

## How to

# Erasmus+ Online Learning Agreement (OLA)

Erasmus scholarship holders need to complete a digital Learning Agreement, also known as Online Learning Agreement, short OLA.

Please follow the instructions below very carefully – it is important that all fields are filled in correctly.

### 1. Step

You can generate OLA either via the website (<https://www.learning-agreement.eu/user/login>) or by using the Erasmus+ app, which is available to download for Android or iOS.

Please register once and your login details can be used for the app or the website.

### 2. Step

After log in please select „NEW LEARNING AGREEMENT“. A form is ready to be filled in.

Please make sure that you start only 1 OLA in order to avoid confusions.

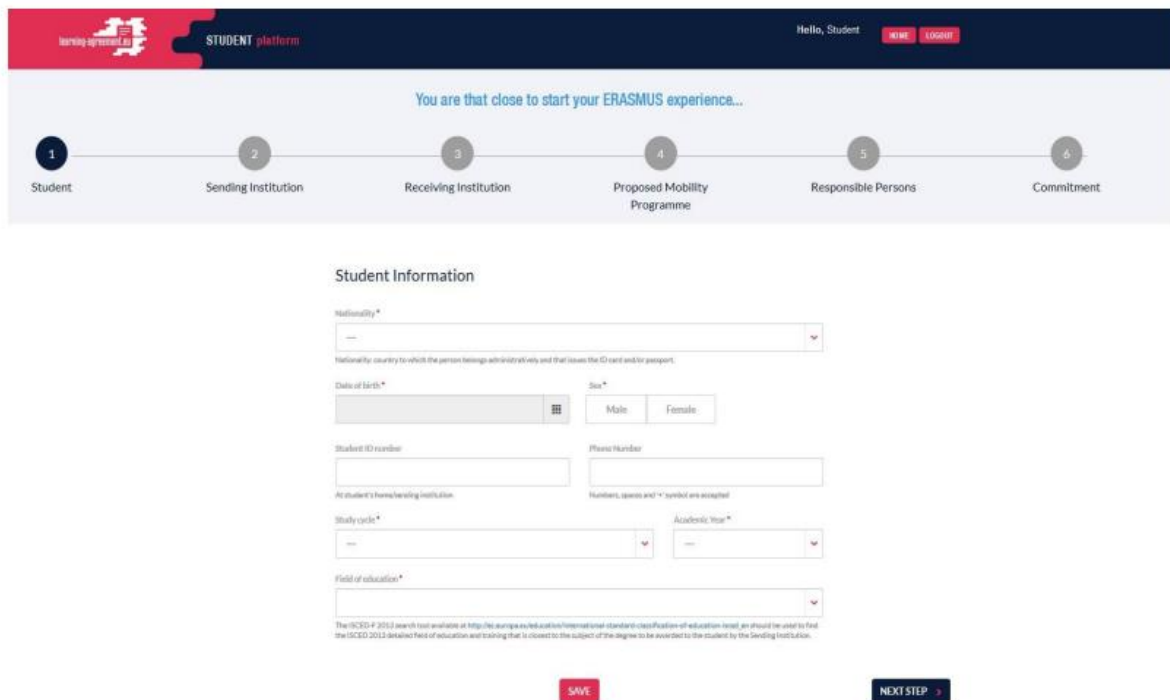
The screenshot shows the 'STUDENT platform' interface. At the top right, it says 'Hello, Student' with 'HOME' and 'LOGOUT' buttons. Below the header, there is a 'NEW LEARNING AGREEMENT' button. The main content area is titled 'Learning Agreement (before mobility)' and contains a table with the following data:

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
	Germany	Bachelor or equivalent first cycle (EQF 6)	12/2019	12/2019	Ready to edit	...

Below this table, there is another section titled 'Changes to learning agreement (during mobility)' with a 'NEW LEARNING AGREEMENT WITH CHANGES' button. This section also has a table with the same headers as the one above, but it is currently empty.

### 3. Step

Work your way through the following screens, using the information below and please fill out the required fields:



STUDENT platform

Hello, Student [HOME](#) [LOGOUT](#)

You are that close to start your ERASMUS experience...

1 Student 2 Sending Institution 3 Receiving Institution 4 Proposed Mobility Programme 5 Responsible Persons 6 Commitment

#### Student Information

Nationality\*

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Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth\*

Sex\*

Male Female

Student ID number\*

Phone Number\*

At student's home/sending institution. Numbers, spaces and "\*" symbol are accepted.

Study cycle\*

Academic Year\*

Field of education\*

The ISCED-F 2012 search tool available at <http://dx.doi.org/10.1787/e8eb4c0b10e0> (international standard classification of education level), as should be used to find the ISCED 2012 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.

[SAVE](#) [NEXT STEP >](#)

#### Student

1. Nationality
2. Date of Birth
3. Gender
4. Your home Student ID
5. Phone number
6. Study Cycle from drop-down list
7. Academic year in which you will be studying abroad (e.g. 2023/2024)
8. Field of Education

### *Sending Institution*

1. Sending Institution name click "CHOOSE" and select your University
2. Your Faculty
3. Please fill in the contact person (name, email, and phone) of your university, which is responsible for your Learning Agreement

### *Receiving Institution*

1. Receiving Institution name: click "CHOOSE" and select GERMANY – UNIVERSITÄT FRANKFURT
2. Faculty/Department of Goethe-Universität where you will be studying

► PLEASE NOTE: Erasmus+ students must select the field of study of the cooperation between our universities. If you would like to take courses in a field of study outside of the established cooperation, please ask for permission at the respective faculty directly. You can only be admitted for the field of study of the cooperation. ERASMUS+ students can find a list of departmental coordinators under <https://www.uni-frankfurt.de/129847111/partner-universities-departmental-coordinators.pdf>. You also find the department of all agreements on the list.

3. Contact person name + email + phone of Goethe-University

Ms. Julia Freier

[incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de)

+49 69 798-15080

Ms. Nina Schnauffer

[incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de)

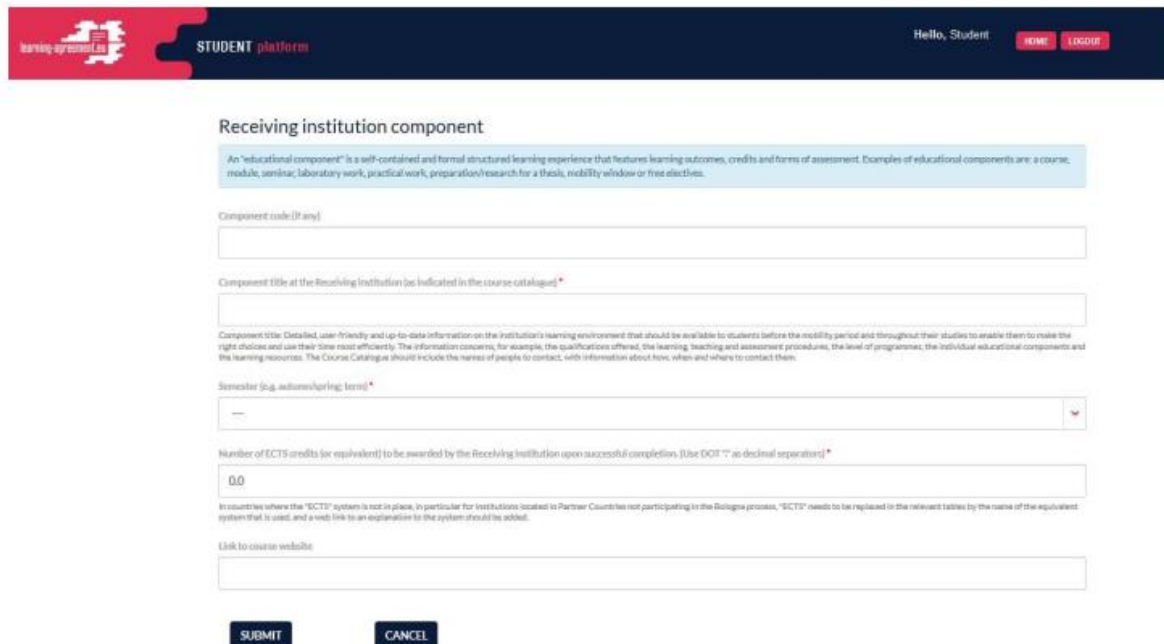
+49 69 798-17254

## Proposed Mobility Program

### 1. Table A: Study Program at the Receiving Institution

Click on "+ADD SUBJECT" button for each of the courses you will be studying at the host University.

► **PLEASE NOTE: Your course selection might have to be updated upon arrival.**



The screenshot shows the 'Receiving institution component' form on the Student Platform. The form includes the following fields and instructions:

- Component code (if any):** A text input field.
- Component title at the Receiving Institution (as indicated in the course catalogue):** A text input field.
- Component title:** 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 programme, 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.
- Semester (e.g. autumn/spring term):** A dropdown menu.
- Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separator):** A text input field with '0.0' entered.
- Link to course website:** A text input field.

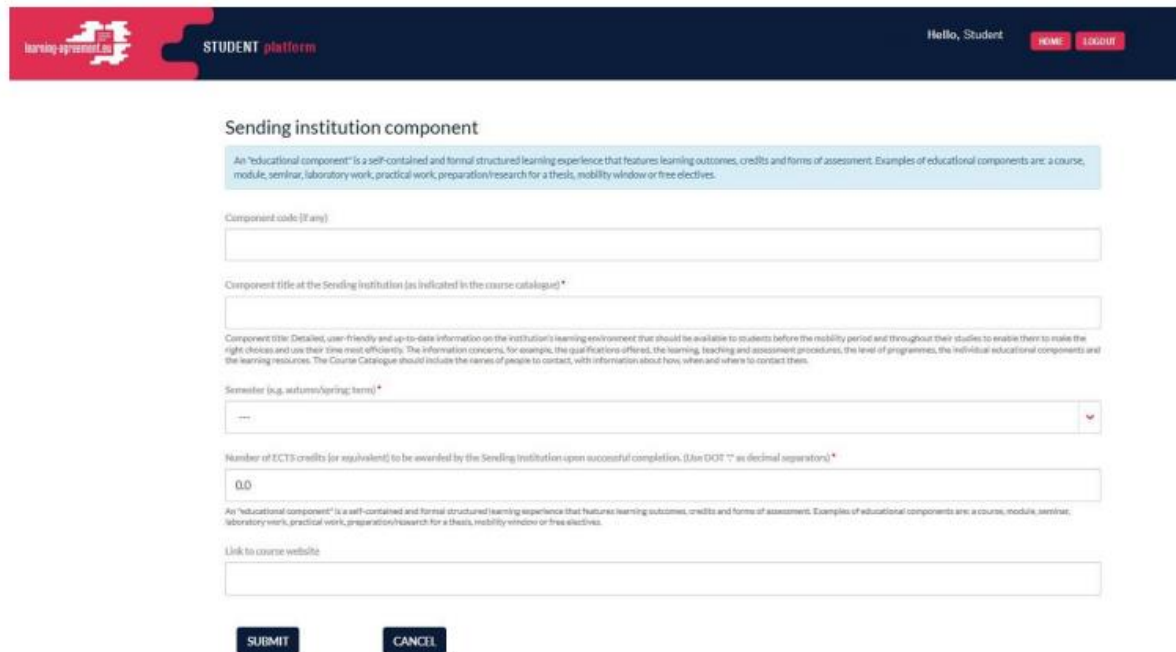
At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons.

## Receiving Institution Component

1. Component code (If there is no code, leave it blank)
2. Component Title
3. Enter the semester in which the course will be taken (First semester=winter semester, Second semester=summer semester, Full academic year)
4. ECTS credits
5. After choosing courses please enter the link of the course website
6. Repeat the process for each additional course
7. If you are studying for a full academic year, please note that the final adjustment of timetable will be done after your arrival.

## 2. Table B: Recognition at the Sending Institution

Click on "+ADD SUBJECT" button for each of the courses of your University



**STUDENT platform** Hello, Student [HOME](#) [LOGOUT](#)

### Sending institution component

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 (if any)

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

Component title: 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.

Semester (e.g. autumn/spring/term) \*

Number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion. (Use DOT "." as decimal separator) \*

Link to course website

**SUBMIT** **CANCEL**

### *Sending Institution Component*

1. Component code (If there is no code, leave it blank)
2. Component title
3. Enter the semester(s) you will be on Erasmus+ exchange (First semester, Second Semester, Full academic year)
4. ECTS Credits
5. Course Website of your University
6. Repeat the process for each additional course

*Planned period of the mobility*

Enter your start and end months of your Erasmus+ exchange at Goethe-University

▶ **SEMESTER DATES:** [https://www.goethe-university-frankfurt.de/122913225/Before\\_your\\_Mobility\\_to\\_Frankfurt#Semesterdates](https://www.goethe-university-frankfurt.de/122913225/Before_your_Mobility_to_Frankfurt#Semesterdates)

*Language competence and level of the student*

Please select the level and the language in which you will be taught.

Responsible Persons

*Responsible Person at the Sending Institution*

1. Name
2. Position (e.g. Exchange Coordinator)
3. Email
4. Phone Number

Person, which signs the Learning Agreement at your University.

*Responsible Person at the Receiving Institution:*

1. Name
2. Position
3. Email
4. Phone Number

▶ **PLEASE NOTE: EACH DEPARTMENT AT GOETHE-UNIVERSITY HAS THEIR OWN OLA-RESPONSIBLES. PLEASE CHECK THE LIST ON OUR [WEBSITE](#).**

▶ **PLEASE DO NOT ENTER THE CONTACT DETAILS OF THE INCOMING TEAM HERE.**

### Commitment of the three parties

1. Click the "SIGN ONLINE" button
2. Sign your signature in the box (either with your mouse, or with your finger if you are using the mobile app)
3. Click the "SIGN DOCUMENT" button

Please make sure that all fields are filled-in correctly and click on "SENDING INST. COORDINATOR".

SENT OLA:



The screenshot shows the 'STUDENT platform' interface. At the top, there is a navigation bar with 'Hello, Student' and 'HOME' and 'LOGOUT' buttons. Below the navigation bar, there are two sections:

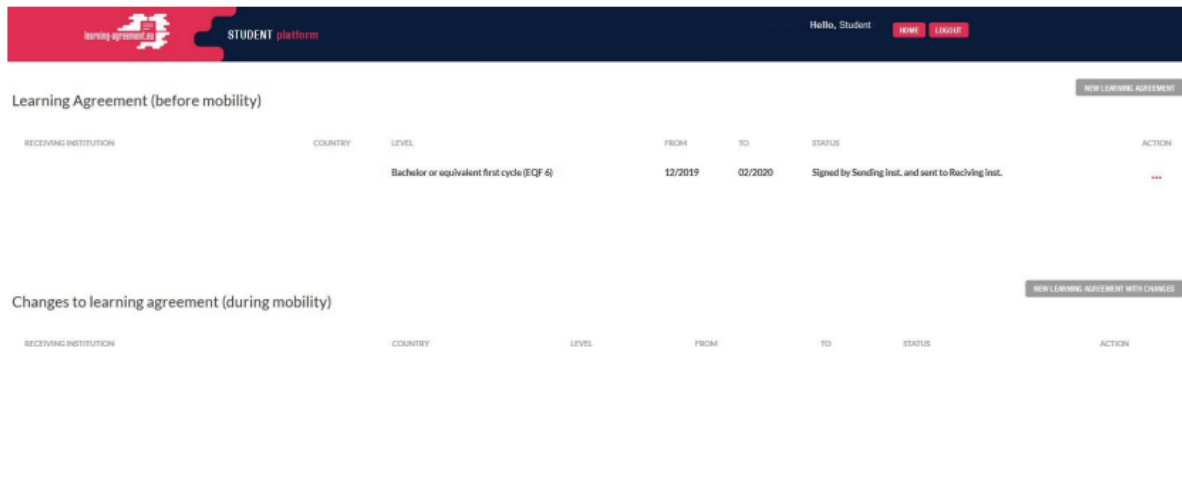
**Learning Agreement (before mobility)**

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
		Bachelor or equivalent first cycle (EQF 6)	12/2019	02/2020	Sent to Sending inst. coordinator	...

**Changes to learning agreement (during mobility)**

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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SIGNATURE SENDING INSTITUTION:



STUDENT platform Hello, Student HOME LOGIN

Learning Agreement (before mobility) NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
		Bachelor or equivalent first cycle (EQF 6)	12/2019	02/2020	Signed by Sending inst. and sent to Receiving inst.	...

Changes to learning agreement (during mobility) NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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SIGNED BY BOTH COORDINATORS:



STUDENT platform Hello, Student HOME LOGIN

Learning Agreement (before mobility) NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
		Bachelor or equivalent first cycle (EQF 6)	12/2019	02/2020	Signed by both coordinators	...

Changes to learning agreement (during mobility) NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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Once the sending and host coordinators have signed the agreement, you will receive an e-mail telling you that the PDF copy is ready. You can then download it.

Log in to the Online Learning Agreement website, click on the 3 red dots again, and select "SAVE PDF".



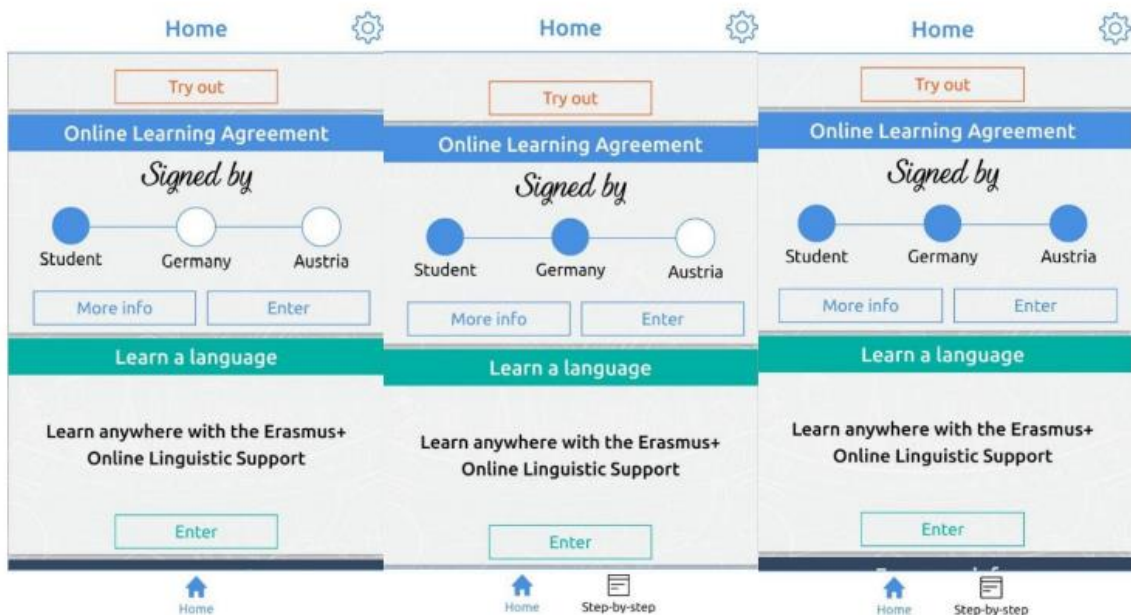
Online Learning Agreement

**Dear student,**

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the [Online Learning Agreement](#) platform to view and download the signed LA.

Best regards,  
 Online Learning Agreement team

You can also follow the status on the Erasmus+ app:



- ▶ PLEASE BE AWARE THAT YOUR CREATED ACCOUNT WILL STILL BE AVAILABLE IN CASE YOUR OLA IS REMOVED.
- ▶ TO REISSUE A NEW OLA PLEASE START WITH STEP 1.

## Changes to your Learning Agreement while on exchange

If you have any changes to your course selection, these will need to be logged via the website too and signed off in the same way.

▶ **DO NOT START ANY CHANGES IN OLA WITHOUT MEETING YOUR SUPERVISING PROFESSOR.**

You will see that the second section of the online form is called “CHANGES TO LEARNING AGREEMENT (DURING MOBILITY)”



The screenshot shows the 'STUDENT platform' interface. At the top, there is a navigation bar with 'STUDENT platform' on the left and 'Hello, Student' with 'HOME' and 'LOGOUT' buttons on the right. Below the navigation bar, there are two main sections:

- Learning Agreement (before mobility)**: This section contains a table with columns: RECEIVING INSTITUTION, COUNTRY, LEVEL, FROM, TO, STATUS, and ACTION. A single row is visible with the following data:
 

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
		Bachelor or equivalent first cycle (EQF 4)	12/2019	02/2020	Signed by Sending inst. and sent to Receiving inst.	...
- Changes to learning agreement (during mobility)**: This section is currently empty and has a button labeled 'NEW LEARNING AGREEMENT WITH CHANGES' on the right.

- Click on the button on the left marked “NEW LEARNING AGREEMENT WITH CHANGES”
- Click the “CREATE” button on the right
- In the “TABLE A Section” click on the “SET AS DELETED” button to remove courses, and select a reason for removal in the drop-down box.
- Click on “+ADD SUBJECT” to add new courses as you did when you first created the Learning Agreement.

▶ PLEASE DO NOT CHANGE ANYTHING IN TABLE B UNLESS INSTRUCTED BY YOUR HOME EXCHANGE COORDINATOR.

▶ PLEASE HAVE IN MIND THAT YOU CANNOT SUBMIT OLA IF YOU ONLY CHANGE COURSES IN TABLE A.

- Sign the form online, and click the “submit” button.
- Once all parties have signed the changes, you can now download your OLA with changes.