

Instructions for the Online Learning Agreements (OLA)

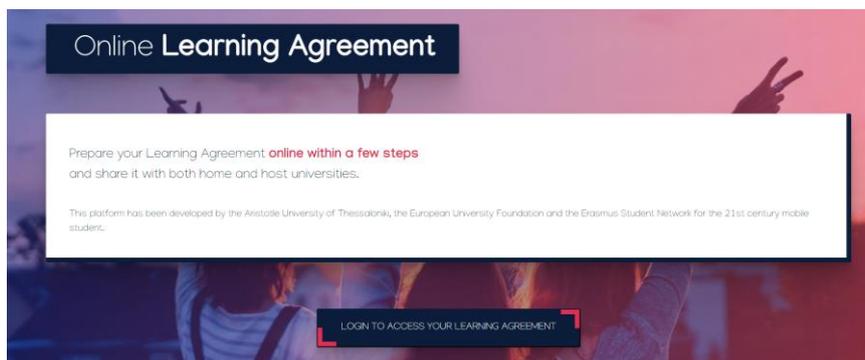
Please remember to clarify the recognition of your courses before completing the OLA.

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.
- 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 send it back to the 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 send it to outgoing@uni-flensburg.de. 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

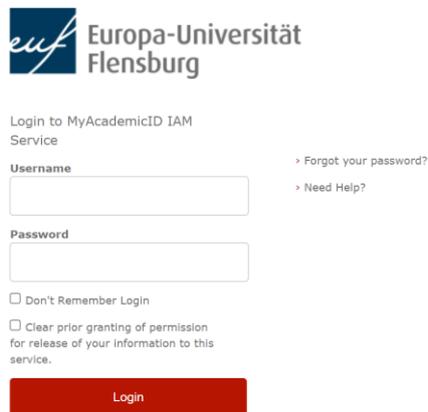
1.1 Registration of your OLA-Accounts on My Academic IC: <https://www.learning-agreement.eu>. Click on the button "Login to access your learning agreement" and afterwards on „Log In“.



1.2 Choose „Europa-Universität Flensburg“ for Login.



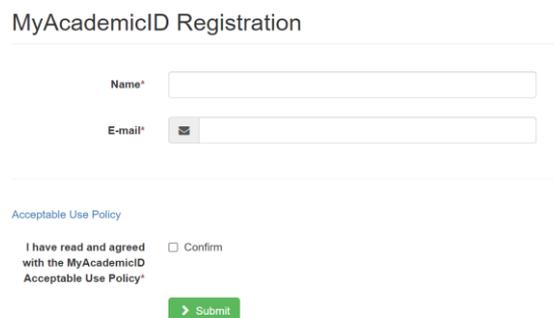
1.3 Enter your common Login data (matriculation number, password).



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.

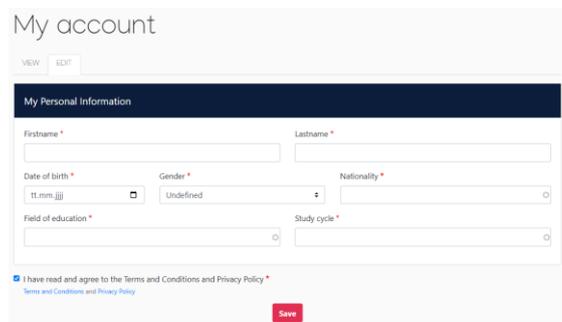
✉ Email verification

Your email address was verified.

Continue >

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 application 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)".



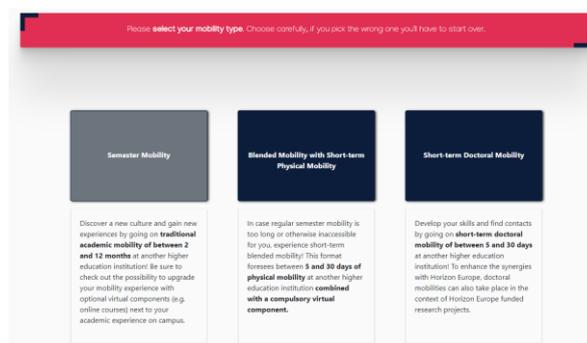
The screenshot shows the 'My account' registration page. It features a 'My Personal Information' section with the following fields: Firstname, Lastname, Date of birth (with a calendar icon), Gender (with a dropdown menu), Nationality (with a dropdown menu), Field of education (with a dropdown menu), and Study cycle (with a dropdown menu). There is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy' and a 'Save' button at the bottom.

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".



The screenshot shows the 'My Learning Agreements' page. It has a header with 'OLA' and navigation links. The main content area has a title 'My Learning Agreements' and a red banner with the text: 'See the status of your Other Learning Agreement to successfully finalize it with the sending and receiving university.' Below this, it says 'You have not created any Learning Agreements yet' and there is a 'Create New' button.

2.3 Click on the left field „Semester Mobility“.



The screenshot shows the 'select your mobility type' page. It has a red banner with the text: 'Please select your mobility type. Choose carefully, if you click the wrong one you'll have to start over.' Below this, there are three cards: 'Semester Mobility', 'Blended Mobility with Short-term Physical Mobility', and 'Short-term Doctoral Mobility'. Each card has 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 traditional academic mobility of between 2 and 12 months 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 5 and 30 days of physical mobility at another higher education institution combined with a compulsory virtual component . | Develop your skills and find contacts by going on short-term doctoral mobility of between 5 and 30 days 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 specify your degree programme under "Field of Education Comment" (e.g. Teacher Education with specialization in Spanish and History) or 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 *

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://nces.ed.gov/ipeds/data/education-international-standards-classification-of-education-levels_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 (ISCF level 3) / Bachelor or equivalent first cycle (ISCF level 4) / Master or equivalent second cycle (ISCF level 5) / Doctorate or equivalent third cycle (ISCF level 6).

Next

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.

| | |
|-------|---|
| 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 e-mail notification of your OLA.

| | | |
|-------|-----------------------------------|-----------------------------------|
| 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 |

The information under "Sending Administrative Contact Person" is optional. On the right, you can fill in the data as listed below.

Academic year *
2022/2023

Sending

Sending Institution

Country *
Germany

Name *
Europa-Universität Flensburg

Faculty/Department *

Address *
Flensburg

Erasmus Code *
D_FLENSBU1

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

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.

2022/2023

Receiving

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Previous Next

5. Proposed Mobility Programm

Enter your mobility period. The times given here are incorrect, please adjust the times (e.g. Academic year 2022/2023, planned start: 01.1.2023, planned end: 31.07.2023).

Academic year *
2020/2021

Preliminary LA

Planned start of the mobility *
30.09.2021

Planned end of the mobility *
17.12.2021

5.1 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.

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

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 *
English

The level of language competence *
C1

5.2 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 at 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.

The screenshot shows a web form titled "Table B - Recognition at the Sending institution". It contains several input fields and a checkbox. The fields are: "Component title at the Sending Institution (as indicated in the course catalogue)", "Component Code", "Number of ECTS credits (or equivalents) to be recognized by the Sending Institution", and "Semester". There is also a checkbox for "Automatically recognised towards student degree" and a text area for "Automatic recognition comment". A red button at the bottom says "Add Component to Table B".

6. Virtual Components

Please note that this field is intended for a new Erasmus+ format and can be disregarded by you. Item 5 is not a required field for the Erasmus+ grant.

7. Commitment Before Mobility

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

The screenshot shows a digital signature form. At the top, there is a red banner with text: "All three parties signing the Learning Agreement commit to comply with all the signed arrangements, thereby ensuring that you will receive recognition for the studies successfully covered (or deposit without any further requirements)". Below this is a progress bar with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The "Commitment" step is highlighted. Below the progress bar, there is a field for "Academic year" with the value "2021/2022". The main section is titled "Commitment Preliminary" and contains a paragraph of text explaining the commitment. At the bottom, there is a signature field with a handwritten signature and a "Clear" button.

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 send it to outgoing@uni-flensburg.de.

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

8. Changes During Mobility

After you have started your semester abroad, you may need to change your course choices. You will need to document the courses you have changed in the "Changes" section of your OLA, which must then be signed again by all three parties. If there are no changes to your course selection, you do not need to complete this section.

Apply Changes: You need to enter your course changes in your **existing** 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 all three parties signed the OLA, generate a new PDF and send it to **outgoing@uni-flensburg.de**

Please do not forget to first **clarify recognition before completing the OLA**.

Find out more here: [Before the Mobility](#)