Erasmus+ Step by Step Guide
Online Learning Agreement

CHANGES

Version vom 04.06.2021
Introduction

• If you still need to make changes to your OLA at the beginning of your study visit or at the beginning of your 2nd semester at the host university, complete the OLA Changes.
• Changes can and should only be made within the first 5 weeks after the start of the study.
• In case you need further clarification, please consult with your home university.
1. Login

https://learning-agreement.eu/

Our Learning Agreement online within a few steps at with both home and host universities.

is been developed by the Aristotle University of Thessaloniki, the European University Foundation and the University of the 21st century mobile student.
2. Creating Learning Agreement Changes

After logging in, you will see your created and approved OLA.

![Table showing the status of an Online Learning Agreement]
2. Creating Learning Agreement Changes

Step 1: Contact People Info

Only fill in if there have been changes regarding the contact persons.
Here you can first see all courses at the host university that were agreed upon in OLA Part 1. This view cannot be edited. To make changes, click on "Add Component Final Table A2" under Table A.
2. Creating Learning Agreement Changes

Step 2: Course Changes I

In Table A2, enter the courses at the host university that you will be adding or not following anymore.

If you do not attend a course as scheduled, be sure to use the exact designations as indicated in OLA Part 1.

Repeat this for each course you want to add or delete.

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<table>
<thead>
<tr>
<th>Component Added or Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Select a value -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Component Code</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Select a value -</td>
</tr>
</tbody>
</table>

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Add Component Final Table A2

Web link to the course catalogue at the Sending Institution describing the learning outcomes (web link to the relevant info)

This must be an external URL such as http://example.com.
Here you can see all the courses that were agreed upon in OLA Part 1 and that are to be recognized for you at the University of Trier.

**Step 3: Course Changes II**
In Table B2, enter the courses at Trier University that are no longer recognized for you or add the courses that are recognized instead.

*See red boxes slide 7*
Here you can see all digital courses that were agreed in OLA part 1

**Step 4: Course Changes III**
Using the same procedure as for Steps 2 and 3, enter the virtual courses at the host university that you want to add or that you no longer want to take in Table C2.
3. Learning Agreement Changes Confirmation

**Step 5: Unterschrift und Freigabe**

Sign your Learning Agreement Changes and click "Sign and send the Online Agreement to the Responsible Person at the Sending Institution for review".

The Responsible Person Sending Institution you specified in Step 2 will then be notified automatically.
3. Learning Agreement Changes Confirmation

Please send the final version in pdf-format to exchangestud@uni-trier.de

If the "Responsible Person Sending Institution" has signed the Learning Agreement Changes virtually, the "Responsible Person Receiving Institution" at the host university is automatically notified.

When the responsible person of the host university has signed the Learning Agreement Changes, you will receive a notification by email and can download the final version.

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Once the "Responsible Person Sending Institution" has signed the Learning Agreement virtually, the "Responsible Person Receiving Institution" at the host university is automatically notified.

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