

Online Learning Agreement (OLA) – what, where, and how?

For the current generation of Erasmus+ programs, the EU has decided that the home university and the host university must exchange certain documents online for an Erasmus+ stay abroad. One of these documents is the Learning Agreement¹; in the digital version, it is called 'Digital Learning Agreement' or '**Online Learning Agreement (OLA)**'.

More information on how to create such an OLA for your Erasmus+ stay can be found here:

1. You will receive an e-mail

as soon as the organization of your stay abroad has reached the stage where you can complete an OLA. The following automatic message will be sent from erasmus@international.uni-mainz.de to the e-mail address you provided when applying for the Erasmus+ scholarship. Please also check your spam folder regularly.

Initiate your Learning Agreement for your mobility to Háskóli Íslands



Erasmus
An Errogui, Oubaida

Hello Errogui Oubaida,

You can now create a Learning Agreement for the following mobility.

Sending Institution: Johannes Gutenberg-Universität Mainz

Receiving Institution: Háskóli Íslands

Academic year from: 18-04-2023

Academic year to: to 20-06-2023

ISCED: 0532 - Earth sciences

Thank you,
MoveON

2. Go to the online portal of the International Office:

<https://jgumainz.moveon4.de/form/5a2821bd84fb96ce3d8ea7aa/deu> (for students with JGU-Mail).²

You can access the OLA form in the portal through which you registered for your Erasmus+ stay abroad. **Please use your JGU login data when logging in.**³

¹ In the Online Learning Agreement (OLA), you discuss with the Erasmus+ departmental coordinator at JGU before starting your studies abroad which courses you will take there and how these will be recognized once you return to JGU. This must also be confirmed digitally by a representative of the host university.

² (External) students without JGU e-mail account should use this link. <https://jgumainz.moveon4.de/local-login/589855d785fb964a78c17ec9/eng>

³ Students without JGU login date (such as students in trinational master's programs) use the e-mail they entered when registering for the Erasmus+ scholarship application.

3. Scroll down to the new section 'Lernvereinbarungen'.

On the portal home page below the forms, in the 'Laufende und abgeschlossene Anmeldungen' section, you will see a new section called 'Lernvereinbarungen'. It is possible (though unlikely) that Learning Agreements are displayed here for multiple planned stays. If this is the case, select the stay you want to create a Learning Agreement for.

Lernvereinbarungen

Hier finden Sie Ihre aktiven Lernvereinbarungen:

Startsemester	Aufenthaltsmöglichkeit	Optionen	Bemerkungen
01/Jan/2023	ERASMUS-SMS - Goteborgs universitet - FB08 - Physik 0533	Mobilitätstyp auswählen <input type="button" value="Learning Agreement initiieren"/>	

4. Select the mobility type.

The OLA forms for the mobility types 'Semester', 'Blended' and 'Doctoral' differ in their content; therefore, the mobility type must be selected at the beginning. In most cases, the mobility type is semester mobility:

'Semester'	Traditional Erasmus+ stay (minimum duration of 2 months). It is possible to take virtual modules in addition to on-campus courses.
'Blended'	Short stay on site at a partner university combined with a virtual phase forms a learning unit.
'Doctoral'	Erasmus+ mobility for academic purposes during a doctorate (requirement = enrollment at JGU)

5. Please fill in the form for the Online Learning Agreement (OLA)

Most fields will be completed automatically with the information you provided when registering for the scholarship. It is important that you complete the following fields:

'Vorlesungsverzeichnis (URL)' (under: 'Details zum Austausch')	Link to the course catalog of the host university
'Semesterkomponente (Gastinstitution)' (under: 'Lernkomponentent - Neuester Vorschlag')	Here you list each course that you would like to take at your host university. The following information is mandatory for each selected course: <ul style="list-style-type: none"> • 'Titel': Name of the course • 'Semester': 1st or 2nd semester, if applicable, of your stay • 'Schema' Point system, such as ECTS • 'Punkte' Scored points after successful participation • If the host university adds identifiers to the courses, please enter these under 'Code'.
'Semesterkomponente (home university)' (under: 'Lernkomponenten - Neuester Vorschlag')	Here you list the courses at JGU that you want to replace with the courses you take at the host university. In addition to the information you have entered for the courses at the host university ('Titel', 'Semester', 'Schema' and 'Punkte')

	please enter the course identifier from JoGuStINe under 'Code'. Entries like 'Mobility Window/Mobilitätsfenster' and 'Zusatzleistung' are - after consultation with the Erasmus+ departmental coordinator - also accepted.
Administrative contacts of the home university	Please make sure that you enter your Erasmus+ departmental coordinator or the OLA administrator (only for individual subjects) here. Staff members from the Erasmus+ office of the International Office (e.g. Lenka Tucek) cannot approve an OLA!

Please note:

- You can add form fields for additional courses both at ‚Aufenthalt (empfangende)‘ und ‚Heimat (Senden)‘ via the ‚+‘ - symbol.
- The number of courses at the host and home university do not have to be identical.
- The same applies to the number of awarded points.
- **The conditions for recognition for ‘Heimat (Senden)’ are usually defined in advance by your Erasmus+ departmental coordinator or OLA administrator after consultation with you.**

6. Save your entries

You can edit/add to saved data in your OLA at a later stage. Do not forget to log out of the portal (top right).⁴

7. Approve your Online Learning Agreement (OLA).

Once you have completed all the information, you can approve the OLA (button 'Lernvereinbarungen genehmigen', see next page). The person you have entered as administrative contact of the home university will receive an email notification about the approval of your OLA. Do not forget to log out of the portal (top right).

⁴ Please keep in mind that an email is sent to the person you have entered as administrative contact of the home university in your learning agreement every time you hit the ‘Save’-button. This is done by the database and we cannot control how often this message is sent.

Anerkennungsbedingungen

 Semesterkomponente (Heimatinstitution)

 Speichern  Lernvereinbarung genehmigen  Neue Virtuelle Komponente

8. Discuss your Online Learning Agreement (OLA) with the Erasmus+ departmental coordinator or OLA administrator.

We recommend that you **contact the OLA administrator now at the latest**, if you have not already contacted them before completing the OLA.

The Erasmus+ departmental coordinator or OLA administrator can now see the approved draft of your OLA in the MoveON database. In many cases, they will still have questions, suggestions for changes or additions. Then they will ask you to make the appropriate changes in the portal (see above) or they make the changes to your draft OLA in the MoveON database directly. In the latter case, you will receive an email notification that your OLA has been edited.

If edits are made to an OLA that you have already approved, the approval you have given will expire. If you have made changes yourself (after consulting with the OLA administrator) or if the OLA administrator has made edits, you may reapprove your Learning Agreement if you agree.

This process of edits and approval goes on until you and the OLA administrator have both approved the OLA without further changes. **Therefore, we strongly recommend that you contact your OLA administrator (via e-mail or in person) in advance of entering the data into the OLA.**

Do not forget to log out of the portal (top right).

9. Wait for approval from the other parties.

If the JGU OLA administrator also approves your OLA, you will receive an email. If both parties in Mainz have approved the OLA in the same version, it will be sent digitally to the partner university for approval. As soon as they also approve your OLA, you will have an online Learning Agreement/OLA ('**Erste Version**') approved by all three parties. Unfortunately, you will not receive an email notification; however, you will see the approval in the portal.

10. Optional: Make changes according to your partner university's requests, if applicable.

If the partner university has change requests (e.g. a course you have selected is not offered in the specific semester), you will receive a message in the portal with the specific change requests.

It is not possible for the partner university to edit your OLA directly. You have to make the requested changes yourself. Afterwards, you and the OLA administrator of JGU must approve the OLA again. If the partner university then approves the OLA, you will have an OLA approved by all three parties ('**Erste Version**').

Do not forget to log out of the portal (top right).

11. Optional: After the first version of your OLA you would like to make further changes.

This happens, sometimes because the course you selected does not take place or because you find out about more interesting courses after your arrival at the host university. In this case, you can edit your OLA yourself (if your mobility type is 'Semester', see point 4) or have your OLA deleted in order to set up a new one (for mobility types 'Blended' and 'Doctoral').

Changes to the Learning Agreement for the mobility type 'Semester'.

Log in to the portal and add more learning components to the first version of your OLA or delete courses you no longer want to take. When making changes, you must provide a reason, e.g. "did not take place", "new course" or similar. Once you approve the changes, the approval process (see points 9 to 12) starts again.

Do not forget to log out of the portal.

Once all three parties have approved the new version of the OLA, you have a version 'nach der ersten Version'. This can be repeated several times, if necessary.

01/Jan/2023

ERASMUS-SMS - Göteborgs universitet - FB08
- Physik 0533

[LA-Entwurf bearbeiten](#)

Deleting an OLA with the mobility type 'Blended' or 'Doctoral'.

If you need to make any changes to your OLA and you are doing a 'Blended' or 'Doctoral' type mobility, please contact the Erasmus+ team at the International Office at erasmus@international.uni-mainz.de with the request to delete your OLA. Please also inform the OLA administrator at JGU and your contact at the host university about this step. If your original OLA has been deleted, you will have the option to create a new one as described above. Do not forget to log out of the portal (top right).

12. Optional: You want to download your OLA as a PDF file.

In the portal you can download the OLA as a PDF file if you need to submit it to the student advising office or similar unit, e.g. for the recognition of your examinations and coursework from abroad. The button 'Download LA' will appear in the portal **as soon as both parties in Mainz have approved the OLA.**

Start period	Stay opportunity	Actions	Remarks
16/Nov/2021	ERASMUS-SMS - Jyväskylän Yliopisto - FB08 - Physik 0533	Edit LA draft View Last Shared Version of LA Download LA	

13. Optional: You need help with your OLA.

- Questions about the course offer or the course contents at the host university: see websites and contact persons at the host university
- Questions about recognition at JGU: OLA administrator at JGU for your subject and Erasmus+ departmental coordinator
- Learning Agreement as part of the Erasmus+ funding requirements; understanding the OLA form: erasmus@international.uni-mainz.de
- Technical problems with the portal/ OLA: moveon@international.uni-mainz.de

Have fun abroad 😊 !