



# Erasmus+

Step by Step Guide

**Online Learning Agreement**

**CHANGES**

Version vom 04.06.2021



- 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

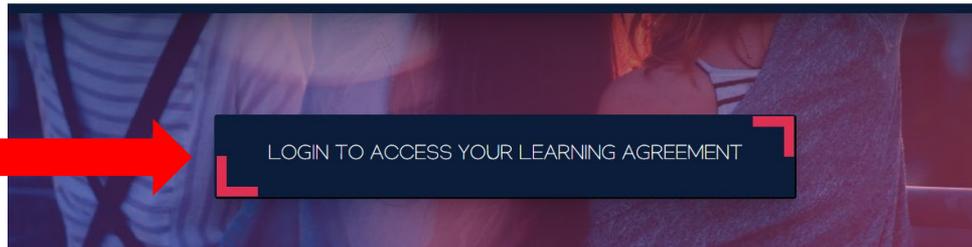


<https://learning-agreement.eu/>



your Learning Agreement **online within a few steps**  
to be completed with both home and host universities.

The system has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the University of Trier for the 21st century mobile student.



# 2. Creating Learning Agreement Changes



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

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

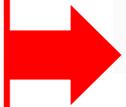
**Create New**

Sending Institution	Receiving Institution	Status	Created <sup>▼</sup>	View or Edit
UNIVERSITÄT TRIER	UNIVERSITÄT TRIER	Signed by both coordinators	Tue, 03/30/2021 - 08:10	<b>Apply Changes</b> Download PDF History

# 2. Creating Learning Agreement Changes



**Step 1: Contact People Info**  
Only fill in if there have been changes regarding the contact persons



Academic year \*  
2020/2021

Planned start of the mobility \*  
01.07.2021

Planned end of the mobility \*  
30.12.2021

**Sending**

**Sending Responsible Person**

First name(s) \*  
Anne

**Sending Administrative Contact Person**

First name(s)

**Receiving**

**Receiving Responsible Person**

First name(s) \*  
Anne

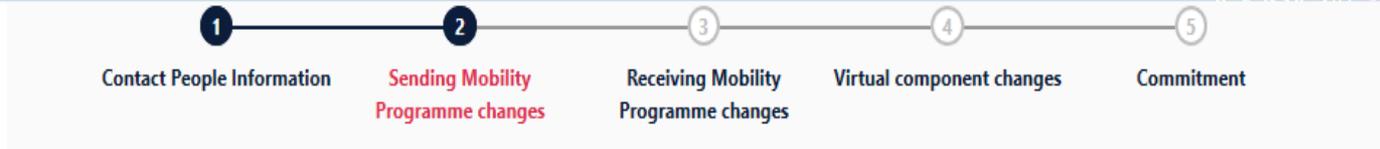
Last name(s) \*  
Schneider

**Receiving Administrative Contact Person**

First name(s)

Last name(s)

# 2. Creating Learning Agreement Changes



Here you can first see all courses at the host university that were agreed upon in OLA Part 1

*This view cannot be edited.*

Academic year \*

2020/2021

### Learning Agreement

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) *		
Human Rights Intro		
<small>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.</small>		
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *

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

**Final LA Table A2**  
No Component added yet.

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]

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

- 1** adding or
- 2** not follow 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*

Final LA Table A2

Component Final Table A2 Remove

Component Added or Deleted \*

- Select a value - **1** **2**

Component title at the Receiving Institution (as indicated in the course catalogue) \*

Component Code \*

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

Semester \*

- Select a value -

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>.

Previous

Next

# 2. Creating Learning Agreement Changes



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

Academic year \*

2020/2021

Learning Agreement

Table B - Recognition at the Sending institution \*

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) \*

Gesellschaftsrecht

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 \*

1020

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*

10

Semester \*

First semester (Winter/Autumn)

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 Final Table B2

Provisions applying if the student does not complete successfully some educational components: [\[web link to the relevant info\]](#)

# 2. Creating Learning Agreement Changes



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.

Academic year \*

2020/2021

Table C

Component to Table C	Remove
Component title or description at the Sending Institution *	
Virtual Law	
Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *
2020	10

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular

# 3. Learning Agreement Changes Confirmation

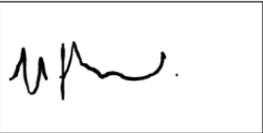


Academic year \*

2020/2021

### 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

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

## 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".

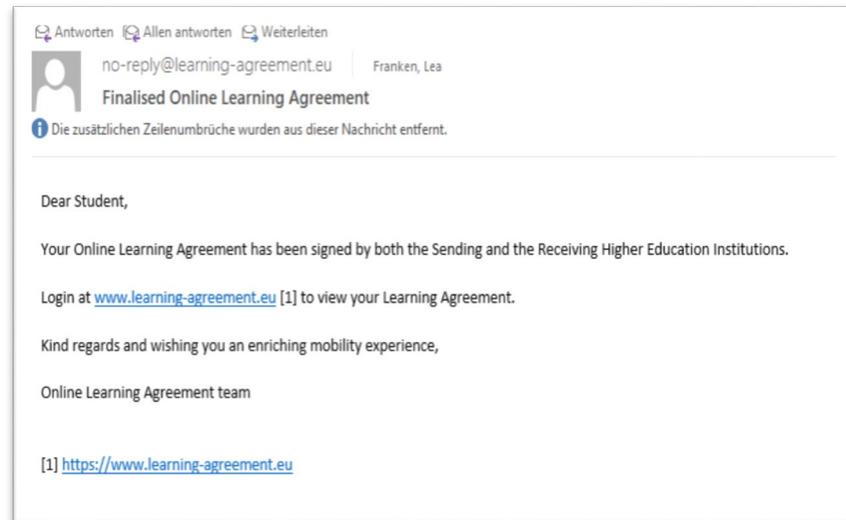
The Responsible Person Sending Institution you specified in Step 2 will then be notified automatically.



# 3. Learning Agreement Changes Confirmation



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.

Please send the final version in pdf-format to **[exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de)**

# 3. Learning Agreement Changes Confirmation



- Once the "Responsible Person Sending Institution" has signed the Learning Agreement 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, you will receive a notification by email and can download the final version.

