Universität Potsdam International Office

Erasmus+

Online Learning Agreement
Blended Intensive Programmes (BIP)
&
Short-term Blended Mobilities

Student Guide

Going abroad

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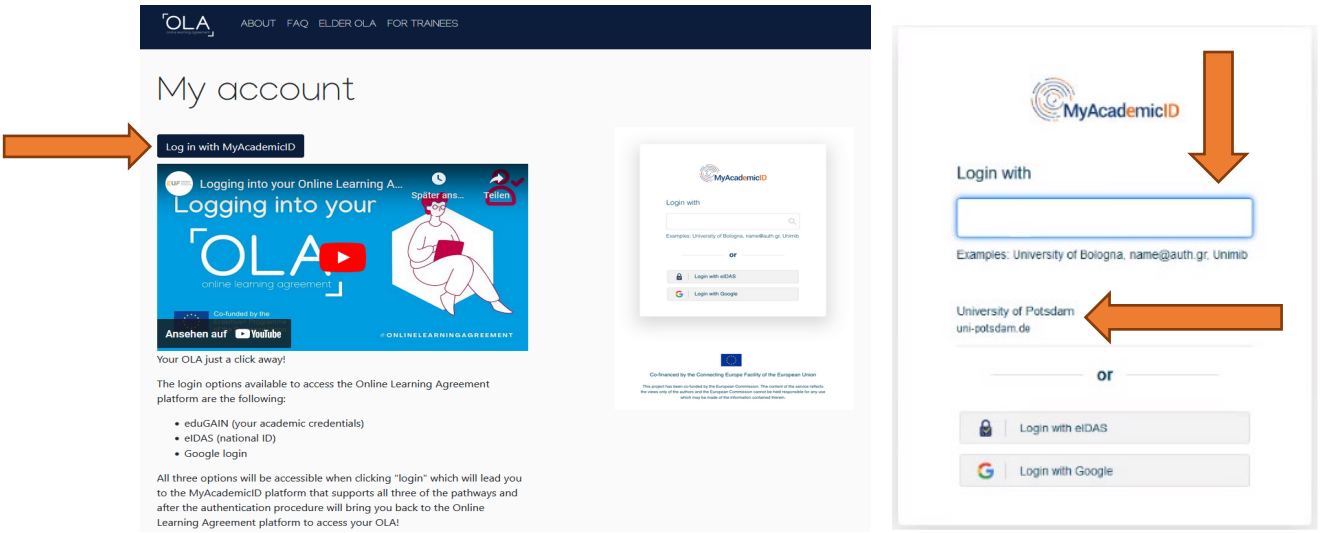
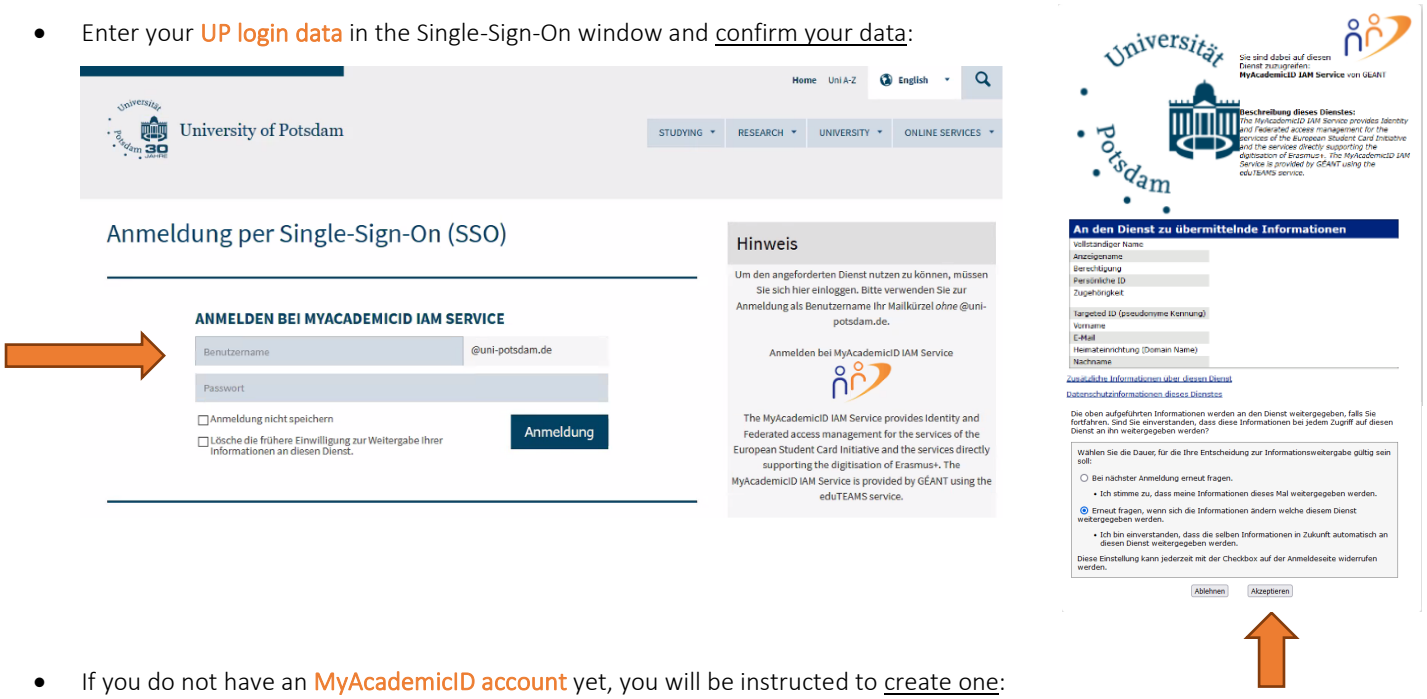
Login/Registration via https://learning-agreement.eu

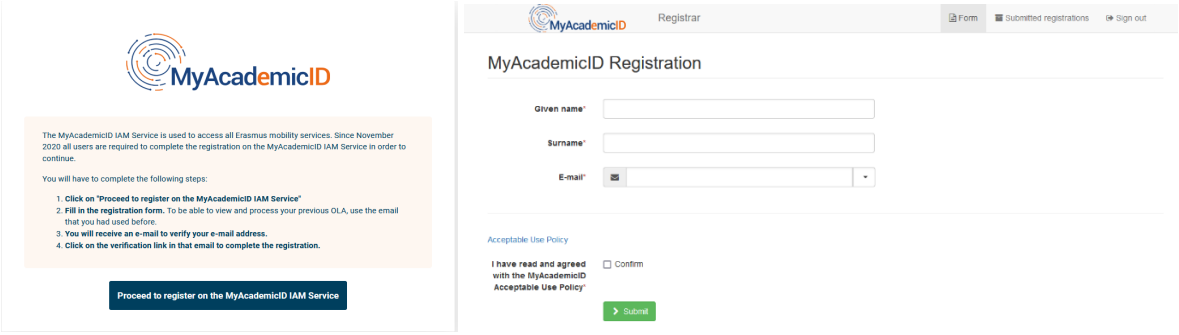
- Click on "Log in with MyAcademicID", enter your UP email address and select the autofill institution shown below (uni-potsdam.de):

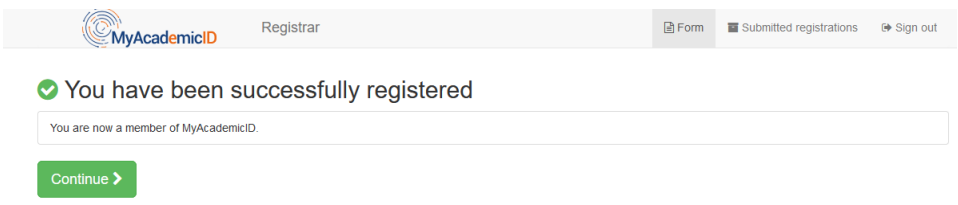


- Enter your UP login data in the Single-Sign-On window and confirm your data:



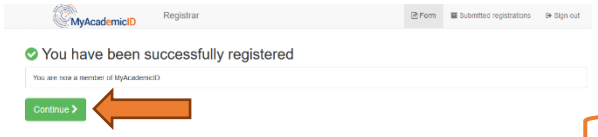
- If you do not have an MyAcademicID account yet, you will be instructed to create one:



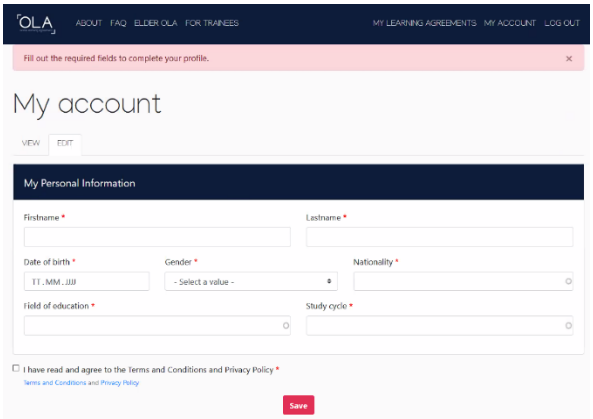


Creating an OLA *before the mobility* via https://learning-agreement.eu

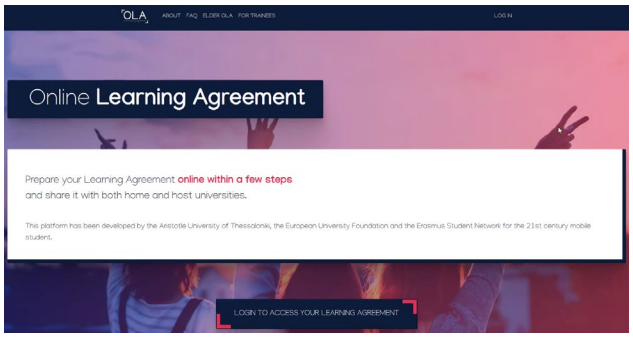
- If you click on "Continue", you will be automatically redirected to start creating your OLA:



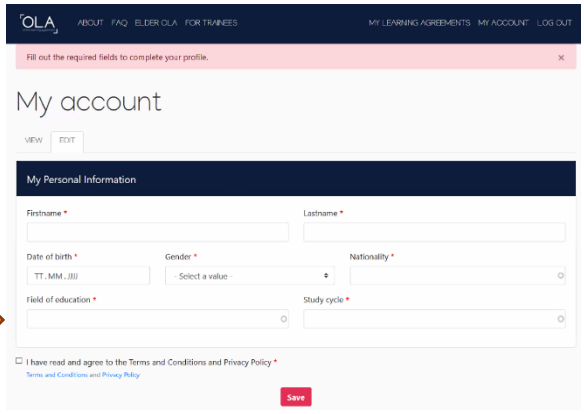
You will be redirected here



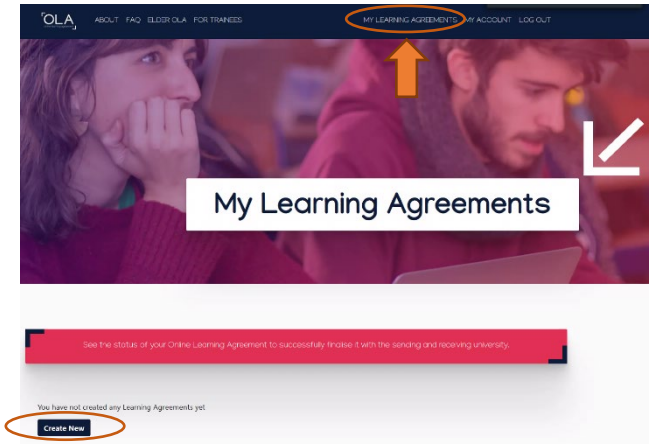
- If you create your OLA at a different point, you will have to log in to your OLA account using the login details you created with MyAcademicID and then complete your profile:



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

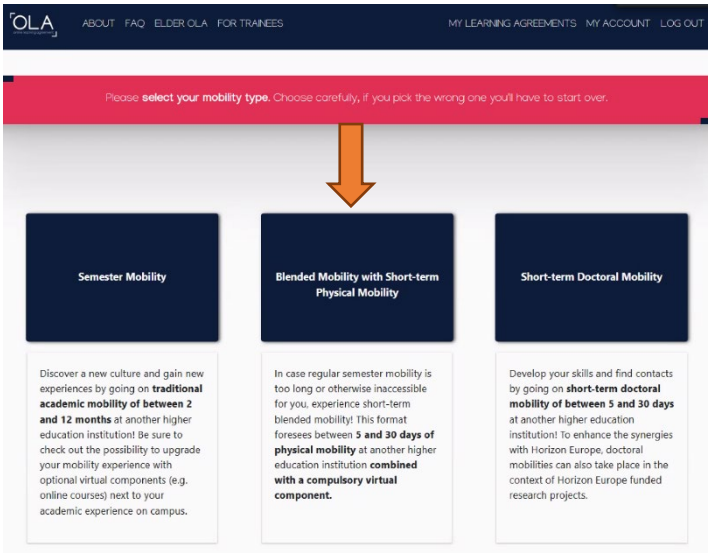


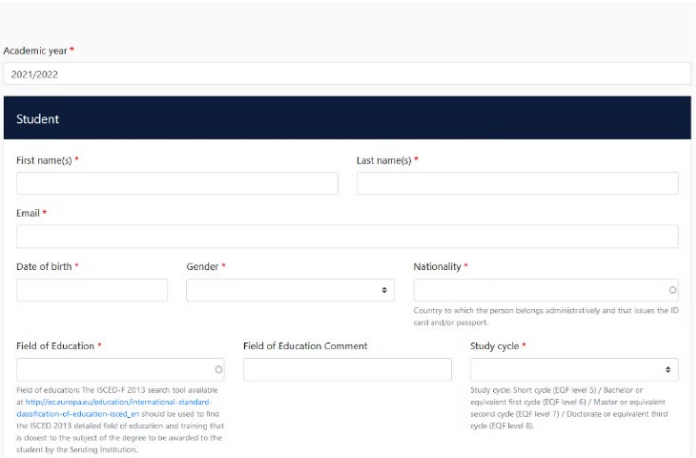
- Create a new OLA by clicking on "My Learning Agreements" in the top menu and then on **Create New** :



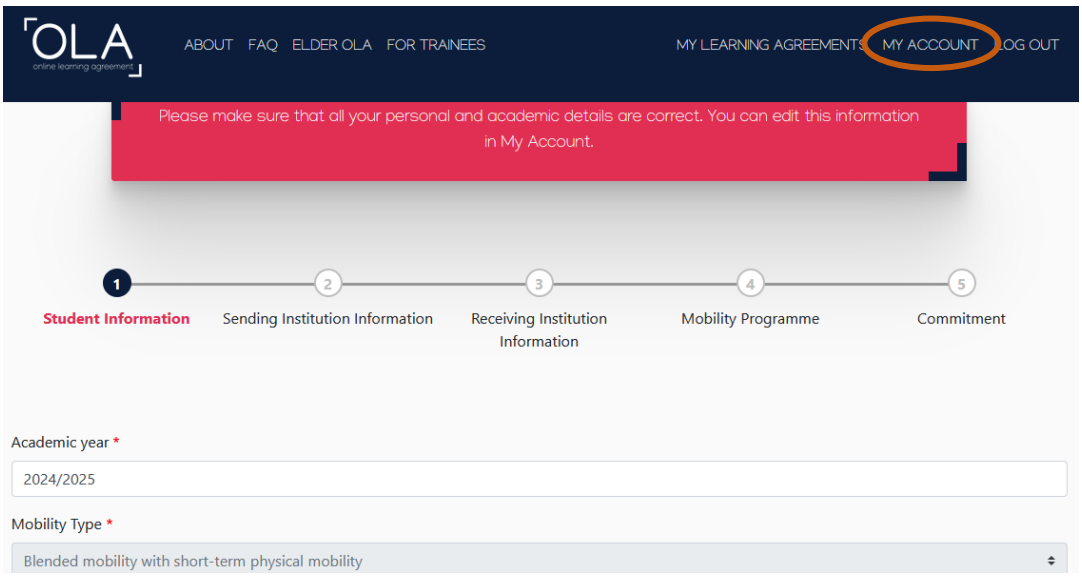
Step 1:

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





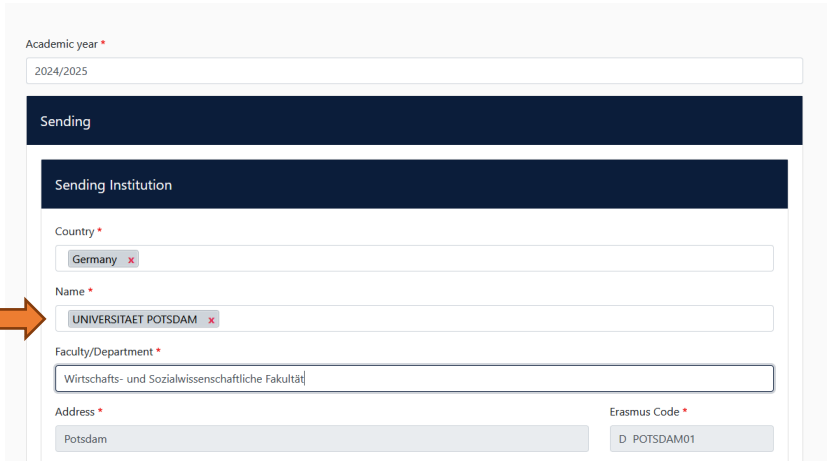
If this is not your first OLA, the system will automatically use the personal data from your previous OLA. If something needs to be changed, you can do it in "My Account".



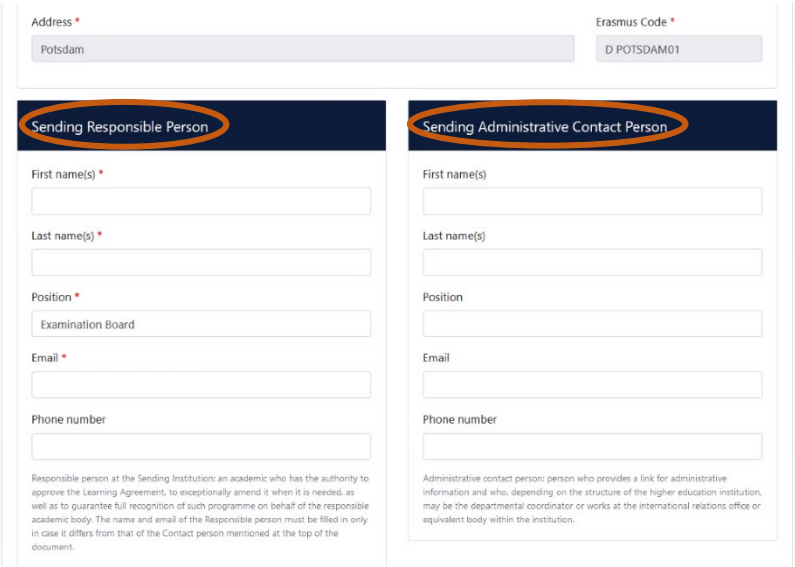
Step 2:

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*:



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.

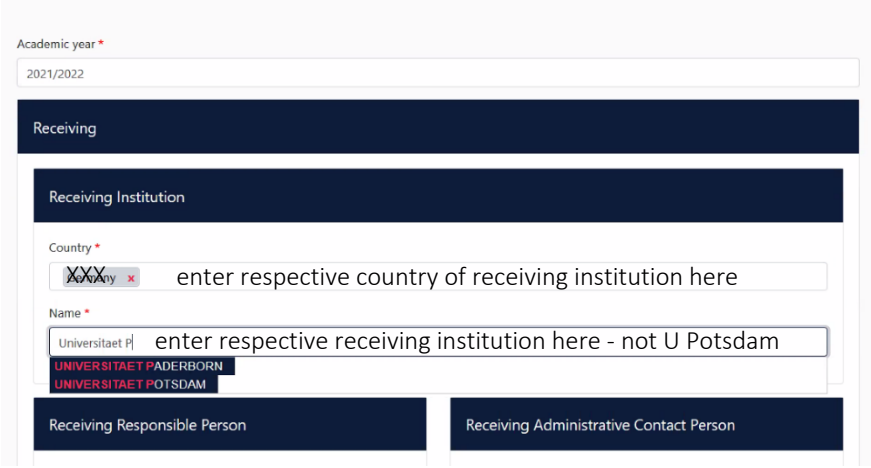


Exceptions to this rule are:

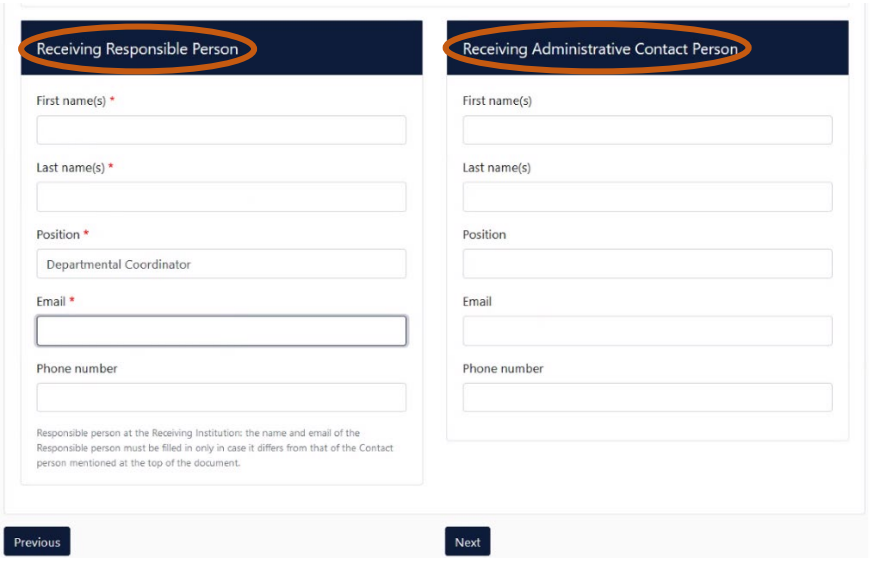
Anglistik/Amerikanistik: Denisa Latić
Bildungswissenschaften: Doris Dlugos
EMW: Alexander Schindler
Geoökologie; CLEWS: Dr. Wolfgang Schwanghart
Germanistik: Dr. Torsten Andreas
Geschichte (auch ‚Geschichte, Politik, Gesellschaft'): Dr. Michael Schulz
HPI: Cathleen Potter
Linguistik im Kontext: Prof. 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.

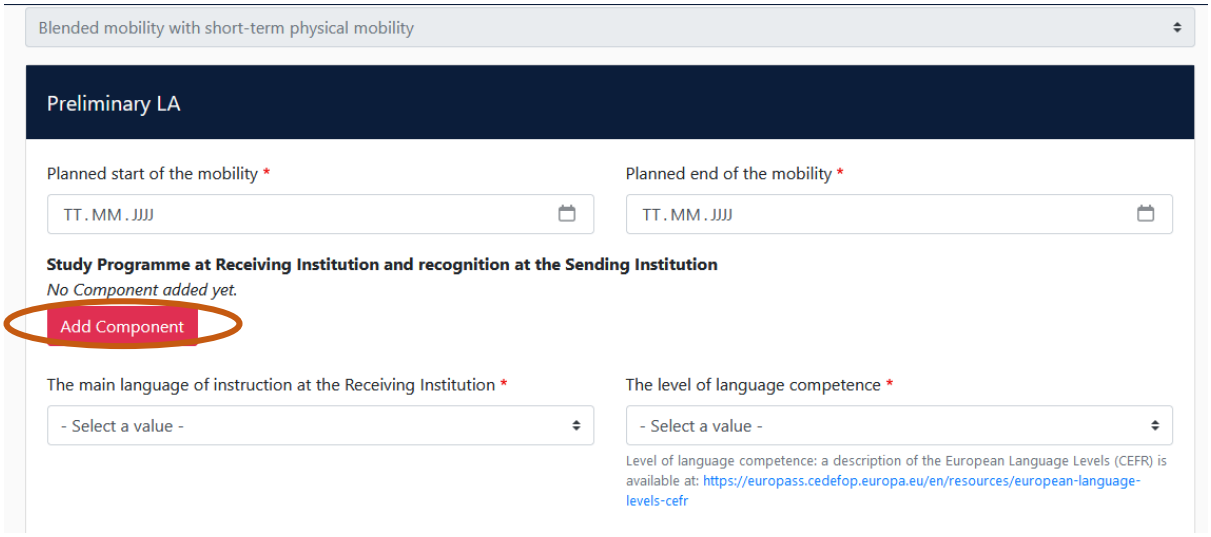


Important: Please state the **same person** under "Receiving Responsible Person" and "Receiving Administrative Contact Person". This is the person signing your OLA. Only this person will receive a notification that your OLA is ready for approval, therefore it is important that **the e-mail address is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

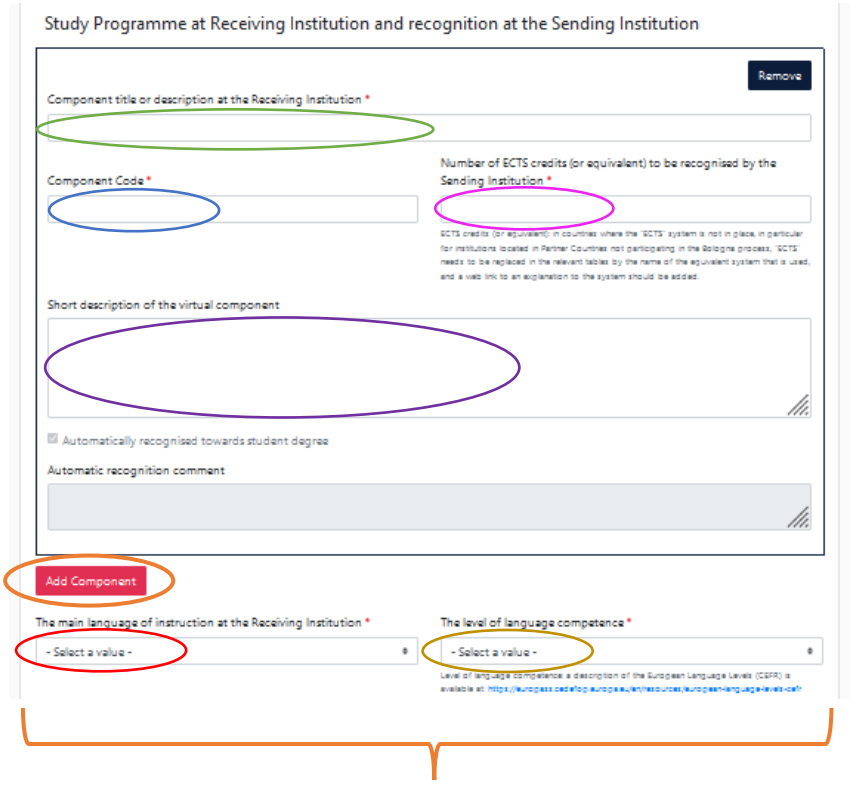


Step 4:

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.



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.



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

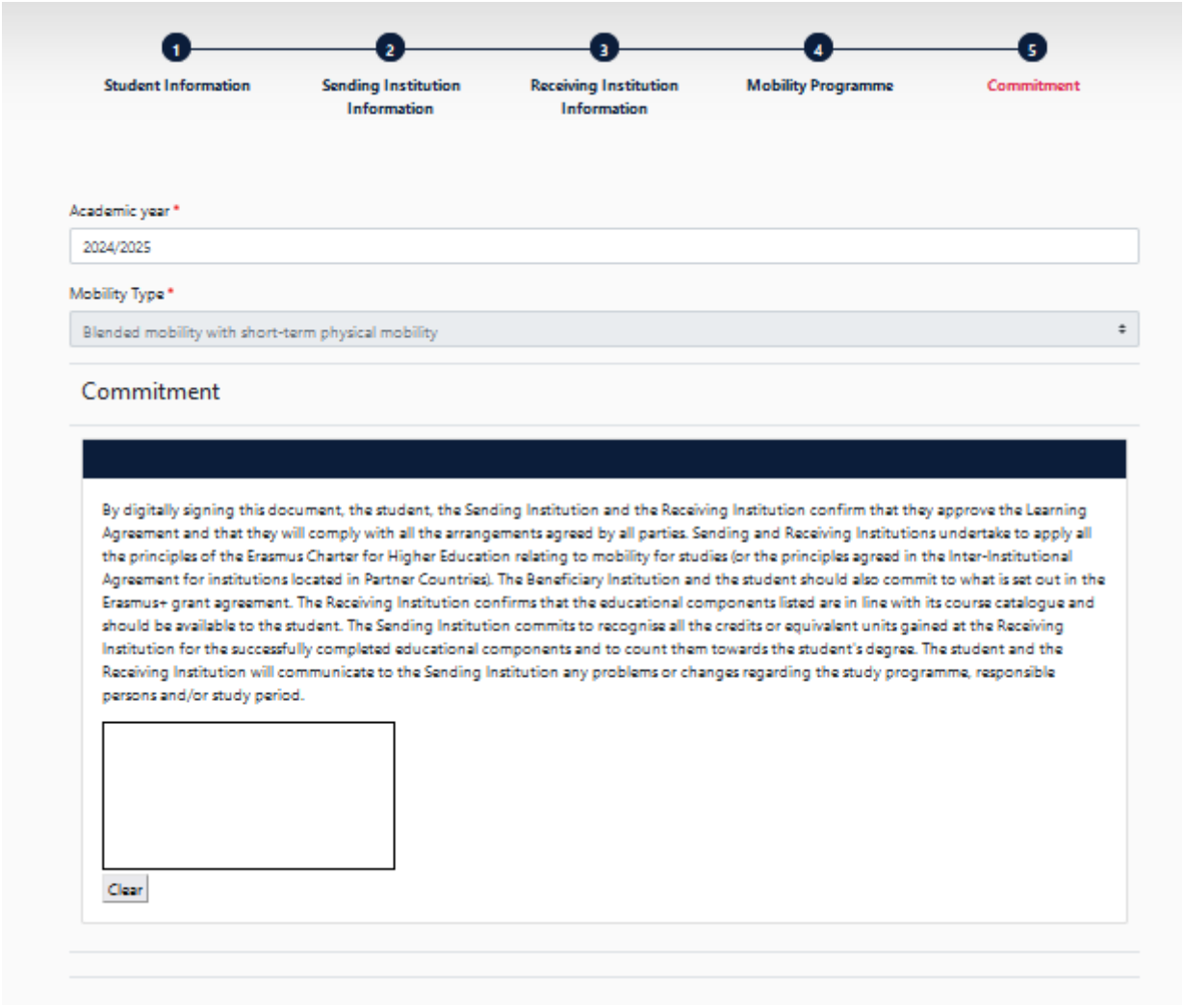
Click Next when all information has been added.

Automatic Recognition:

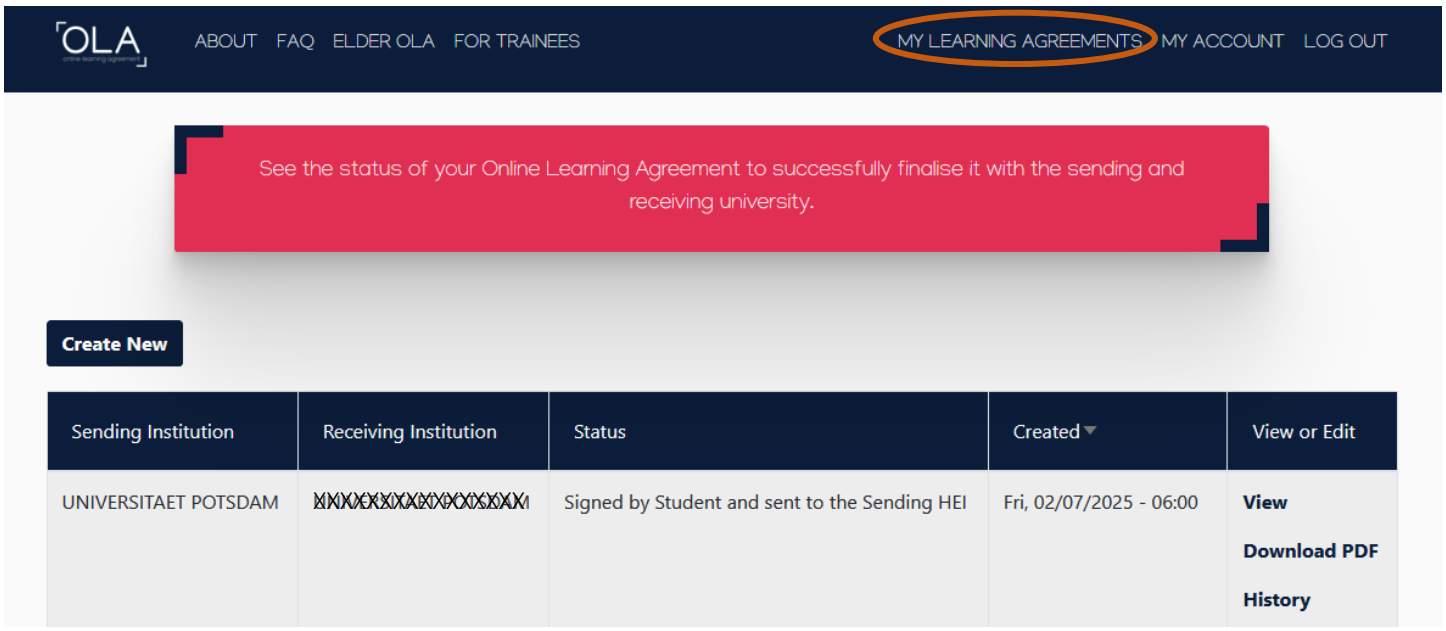
Please note that this neither means that the Component will be automatically recognised at your sending institution nor that it will be recognised without you having to take any further action. Automatic recognition refers to the approval of your sending institution that the relevant Component can be 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:



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



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.

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

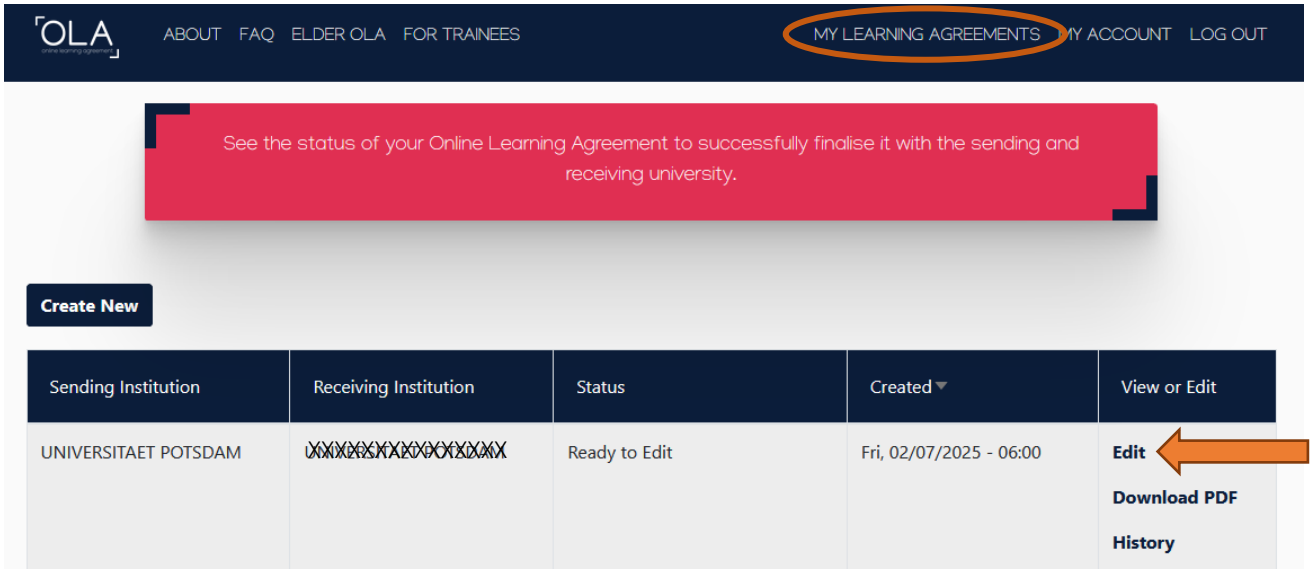
Afterwards you need to sign it again and wait for the approval of your Sending and Receiving Higher Education Institutions. Should you still need more information regarding the finalisation of your OLA, please contact the coordinator at the respective Higher Education Institution.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

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

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



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:

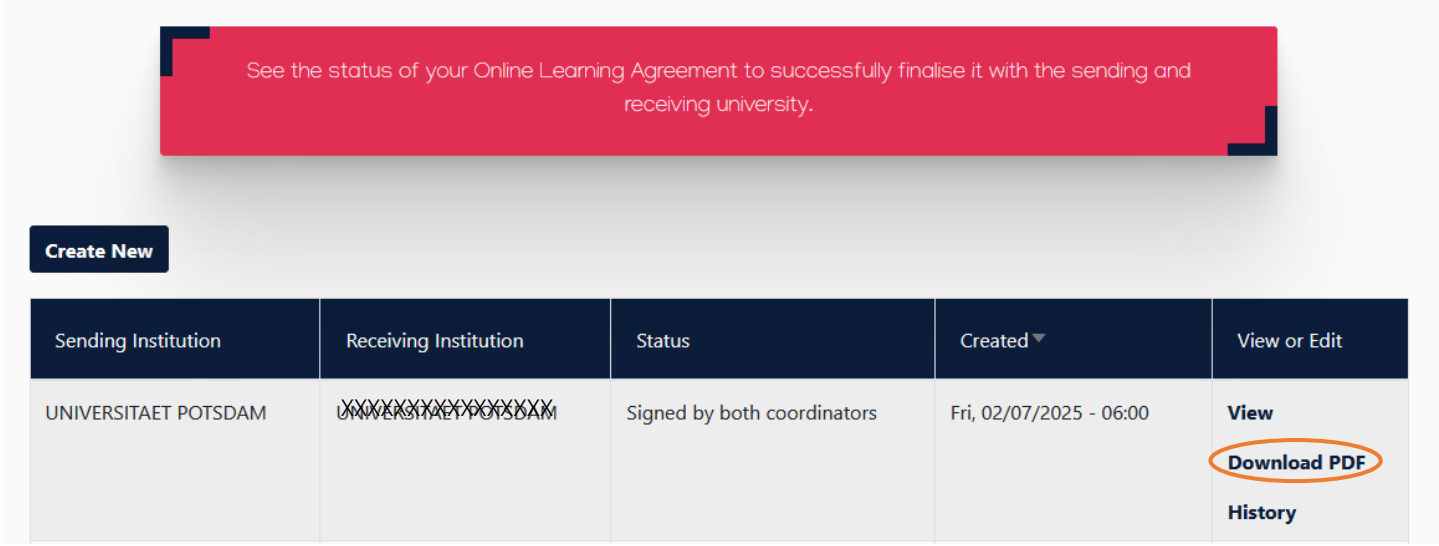
Dear Student,

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.