Guide to the Online Learning Agreement (OLA)

Dear students and doctoral researchers,

This guide contains **general** hints and tips for completing the Online Learning Agreement (OLA).
Please contact support@erasmusapp.eu if you encounter any technical problems.

If you have any questions on what you need to put down (individuals responsible at your home and host universities, course selection, etc.), please get in touch with your Erasmus Departmental Coordinator in Bonn.

This is a general guide to all short-term stays (including blended mobility measures). **If your Departmental Coordinator gives you their own set of instructions for completing the OLA, you should use those instead.**

Please understand that the relevant contacts will only be able to answer questions not already covered in this guide.

General practical tips:

- ✓ Follow the instructions from your Erasmus Departmental Coordinator about concluding the Learning Agreement (e.g. regarding questions/the need for coordination before preparing the OLA).
- ✓ Do not fill in the Learning Agreement on your smartphone.
- ✓ You will not be able to use Internet Explorer, so please choose a different browser. **Google Chrome** is the best option, because experience suggests that it throws up the fewest error messages.
- ✓ Only prepare **ONE** Learning Agreement.
- ✓ Check your spam folder regularly, as emails from the OLA system sometimes end up there.
- ✓ The Learning Agreement must have been signed by you, your home university and your host university (online) **BEFORE you start studying abroad**, so you should get it sorted as early as possible.

Sign in on the OLA website
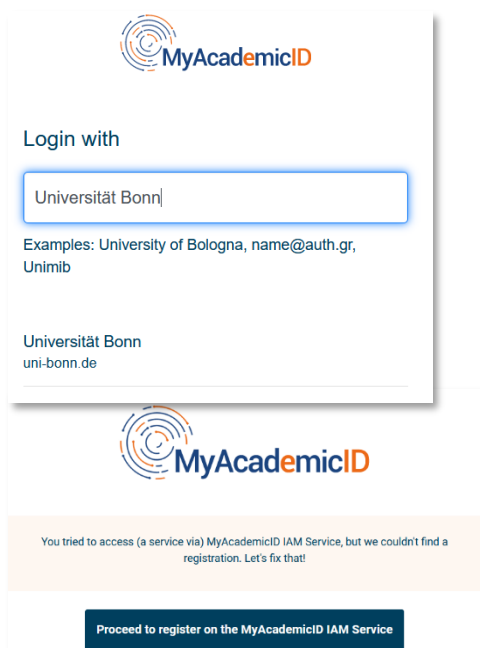
Signing in using MyAcademicID

- ✓ Go to https://www.learning-agreement.eu/ to create an account in the OLA database.
- ✓ You will be asked to log in via "MyAcademicID." Under **Login with**, enter the name of your institution, i.e. "Universität Bonn," in the box and click on it.
- ✓ Log in using your Uni-ID and the associated password (as you would for eCampus, BASIS, etc.).
- ✓ If this is your first time signing in via MyAcademicID, you will see an error message and will need to register again (see below on the left).
- ✓ Click on "Proceed to register." A web page opens, in which you will need to enter a user name and give your consent to the privacy policy.
- ✓ To confirm your registration, click on the link in the email that you will have received.

- ✓ You will now be able to log into your account at any time at https://www.learning-agreement.eu/ using your Uni-ID and password.

Registering your OLA account

✓ Fill in the mandatory registration fields. You will not be entering any details for your Learning Agreement until the next step.


✓ **Field of education**: enter the four-digit number for your subject ("Subject Code") from this list of ISCED codes for the University of Bonn. If the final digit is "0," only enter the first three. You will need to start typing in the box to open the dropdown menu.

✓ **Study cycle**: please select the point in your studies that you will have reached when you go abroad or arrive at your host university. Students who take a state examination in their subject (e.g. law, medicine, pharmacy) should choose the study cycle that corresponds to their course selection at their host university. Please contact your Erasmus Departmental Coordinator if you are unsure.

New Learning Agreement: create your Learning Agreement

✓ Once you have registered successfully, you can launch your document by clicking on the "Create New" button.
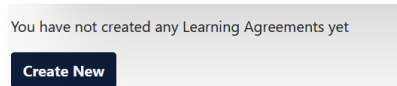
✓ Select **"Blended Mobility with Short-term Physical Mobility" or "Short-term Doctoral Mobility"** for your mobility type depending on what kind of program you have chosen.
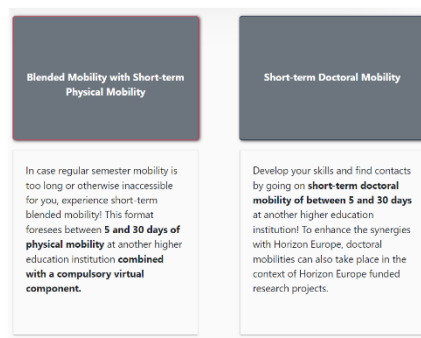
General practical tips:

✓ The fields marked with a red asterisk are mandatory.
✓ You can navigate between the individual steps using the "Previous" and "Next" buttons.

- ✓ **N.B.**: if you have not yet completed all the fields in a particular step in full, the information you have entered will be deleted as soon as you go back a step using the "Previous" button.

Step 1—Student: add your missing personal details

- ✓ You may need to add **the academic year** and **your email address** first of all. Your other personal details will have been populated automatically from your registration. You can leave the "Field of Education Comment" box blank.

- ✓ **Academic year**: please enter the academic year in which your Erasmus placement will take place (format: 20XX/20XX).

Step 2—Sending Institution: enter the details of the University of Bonn

- ✓ **Name**: select "Rheinische Friedrich-Wilhelms-Universität Bonn" from the list of universities. Its address and Erasmus code will be filled in automatically.

- ✓ **Faculty/Department**: here you will generally need to enter the name of the department or institute through which you are going abroad. This is a free-text field rather than a dropdown menu.

- ✓ The **Sending Responsible Person** is the person at your home university with whom you are agreeing your Learning Agreement and who is **permitted to sign the document**, i.e. who can also confirm recognition of your achievements. Please do not enter any details **until you have consulted your Erasmus Departmental Coordinator**. This is because the person entered here will receive a notification from the OLA system telling them that a Learning Agreement is awaiting signature once you have completed it in full and signed it yourself.
  The explanation given underneath the "Responsible Person" box is a bit misleading as it relates partly to a previous version of the OLA. Please follow the instructions in this guide.

- ✓ The **Sending Administrative Contact Person** will usually be your contact from among your Erasmus Departmental Coordinators in Bonn. You can find their contact details here. These fields will not need to be filled in if your contact from among your Erasmus Departmental Coordinators is also the "Sending Responsible Person." Please do **not** put the contact details of the International Office in Bonn here!

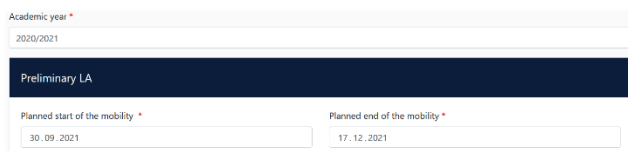## Step 3—Receiving Institution: enter the details of your host university

- ✓ **Name**: pick your host university from the list, making sure that you select the right one. Large cities such as Paris have many universities with similar names.

- ✓ **Faculty/Department**: here you will generally need to enter the name of the department or institute where you will be based when abroad.

- ✓ The **Receiving Responsible Person** is the person at your host university with whom you are agreeing your Learning Agreement and who is permitted to sign the document. This person will likewise receive an email notification from the OLA system as soon as your Learning Agreement is ready for signing. Please contact your Erasmus Departmental Coordinator in Bonn if you are unsure what to put here.

- ✓ **The Receiving Administrative Contact Person**: need only be specified if your host university asks for this.
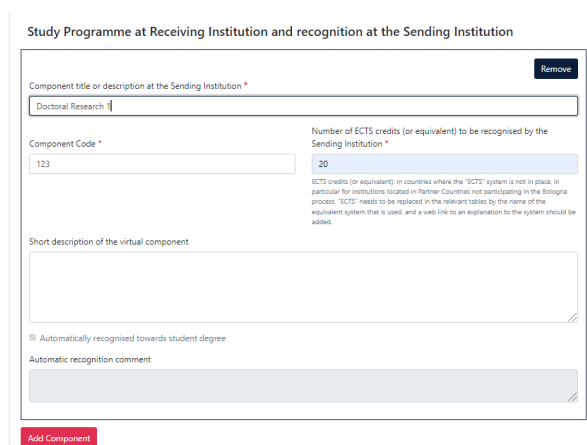
✓ **Mobility period**: here you should enter the planned start and end dates of your stay abroad.

What to enter:

✓ Enter the agreed courses that you are expecting to take at your host university in the table.

✓ Please note the **minimum Erasmus requirements** of 3 ECTS credits for a **blended mobility** study program. If your department and/or your host university apply higher minimum requirements, these will apply to you. There are no requirements for **Short Term Doctoral Mobility**.

✓ **ADD COMPONENT**: you can use this button to enter your individual courses.

✓ You will need to click on the **Add component** button for each agreed course you want to enter. If you have entered a course by mistake or want to remove it, click on **Remove** and confirm your decision.

✓ You will need to enter a course number ("Component Code"). If it does not have a number, put "0."

✓ If your host university does not use the ECTS credit system (e.g. SCQF credit points in Scotland), you can add the system name in the ECTS box after the number of credits (e.g. 6 SCQF credit points).
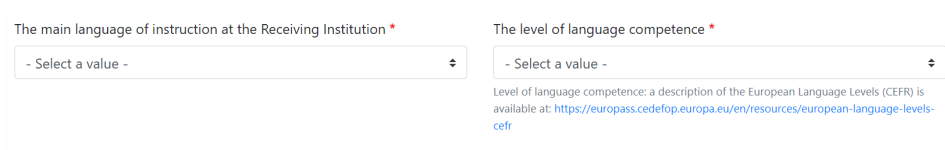
✓ Virtual components of a **blended mobility** measure are explained under "Short description of the virtual component." This can also be filled in for a **doctoral mobility** measure if this has been agreed in advance. Generally, however, the field will stay blank for this program.

✓ **Language of instruction**: enter the principal language of instruction and your level in that language (in accordance with the Common European Framework of Reference).

- ✓ **Sign online**: sign the document, ideally using a touch pad, else with your mouse (will soon be possible by clicking).

- ✓ **Sign and send to the Responsible Person at the Sending Institution to review**: clicking on this button submits your Learning Agreement to the Responsible Person at the University of Bonn.

Next steps

- ✓ If it is approved by your home university, the Learning Agreement will automatically be forwarded to the Responsible Person at your host university. You do not need to do anything. You can view the status in your OLA account (e.g. "Signed by Sending Inst. and sent to Receiving Inst.").

- ✓ If your home or host university disagrees with anything in the Learning Agreement, you will receive a corresponding email notification from the OLA database
  and will then be able to edit your Learning Agreement in your account again ("Ready to edit" status).
  Click on **Edit** at the right-hand end of the line to do this. Please do **not** click on **Create new**!

Sending Institution	Receiving Institution	Status	Created ▼	View or Edit
RHEINISCHE FRIEDRICH-WILHELMS-UNIVERSITAT BONN	Eesti Lennuakadeemia	Ready to Edit	Tue, 02/16/2021 - 14:59	Edit Download PDF History

- ✓ **You can find the comments and/or desired changes from your home or host university in the last section ("Commitment") of the Learning Agreement, under the signature box.**

- ✓ Once you have reworked the document accordingly, sign it again, which sends it back to the "Responsible Person at the Sending Institution." The process now begins afresh and continues until all three parties have added their signatures.

- ✓ If your host university has any objections to the Learning Agreement, please tell the Responsible Person at the University of Bonn before you start editing your agreement again, because only you are sent details of the partner university's desired changes by them via the OLA database. Do not re-edit your Learning Agreement until you have discussed the necessary changes with the Responsible Person at the University of Bonn (which may also relate to recognition/Table B).

- ✓ Once the document has been signed by all the Responsible Persons, you will receive an email telling you that you can download the finished document as a PDF file from your account. After that, please upload it to your Mobility-Online account at the University of Bonn. **Please do not upload your Learning Agreement until it has been signed by your home and host universities!**

Frequently asked questions and common errors

- ✓ Please prepare and sign **just one OLA for each stay abroad**! Even if you need to make changes to your Learning Agreement before or during your stay abroad, please do so in this document itself (see next page). Sending multiple OLAs to your home and host universities to sign is highly likely to cause confusion and misunderstandings. You are not able to delete Learning Agreements from your account yourself. Only the Responsible Persons at your home university can do this.

An exception will apply if your Departmental Coordinator in Bonn asks you to create two separate OLAs because you are taking courses in several subjects and the recognition of your achievements has to be confirmed by two different people at the University of Bonn.

✓ While you are editing your OLA, if you click back one or more steps in order to make changes or corrections, you might see the following error message when you try to enter more details.

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

This means that your document is locked for further editing. Open it again to get it reactivated. Click on **My Learning Agreements** at the top and then on **Edit** next to your OLA that appears in the list. You can then click through until you reach the relevant step and complete your OLA.

✓ If your host institution has not yet activated itself in the OLA system, you will see the following error message:

> The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via the Erasmus Without Paper Network as of yet. Please refer to your mobility coordinator for advice on the next steps. ✕

As use of the OLA has been mandatory since the 2022/23 academic year, you will need to take a screenshot of this error message (that shows the name of your host institution) as a record.
Email the screenshot to your Departmental Coordinator and ask them to send you the alternative hardcopy version of the Learning Agreement. The necessary signatures can then be emailed as scanned PDFs. When you upload your complete Learning Agreement to your Mobility-Online account, include your screenshot as evidence in your document as the final page.