

Erasmus+

Online Learning Agreement

Student Guide

Going abroad

Table of Content

Login/Registration via https://learning-agreement.eu	2
Creating an OLA <i>before the mobility</i> via http://learning-agreement.eu	3
Step 1: Personal data	4
Step 2: Information about sending institution	5
Step 3: Information about receiving institution	6
Step 4: Course choice (Table A) & Recognition (Table B)	7
Step 5: Virtual components (Table C)	9
Step 6: Signature	10
Modifying your OLA <i>before the mobility</i> // Changing your OLA proposal after you have signed it	11
Modifying your OLA <i>before the mobility</i> // Approval from sending and receiving institutions	11
OLA <i>during the mobility</i> // Changes after the start of your mobility	13

Login/Registration via <https://learning-agreement.eu>

- Click on “**Log in with MyAcademicID**”, enter your UP email address and select the autofill institution shown below (uni-potsdam.de):

The screenshot shows the 'My account' page of the Online Learning Agreement (OLA) platform. An orange arrow points to the 'Log in with MyAcademicID' button. Another orange arrow points to the login form, which includes a text input for the email address and a dropdown for the institution. A third orange arrow points to the 'University of Potsdam' option in the dropdown menu. The page also features a video player and a list of login options: eduGAIN, eIDAS, and Google.

- Enter your **UP login data** in the Single-Sign-On window and confirm your data:

The screenshot shows the University of Potsdam Single-Sign-On (SSO) window. An orange arrow points to the login form, which includes fields for 'Benutzername' (username) and 'Passwort' (password). Another orange arrow points to the 'Anmelden' button. The page also features a 'Hinweis' (note) section and a 'Beschreibung dieses Dienstes' (description of the service) section.

- If you do not have an **MyAcademicID account** yet, you will be instructed to create one:

The screenshot shows the MyAcademicID registration process. It includes a 'MyAcademicID Registration' form with fields for 'Given name', 'Surname', and 'E-mail'. Below the form is a 'Submit' button. The page also features a 'Hinweis' (note) section and a 'Beschreibung dieses Dienstes' (description of the service) section. At the bottom, a confirmation message states: 'You have been successfully registered' and 'You are now a member of MyAcademicID'. A 'Continue' button is also present.

Creating an OLA *before the mobility* via <https://learning-agreement.eu>

- If you click on “Continue”, you will be automatically redirected to start creating your OLA:

The image shows two screenshots. The left screenshot is from the MyAcademicID Registrar page, showing a success message 'You have been successfully registered' and a green 'Continue' button with an orange arrow pointing to it. The right screenshot is the 'My account' page on the OLA platform, showing a form for 'My Personal Information' with fields for Firstname, Lastname, Date of birth, Gender, Nationality, Field of education, and Study cycle. A red 'Save' button is at the bottom right. An orange bracket connects the 'Continue' button to the 'My account' page.

You will be redirected here

- If you create your OLA at a different point, you will have to **log in to your OLA account** using the login details you created with MyAcademicID and then complete your profile:

The image shows two screenshots. The left screenshot is the OLA 'Online Learning Agreement' landing page, featuring a large banner and a 'LOGIN TO ACCESS YOUR LEARNING AGREEMENT' button. The right screenshot is the 'My account' page, showing the 'My Personal Information' form. An orange arrow points from the 'Field of education' field in the form to the text 'Important: Please fill in the ISCED code in the field named “Field of education”:'.

Important: Please fill in the [ISCED code](#) in the field named “Field of education”:

- Create a new OLA by clicking on “My Learning Agreements” in the top menu and then on **Create New** :

The image shows the 'My Learning Agreements' page. The top navigation bar has 'MY LEARNING AGREEMENTS' highlighted with an orange circle and an orange arrow pointing to it. Below the navigation bar is a large banner with the text 'My Learning Agreements'. At the bottom, there is a red bar with the text 'See the status of your Online Learning Agreement to successfully finalize it with the sending and receiving university.' and a button labeled 'Create New' circled in orange.

Step 1:

Choose “**Semester Mobility**” and fill in all your personal data:

OLA

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

OLA

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year *

2021/2022

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

Field of Education *

Field of Education Comment

Study cycle *

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle Short cycle (ISCED level 5) / Bachelor or equivalent first cycle (ISCED level 6) / Master or equivalent second cycle (ISCED level 7) / Doctorate or equivalent third cycle (ISCED level 8).

Step 2:

Enter the information about your **sending institution**. Please note that the first two fields are autofill fields, so you need to select from the options provided by the system.

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

Academic year *
2024/2025

Sending

Sending Institution

Country *
Germany x

Name *
UNIVERSITAET POTSDAM x

Faculty/Department *
Wirtschafts- und Sozialwissenschaftliche Fakultät

Address *
Potsdam

Erasmus Code *
D POTSDAM01

Please mind the spelling of *Universität Potsdam*:

Important: Please state the **same person** under “**Sending Responsible Person**” and “**Sending Administrative Contact Person**”. This is the person signing your OLA. Only this person will receive a notification that your OLA is ready for approval, therefore it is important that the e-mail address is correct. The person signing your OLA usually is your study regulation’s [Prüfungsausschussvorsitzende*r](#). If you are unsure, please contact your [Austauschkoordinator*in](#).

Address *
Potsdam

Erasmus Code *
D POTSDAM01

Sending Responsible Person

First name(s) *
[]

Last name(s) *
[]

Position *
Examination Board

Email *
[]

Phone number
[]

Sending Administrative Contact Person

First name(s)
[]

Last name(s)
[]

Position
[]

Email
[]

Phone number
[]

Responsible person at the Sending Institution; an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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.

Administrative contact person; person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Exceptions to this rule are:

Anglistik/Amerikanistik: [Denisa Latić](#)
Bildungswissenschaften: [Doris Dlugos](#)
EMW: [Alexander Schindler](#)
Geoökologie; CLEWS: [Dr. Wolfgang Schwanghart](#)
Germanistik: [Dr. Torsten Andreas](#)
Geschichte (auch ‚Geschichte, Politik, Gesellschaft‘):
[Dr. Michael Schulz](#)
HPI: [Cathleen Potter](#)
Linguistik im Kontext: [Prof. Dr. Annette Gerstenberg](#)
Rechtswissenschaft: [Prof. Dr. Meik Thöne](#)
Dt.-Frz. Masterstudiengang Rechtsw.: [Julia Dopleb](#)
Patholinguistik: [Judith Heide](#)
Psychologie: [Dr. Christian Kliesch](#)
Slavistik (außer B.A. IRS): [Małgorzata Pilitsidou](#)
Sozialwissenschaften: [Dr. Birgit Kletzin](#)
Wirtschaftswissenschaften: [Ricarda StremLOW](#)
Berufliches Lehramt und WAT: [Carina Riedmiller](#)
Wirtschaftsinformatik: [Prof. Dr. Norbert Gronau](#)
Doppelmaster Turin, Angew. Kulturwis. &
Kultursemiotik: [Helene L. Bongers](#)

Step 3:

Enter the information about your **receiving institution**. Please note that these are autofill fields, so you need to select from the options provided by the system.

The screenshot shows a web form with a progress bar at the top containing six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Below the progress bar, the 'Academic year' is set to '2021/2022'. The main section is titled 'Receiving' and contains a 'Receiving Institution' sub-section. This sub-section has a 'Country' field with a dropdown menu showing 'XXX' and a placeholder text 'enter respective country of receiving institution here'. Below this is a 'Name' field with a dropdown menu showing 'Universitaet P' and a placeholder text 'enter respective receiving institution here - not U Potsdam'. Two options are visible in the dropdown: 'UNIVERSITAET PADERBORN' and 'UNIVERSITAET POTSDAM'. At the bottom of the form, there are two buttons: 'Receiving Responsible Person' and 'Receiving Administrative Contact Person'.

Important: Please state the **same person** under “**Receiving Responsible Person**” and “**Receiving Administrative Contact Person**”. This is the person signing your OLA. Only this person will receive a notification that your OLA is ready for approval, therefore it is important that **the e-mail address is correct** (if not, they won’t receive the E-Mail to sign your OLA). Please check with your receiving institution if you are unsure.

The screenshot shows two side-by-side form sections. The left section is titled 'Receiving Responsible Person' and the right section is titled 'Receiving Administrative Contact Person'. Both sections have a header bar with the title circled in orange. Each section contains the following fields: 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. The 'Position' field in the 'Receiving Responsible Person' section has a dropdown menu with 'Departmental Coordinator' selected. At the bottom of the 'Receiving Responsible Person' section, there is a small text note: '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.' At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

Step 4:

Enter the details about your **Proposed Mobility Programme**, i.e. the planned duration of your stay and your course choice. Click on **"Add Component to Table A"** for each course you would like to take at the receiving institution.

Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.

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

Academic year *
2021/2022

Preliminary LA

Planned start of the mobility *
TT . MM . JJJJ

Planned end of the mobility *
TT . MM . JJJJ

Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

Enter the **title of the course**, its **code** from the course catalogue, the **number of ECTS** and the **semester** in the respective fields. Click **"Add Component to Table A"** for any additional courses.

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) *
Introduction to Accounting

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.

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

Component Code * **001**

4

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.

Add Component to Table A

Please add the **link to the course catalogue** at the receiving institution, as the responsible person signing your OLA needs to check the course description. The **language of instruction** and the **language level** need to be added as well.

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]
[Link]

- 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 *
English

The level of language competence *
B1

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europa.eu/eu-portal/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

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

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]
[Link]

This must be an external URL such as <http://example.com>.

Then click on **"Add Component to Table B"** to indicate the modules at your sending institution, which will be used for having the courses from your mobility recognised after you come back:

Table B - Recognition at the Sending institution *

Component to Table B

Remove

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

Grundmodul Buchhaltung

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 *

GM-1

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

3

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.

Semester *

First semester (Winter/Autumn)

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Enter the **title of the module**, its **code**, the **number of ECTS** and the **semester** in the respective fields. Click "**Add Component to Table B**" for any additional modules. Ideally, list the modules in the same order that the corresponding courses were listed in Table A to ease the approval process.

Please note that not all courses in Table A have to be recognised at the sending institution, i.e. not all courses from Table A need to have a corresponding module listed in Table B. If you do not plan to have any of the courses from Table A recognised at your sending institution, please write this in the field '**Component title**' and add '0' in the fields '**Component Code**' and '**Number of ECTS**'.

You may leave the field '**Provisions applying if the student does not complete successfully some educational components**' blank, but please make sure to add the link to the sending institution's course catalogue below.

Click **Next** when all courses/modules have been added.

Automatic Recognition:

Please note that this neither means that all courses from Table A will be automatically recognised at your sending institution nor that they will be recognised without you having to take any further action. Automatic recognition refers to the approval of your sending institution that the relevant courses from Table A can be recognised as part of the modules listed in Table B. However, you will still need to follow the official procedure of recognition after the completion of your semester abroad.

Step 5:

So-called **virtual components** refer to online courses that are offered *before, during or after your mobility*. They are **NOT obligatory**, so you can leave this section free. Please note that virtual components **DO NOT refer to classes that are taught online due to COVID-19**, but to teaching offers outside of the regular course catalogue.

Your Online Learning Agreement has been updated. ×

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6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year *

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next

Step 6:

Fill in the academic year and **sign the OLA** with your cursor or a signature pad:

All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.

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

Academic year *

2021/2022

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.

You have completed the OLA and may check the processing status any time in the section “**My Learning Agreements**”:

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 ▾	View or Edit
UNIVERSITAET POTSDAM	XXXXXXXXXXXX	Signed by Student and sent to the Sending HEI	Thu, 05/06/2021 - 06:51	View Download PDF History

Modifying your OLA *before the mobility* //

Changing your OLA proposal after you have signed it

Once you have first signed the OLA, you **cannot** alter any details of it. For example, you may want to change your OLA proposal if you accidentally stated the wrong contact person or if you stated a wrong course.

The only way to change your OLA proposal is if your sending institution (who first receives your OLA for approval after you have signed it) or your receiving institution (who receives your OLA after you and the sending institution have signed it) **reject your OLA** in the platform.

Once your OLA has been rejected by one of the institutions, it is possible for you to make alterations again. Only then you can adjust details such as the contacts listed or the courses listed.

Hence, if you have already signed your OLA and would like to make alterations before the sending or receiving institution approve it, please e-mail them, so they can reject it accordingly. Also see the next section of this guide for further details on the approval/rejection procedure.

Modifying your OLA *before the mobility* //

Approval from sending and receiving institutions

The **sending institution's responsible contact** in your OLA will now be automatically notified that your OLA is ready for reviewing and approving. This contact may reject your OLA, in which case you will be automatically notified to change your OLA proposal. A comment provided by the contact will tell you what needs to be changed:

Dear Student,

We inform you that your Sending Higher Education Institution is not ready to sign your Learning Agreement yet. Please see their comments on the platform and we hope it will provide the needed support to finalise your Learning Agreement.

unpublished

Please note that if an alternative recognition procedure is proposed by the sending Higher Education Institution - more information can be found under the course description.

Please login at www.learning-agreement.eu [1] to edit your Learning Agreement accordingly.

Afterwards you need to sign it again and wait for the approval of your Sending and Receiving Higher Education Institutions. Should you still need more information regarding the finalisation of your OLA, please contact the coordinator at the respective Higher Education Institution.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>

If the sending institution's responsible contact confirms your OLA, the **receiving institution's responsible contact** will be automatically notified that your OLA is ready for reviewing and approving. Again, this contact may reject your OLA, in which case you will be automatically notified to change your OLA proposal. You can find their comment under step 6 in the "**Commitment**" section:

Dear Student,

We inform you that your Receiving Higher Education Institution is not ready to sign your Learning Agreement yet. Please see their comments on the platform and we hope it will provide the needed support to finalise your Learning Agreement.

Please Login at www.learning-agreement.eu [1] to edit your Learning Agreement accordingly.

Afterwards you need to sign it again and wait for the approval of your Sending and Receiving Higher Education Institutions. Should you still need more information regarding the finalisation of your OLA, please contact the coordinator at the respective Higher Education Institution.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>

If the receiving institution's responsible contact confirms your OLA, it will have been approved by all three parties and you will be notified about the finalised OLA:

Dear Student,

Your Online Learning Agreement has been signed by both the Sending and the Receiving Higher Education Institutions.

Login at www.learning-agreement.eu [1] to view your Learning Agreement.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>

Please download the fully confirmed OLA as a PDF and send it to erasmus-outgoing@uni-potsdam.de. The OLA may be converted into a PDF at any stage during the signing process. However, the OLA must be completed as well as approved by all parties within the OLA dashboard, not as a PDF.

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 ▾	View or Edit
UNIVERSITAET POTSDAM	XXXXXXXXXX	Signed by both coordinators	Thu, 05/06/2021 - 06:51	<div>Apply Changes</div> <div>Download PDF</div> <div>History</div>

OLA during the mobility //

Changes after the start of your mobility

Your first OLA was completed before the start of your mobility. Only **during the first five weeks of your mobility**, you may make changes to the courses you selected in your preliminary OLA. These changes need to be listed in your *OLA during the mobility*.

Note: If you have not made any changes to the courses you selected in your *OLA before the mobility*, you **do not need** to do an *OLA during the mobility*, **but you need to complete step 4 (see below)**.

- **Step 1:** After you have logged in, click on “**Apply Changes**” in your Learning Agreement section to start your *OLA during the mobility*:

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 ▾	View or Edit
UNIVERSITAET POTSDAM	XXXXXXXXXX	Signed by both coordinators	Thu, 05/06/2021 - 06:51	Apply Changes Download PDF History

- **Step 2:** Edit the relevant information (date of the mobility, receiving/sending institution's contact data, courses...).

Academic year *
2024/2025

Planned start of the mobility *
[Date field]

Planned end of the mobility *
[Date field]

Sending

Sending Responsible Person

First name(s) *
[Text field]

Last name(s) *
[Text field]

Position *
[Text field]

Email *
[Text field]

Phone number
[Text field]

Sending Administrative Contact Person

First name(s)
[Text field]

Last name(s)
[Text field]

Position
[Text field]

Email
[Text field]

Phone number
[Text field]

You can change different fields, but note: whenever something gets changed, every party will have to sign the OLA again.

If you change courses/modules, pay attention whether you want to change the sections in Table A (receiving institution), B (sending institution) or both. Table C may also be edited if applicable.

If you want to **add/delete** a course from the receiving institution, go to **“Sending Mobility, Programme Changes”** and click on **“Add Component Final Table A2”** at the end of the page:

A new table will open, where you can choose whether you want to add or remove a course. Fill in the necessary information and, if you want to add/remove another course, click on **“Add Component Final Table A2”**. If not, simply click on **“Next”**.

Remember to complete all the necessary information. If not, the system won't let you continue to the next step.

If you want to **add/delete** a module from the sending institution, go to “**Receiving Mobility, Programme Changes**” and click on “**Add Component Final Table B2**” at the end of the page. This process is exactly the same as with the receiving institution.

Final LA Table B2

Component Final Table B2 Remove

Component Added or Deleted *

Added

Reason Change Added

Substituting a deleted component

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

Foundations of mathematics and logic

Component Code *

LIN-B5-016

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

6

Semester *

Second semester (Summer/Spring)

If you need to **change** anything from Table C, it can also be done. If not, just go to the **next step**:

Your Online Learning Agreement has been updated.

1 2 3 4 5

Contact People Information Sending Mobility Programme changes Receiving Mobility Programme changes **Virtual component changes** Commitment

Academic year *

2024/2025

Table C

No Paragraph added yet.

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Final LA Table C2

No Paragraph added yet.

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component Final Table C2

Previous Next

- **Step 3: Sign the OLA** as described with your *OLA before the mobility*. Your sending institution’s responsible contact and your receiving institution’s responsible contact will be automatically notified to review and approve your *OLA during the mobility*. You will also be automatically notified if your OLA has been approved by all parties or if any of them decline your proposal.

Your Online Learning Agreement has been updated.

1 2 3 4 5

Contact People Information Sending Mobility Programme changes Receiving Mobility Programme changes Virtual component changes **Commitment**

Academic year *

2024/2025

Commitment Final

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

- **Step 4:** Once your OLA has been fully signed by all parties, please **download it as a PDF** and **upload it** in the **Erasmus+ Portal**: <https://www.uni-potsdam.de/en/international/outgoing/studium/erasmus/downloads>

International Profile

From Abroad

Going Abroad

International@Home

Contact

International / Going Abroad / Studying abroad / Erasmus+ / Downloads

Overview

News & Dates

Studying abroad

Erasmus+

Coordinators

Erasmus+ & EDUC

Erasmus+ BIP

Step by step

Download Center Erasmus+

Erasmus+ Portals

Please use the Erasmus+ Portal once you have accepted your Erasmus+ place.
<https://potsdam.moveon4.de/form/64b65996fddfe709dd0bd409/eng>

Please note:

- To ensure that the portal is working correctly, please make sure to empty your cache and only use Chrome or Firefox as your browser.

Erasmus+ Forms

Click on the link, **sign in** and go to “OLA Changes (during the mobility)”:

Universität
Potsdam

University of Potsdam

STUDYING

Anmeldung per Single-Sign-On (SSO)

ANMELDEN BEI UNIVERSITÄT POTSDAM

Benutzername

@uni-potsdam.de

Passwort

☐ Anmeldung nicht speichern

☐ Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.

Anmeldung

Application forms

Form	Status
1b. Acceptance Declaration for Erasmus+ and SEMP 2024/25	(Not available)
1b. Submission of the signed acceptance declaration	(Not available)
4a. Application form for Erasmus+ Top-Up and/or Green Travel	(Not available)
4b. Mobility period update	(Not available)
5. OLA (before the mobility)	Start
6. Confirmation of Stay (Part I)	Start
7. OLA Changes (during the mobility)	Start
8. Confirmation of Stay (Part II), EU Survey, Testimonial, Certificate of Enrollment	Start
9. Transcript of Records	Start
10. Proof of Recognition	Start

Then click on “OLA Changes”, on the left column. The system will ask you whether or not you have made changes to your OLA. Choose the corresponding field, depending on what you have done. If you haven’t made any changes, click on “Save Progress” and “Next”:

7. OLA Changes (during the mobility) 0/3

Information

Personal Information

OLA Changes

Declaration of Consent

Submit Form

OLA Changes

Please provide the following information according to the case that applies to you:

Have there been any changes to your OLA? ☐ No, no changes ☐ Yes

If yes, please upload the fully signed OLA Changes below.

☐ Mark page as complete

Back Next Save progress

If you made any changes, you will be asked to **upload the new OLA**. Do it, save your progress and click on “Next”:

Personal Information

OLA Changes

Declaration of Consent

Submit Form

OLA Changes

Please provide the following information according to the case that applies to you:

Have there been any changes to your OLA? ☐ No, no changes ☒ Yes

If yes, please upload the fully signed OLA Changes below.

Please upload your fully signed OLA (during the mobility) here. Keine Datei ausgewählt

☐ Mark page as complete

Back Next Save progress

Complete the **declaration of consent** and **submit the form**:

7. OLA Changes (during the mobility) 0/3

Information

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Submit Form

Declaration of Consent

I certify that the information given in this application and the documents provided are correct and complete to the best of my knowledge and belief. ☐ Yes

I have taken notice that the information on this form will be stored electronically and used by the international office in accordance with the provisions of the Data Protection Act. ☐ Yes

☐ Mark page as complete

Back Next Save progress

7. OLA Changes (during the mobility) 0/3

Information

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Submit Form

Submit Form

Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your form once all the sections on the menu are marked with green checkmarks. No further changes will be possible after submitting your form.

☐ Mark page as complete

Back Submit

The process of “OLA Changes during the mobility” will now be complete.