Manual: Online Learning Agreement (OLA)

Required Program / Websites:
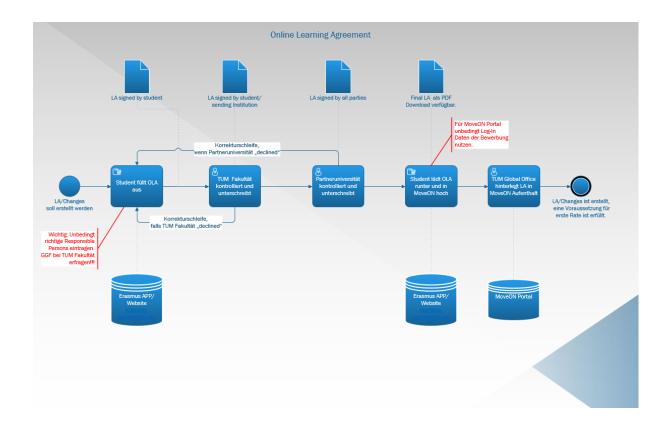
- Set-up Student-Account on https://www.learning-agreement.eu/

Procedure:

I. Create account directly on OLA platform.

II. Student completes the OLA and then clicks to automatically send it to the TUM Faculty Coordinator for signature.

III. The TUM faculty coordinator receives an email with a link to the OLA. He/she reviews the OLA, signs it or rejects it, with comments for correction by the student. In case of rejection, the student receives an e-mail, makes the corrections and sends it again to the TUM Faculty Coordinator for signature

IV. As soon as the coordinator of the TUM faculty 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, the student will receive an email, download the complete LA as a PDF and upload it in the MoveON portal.

VI. The TUM G&A imports the LA. As soon as OLA and the other required documents (Grant Agreement, OLS Test) are submitted, the first instalment will be paid to the student at the next possible date.

VII. Within the first 5 weeks after the start of the semester, the student can change the OLA. To do this, the student logs back into the app/platform and starts entering the course changes via the "Changes to Learning Agreement during Mobility" part **->** "New Learning Agreement with Changes".

Stand März 2021

Process Online Learning Agreement

Online Learning Agreement

LA signed by student

LA signed by student/ sending Institution

LA signed by all parties

Final LA als PDF Download verfügbar.

Für MoveON Portal unbedingt Log-In Daten der Bewerbung nutzen.

Korrekturschleife, wenn Partneruniversität „declined"

LA/Changes soll erstellt werden

Student füllt OLA aus

TUM Fakultät kontrolliert und unterschreibt

Partneruniversität kontrolliert und unterschreibt

Student lädt OLA runter und in MoveON hoch

TUM Global Office hinterlegt LA in MoveON Aufenthalt

LA/Changes ist erstellt, eine Voraussetzung für erste Rate ist erfüllt.

Korrekturschleife, falls TUM Fakultät „declined"

Wichtig: Unbedingt richtige Responsible Persons eintragen. GGF bei TUM Fakultät erfragen!!!

Erasmus APP/ Website

Erasmus APP/ Website

MoveON Portal

Content

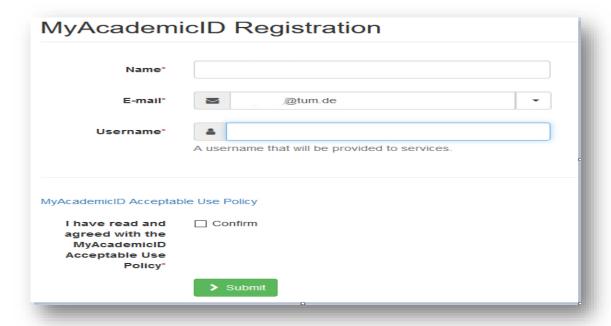## 1. Registration and LogIN

1.1 Log In

URL: https://learning-agreement.eu/

1.2 Registration

Be certain to register for TUM online using the TUM access data.

Please click on "Proceed to register on the MyAcademic
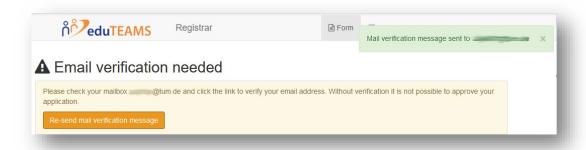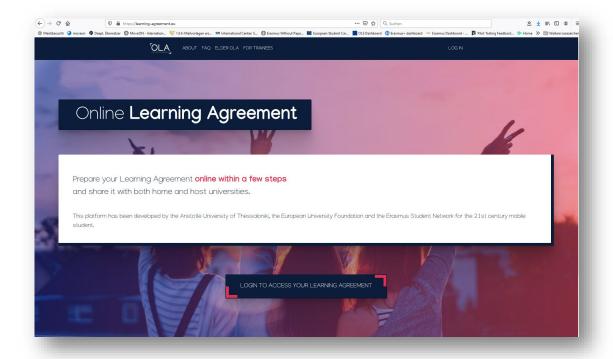
Fill in the fields with your TUM data.
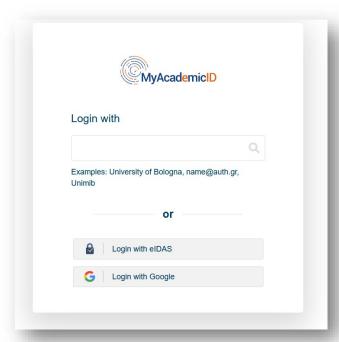
1.3 Verification

You will receive an e-mail for verification. Confirm this.
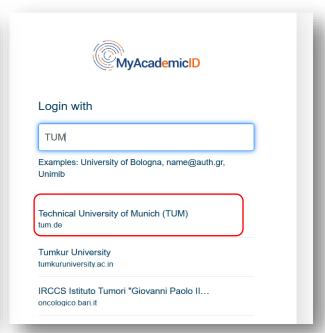

1.4 Again Login via https://www.learning-agreement.eu/

Click on "Login to access your Learning Agreement"

In the "Login with" search field, search for and select the Technical University of Munich/TUM.
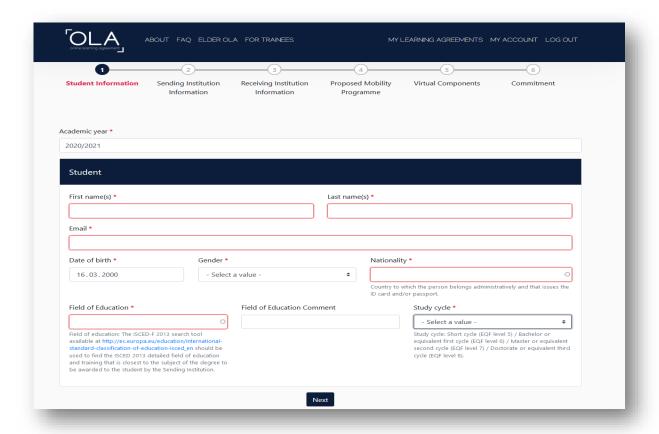
You will be forwarded automatically to the TUM online registration page.

2. Student Information

Now fill out your Learning Agreement in five steps. Enter your personal data under "Student Information".
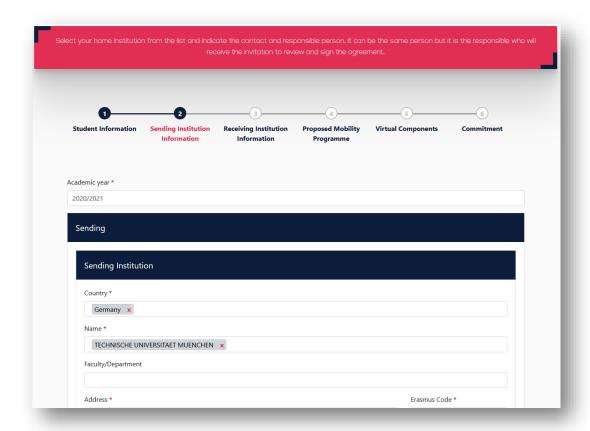
You can find out the ISCED code in your faculty or in the list in the download area on our website: https://www.international.tum.de/global/erasmusstudium/

3. Sending Institution

Lists are provided under "Country" and "Name". Please select the appropriate information. Please enter the correct and complete name of your faculty. You can find this information on the website of your faculty. Please do not use acronyms or paraphrases, as these are not automatically recognized by the system and therefore cannot be correctly assigned.

"Address" and "Erasmus Code" will be filled in automatically.

3.1   Sending Responsible Person

The contact details of the Erasmus coordinator at TUM are entered here.

Important: Be sure to enter the correct contact under
"Sending Responsible Person"!

The "Responsible Person" is the person who signs your Learning Agreement at TUM.
You can find this information on the website of your faculty.
Only if the correct contact has been entered, this person will receive an automatic email.

The information under "Sending Administrative Contact Person" is optional.

4. Receiving Institution

The contact details of the Erasmus coordinator at the partner university are entered here. Information on this can be found on the respective International/Erasmus Incoming website of the partner university or in the e-mail.

There are lists under "Country" and "Name". Please select the appropriate information. Enter the correct and complete faculty or department name that you would like to attend at the partner university. Please do not use acronyms or paraphrases, as these are not automatically recognised by the system and therefore cannot be correctly assigned.

"Address", and "Erasmus Code" will be filled in automatically.

Select your host institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

① Student Information — ② Sending Institution Information — ③ Receiving Institution Information — ④ Proposed Mobility Programme — ⑤ Virtual Components — ⑥ Commitment

Academic year *

2020/2021

Receiving

Receiving Institution

Country *

Country of the institution

Name *

Name of the institution

Important: Be sure to specify the correct contact under "Receiving Responsible Person"!

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

The information under "Receiving Administrative Contact Person" is optional.

5. Proposed Mobility Programme

In this step, you will create your Learning Agreement.

First, enter the planned start and end date.

5.1 Table A

First fill out Table A, click on "Add Component to Table A".

Table A: Here you can enter the courses you are taking at the partner university.

- <u>Component Title:</u> enter the title of the course at the partner university.
- <u>Component Code:</u> first enter a sequential numbering and then (if known) enter the code of the course: e.g.: "1. / TUW 94225
- <u>Number of ECTS credits:</u> ECTS of the course at the partner university
- <u>Semester:</u> Then select the appropriate semester from the drop down menu.

- Repeat this process for each new course

- Enter the link of the course catalogue of the receiving institution (optional).
- Also, select the main language of instruction of the host university.
- Then enter your level of the language of instruction. (self-assessment)

5.2 Table B

Next fill out "Table B –Recognition at the Sending institution".

Click on "Add Component to Table B", and enter the link to the course catalogue of the sending institution (TUM).

Note: The recognition of achievements abroad will be handled individually in each faculty. Please contact in any case the "sending responsible person" of your faculty for questions regarding table B.

Table B: Here you enter how the course selected in Table A are recognized at TUM.

- <u>Component Title:</u> the possibility of recognition at TUM for the corresponding course from Table A.
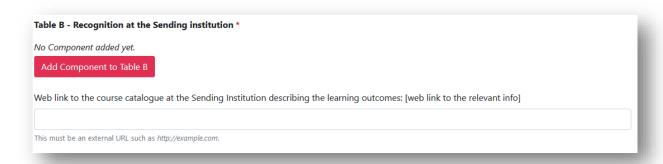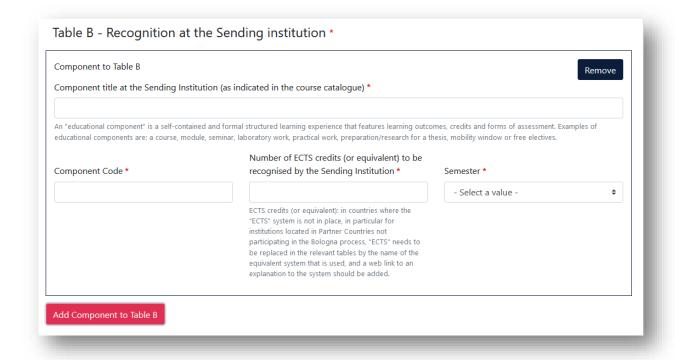- <u>Component Code</u>: first enter a sequential numbering and then (if known) enter the code of the course: e.g..: „1. / TUW 94225
- <u>Number of ECTS credits:</u> the number of ECTS, which will be recognized at TUM for the respective course
- <u>Semester:</u> Specify in which semester you take the course

Waiver of prior recognition (in Table B):

If one or several courses from Table A will not be recognized at TUM or you cannot/ do not want to clarify this in advance, proceed as follows:

- Click on "Add Component to Table B"
- <u>Component Title:</u> "Waiver of recognition in advance"
- <u>Component Code:</u> consecutive number(s) of the courses from Table A for which no recognition has been clarified/intended: e.g. "2"
- <u>Number of ECTS credits:</u> enter the number 0
- <u>Semester:</u> Specify in which semester you take the course at the partner university

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`

Repeat the procedure, until you copied every course from Table A also in Table B.
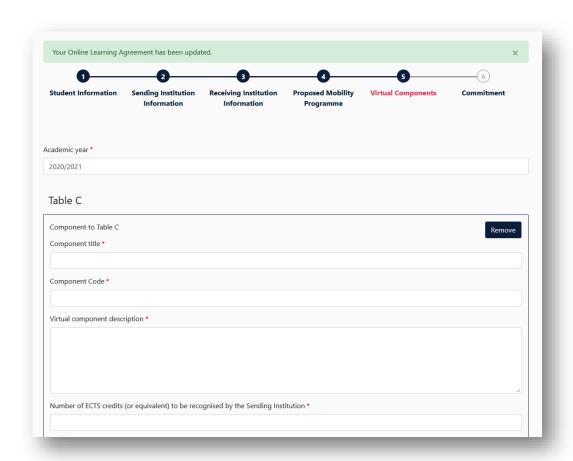
For each chosen course in Table A, should be indicated in Table B how it is recognized at TUM:

- 1:1 Course equivalents
- Container module
- Waiver of recognition
- Supplementary subject
- Elective subject and so on.
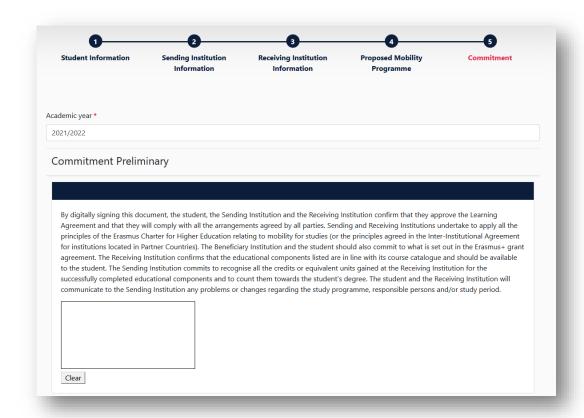
6. Virtual Components

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

Sign on the smartphone with your finger/ with the mouse on the website.

Afterwards send it by clicking on "Sign and send the Online Learning Agreement to the responsible Person at the Sending Institution for review", and send the OLA automatically to your Erasmus coordinator at the TUM faculty.

Please note: After all three parties signed the OLA, please generate a PDF and upload the LA in the MoveOn Portal (see link in the Moodel Course) in the following form "Outgoing – Erasmus Learning Agreement Before Mobility". Only then, the payment of the first instalment can take place.

For this log in again at the OLA platform and go to the area "My Learning Agreements".

8. Changes during Mobility

Changes of the selected courses can be carried out within the first **5 weeks** after start of semester.

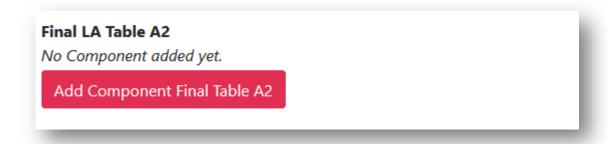For this purpose log in again at the OLA platform and go to the area "My Learning Agreements".

Only Learning Agreements, which have been signed from both coordinators, can be changed. Therefore click on "Apply Changes".

8.1 Changes to Table A

Changes in Table A will be carried out in the area "Sending Mobility Programme changes".

Therefore please click on "Add Component Final Table A2"

All changes will be carried out under "Final LA Table A2". Both additional courses and courses to be cancelled.
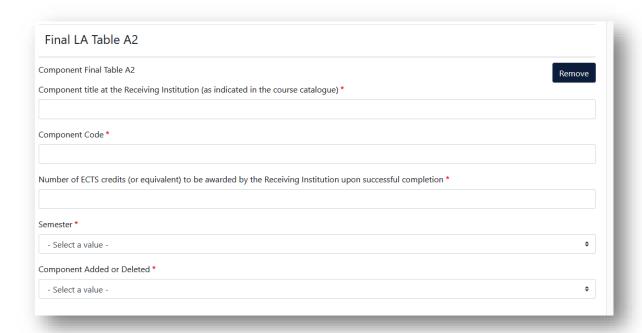
a.) Component Added
- Component Title: Enter the title of the course at your partner university
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g.: "1. / TUW 94225"
- Number of ECTS credits: ECTS of the course at the partner university
- Semester: Select the equivalent semester in the Drop down Menu.

- <u>Component Added or Deleted:</u> select in the Drop Down field "Added"
- Repeat the process for each added course

b.) Component Deleted
- <u>Component Title:</u> Enter the title of the course at the partner university, which you want to delete from the list above
- <u>Component Code:</u> first enter a sequential numbering and then (if known) enter the code of the course: e.g..: "1. / TUW 94225"
- <u>Number of ECTS credits</u>: ECTS of the courses at the partner university
- <u>Semester:</u> Select the equivalent semester in the Drop down Menu.
- <u>Component Added or Deleted:</u> select in the Drop Down field "Deleted"
- Repeat the process for each course, that you want to delete from the list above
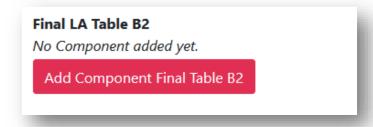

Final LA Table A2

Component Final Table A2   [Remove]

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 -   ⇕]

Component Added or Deleted *

[- Select a value -   ⇕]

8.2 Changes to Table B

If you carried out changes in Table A, Table B has to be adapted accordingly.

Carry the adaption out in the area **"Receiving Mobility Programme changes"**.

Therefore please click **"Add Component Final Table B2"**.

Final LA Table B2
No Component added yet.

[Add Component Final Table B2]

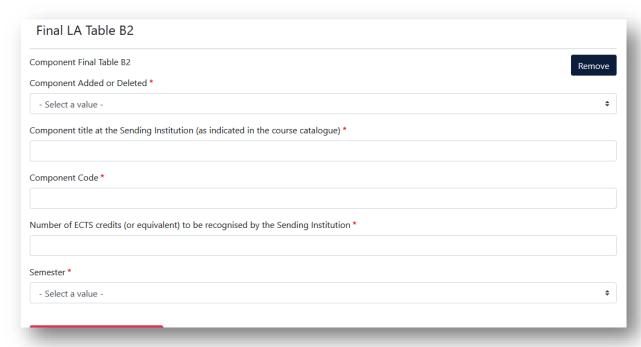All changes will be carried out under "Final LA Table B2".

If you added new courses in "Final LA Table A", enter again in "Final LA Table B", how those courses can be recognized at TUM.

a.) **Component Added**
- Component Added or Deleted: select in the Drop Down field "Added".
- Component Title: Enter the new possible recognition at TUM.
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g..: "1. / TUW 942"
- Number of ECTS credits: Number of ECTS, which will be recognised at TUM.
- Semester: Select the equivalent semester in the Drop down Menu.
- Repeat the procedure for each additional course.

c.) **Component Deleted**
- Component Added or Deleted: select in the Drop Down field "Deleted"
- Component Title: original possible recognition, which no longer be applied
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g..: "1. / TUW 94225"
- Number of ECTS credits: original number of ECTS, which will be recognized
- Semester: Select the equivalent semester in the Drop down Menu.
- Repeat the procedure for each possible recognition, that you want to delete from the list above

If you indicated in Table B, all courses in a container module, delete the original container module with the original ECTS ("Deleted") and add afterwards over "Added", a new container module. For calculating the new number of ECTS (after change of course), subtract from the original sum of ECTS the deleted courses and add the ECTS of the new chosen courses.

After carrying out all changes, click on "Save"

9. Commitment Changes during Mobility

After that, you reach the area Commitments for a signature.

Then send it by clicking on **"Sign and send the Online learning Agreement to the responsible Person at the Sending Institution for review",** and send the OLA automatically to you Erasmus coordinator at the TUM Faculty.

Please note: After all three parties signed the OLA, generate a new PDF and upload the LA in the Move On Portal in the following form "Outgoing – Erasmus Learning Agreement During Mobility".

Therefore login again on the OLA platform and go to the area "My Learning Agreements".

Only if the changed version of the LA is available to the TUM Global & Alumni Office, the documents are complete and the second rate of the scholarship can be paid out after the end of your mobility. If the documents are incomplete, the entire scholarship can be reclaimed.