

## Online Learning Agreement

Dear Incoming Student,

Before you start your stay, you need to create a Learning Agreement and have it signed by both the home university and the partner university – your FU departmental coordinator.

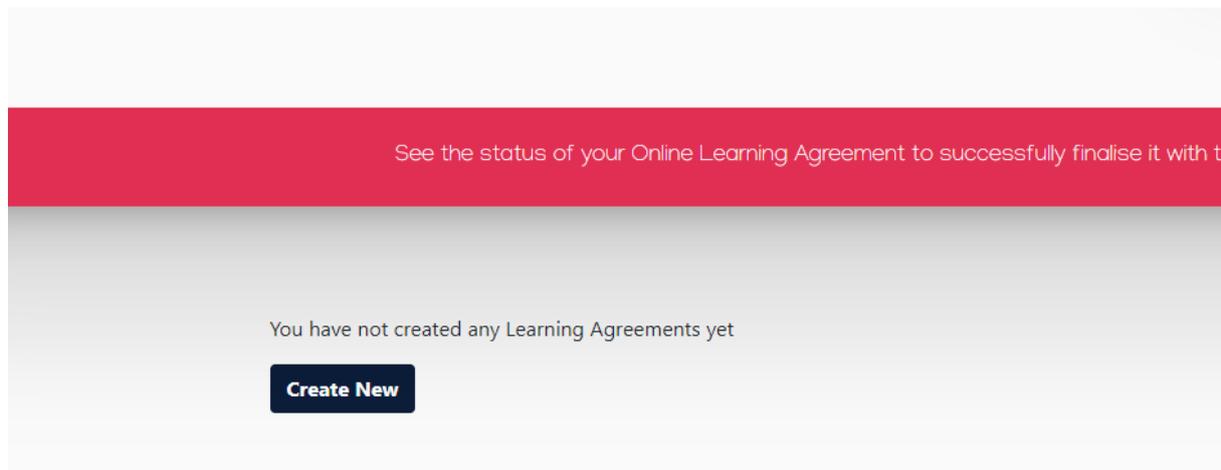
To create a Learning Agreement, please log in at [www.learning-agreement.eu](http://www.learning-agreement.eu) with the data of your home university. (Please check the data with your home institution)



You will start on the “My Account” page with filling all necessary information.

The image shows the 'My account' page on the website. The page has a light gray background. At the top, the text 'My account' is displayed in a large, dark font. Below this, there are two buttons: 'VIEW' and 'EDIT'. The main content area is a form titled 'My Personal Information' with a dark blue header. The form contains several input fields: 'Firstname \*' and 'Lastname \*' (text boxes), 'Date of birth \*' (a date picker with the format 'tt.mm.jjjj'), 'Gender \*' (a dropdown menu with '- Select a value -'), 'Nationality \*' (a dropdown menu), 'Field of education \*' (a dropdown menu), and 'Study cycle \*' (a dropdown menu). At the bottom of the form, there is a checkbox labeled 'I have read and agree to the Terms and Conditions and Privacy Policy \*' with a link to 'Terms and Conditions and Privacy Policy'. Below the checkbox is a red 'Save' button.

After you have filled in your data, click on the save button and you can create a Learning Agreement on the next page.



Clicking on "Create New" opens a form that you have to fill in step-by-step.



It is important that you ask your home institution which information you shall fill under the section Sending Institution (2).

For the "Receiving Institution (3)" section, you will receive the responsible contact (FU departmental coordinator) from our Incoming Office ([incoming@fu-berlin.de](mailto:incoming@fu-berlin.de)). As administrative contact please fill in Incoming Office and the e-mail address [incoming@fu-berlin.de](mailto:incoming@fu-berlin.de)

**!Important: Please do not enter just any address or contact person, as only certain persons are authorized to sign your Learning Agreement!!**

Once you have filled in all the fields and selected your courses accordingly (please enter only valid courses and corresponding course numbers), you can send the OLA. Your registered contact of the "Sending Institution" will receive an email asking for their signature in the system.

After the home university has signed, an email will automatically be sent to the contact at Freie University, also with a request for signature. Once all parties have signed, you will also receive a message via email. You can download and save the OLA as a PDF from the system at any time.

You can change the Learning Agreement throughout the process and emails will be generated again to signees to sign again.

Authorized signers can also reject the OLA with a reason, which will result in you having to edit it again.

When you receive a rejected OLA back, you will receive an email stating that your OLA has been rejected. You can view the reason for rejection in your Learning Agreement under Commitment (5) at the very bottom:

Clear

Rejection reason

Wrong E-Mail Address, please change

Reason for declining the previous Online Learning Agreement proposal