

Guidelines for the preparation of the Online Learning Agreement (OLA) for Erasmus+ study abroad

1. General information about the Learning Agreement	2
1.1 Preliminary remarks	2
1.2 Requirements for the minimum number of credit points	3
1.3 Course selection	4
1.4 Pre-approval for the OLA	5
2. Registration on the Online Learning Agreement (OLA) platform and preparation of the OLA	6
2.1 Registration on the OLA platform	6
2.2 Preparation of the OLA (before mobility) Learning Agreement Part 1	6
Step 1 Section "Student Information"	6
Step 2 Section "Sending Institution Information"	7
List of the chairpersons of the examination boards of the University of Erfurt	7
Step 3 Section "Receiving Institution Information"	8
Step 4 Section "Proposed Mobility Programme"	8
Step 5 Section "Virtual Components"	9
Step 6 Section "Commitment"	9
Step 7 Submission	9
2.3 Changes to the Online Learning Agreement (during mobility) Learning Agreement Part 2 Changes to OLA	12
Various scenarios	12
Scenario 1 - Step 1 Section "Contact People Information"	13
Scenario 1 - Step 2 Section "Sending Mobility Programme Changes"	13
Scenario 1 - Step 3 Section "Receiving Mobility Programme Changes"	13
Scenario 1 - Step 4 Section "Virtual Component Changes"	13
Scenario 1 - Step 5 Section "Commitment"	13
3. Obligations after the mobility	14
3.1 Transcript of Records	14
3.2 Recognition of study achievements abroad.....	14

Step 1 Application for recognition of academic achievements	14
Step 2 Assessment of the application	14
Step 3 Approval of the application	14
3.3 Learning Agreement Part 3	15

1. General information about the Learning Agreement

1.1 Preliminary remarks

The Learning Agreement is an agreement in which you document your planned study project abroad as well as the planned later recognition of your achievements abroad. It is an agreement between you, the University of Erfurt, and the partner institution. From the summer semester 2024, the Learning Agreement will be created exclusively digitally via the OLA platform for students.

Don't be put off by the extensive information. The OLA is no more complicated than the traditional Learning Agreement. Just work through the steps one by one. We have written the guidelines in detail so that all potential questions are covered.

Link to the OLA platform: <https://learning-agreement.eu>

Besides you and the host institution, the chairperson of the examination board (*Prüfungsausschuss*) of the respective study subject is responsible for signing the Learning Agreement. However, the specialty of studying at the University of Erfurt is that most students study several subjects, especially in the BA programme. However, the OLA can only be signed by one person.

Therefore, it was determined that the OLA is always signed by the chairperson of the examination board of the major subject (or the only subject). However, this person must be given the consent of the person responsible for the respective subject(s) of study. The approval of the person responsible for the respective subject(s) of study is obtained on the form "Preliminary Arrangement for the Learning Agreement (V-OLA)" and submitted to the examination board of the major subject at about the same time as the OLA is initiated in the OLA portal. You will find more details in the following chapters.

The Learning Agreement consists of three parts that must be submitted to the International Office at different times during your mobility:

- 1. Learning Agreement before mobility (Part 1)**
Compulsory document before the start of mobility
- 2. Learning Agreement during mobility / Changes to Learning Agreement (Part 2)**
Compulsory document during mobility if there are changes to 1. or in case of extensions
- 3. Transcript of Records / Learning Agreement after mobility (Part 3)**
Compulsory document after mobility

1.2 Requirements for the minimum number of credit points

The workload is 30 ECTS¹ credits per semester (20 per trimester) everywhere in the Erasmus area. This also applies to your studies at your host institution. In the Learning Agreement, you should therefore first plan courses to the extent of 30 ECTS.

Subject courses, language courses and country or culture-specific introductory courses are taken into account. The 30 ECTS credits refer to the studies at the host institution, not to study achievements recognised after the study abroad in Erfurt.

Most likely you will have to change the Learning Agreement again after your arrival (e.g. because of time overlaps of courses, because the course content does not meet your expectations, or because the course is held in a different language than planned, or not at all). In the Learning Agreement during mobility, you are allowed to reduce the workload to 24 ECTS. Further reductions are also possible under certain circumstances and with appropriate reasons but must first be clarified with the **International Office**.

1.3 Course selection

Before you familiarise yourself with the technicalities of the OLA, you need to deal with course selection and subsequent recognition. For the course selection, you will need a course catalogue from the host institution, or a list of the courses offered. Ideally, you will have already done some research before you applied, but now it is time to get specific. The main source of information is the website of the host university; if necessary, you can also ask your contact person at the host institution. If there is no current course list for your exchange semester, you should use the courses from the previous year as a guide.

After you have made your own plan, you should discuss the course choice with the person responsible for recognition in your field of study. This person must also co-sign the pre-approval for OLA (V-OLA), this is explained under 1.4. For this purpose, have information on course content, hours per week and ECTS credits available.

It often becomes clear during the preparations that no exact equivalents for individual modules at the home university can be found at the host institution. However, a combination of courses abroad can, under certain circumstances, replace learning outcomes required at the University of Erfurt. However, comparability in terms of content and time and effort must be proven all in all. This can be determined and documented by means of the module or course descriptions and credit points as well as the number of semester hours per week at the home and host university (1 ECTS point = 30 working hours).

¹ ECTS = European Credit Transfer System

Who is the person responsible for the study programme or how do I find out who has to sign the V-OLA?

Go to the website of the University of Erfurt and select "Studies" in the main menu and then "Course offerings". Click on your degree programme here (Bachelor, Master, Lehramt or Magister Theologiae). Then select the respective subject. On the web page of the subject, you will find the subject advisor or study programme representative on the bottom right. If more than one person is named, contact the person responsible for recognition. Depending on the degree programme, this task is performed by professors, lecturers or academic staff. Some subjects also have module coordinators. We recommend contacting the respective subject advisor to find out who is responsible for recognition if this is not stated on the website.

For Stufu courses, you can reach the contact person at stufu@uni-erfurt.de.

In the following, we will always refer to the person in charge as the "person responsible for the study programme".

You want to improve your grades by taking a module abroad that you have already completed at the University of Erfurt?

The framework examination regulations (B-RPO 2019 §15 (1) and M-RPO §16 (1)) state in this regard: "The examination regulations govern whether passed module examinations may be repeated for grade improvement."

This means that each examination board will individually check what is stipulated in the respective study and examination regulations for the respective module. You should not assume that a module repetition for grade improvement is possible in every case.

1.4 Pre-approval for the OLA (V-OLA)

The Online Learning Agreement pre-approval is for internal use at the University of Erfurt. It serves to check the course content and to assure subsequent recognition by the respective study subjects before the data is transferred to the OLA platform and signed online by the chairperson of the examination board of your major subject (or your only subject).

[Link to Form Pre-Approval for the OLA \(V-OLA\)](#)

After you have filled in your personal details, enter in Table A the courses you will attend abroad. Then enter in Table B which modules from your Erfurt study and examination regulations you would like to fulfil with the courses taken abroad. If necessary, you should consult or have already consulted with the person responsible for the study programme, see chapter **1.3**.

Note

Some partner universities already require the Learning Agreement as part of the application documents. If the course catalogue of the host university is not yet available, you can use the courses from the previous year as a guide.

For each course that you would like to have recognised at the University of Erfurt, and this should be the rule, you need the signature of the respective person responsible for the study programme in Table B. If, exceptionally, you do not wish to have a course recognised, it will be listed in Table

B without a module designation and with **zero** ECTS, in which case the signature of the subject representative is not necessary.

The actual recognition takes place after completion of the study abroad programme by means of the [recognition procedure](#) provided for this purpose ([ELVIS](#)). You then do not have to apply for recognition of all the courses you have completed abroad if you afterwards decide otherwise. However, it is always better to arrange for maximum recognition first than to add on later.

2. Registration on the Online Learning Agreement (OLA) platform and creation of the OLA

2.1 Registration on OLA platform

If possible, do not create the OLA until you have finalised the course pre-approval form (V-OLA, see 1.4.) and the person responsible for the study programme has signed it.

To start creating your OLA, you must first register on the OLA platform:

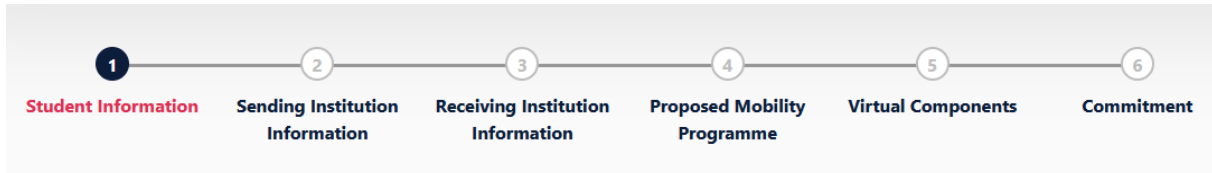
- Call the OLA platform: <https://learning-agreement.eu/>
- If you choose to log in via the University of Erfurt, you can create your account with your University of Erfurt user name and your University of Erfurt password
- By clicking the button "**Create New**" you can now start creating your OLA
- For the type of mobility you are looking for, please select "**Semester Mobility**".

Note

Please do not fill in the OLA on your smartphone.

2.2 Preparation of the OLA (before mobility) | Learning Agreement Part 1

Step 1 | Section "Student Information"



First, make sure that the academic year of your exchange is correct. If you need to change the default academic year, be sure to keep the year format.

Then enter your personal data. As the Field of Education, select the subject for which you have received an exchange place and which you will primarily study abroad. Under certain circumstances, this can also be your minor subject. You must start typing in the field for the drop-down menu to open.

If you are unsure about the ISCED code selection of the subject, you can find the exact allocation from the list "Allocation of subjects at the University of Erfurt to ISCED codes" on our website.

Link: [Allocation of subjects at the University of Erfurt to ISCED codes](#)

If you are studying more than one subject, please write in English in the comment field what your major is and what your minor is: "*My major is ... , my minor is ...*". This will help the host university to explain why you may want to take courses from different disciplines. If you are only studying one subject, you can leave this field blank.

Step 2 | Section "Sending Institution Information"



Here you select the country (Germany) and the University of Erfurt (Note: The universities are listed alphabetically according to the names of the city.) and enter your faculty. If you would like to attend courses in more than one subject abroad, please enter several faculties, e.g. Faculty of Economics, Law and Social Sciences & Faculty of Philosophy, otherwise only one.

You must now enter details of the "**Sending Responsible Person**". This person is the chairperson of the examination board of your major subject (or your only subject). It is **not** the International Office, because the International Office is not responsible for the recognition of academic achievements and therefore cannot sign a Learning Agreement!

Please note

Be sure to enter the correct contact details here, otherwise your Learning Agreement will not be sent to the right person and may not be processed.

List of the chairpersons of the examination boards (*Prüfungsausschüsse; abbr: PA*) of the University of Erfurt and mail addresses for registration in the OLA (as of 01.10.2023)

Faculty of Education		
BA	Prof. Dr Sandra Tänzer	ba-pruefungsausschuss.ewifak@uni-erfurt.de
MA	Prof. Dr Tilmann Betsch	ma-pruefungsausschuss.ewifak@uni-erfurt.de
MEd	Prof. Sandra Neumann	ese@uni-erfurt.de

Faculty of Economics, Law and Science		
BA	Prof. Dr Maik Wolf	ba-pruefungsausschuss.stawi@uni-erfurt.de
MA	Prof. Dr Manfred Königstein	ma-pruefungsausschuss.stawi@uni-erfurt.de

Faculty of Philosophy		
BA	Prof. Dr Rudolf Helmstetter	ba-pruefungsausschuss.philfak@uni-erfurt.de
MA	Prof. Dr Katharina Waldner	Sending administrative contact person: ma-pruefungsausschuss.philfak@uni-erfurt.de Sending responsible person: katharina.waldner@uni-erfurt.de

Faculty of Catholic Theology		
BA, MA, Mag.	Prof. Norbert Baumgart	pruefungsausschuesse.kthfak@uni-erfurt.de

Willy Brandt School of Public Policy		
MA	Prof. Andreas Goldthau	christian.tischmeyer@uni-erfurt.de

Studium fundamentale (only "old" (expired) examination regulations)		
Stufu	Prof. Dr Gerd Mannhaupt	stufu@uni-erfurt.de

You can leave the **"Sending Administrative Contact Person"** field blank, except you study in a Master programme at the Faculty of Philosophy.

Step 3 | Section „Receiving Institution Information“



The details of the **"Receiving Institution/Host University"** are requested here. First enter the country and then the host university. The list of higher education institutions seems rather unsorted. It is best to enter part of the name of the host institution or the city so that the list of institutions available for selection is minimised. You may still not find your host university in the drop-down menu. In this case, the host university is (technically) not yet ready to process OLAs. Please contact the International Office to find a solution.

E-mail International Office: io.outgoing@uni-erfurt.de

Finally, select the department / faculty. The address and the Erasmus code will be entered automatically. You should doublecheck with the Erasmus code whether you have selected the correct host institution. Under **"Receiving Responsible Person"** you now have to enter your contact person at the host institution, which you can find out e.g. from previous conversation, from the Letter of Acceptance or research on the homepage of the host institution.

You can leave the **"Receiving Administrative Contact Person"** field blank again.

Please note

Be sure to enter the correct contact details here, otherwise your Learning Agreement will not be sent to the right person and may not be processed.

Step 4 | Section "Proposed Mobility Programme"



First of all, all mandatory fields must be filled in. You will then be taken to the entry of your study programme abroad (Table A) and its recognition at the University of Erfurt (Table B).

In Table A, enter the courses you would like to take abroad. You may have to research the link to the course catalogue of the host institution yourself. Enter all courses that were confirmed to you by the person responsible for the study programme in the preliminary approval for the OLA or for which you do not wish to receive recognition. Enter the courses in the same order as on the V-OLA form.

Information on the number of ECTS credits to be earned abroad can be found under **1.2**.

In Table B, enter the modules from the study and examination regulations for your degree programme at the University of Erfurt for which you would like to have the courses in Table A recognised. It is important that you list the courses here in the same order as in Table A, i.e. the first course in Table A is also the first course in Table B, and so on. Only enter the courses that were confirmed to you in the preliminary approval (V-OLA) by the persons responsible for the study programme or for which you do not wish to receive recognition.

Please enter the module title according to the study and examination regulations of the University of Erfurt as the "**Component title at the Sending Institution**". As "**Component Code**" please enter the module number according to the study and examination regulations of the University of Erfurt.

Courses for which no recognition is desired must also be entered in the OLA, as the host institution must know that the course is to be attended. Fill in Table A as normal. In Table B, write "No recognition required" as the "Component title at the sending institution" and "zero" as the number of ECTS credits.

Important

Only list courses for which you have been assured recognition in the V-OLA by the signature of the person responsible for the study programme or for which you do not wish to receive recognition. If the V-OLA and OLA do not match, the Learning Agreement becomes invalid.

Step 5 | Section "Virtual Components"



If you will be taking virtual courses (online courses) before, during or after the physical mobility / presence abroad, they will be entered here. Otherwise, this point can be skipped.

Step 6 | Section "Commitment"



In the last step, you confirm all the information entered with your signature. You sign directly in the document (e.g. with the mouse on the computer).

Step 7 | Submit

Sending happens automatically after you have signed. If all contact persons have been entered correctly, the "**Sending Responsible Person**" you entered in step 3, i.e. the chairperson of the examination board of your major subject (or your only subject), will receive an email with a link to

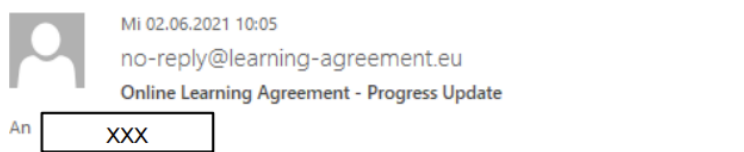
check and sign your OLA. Therefore, at about the same time, send your V-OLA form signed by the person(s) responsible for the study programme(s) to this person and announce that you have entered the OLA and ask for signature. The mail could be as follows:

"Dear Chairperson of the Examination Board,

This email is to inform you that I have sent an Online Learning Agreement (OLA) for my Erasmus studies at (insert host university). I ask you to sign it in the OLA dashboard. Enclosed I am sending you my preliminary approval for the OLA (V-OLA)."

If there are no more queries, the chairperson of the examination board signs digitally and by signing forwards the OLA to the "**Receiving Responsible Person**" entered in step 3.

You will be informed about this step by e-mail.



Dear Student,

Your Online Learning Agreement has been signed by the Sending Higher Education Institution. It has now been sent to the responsible person at the Receiving Higher Education Institution for review.

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>

This responsible person at the host university will now also check and sign the Learning Agreement. You will receive another email about this.



Mi 02.06.2021 12:17

no-reply@learning-agreement.eu

Finalised Online Learning Agreement

An

XXX

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>

You can also track the current processing status of the OLA at any time on the homepage of the OLA platform.

As soon as the document has been signed by all responsible persons, you can download the finished OLA in your OLA account as a PDF file ("**Download PDF**" function).

Note

Check your spam folder regularly. Occasionally emails from the OLA system end up there.

Once you have the PDF with the three signatures, that are

- your signature
- the signature of the examination board (PA) chairperson of the University of Erfurt
- the signature of your contact person at the partner university,

the document (PDF) must be submitted to the International Office by e-mail.

E-mail International Office: io.outgoing@uni-erfurt.de

Notes

If the Learning Agreement cannot be signed by the examination board PA chairperson of the University of Erfurt, e.g. due to missing or incorrect information, the Learning Agreement will be rejected. You will then receive a notification by e-mail and can now change your Learning Agreement on the OLA platform and send it again ("**Edit**" function).

If your host university does not agree with your course choice, e.g. because courses you have chosen are not offered after all or are already overfilled, follow the host university's instructions. They will then probably reject the OLA and you can change the OLA ("**Edit**" function, not "Create new"!). **Please note that a V-OLA must then be created again for newly added courses.** Of course, this is not necessary for courses that remain.

You will find the comments/change requests/reasons for rejection from the examination board (PA) of the University of Erfurt and/or the host university in your OLA in the last step "**Commitment**" below the signature field.

A Learning Agreement that has already been signed by all parties can only be changed via the "**Apply Changes**" function. You can find more details on this under 2.3.

If your host university is not able to sign your Learning Agreement via the OLA platform for technical reasons, please download the version of your "Learning Agreement (before mobility)" signed by two sides (by you and by the examination board chairperson) as a PDF from the homepage of the OLA platform ("**Download PDF**" function) and send it by e-mail to the host university to have it signed.

2.3 Changes to the Online Learning Agreement (during mobility) | Learning Agreement Part 2 | Changes to OLA

A Learning Agreement that has already been signed can only be changed via the "**Apply Changes**" function. It is normal that in the course of your mobility there may even be several changes to your original Learning Agreement (before mobility). If your course choice does not change, you do not need to complete this section.

Courses can be **deleted** and courses can be **added**. All changes must be entered via the OLA platform within approx. 4 weeks after the start of your mobility.

Important!

Please do not create a completely new Learning Agreement for the changes! If necessary, multiple changes can be made to the Learning Agreement.

Different scenarios

Scenario 1 You were able to successfully complete your Learning Agreement (before mobility) in full (i.e. with all 3 signatures) via the OLA platform.

In this case, you can easily enter the changes to the Learning Agreement (before mobility) after your arrival at the partner university in the "**Changes to Online Learning**

Agreement" section on the OLA platform. Log in to the OLA **platform** again and access the **"Changes to Online Learning Agreement"** section.

Scenario 2 You were only able to create your Learning Agreement (before mobility) incompletely via the OLA platform (i.e. the host university could not sign it).

In this case, the changes can unfortunately no longer be made via the OLA platform. You should enter the changes in the PDF file of the OLA and have them signed by the responsible examination board of the University of Erfurt and by the responsible person the host university. Digital signatures and scans are possible.

Scenario 3 You could only create your Learning Agreement (before mobility) using a Word template provided by the International Office (because the host university does not yet use the OLA platform).

In this case, please enter the changes that have occurred to the Learning Agreement (before mobility) after your arrival at the host institution in the form Learning Agreement during mobility / Changes (Part 2) and have them signed by the responsible examination board of the University of Erfurt and by the host institution. Digital signatures and scans are possible.

Note

In all three scenarios, you must have the new courses approved again on the "Pre-approval of OLA (V-OLA)" form and forward it to the chairperson of the examination board (PA) before he/she signs the amended Learning Agreement (Part 2). Deselected courses do not need to be approved on the V-OLA.

Scenarios 2 and 3 should become increasingly rare as all HEIs participating in the Erasmus programme are obliged to use the OLA dashboard.

Further procedure for scenario 1

You enter your course changes into your existing OLA. To do this, you need to click on **"Apply Changes"** on the right-hand side of the OLA platform homepage in the row where your Learning Agreement is displayed.

The first of the following five steps will open for you to document changes to your Learning Agreement.

Step 1 | Section "Contact People Information"

As a first step, please check the contact details of the contact person at the University of Erfurt and the host university again.

Step 2 | Section "Sending Mobility Programme Changes"

In step 2, courses can be deleted or added in **"Table A - Study programme at the Receiving Institution"**. The courses that you do **not** intend to change, however, do not have to be listed again.

Step 3 | Section “Receiving Mobility Programme Changes”

If the changes also affect the information in Table B regarding the recognition of courses at the University of Erfurt, Table B "**Recognition at the Sending Institution**" must also be changed in step 3. Both steps (2 and 3) must be coordinated with the relevant person responsible for the study programme on the V-OLA beforehand.

Step 4 | Section “Virtual Component Changes”

Delete or add courses here as well, if necessary.

Step 5 | Section “Commitment”

Finally, the updated OLA will be signed and sent by you again and automatically forwarded to the contact persons at the University of Erfurt and at the host institutions one after the other for review and signature.

As soon as all 3 signatures have been obtained, that are

- your signature
- the signature of the of the examination board (PA) chairperson of the University of Erfurt
- the signature of your contact person at the host institution,

the document must be submitted to the International Office by e-mail.

E-mail International Office: io.outgoing@uni-erfurt.de

3. Obligations after mobility

3.1 Transcript of Records

After completing your studies abroad, the host university must confirm your academic achievements. This is usually done by means of a transcript of records. A provisional transcript may also be helpful. Theoretically, however, it is also possible that it will be made available on the OLA platform.

Please send the Transcript of Records by e-mail to the International Office upon receipt.

E-mail International Office: io.outgoing@uni-erfurt.de

3.2 Recognition of study achievements abroad

You should apply for recognition **as soon as** the Transcript of Records is available.

The examination boards of the faculties are again responsible for the recognition of academic achievements gained abroad. To apply for recognition, use the form "Antrag auf Anerkennung von Studienleistungen" (Application for recognition of academic achievements) on the ELVIS website, which is valid for your degree programme.

Link: [Forms for the recognition of academic achievements \(ELVIS\)](#)

You should follow the steps below (for BA students of the Faculty of Political Science the procedure is different, see below):

Step 1 | Application for recognition of academic achievements

Fill out a form for each course to be recognised and submit it with the enclosures to the person responsible for the study programme (see [1.3](#)). Since the equivalence has already been checked in advance, it is sufficient to submit a copy of the final Learning Agreement and the Transcript of Records as attachments.

Step 2 | Examination of the application

The person responsible for the study programme examines the application and proposes recognition including converted grade and credit points to the examination board on the ELVIS form. He/she usually returns the application to you so that you can submit it to the faculty's examination board.

Step 3 | Approval of the application

The examination board decides on the application. After the recognition, the chairperson gives the application with the attachments to the Department of Studies and Teaching (*Sachgebiet Prüfungsangelegenheiten*), where the result is transferred to ELVIS. You should receive a copy of the form. This will inform you of the result of your application.

BA students of the Faculty of Economics, Law and Social Sciences submit the application for recognition of study achievements abroad to the chairperson of the faculty's examination board. He/she forwards the documents to the responsible board member of the respective subject for examination. The final decision is issued by the chairperson of the examination board.

[Link: Website of the Examination Board of the Faculty of Economics, Law and Social Sciences including guidelines for the recognition of academic achievements at the Faculty of Economics, Law and Social Sciences](#)

3.3 Learning Agreement Part 3

Participants in the Erasmus programme must submit the result of the recognition as part of the Learning Agreement. To do this, the **[Learning Agreement Part 3 form](#)** must be completed promptly and sent to the International Office by e-mail together with a printout or screenshot of the ELVIS listing the recognised modules.

E-mail International Office: io.outgoing@uni-erfurt.de

Provided that you have completed all the previous steps to finish your Erasmus stay (see email "To-dos to finish your stay abroad"), this concludes your Erasmus studies and you will receive the final notification and thus the last scholarship instalment.