International Office

Erasmus+

Online Learning Agreement

Student Guide

Going abroad

Table of Content

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):

- 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:

- If you click on "Continue", you will be automatically redirected to start creating your OLA:
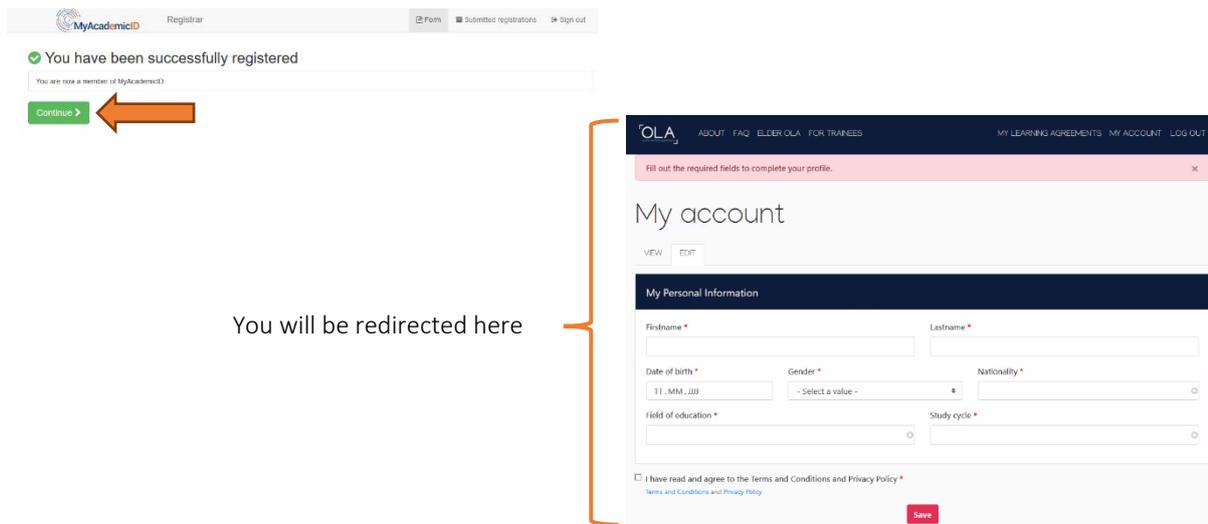
You will be redirected here

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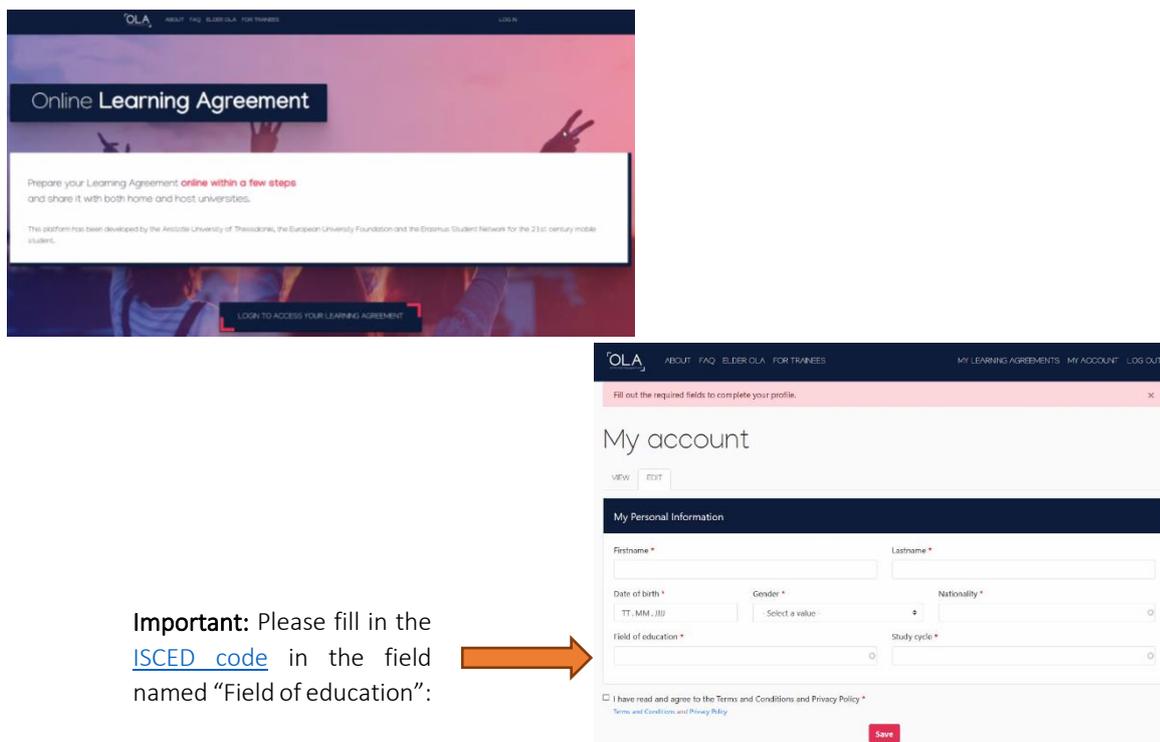
Important: Please fill in the ISCED code in the field named "Field of education":

- Create a new OLA by clicking on "My Learning Agreements" in the top menu and then on Create New :
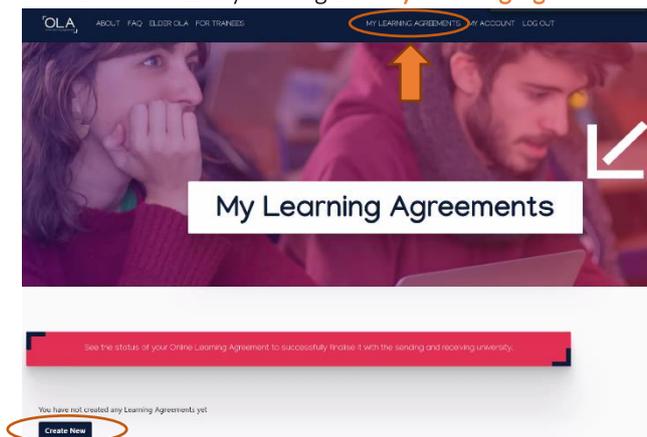
Step 1:

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 <u>select from the options provided by the system</u>.

Please mind the spelling of *Universität Potsdam*:

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 <u>Prüfungsausschussvorsitzende*r</u>. If you are unsure, please contact your <u>Austauschkoordinator*in</u>.

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

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 **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.

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 you come back:

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 *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
GM-1	3	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]

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 Student Information — ② Sending Institution Information — ③ Receiving Institution Information — ④ Proposed Mobility Programme — ⑤ **Virtual Components** — ⑥ 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:

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

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.

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.

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 will have been <u>approved by all three parties</u> 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.

OLA *during the mobility //*
Changes after the start of your mobility

Your first OLA was completed before the start of your mobility. Only **during the first five weeks of your mobility**, you may make <u>changes</u> 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*, but you need to complete step 4 (see below).

- **Step 1:** After you have logged in, click on "Apply Changes" in your Learning Agreement section to start your *OLA during the mobility*:
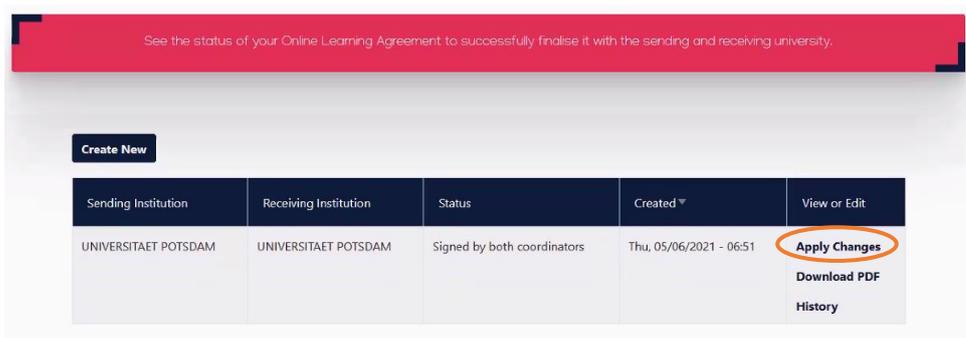
- **Step 2:** Edit the <u>relevant information</u> (date of the mobility, receiving/sending institution's contact data, courses…).

You can change different fields, but note: whenever something gets changed, every party will have to sign the OLA again.

If you change courses/modules, pay attention whether you want to change the sections in <u>Table A (receiving institution), B (sending institution) or both</u>. Table C may also be edited if applicable.

If you want to **add/delete** a course from the <u>receiving institution</u>, go to "Sending Mobility, Programme Changes" and click on "Add Component Final Table A2" at the end of the page:

A new table will open, where you can choose whether you want to <u>add or remove a course</u>. Fill in the necessary information and, if you want to add/remove another course, click on "Add Component Final Table A2". If not, simply click on "Next".

Remember to complete all the necessary information. If not, the system won't let you continue to the next step.

If you want to **add/delete** a module from the <u>sending institution</u>, go to "Receiving Mobility, Programme Changes" and click on "Add Component Final Table B2" at the end of the page. This process is exactly the <u>same as with the receiving institution</u>.

If you need to change anything from <u>Table C</u>, it can also be done. If not, just go to the **next step**:

- **Step 3:** <u>Sign the OLA</u> 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 **upload it** in the Erasmus+ Portal: https://www.uni-potsdam.de/en/international/outgoing/studium/erasmus/downloads

Click on the link, sign in and go to "OLA Changes (during the mobility)":

Application forms

Form	Status
1b. Acceptance Declaration for Erasmus+ and SEMP 2024/25	(Not available)
1b. Submission of the signed acceptance declaration	(Not available)
4a. Application form for Erasmus+ Top-Up and/or Green Travel	(Not available)
4b. Mobility period update	(Not available)
5. OLA (before the mobility)	Start
6. Confirmation of Stay (Part I)	Start
7. OLA Changes (during the mobility)	Start
8. Confirmation of Stay (Part II), EU Survey, Testimonial, Certificate of Enrollment	Start
9. Transcript of Records	Start
10. Proof of Recognition	Start

Then click on "OLA Changes", on the left column. The system will ask you whether or not you have made changes to your OLA. Choose the corresponding field, depending on what you have done. If you haven't made any changes, click on "Save Progress" and "Next":

If you made any changes, you will be asked to upload the new OLA. Do it, save your progress and click on "Next":

Complete the declaration of consent and submit the form:

The process of "OLA Changes during the mobility" will now be complete.