Instructions for the Online Learning Agreements

Please remember to clarify the recognition of your courses before completing the OLA. Find out more **here**.

Note: If technical problems occur, they can often be solved by opening the website in another web browser.

Procedure

   I.   Create an account on the OLA platform: **https://www.learning-agreement.eu**

   II.   Complete your OLA and click to automatically send it to the EUF coordinator for signature. Never create a second OLA in your account, always edit the one version.

   III.   The EUF coordinator receives an e-mail with a link to the OLA. The coordinator reviews the OLA and signs or rejects in. In case of rejection, there will be comments for correction. You would receive an e-mail, implement the corrections, and the mail will be send back to your EUF coordinator for signature.

   IV.   As soon as the EUF coordinator has signed and approved the OLA, it is automatically sent to the Erasmus coordinator of the partner university for signature.

   V.   Once the Erasmus coordinator of the partner university has also signed, you will receive an e-mail, can download the complete OLA as a PDF and upload it on the **Outgoing-Portal.** This step is mandatory for the Erasmus scholarship and must have been completed before the semester starts. Within the first five weeks of the semester, changes in the OLA are possible. To do this, you can log in again and start entering the course changes via "Apply Changes".

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1. Registration and Login

1.1 Registration of your OLA-Account on My Academic IC: **https://www.learning-agreement.eu**. Click on the button "Login to access your learning agreement" and afterwards on "Log In".

1.2 Choose „Europa-Universität Flensburg" for Login.

1.3 Enter your common Login data (matriculation number, password).

1.4 Agree to the terms of use.

1.5 Provide your full name and university e-mail address when registering and agree to the policies.

1.6 After confirmation, you should receive an e-mail from noreply@myacademicid.org. Click on the confirmation link and you will be redirected back to the My Academic ID page.
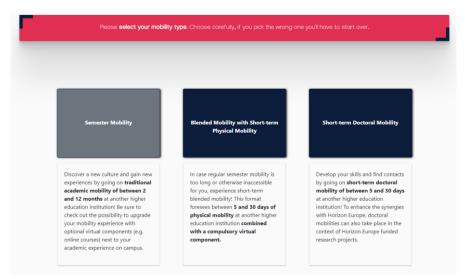
2.1 After clicking "Continue", the following will appear for the creation of your personal account. Choose your "Field of Education". You can find your "Field of Education" (ISCED Code) in the EUF **Outgoing-Portal,** where you can log in. Under "Study Cycle" you can enter "Bachelor or equivalent first cycle (EQF level 6)" or "Master or equivalent second cycle (EQF level 7)".

2.2 Once you have checked the box below and clicked "Save", your registration is complete, and you can create your Learning Agreement under "Create New".

2.3 Click on the left field „Semester Mobility".

2.4 Add your e-mail address and academic year (the other personal data is taken from the registration) and click "Save". You can leave the field "Field of Education Comment" blank.

3. Sending Responsible Institution

The following are details of the Sending Institution (EUF). Please refer to the list to find out which faculty you need to enter.

B.A. / M. Ed. BABW	Teacher Education
M.A. BEU	Educational Science
B.A. EUCS, M.A. EUS	Interdisciplinary Institute of Environmental, Social and Human Sciences
M.Eng. EUM	Energy and Environmental Management
B.A. IIM, M.A. IMS	International Institute of Management
M.A. KSM	Culture, Languages, Media
M.A. MATS	Transformation Design & Research
B.A. SoWi	Social Sciences: Social and Political Change
B.A. TES	Transcultural European Studies

Under "Sending Responsible Person" on the left, enter your study programme coordinator who is authorised to sign the OLA and will automatically receive an email notification about your OLA. You can copy the information for the "Sending Administrative Contact Person" as shown in the screenshot on the next page.

B.A. / M. Ed. BABW	Hanna Theele	anerkennung-babw@uni-flensburg.de
M.A. BEU	Prof. Dr. Anke Wischmann	anke.wischmann@uni-flensburg.de
B.A. EUCS	Patrícia Barbosa	eucs@uni-flensburg.de
M.A. EUS	Dr. Laura Asarite-Schmidt	coordinator.eus@uni-flensburg.de
M.Eng. EUM	Prof. Dr. Pao-Yu Oei	pao-yu.oei@uni-flensburg.de
B.A. IIM, M.A. IMS	René Steffes	koordination-iim@uni-flensburg.de
M.A. KSM	Dr. Sibylle Machat	sibylle.machat@uni-flensburg.de
M.A. MATS	Dr. Maike Böcker	maike.boecker@uni-flensburg.de
B.A. SoWi	Daniela Arias Vargas	socialchange@uni-flensburg.de
B.A. TES	Renate Anschütz	transcultural@uni-flensburg.de

Academic year *

2024/2025

Sending

Sending Institution

Country *

Germany x

Name *

Europa-Universitat Flensburg x

Faculty/Department *

Address *

Flensburg

Erasmus Code *

D FLENSBU01

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

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

Outgoing Coordinator

Email

outgoing@uni.flensburg.de

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.

Previous   Next

4. Receiving Institution

The following are details of the receiving institution. Take the necessary information from e-mails or the website of your partner university. Be sure to specify the correct contact under "Receiving Responsible Person". Filling in the "Receiving Administrative Contact Person" is optional.

5. Proposed Mobility Programme

5.1 Enter your mobility period.

Academic year *

2024/2025

Preliminary LA

Planned start of the mobility *

01.09.2024

Planned end of the mobility *

31.01.2025

5.2 Table A

Now, you can enter your individual courses via the button "Add Component to Table A". In **Table A**, you enter the **courses you will attend at the partner university**. Click the button "Add Component to Table A" again after each entered course. If you want to remove a course, click on "Remove" and confirm afterwards. If the courses are not labelled with course numbers, simply number the courses consecutively.

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) *

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 awarded by the Receiving Institution upon successful completion *

Semester *

- Select a value -

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

5.3 It is mandatory to enter the main language of instruction and your language level.

Web link to the course catalogue at the Sending 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 *

C1

5.4 Table B

In **Table B**, the **EUF modules** that are recognized for the courses in Table A are now entered. The component code can be found in the module catalogue. Check the box "Automatically recognized towards students' degree". Please do not forget to clarify recognition before completing the OLA.

If one or several courses from Table A will not be recognized by the EUF proceed as follows:

1. Click on "Add Component to Table B".
2. Component Title: "Waiver of Recognition in Advance".
3. Component Code: Consecutive number(s) of the courses from Table A for which no recognition has been clarified/intended: e.g. "2"
4. Number of ECTS credits: Enter the number 0.

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6. Virtual Components

Please do not enter anything here.

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7. Commitment Before Mobility

Please sign the OLA.

The OLA is automatically forwarded to your departmental coordinator. If approved by the departmental coordinator of your home university, the OLA will automatically be forwarded to the responsible person at the host university. You do not have to do anything for this. You can view the status in your OLA account and will receive e-mails about the current processing status.

In case of rejection, you will receive a written explanation and can discuss with your departmental coordinator how to proceed. After that, you can make changes in the OLA via the system ("Edit", NOT "Create New"). Once the OLA has been confirmed with a signature from your departmental coordinator and another signature from you, it will be forwarded to the partner university.

Once a signature has also been received from the partner university, the OLA is complete. Please download the completed OLA and upload it on the **Outgoing-Portal.**

Please make sure that there is only *one* OLA in your account.

8. Changes During Mobility

You may need to change your course selection again after you have started your semester abroad. You can make changes in the "Changes" section of the OLA for up to 5 weeks after the start of your studies at the partner university; many universities also allow you to change courses later. You can find out the deadline that applies to you directly from your partner university. The changes must then be signed again by you, the coordinator at the partner university and the EUF programme coordinator. If your choice of course does not change, you do not need to change the OLA.

Please keep in mind that you need to clarify the recognition of the courses before completing the OLA again.

Apply Changes: You need to enter your course changes in your **existing** OLA (do not create a new OLA!). To do this, you need to click on "Apply Changes" on the right where your OLA is displayed.

1. In this first step, your mobility data and the contact details of your Sending & Receiving Responsible Person (and Contact Person, if applicable) are displayed once again. If nothing has changed regarding the data, please do not make any changes here and simply click on "Next" below.

2. Changes in Table A will be carried out in the area "Sending Mobility Programme Changes". Therefore, please click on "Add Component Final Table A2". You must enter all the courses you are deleting as well as all the courses you are adding. In the last field, indicate whether you want to add (Added) or delete (Deleted) the course listed.

3. Table B2: Here you can document changes to the courses/modules that are to be recognized in Flensburg. Here, you also must enter both the courses that are no longer recognized (deleted) and the courses that have been added for recognition (added). If there are no changes to the recognition, i.e. to the courses/modules you have entered in Table B, simply click on "Save" below to proceed to the last step.

4. To confirm your changes and send them to your Sending Responsible Person, you need to digitally sign here and click the "Send" button at the bottom.

5. After the three parties have signed the OLA, please generate a new PDF and upload it on the **Outgoing-Portal.**