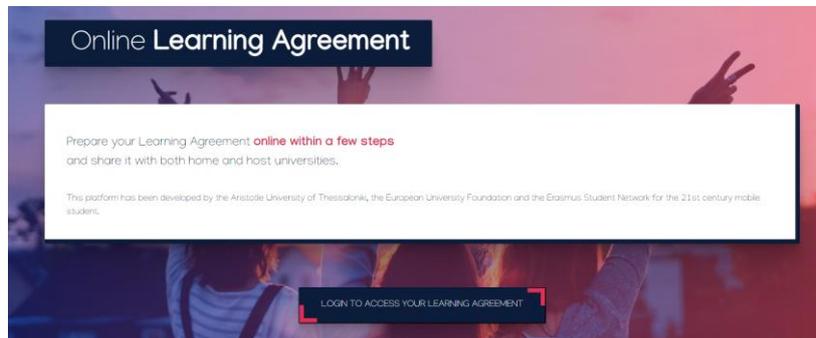


## Instructions for the Online Learning Agreements (OLA)

1. Registration of your OLA-Accounts on My Academic IC: <https://www.learning-agreement.eu>.  
Klick on the button "Login to access your learning agreement" and afterwards on „Log In“.



2. Choose „Europa-Universität Flensburg“ for login.



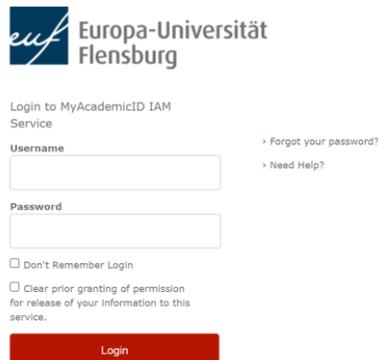
Chosen Identity Provider



[Add another institution](#)

[Edit](#)

3. Enter your common login data (matriculation number, password).



4. Agree to the terms of use.

The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

[Proceed to register on the MyAcademicID IAM Service](#)

5. Provide your full name and university email address when registering and agree to the policies.

MyAcademicID Registration

Name\*

E-mail\*

[Acceptable Use Policy](#)

I have read and agreed with the MyAcademicID Acceptable Use Policy\*  Confirm

6. After confirmation, you should have received an email 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.

## Email verification

Your email address was verified.

7. After clicking "Continue", the following will appear for the creation of your personal account. Choose your "Field of Education" (EUCS: 031/ EUS: 031/ IM: 041/ IMS: 041/ BABW: 011/ M.Ed.: 011/ KSM: 028/ MATS: please ask at IC, BEU: 0110) Under "Study Cycle" you can enter "Bachelor or equivalent first cycle (EQF level 6)" or "Master or equivalent second cycle (EQF level 7)".

My account

**My Personal Information**

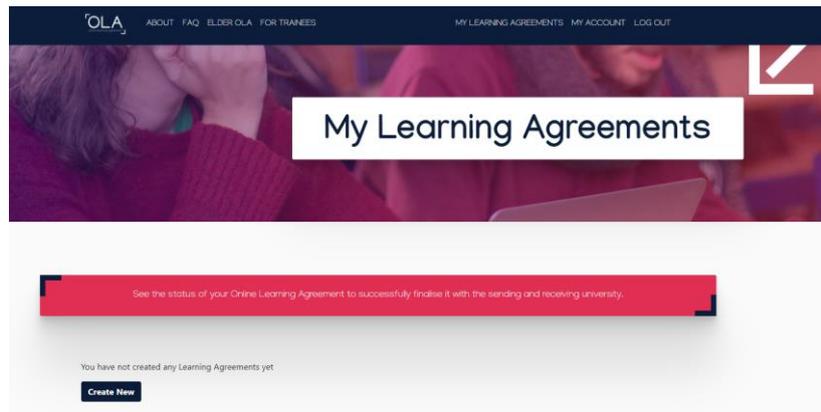
Firstname\*  Lastname\*

Date of birth\*   Gender\*  Nationality\*

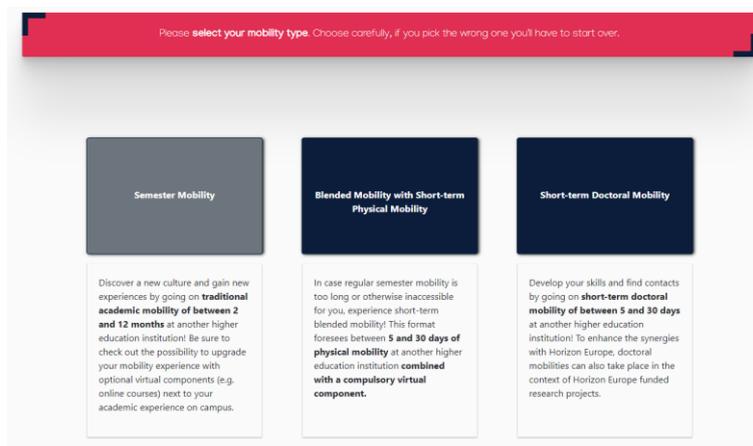
Field of education\*  Study cycle\*

I have read and agree to the Terms and Conditions and Privacy Policy\*  
[Terms and Conditions and Privacy Policy](#)

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



9. Click on the left field „Semester Mobility“.



10. Enter your personal data and click "Save". You can leave the field "Field of Education Comment" blank.

Academic year \*

2022/2023

**Student**

First name(s) \*      Last name(s) \*

Email \*

Date of birth \*      Gender \*      Nationality \*

tt.mm.jjjj      - Select a value -      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).

Next

**11. The following are details of the Sending Institution (EUF). Take from the following list which faculty you have to enter:**

EUCS: Interdisciplinary Institute of Environmental, Social and Human Sciences

EUS: Interdisciplinary Institute of Environmental, Social and Human Sciences

IM: International Institute of Management

IMS: International Institute of Management

BABW: Teacher Education

M.Ed.: Teacher Education

KSM: Culture, Languages, Media

MATS: Transformation Design & Research

BEU: Educational Science

**On the left, provide the information for your departmental coordinator, who is authorized to sign the OLA and automatically receives email notification of your Online Learning Agreement:**

EUCS: Patrícia Barbosa; eucs@uni-flensburg.de

EUS: Dr. Laura Asarite-Schmidt, coordinator.eus@uni-flensburg.de

IM: Maren Baur, koordination-iim@uni-flensburg.de

IMS: Maren Baur, koordination-iim@uni-flensburg.de

BABW: Hanna Theele, anerkennung-babw@uni-flensburg.de

M.Ed.: Hanna Theele, anerkennung-babw@uni-flensburg.de

KSM: Dr. Sibylle Machat, sibylle.machat@uni-flensburg.de

MATS: Dr. Maike Böcker, maike.boecker@uni-flensburg.de

BEU: Prof. Dr., Beatrix Niemeyer-Jensen niemeyer@uni-flensburg.de

**On the right, you can fill in the data as listed below.**

Academic year \*

2022/2023

**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 \*

Departmental Coordinator

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

12. The following are details of the receiving institution. Take the necessary information from mails or the website of your partner university.

The screenshot shows a web form for entering details of a receiving institution. At the top, there is a dropdown menu for the academic year, currently set to '2022/2023'. Below this is a dark blue header with the word 'Receiving'. Underneath is another dark blue header for 'Receiving Institution'. The form contains several input fields: 'Country \*' (with a placeholder 'Country of the institution'), 'Name \*' (with a placeholder 'Name of the institution'), 'Receiving Responsible Person' (with fields for 'First name(s) \*', 'Last name(s) \*', 'Position \*', 'Email \*', and 'Phone number'), and 'Receiving Administrative Contact Person' (with fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'). A small note at the bottom of the Responsible Person section 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.' At the bottom of the form are 'Previous' and 'Next' buttons.

13. Enter your mobility period. The times given here are incorrect, please adjust the times (e.g. Academic year 2022/2023, planned start: 01.09.2022, planned end: 31.01.2023).

The screenshot shows a web form for entering the mobility period. At the top, there is a dropdown menu for the academic year, currently set to '2020/2021'. Below this is a dark blue header with the text 'Preliminary LA'. The form contains two input fields: 'Planned start of the mobility \*' with the value '30.09.2021' and 'Planned end of the mobility \*' with the value '17.12.2021'.

14. You can enter individual courses via the button "Add Component to Table A". Please enter in Table A 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.

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

15. If available, a link from the course of the partner university can be inserted. 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 \*

The level of language competence \*

English

C1

16. 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 recognised towards students degree".

Table B - Recognition at the Sending institution \*

Component to Table B Remove

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)

Bitte füllen Sie dieses Feld aus.

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

17. Usually, nothing is entered under "Virtual Components". Under "Add Component to Tabel C", theoretically modules, pre-courses, seminars, etc. that are taken before, during or after the mobility at the host university *could* be entered.

18. Set signature (ideally with touchpad, alternatively with mouse).

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 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 (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.



Clear

19. The OLA is automatically forwarded to your departmental coordinator. You can view the status in your OLA account and will receive mails about the current processing status. In case of rejection, you will receive a written explanation. Please discuss then 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. The OLA is complete once a signature has also been received from the partner university. Please download the completed OLA and send it to [outgoing@uni-flensburg.de](mailto:outgoing@uni-flensburg.de).

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

## 20. B.A. and M.A. International Management:

Please do not forget to send

1. the signed application for recognition (<https://www.uni-flensburg.de/fileadmin/content/institute/iim/dokumente/internationales/dokumente-und-formulare/formular-anerkennungsantrag-iim-ausfuellbar.pdf>)  
and/or,
2. if you plan to take already recognized courses, a **screenshot of the corresponding list of the partner university**, in which the planned courses are clearly marked (<https://www.uni-flensburg.de/iim/internationales/anerkannte-kurse/>)

to [koordination-iim@uni-flensburg.de](mailto:koordination-iim@uni-flensburg.de). Only after the request is received the OLA can be signed by your coordinator.