Dear students, if you need help with your OLA and don't understand this English handout, please contact Dorina Mackedanz at mackedanz@hs-nb.de

Instructions for Online Learning Agreement (OLA)

Dear students,

These instructions provide you with information and tips on how to complete the Online Learning Agreement (OLA). If you have any technical questions, please contact: support@erasmusapp.eu.

If you have any questions about the content to be entered (responsible persons at home and host university, course selection, etc.), please contact the Erasmus Coordinator **Dorina Mackedanz (mackedanz@hs-nb.de)**.

When you fill out your Online Learning Agreement, it will say "automatic recognition". This means that you have the right to recognition of your achievements from your studies abroad with the signature of your subject/department, but this is not automatic, but must be applied for after your return.

We wish you a pleasant and successful study abroad!
Your International Office

General Instructions for use:

- Do not fill out your Learning Agreement **on your Smartphone.**
- It is not possible to use Internet Explorer. Please choose another browser (**Mozilla Firefox, Google Chrome**, etc.).
- The Learning Agreement must be **signed** by you, the home university and the host university (online) **before the start of your studies abroad**.

Register you on the OLA website.

Login via My Academic ID

- Go to https://learning-agreement.eu/ to create an account in the OLA database.

- You will be asked to log in via "MyAcademicID".
- Please select the login via the institution and enter "**Neubrandenburg**" in the field, then select Neubrandenburg University of Applied Sciences as the institution.

- Log in with your **Uni ID and the corresponding password** (Single Sign On).

- **Optionally** you can sign in via your **Gmail account**.

- If this is the first time you are registering via MyAcademicID, you will see an error message. Please register again (see bottom left).

- Click on "Proceed to register". On the website that opens you must enter a username and agree to the privacy policy.

- To confirm your registration, click on the link in the email sent to you.

From now on you can log in at any time with your Uni-ID and your password via https://www.learning-agreement.eu/ log in to your account.

Registration of your OLA-Account

Fill in the required fields for registration. The data for your Learning Agreement will only be entered in the next step.

Field of Education: Please enter the four-digit number for your subject (Subject Code) from the list of ISCED-codes. If the last digit is a 0, please only enter the first three digits. You must start typing in the field for the drop-down menu to open.

Study cycle: Please select the study phase, in which you will be at the time of your stay abroad/at your host university. Students whose subject is examined by a state examination should select the "*Study Cycle*" according to the course selection at the host university. If you are unsure, please contact your Erasmus subject coordinator.
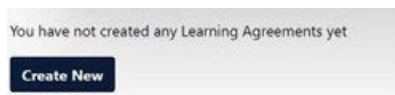
New Learning Agreement: Create your learning agreement.

After successful registration, please select your **"Semester Mobility" type**.

Then you can start creating your Learning Agreement. Click on "*Create New*".

General Instructions for use:

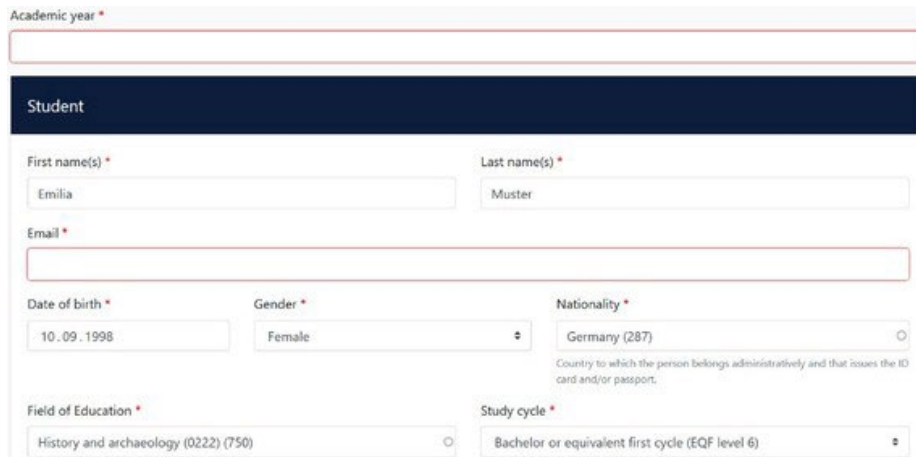Fields with a red star are mandatory fields.
With the buttons *Previous* and *Next* you can navigate between the individual steps.

Please note: As long as you have not completed the fields in one step yet, the entries are deleted as soon as you go back one step via the *Previous* button.

Step 1 - Student: Complete your personal details

In the first step, you only need to fill in **the academic year** and **your E-email address**, your other personal data will be automatically copied from the registration.

Academic year: Please indicate the academic year, in which your Erasmus stay will take place.

(Format 20XX/20XX).

Step 2 - Sending Institution: Provide information about your studies at HS NB

Name: Select from the list of universities the University Neubrandenburg. The address and Erasmus code are entered automatically.

Faculty/Department: Please provide the faculty/department here, through which you are going abroad.

The Sending Responsible Person is the person at the HS NB with whom you agree the Learning Agreement and who is authorized to sign the document, i.e., who can also confirm the transfer of credits.

Please enter the data **only after consultation with your Erasmus-subject coordination in**, because the person entered here will also receive a notification from the OLA system that a Learning Agreement is available for signature after you have completed and signed it.

The explanatory text under the field to "responsible person" is somewhat misleading, there he is e.g., refers to an earlier version of the OLA. Please follow the instructions in this manual.

The Sending Administrative Contact Person is usually the contact person of your Erasmus-department coordinator in Neubrandenburg. These fields do not need to be filled in if the contact person of your Erasmus coordination in Neubrandenburg is already the *Sending Responsible Person*. Please do **not** enter the contact details of the International Office here.

Step 3 - Receiving institution: Provide information of the host university

Name: Select your host university from the list. Make sure you select the correct university. In large cities such as Paris are many universities with similar names.

The **Receiving Responsible Person** is the person at your host university with whom you agree to the Learning Agreement and who may sign the document. A notification will be sent to this person's e-mail address

email address. He/she will also receive a notification from the OLA system as soon as your Learning Agreement is

is ready to be signed. If you are unsure about what to enter here, please contact your

Erasmus coordinator in Neubrandenburg.

The Receiving Administrative Contact Person: Must only be completed if the host university requires this.

Step 4 - Proposed Mobility Programs: Fill in your courses

Mobility Period: Fill in the planned initial and end date of your stay abroad.

Entries in Table A:

Please enter the courses in Table A, which you will attend at the host university. Please note, the **Erasmus-minimum requirements** for the study program in Table A: Guideline 20 ECTS, minimum 10 ECTS per semester. If your department and/or your host university makes higher minimum requirements, then these apply to you.

All **numbers with comma values, e.g., B. 5.5 ECTS - are ignored** by **the system.** (Comma notation) is in contrast the value 5.5 ECTS will the total number the ECTS correctly calculated. (**Point notation)**

ADD COMPONENT TO TABLE A: Using this button, you can enter individual courses.

The button **"Add component"** must be clicked for each n e w course. If you have entered an error or want to remove a course, click please click **Remove** and confirm after that.

Semester: Please consider, whether the academic year at your host university is divided into two semesters or three trimesters.

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 ⇕

Web link: If available, h e r e y o u c a n insert the link to the course catalog/book of modules of the host university.

Language of instruction: Please enter the main language of instruction and your language level (according to the Common European reference measures).

Entries in table B:

Please enter in Table B the courses/modules, which are recognized in Neubrandenburg for the successful completion of the courses listed in Table A.

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 *
		- 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 B

Should the ECTS-information in table B s t r o n g l y deviate of Table A (by more than 50%), you must submit a declaration, why the courses from Table A cannot be recognized. Please send this justification to Dorina Mackedanz at mackedanz@hs-nb.de.

Step 5 - Commitment: Sign the document and submit it.

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

Sign online: Ideally, sign the document using a touchpad, otherwise use the mouse.

Sign and send to the Responsible Person at the Sending Institution: By clicking this button send you. the Learning Agreement to the *Responsible Person* of HSNB.

Further process

If approved by the home university, the Learning Agreement is automatically forwarded to the *Responsible Person* at the host university. You do not have to do anything. You can see the status in your OLA account (e.g., 'Signed by Sending Inst. and sent to Receiving Institution').

If your home or host university has any objections to the contents of the Learning Agreement, you will receive an email from the OLA database.

You can edit the Learning Agreement again in your account (status: *Ready to edit*). To do this, click on "Edit" at the right end of line. Please **do not** click on "Create new"!

You will find the comments/change requests from your home or host university in your Learning Agreement in the last step "Commitment" below the signature field.

After you have revised the document accordingly, sign it again and send it back to the "*Responsible Person* at the Sending Institution", who in turn sends it to the host university with their signature.

If the host university has objections to the Learning Agreement, please inform you please the *Responsible Person* at Neubrandenburg University of Applied Sciences, before you e d i t the Learning Agreement again. This is because only you will receive information on the correction requests of the host university from the partner university via the OLA database. Only after you have discussed the necessary changes with the *Responsible Person* of HS Neubrandenburg (if applicable, also regarding the credit/table B), do you edit the Learning Agreement again.

Once the document has been signed by all responsible persons, you will receive an e-mail that you can download the finalized document as PDF-file in your account. Send this after your studies abroad with the further graduation documents to Dorina Mackedanz (mackedanz@hs-nb.de)

Common questions and errors

Please ensure that that there is **only one Learning Agreement** in your account once your Learning Agreement has been finalized! If several drafts of the document exist in the meantime, please delete them before you sign the final OLA yourself. This allows your subject coordinator to sign the correct document.

If you click back one or more steps while editing the OLA to make changes or corrections, you may receive the following error message when you continue to enter data:

The content has either been modified by another user, or you have already submitted modifications. As a result, your changes cannot be saved. ✕

In this case, further editing is locked. You can re-activate this by reopening the document again. Click on "My Learning Agreements" at the top, and then next to your listed OLA on "Edit". You can then click through to the relevant steps and finalize the OLA.

Changes to Learning Agreement

After the start of your studies in the host country, you may need to make changes to your course selection. You document the courses you have added or removed 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.

View or Edit

Apply Changes: You also enter your course changes **in your best-seeing OLA.**
To do this, you must click on "Apply Changes" on the right-hand side of the line in which your Learning Agreement is displayed.

Apply Changes

Download PDF

The first of the following four steps will open, which you must complete to document the changes to your Learning Agreement.

History

① Contact People Information —— ② Sending Mobility Programme changes —— ③ Receiving Mobility Programme changes —— ④ Commitment

Step 1 - Contact People Information

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

Step 2 – Receiving Mobility Programme Changes

In this step, you enter changes to your course selection in the host country. Table A of your OLA is displayed at the top to give you an overview. However, the changes are but not entered in your original table A, but you document them in the so-called Table A2, which you can create directly below.

Click on **"Add Component Final Table A2"**, to enter your change.

You must enter all courses, that you are deselecting as well as all courses, that you are adding.

In the last field, specify whether you want to add **(Added)** or deselect **(Deleted)** the course listed.

This means that you also click on **"Add Component Final Table A2"** if you *want to deselect a course* to document the change. To deselect a course, simply add it to table A2 again in the same way as it is already entered in table A and select "Deleted" below.

After you selected "Added" or "Deleted", another field opens, in which you can select the **reason for your course change**.

Step 3 - Sending Mobility Programs Changes

Table B2: Here you can document changes to the courses/modules that are to be recognized in Neubrandenburg in exactly the same way as in Table A2. Here, too, you 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 courses/modules that you have entered in Table B, simply click on an "Save" below to proceed to the last step.

Step 4 – Commitment

To confirm your changes and to send them to your *"Sending Responsible Person",* you must now sign digitally here and click on the "Send" button below.

The further process is as in the original Learning Agreement.