

## Instructions for the Online Learning Agreements

**Please remember to clarify the recognition of your courses before completing the OLA.** Please look [here](#) for the procedure and the contact persons for your degree program.

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”.

## 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](mailto:noreply@myacademicid.org). Click on the confirmation link and you will be redirected back to the My Academic ID page.

## 2. Student Information

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)".

The screenshot shows a web form titled "My account" with two tabs: "VIEW" and "EDIT". The "EDIT" tab is active. Below the tabs is a dark blue header with the text "My Personal Information". The form contains several input fields: "Firstname \*" and "Lastname \*" are text boxes; "Date of birth \*" is a date picker showing "tt.mm.jjjj"; "Gender \*" is a dropdown menu showing "Undefined"; "Nationality \*" is a dropdown menu; "Field of education \*" and "Study cycle \*" are dropdown menus. At the bottom, there is a checkbox labeled "I have read and agree to the Terms and Conditions and Privacy Policy \*" with a link to "Terms and Conditions and Privacy Policy". A red "Save" button is located at the bottom right.

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".

The screenshot shows a selection screen for mobility types. At the top, a red banner contains the text: "Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over." Below the banner are three cards. The first card, "Semester Mobility", is highlighted with a dark blue header. The second card, "Blended Mobility with Short-term Physical Mobility", has a dark blue header. The third card, "Short-term Doctoral Mobility", has a dark blue header. Each card contains a description of the mobility type.

Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral Mobility
Discover a new culture and gain new experiences by going on <b>traditional academic mobility of between 2 and 12 months</b> at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.	In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between <b>5 and 30 days of physical mobility</b> at another higher education institution <b>combined with a compulsory virtual component</b> .	Develop your skills and find contacts by going on <b>short-term doctoral mobility of between 5 and 30 days</b> at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

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.

Academic year \*

2025/2026

**Student**

First name(s) \* Last name(s) \*

Email \*

Date of birth \* Gender \* Nationality \*

tt.mm.jjjj Undefined Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \* Field of Education Comment Study cycle \*

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

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### 3. Sending Responsible Institution

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

**OLA** online learning agreements ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

EUROPA-UNIVERSITAET FLENSBURG x

Faculty/Department \*

Internationales Institut für Management und ökonomische Bildung (Fak. 3)

Institut für Romanistik (Fak. 2)

Institut für Biologie und ihre Didaktik (Fak. 1)

Institut für Sonderpädagogik (Fak. 2)

Institut für Erziehungswissenschaften (Fak. 3)

Institut für Sachunterricht (Fak. 1)

Institut für Mathematik und ihre Didaktik in der Primarstufe (Fak. 1)

Institut für Gesundheits- und Ernährungswissenschaften (Fak. 1)

Institut für Anglistik und Amerikanistik (Fak. 2)

Interdisziplinäres Institut für Umwelt-, Sozial- und Humanwissenschaften (Fak. 3)

Europa-Universität Flensburg

Institut für Dänisch (Fak. 2)

Andere Abteilung, kein Institut / Other department, no institute

Institut für Technik und ihre Didaktik (Fak. 1)

Institut für Germanistik (Fak. 2)

Institut für Gesellschaftswissenschaften und Theologie (Fak. 3)

Institut für Mathematik (Fak. 1)

Institut für Frisistik und Minderheitenforschung (Fak. 2)

Institut für Sportwissenschaft (Fak. 1)

Institut für Ästhetisch-Kulturelle Bildung (Fak. 2)

Berufsbildungsinstitut Arbeit und Technik (biat) (Fak. 1)

Institut für Physik und ihre Didaktik und Geschichte (Fak. 1)

Institut für Chemie und ihre Didaktik (Fak. 1)

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. BiWi	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. SE	Prof. Dr. Pao-Yu Oei	pao-yu.oei@uni-flensburg.de
B.A. IIM, M.A. IMS	Larissa Binder	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	Dr. Laura Asarite-Schmidt	socialchange@uni-flensburg.de
B.A. TES	Renate Anschütz	transcultural@uni-flensburg.de

Academic year \*  
2025/2026

**Sending**

**Sending Institution**

Country \*  
Germany x

Name \*  
Europa-Universität 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.

#### 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.

The screenshot shows a web form for selecting a mobility period. At the top, there is a field for 'Academic year' with the value '2025/2026'. Below this is a dark blue header bar labeled 'Preliminary LA'. Underneath the header, there are two date selection fields: 'Planned start of the mobility' with the date '01.09.2025' and 'Planned end of the mobility' with the date '31.01.2026'. Both date fields have a calendar icon to their right.

##### 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.

The screenshot shows a form titled 'Table A - Study programme at the Receiving institution'. Inside the form, there is a section 'Component to Table A' with a 'Remove' button. Below this is a text input field for 'Component title at the Receiving Institution (as indicated in the course catalogue)'. A small text block explains that an 'educational component' is a self-contained and formal structured learning experience. Below the title field, there are three input fields: 'Component Code', 'Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion', and 'Semester' (a dropdown menu with '- Select a value -'). A detailed note explains that ECTS credits are used in countries where the 'ECTS' system is not in place, and that in Partner Countries not participating in the Bologna process, 'ECTS' needs to be replaced by the name of the equivalent system. At the bottom of the form is a red button labeled '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.

Table B - Recognition at the Sending institution \*

Component to Table B

Component title at the Sending 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 recognised by the Sending Institution \*

Semester \*

First semester (Winter/Autumn)

☐ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

## 6. Virtual Components

Please do not enter anything here.

## 7. Commitment Before Mobility

At 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 Student Information
- 2 Sending Institution Information
- 3 Receiving Institution Information
- 4 Proposed Mobility Programme
- 5 Virtual Components
- 6 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 for 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 recognize 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 for any problems or changes regarding the study programme, responsible persons and/or study period.



Clear

## 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.

Once you have signed, no further changes are possible. Changes can only be made again if your departmental coordinator or the partner university has rejected the OLA.

In case of rejection, you will receive a written explanation (in „6 Commitment“) 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.

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
EUROPA-UNIVERSITAET FLENSBURG		Ready to Edit	Mon, 08/04/2025 - 11:12	<a href="#">Edit</a> <a href="#">Download PDF</a> <a href="#">History</a>

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 learning-agreement.eu 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](#).