ONLINE LEARNING AGREEMENT (OLA)
## Instructions for students of the FU Berlin (Outgoings)

Dear Erasmus+ student,

Before you start your Erasmus+ exchange, you must complete a Learning Agreement and have it signed by the responsible person at both your home institution as well as the receiving institution.

If your host university is not yet able to process the Online Learning Agreement via the OLA-System, please use the FU template for Learning Agreements (Word/PDF), which you can find on our website.

OLA-SYSTEM: REGISTRATION AND LOGIN
In order to create an Online Learning Agreement, please log in at www.learning-agreement.eu with your FU/Charité account.
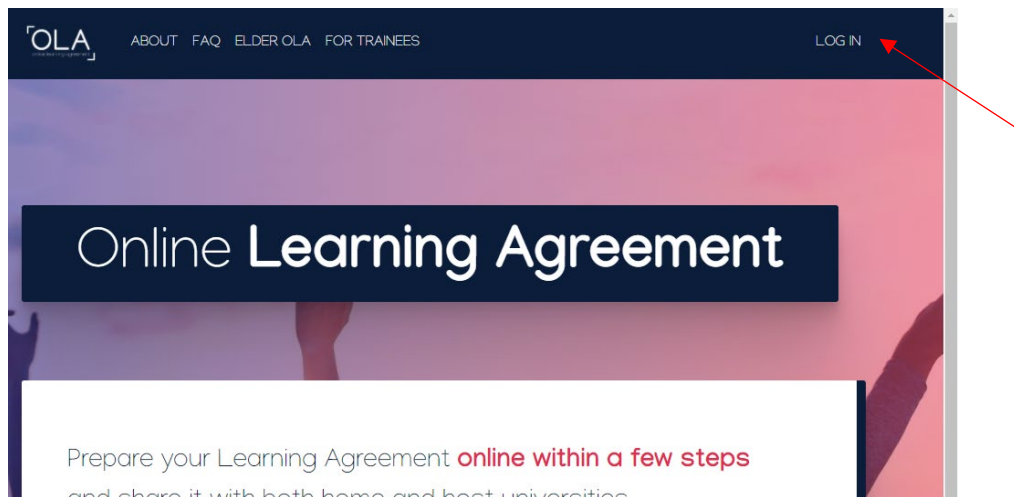
Select Freie Universität Berlin or Charité as your provider.
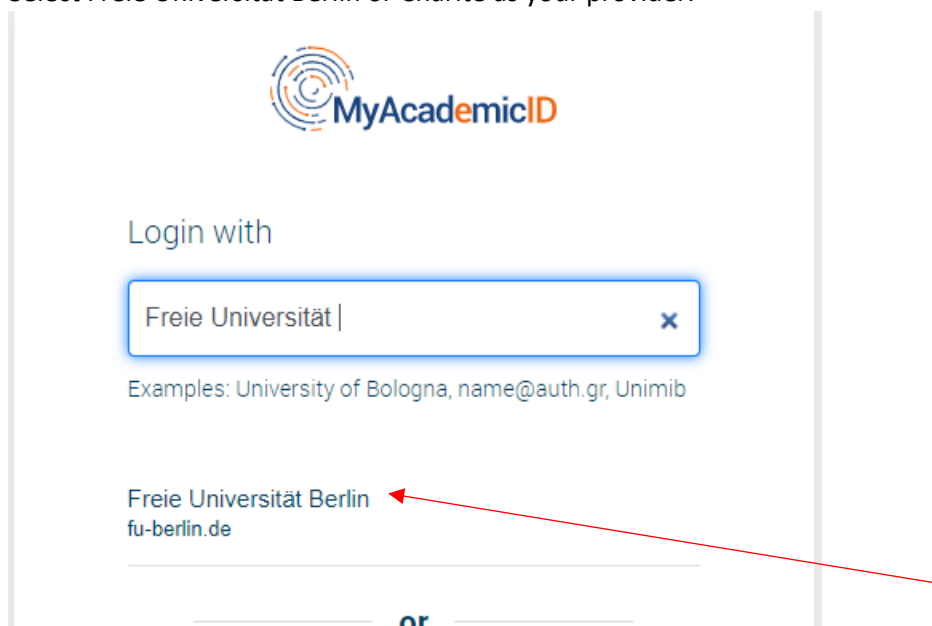
You will then be redirected and asked to enter your Zedat/Charité data. Once this has been done, log in to the new page (MyAcademic ID / eduTeams). On this page you do not have to enter your Zedat data, but can choose a new username.
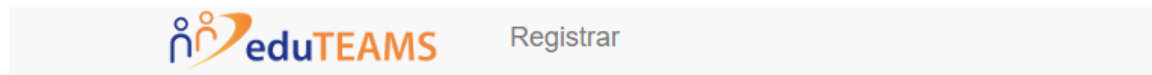
You will now receive a confirmation email. Please verify your email address and return to the website www.learning-agreement.eu.

You are now on the page „My Account":

Please complete the form. After that click on the button 'Save'. You can now create an Online Learning Agreement on the next page.
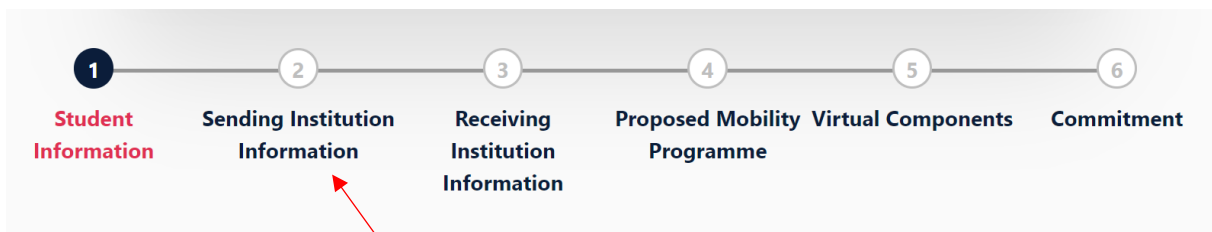
CREATING AN ONLINE LEARNING AGREEMENT

1. ONLINE LEARNING AGREEMENT (BEFORE THE MOBILITY)

Deadline for submission: before the start of your study abroad programme or the start of each semester abroad (please send the LA as a PDF version to outgoing-erasmus@fu-berlin.de).
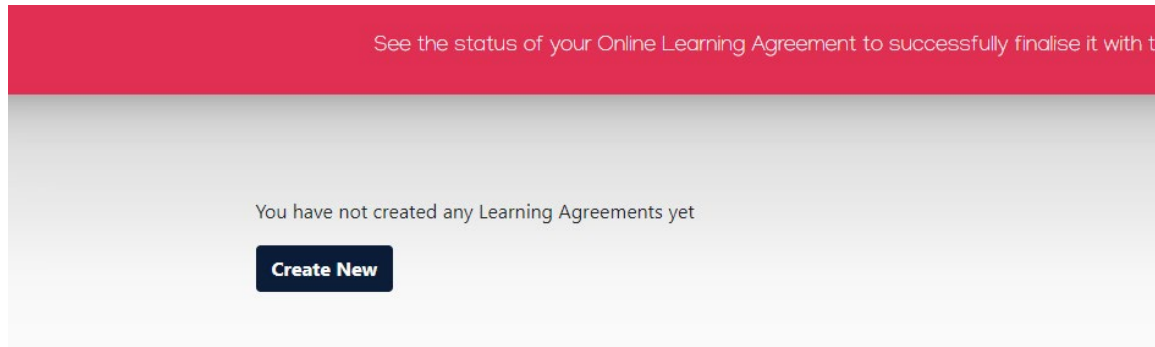
Clicking on the button „Create New" opens a form which you have to fill in step by step.

In the section **(2) „Sending Institution"** it is important to enter the name for „**Sending Responsible Person"** which you have been informed of by your Erasmus+ coordinator at the FU/Charité. For the e-mail address, please enter the address of the Erasmus+ contact person of your institute/department via which you are going abroad. Only this person has access to your OLA and can sign it for the FU/Charité at the end.

You can find an overview of the valid e-mail addresses of the responsible persons for each Department here: https://www.fu-berlin.de/studium/international/studium_ausland/erasmus/dokumente/ola/index.html

For „**Administrative Contact Person"** please enter the e-mail address outgoing-erasmus@fu-berlin.de. (Please leave the other fields for Administrative Contact Person blank.)

Likewise, in the section **(3) „Receiving Institution Information"** you must enter a Receiving Responsible Person at the receiving institution. Please check with your host university (website, email, LA/course instructions) which person and email address you should enter here.

It is important to not enter just any address or contact person, as only certain persons and e-mail addresses have access to the OLA System!

In the section **(4) „Proposed Mobility Programme"** select your courses. In Table A you enter the courses you would like to take at the receiving institution and in Table B you enter the modules you have not yet taken at the FU/Charité for which you would like to be awarded the respective credit points (ECTS).

Important:
- Table A must contain courses amounting to at least 15 ECTS per semester. (In order to receive the full Erasmus+ financial support, at least 15 ECTS per semester must be completed in full, i.e. including participation in and passing the exams of the host university).
- You have to include the number of ECTS for courses both at the receiving institution (Table A) and the FU/Charité (Table B).
- If you are doing a (research) internship at the receiving institution in addition to attending courses, you must insert the following information in Table A: Name of the internship institution/working group, period of the internship, name of the supervisor, ECTS (semester hours per week if applicable).
- You may want to consult the person(s) responsible for recognition at your Department in advance of submitting the OLA so that you do not risk getting it rejected.
- Table B must not be blank. If you do not wish to get courses recognised at the FU/Charité, please enter "recognition is not possible/wanted" in Table B.

Attention! You also need to complete the "**Supplement to the OLA**" if you want to have courses recognised at your home institution and at least one of the following applies:
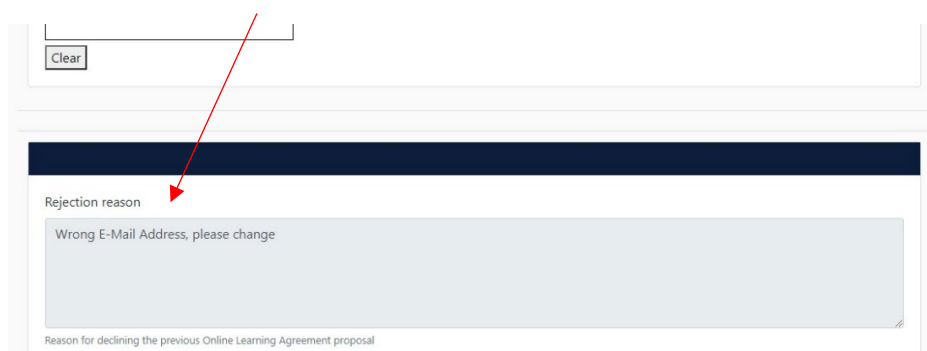- The "Sending Responsible Person" (your Erasmus+ coordinator) is not responsible for the recognition of courses.
- The courses do not belong to the subject/department via which you are doing your Erasmus+ exchange.

You will find the template for the "Supplement to the OLA" on our website. Once completed, please send it to the person(s) responsible for the recognition. Here you can find an overview of the person(s) responsible for recognition at each Department of FU: www.fu-berlin.de/anerkennung-studienleistung.

Once you have completed the form, entered your courses (please only enter valid courses and course numbers), received a signature for the "Supplement to the OLA" and sent it to the e-mail address of the Sending Responsible Person, you can sign and submit the Online Learning Agreement via the OLA system in section **(6) Commitment**. The person/email you entered for the Sending Responsible Person will automatically receive an email from the OLA system asking them to sign your OLA.

After the sending institution has signed your OLA, the contact person of the receiving institution that you specified as the Receiving Responsible Person will be notified by the system with a request for signature. Once all the responsible persons have signed your OLA, you will receive a notification via email. You can also view the status of your OLA at any time and download and export it as a PDF version on your device.

The Responsible Person(s) of both universities may also reject your OLA. This will result in you having to correct and sign the OLA again. If your OLA has been rejected you will receive an email notification. You can view the reasons for rejection at the bottom of section **(6) Commitment**.

Once your **OLA** has been signed by all parties, please send **a PDF version of it (if applicable, together with the "Supplement to the OLA") to the** central Erasmus+ Outgoings Team (**email: outgoing-erasmus@fu-berlin.de**). This is the only way in which we can process the document(s) and it is essential for you to follow this instruction to be eligible for the Erasmus+ funding.

CHANGES TO THE ONLINE LEARNING AGREEMENT

In case there are changes to the selected courses at the receiving institution or changes to the courses you would like to get recognised at the FU, you must adjust your Learning Agreement by completing an "Online Learning Agreement During the Mobility".

2. ONLINE LEARNING AGREEMENT (DURING THE MOBILITY)

Deadline for submission: up to 4 weeks after the start of the study abroad or the start of the semester abroad. Please send a PDF version to outgoing-erasmus@fu-berlin.de.

In order to change the original OLA in the OLA system, it must have been signed by all three parties (student, sending institution, receiving institution).

Please proceed as follows.

1. Log in to your account at www.learning-agreement.eu. When all three parties have signed your OLA online via the system, you will find the "Apply Changes" button behind your OLA.

2. Click on the button and you will be able to edit your OLA. You can make corrections to the contact persons if necessary. If you have corrected all the necessary information, please click on "Next" at the bottom of the page.

You can now choose whether you want to delete an existing course or add a new one:

3. If you would like to add a course, please proceed in the same way as when creating the OLA before the mobility. Please enter the correct course title, the course number (if available), the ECTS number and the respective semester in which the course takes place.

4. If you would like to remove a course, select "deleted" in the drop-down menu and fill in the information regarding the course. Please pay close attention to the title and the course number as these have to match with the course you entered originally in the first OLA. If you make a mistake, you will get an error message stating that the course cannot bet deleted.

5. If you want to replace one course with another, all you have to do is delete a course and add a new one.

6. When you are done with changes to the courses at the receiving institution, click on "next". This will take you to the section where you can change the courses that you would like to have recognised at the FU/Charité. The procedure is the same as in Table A.

7. Once you are done with changes to the recognition, click "next". Please note that Table C and the changes to Table C remain empty, as this component is not intended for Erasmus+ study programmes.

8. Please check your data and sign the OLA. It will again be sent automatically to the responsible person(s) for signature.

9. Please remember that you may also need to adjust the supplementary sheet to the OLA.

If you have any questions, do not hesitate contacting the Erasmus+ Outgoings Team: outgoing-erasmus@fu-berlin.de.

Examples:

<u>1st Example:</u>

1st Example:
Your major is French Philology and your minor is Physics.

You were selected for an Erasmus+ exchange place by the Department of Physics, which means that the Physics Erasmus+ Coordinator is responsible for you and signs your OLA through the OLA system.

In addition to physics courses, you would like to take a French Philology course at the receiving institution and have it recognised at FU.

Since the Physics Department is not responsible for the recognition of this course, you must complete the form "Supplement to the OLA". Use this Supplement to the OLA for confirming the recognition with the person responsible for the other subject.

In the Supplement to the OLA, enter the French Philology course with the number of ECTS of the receiving institution in Table A, and in Table B enter the module of the FU you would like to have recognised with the respective number of credit points.

Then send the Supplement to the OLA to the person responsible for the recognition at the Institute for Romance Languages and Literatures with the request for verification and signature in Table B.

As soon as you receive the signed Supplement to the OLA from the Institute for Romance Languages and Literatures complete the OLA online and submit it. Please note that the OLA must include **all** the courses you wish to take at the receiving institution as well as **all** the modules of FU for which you plan to be awarded credit points. In our example for both subjects, those for Physics and those for French Philology.

In addition, send the Supplement to the OLA directly to the "Responsible Person" of the subject in which you have received your Erasmus+ placement (in our example this would be the Erasmus+ Coordinator of the Physics Department).

Please write your name in the subject line so that emails can be allocated more easily: last name, first name: Supplement to OLA

Now your OLA can be checked and signed directly by the Physics Department and automatically forwarded to the receiving institution for signature.

<u>2nd Example</u>:
If you were selected for an Erasmus+ exchange place by the Language Center, you have to confirm the recognition for **all** courses via the Supplement to the OLA with the person(s) responsible for recognition at the respective department of your subjects. The Language Center is only responsible for the recognition of language acquisition. The Erasmus+ Coordinator of the Language Center is, however, still responsible for signing the OLA via the OLA system.