending Administrative Contact Person'. Each column has fields for First name, Last name, Position, Email, and Phone number. A blue arrow points to the 'Sending Responsible Person' column. Below the form, there's a note: '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.' and '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: [Prof. Dr. Ilse Wischer](#)
EMW: [Alexander Schindler](#)
Geoökologie; CLEWS: [Dr. Wolfgang Schwanghart](#)
Germanistik: [Dr. Torsten Andreas](#)
Geschichte (auch ,Geschichte, Politik, Gesellschaft'): [Dr. Michael Schulz](#)
HPI: [Cathleen Potter](#)
Juristische Fakultät: [Ullrike Schiller](#)
Deutsch-Französischer Masterstudiengang
Rechtswissenschaften: [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.

The screenshot shows a progress bar at the top with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Below the progress bar, the 'Academic year' is set to '2021/2022'. The main section is titled 'Receiving' and contains a 'Receiving Institution' sub-section with fields for 'Country' and 'Name'. At the bottom, there are two sections: 'Receiving Responsible Person' and 'Receiving Administrative Contact Person'.

Important: Please state the same 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.

This screenshot provides a closer look at the 'Receiving Responsible Person' and 'Receiving Administrative Contact Person' sections. The 'Receiving Responsible Person' section includes fields for 'First name(s)', 'Last name(s)', 'Position' (with 'Departmental Coordinator' selected), 'Email', and 'Phone number'. A note below these fields states: '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.' The 'Receiving Administrative Contact Person' section has similar fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. A blue arrow points to the 'Receiving Responsible Person' section. At the bottom, there are 'Previous' and 'Next' buttons.

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**.

The screenshot shows a progress bar with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme (highlighted in red), 5. Virtual Components, and 6. Commitment. Below the progress bar, the 'Academic year' is set to '2021/2022'. The main section is titled 'Preliminary LA'. It contains two fields: 'Planned start of the mobility' and 'Planned end of the mobility', both with a date format of 'TT.MM.JJJJ'. Below these fields is a section titled 'Table A - Study programme at the Receiving Institution'. It shows 'No Component added yet.' and a red button labeled 'Add Component to Table A'. A red banner at the top of the form contains the following text: 'Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.'

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Introduction to Accounting

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

001

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

4

Semester *

First semester (Winter/Autumn)

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Add Component to Table A

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.

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

• Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less

• This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *

English

The level of language competence *

B1

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>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

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.

Table B - Recognition at the Sending institution *

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Grundmodul Buchhaltung

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

GM-1

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

3

Semester *

First semester (Winter/Autumn)

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

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.

ausgeschlossen

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>

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.



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

Create New

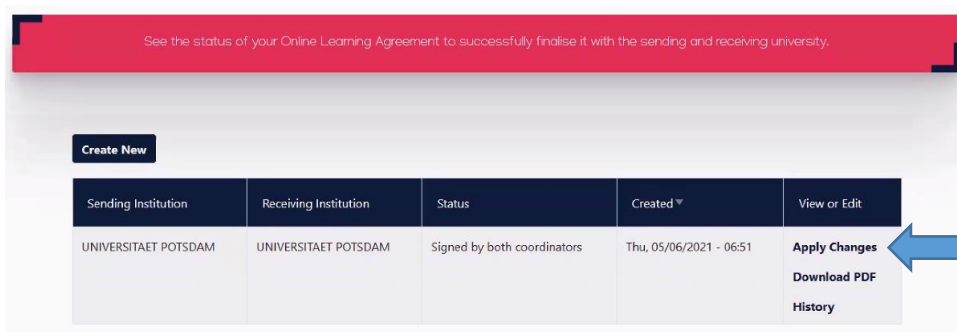
Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
UNIVERSITAET POTSDAM	UNIVERSITAET POTSDAM	Signed by both coordinators	Thu, 05/06/2021 - 06:51	Apply Changes Download PDF History

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*:



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	Thu, 05/06/2021 - 06:51	Apply Changes Download PDF History

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.