



## Instructions for completing the Online Learning Agreement (OLA)

### The Online Learning Agreement (OLA)

“Before the mobility”

Less than the required 20 ECTS credits

### The Online Learning Agreement (OLA)

*Here we provide answers to frequently asked questions during the completion process.*

In the Online Learning Agreement, you – as the student – define the courses to be completed while you are abroad and the subsequent recognition thereof at HHU. You need to do this before the start of your mobility.

In the event of any changes in course selection or recognition options during your stay abroad, please enter them in the “Changes to Learning Agreement” section of the LA.

After your stay abroad, you should finally confirm which courses can be recognised at HHU with the Erasmus Departmental Coordinator or course recognition advisor in your department at HHU. Please submit the credit transfer notification you receive during this process to the International Office.

You are not entitled to an Erasmus grant unless you submit a completed LA signed by all three parties (student, responsible person at HHU and responsible person at the host university). The responsible person at HHU is usually your Erasmus Departmental Coordinator. Your Erasmus Departmental Coordinator at HHU will inform you about the responsible person at the host university, or alternatively you can ask the host university directly.

If you are studying two subjects (in a bachelor’s degree with a major and minor subject or possibly even as separate study programmes): If you would like and are able to study both subjects during your Erasmus stay abroad, please complete a separate OLA for each subject so that each responsible Erasmus Departmental Coordinator can sign the OLA for their subject. This is important, as the individual Erasmus Departmental Coordinators may not be authorised to confirm course recognition for another subject. For the International Office, the OLAs are only valid together. Please send us PDF versions of both OLAs once all parties have signed them. Thank you!



## Complete the “Before the mobility” section of the Learning Agreement

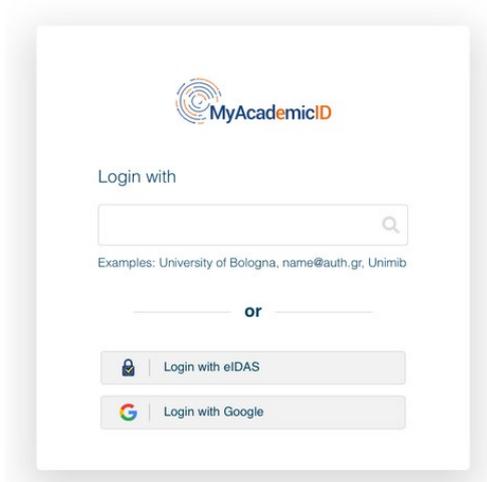
*This section of the LA records your course selection at the host university before your departure.*

You – as the student – and the Erasmus Departmental Coordinator complete the form together before your departure to the host university.

Once you have obtained signatures from all three parties (student, HHU Erasmus Departmental Coordinator, responsible person at the host university), you should download a PDF of the fully signed Learning Agreement and send it by e-mail to the International Office at HHU before the start of your semester abroad.

### Login

1. Go to the website: [www.learning-agreement.eu](http://www.learning-agreement.eu). Click on “Login to access your learning agreement” at the bottom of the page. Please note: If this link does not open, try a different browser.
2. On the page that opens, click on “Login” – you can log in using your normal university username. **Important:** When logging in for the first time, you will need to register. To do this, log in using your university username and password via “MyAcademicID Registration” and complete the mandatory fields. You will receive an e-mail with a link to confirm your registration. A website will open when you click on the link. On this site, click on “Login with”, enter your normal university username and then select “Heinrich Heine University Duesseldorf”. You will then access the Learning Agreements overview, where you can also create a new LA.



3. When logging in for the first time, you need to enter your personal details, subject and study level (e.g. bachelor’s or master’s degree) here. Then click on “My Learning Agreements”:



OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Firstname \*  
Test-Vorname

Lastname \*  
Test-Nachname

Date of birth \*  
01.01.1900

Gender \*  
Female

Nationality \*  
Germany (287)

Field of education \*  
Economics (0311) (759)

Study cycle \*  
Master or equivalent second cycle (EQF level 7) (20)

I have read and agree to the Terms and Conditions and Privacy Policy \*  
[Terms and Conditions](#) and [Privacy Policy](#)

Save

## “My Learning Agreements” section

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

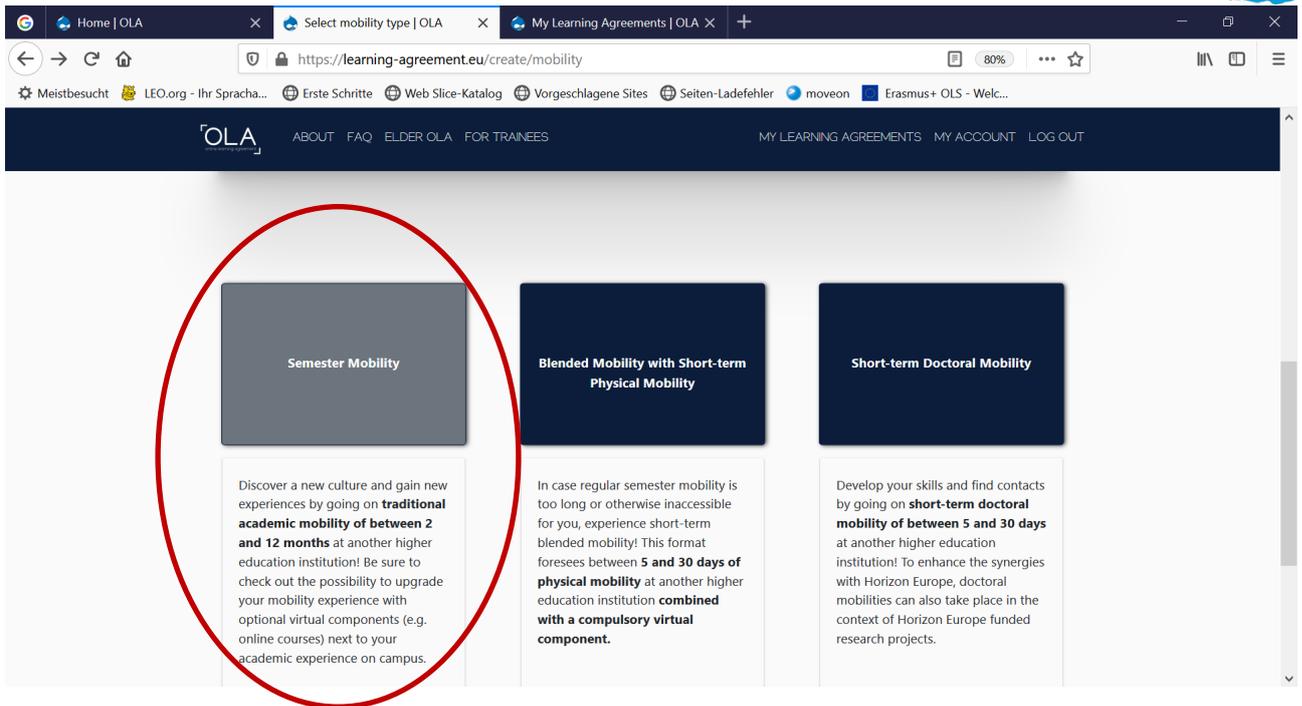
# My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

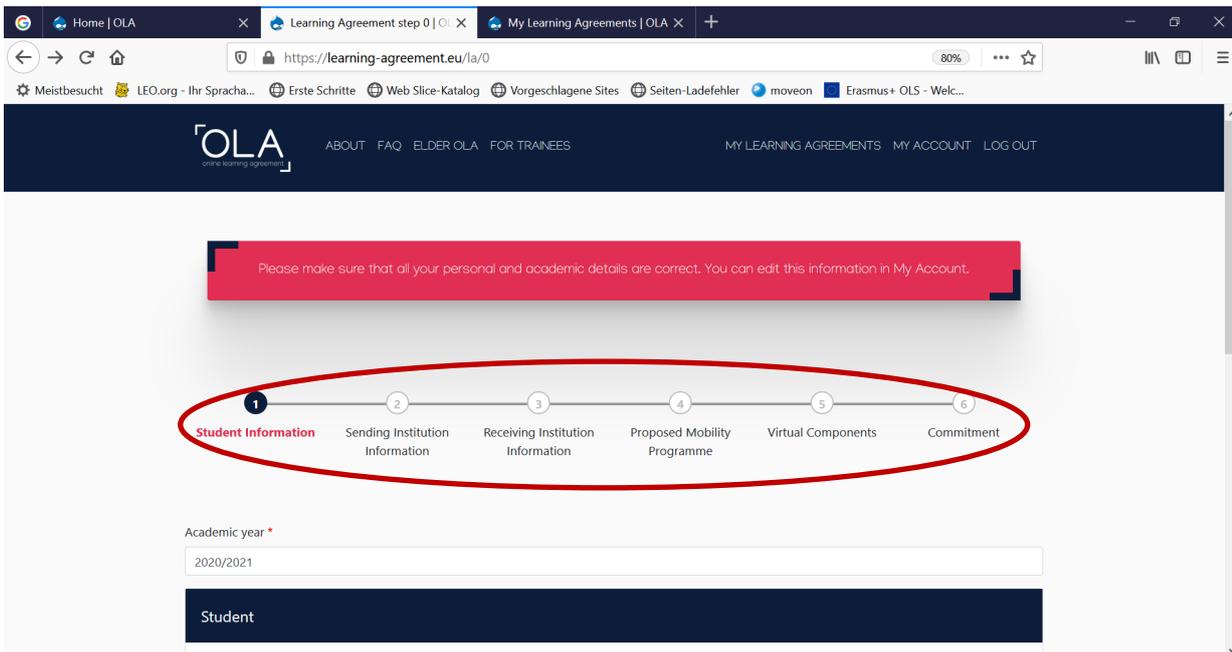
You have not created any Learning Agreements yet.

Create New

1. Click on the “Create New” button to add a new Learning Agreement. You will subsequently be able to find all created LAs here.
2. After clicking on “Create New”, select “Semester Mobility” (unless you are planning to undertake virtual studies with only a brief stay abroad; in this case, please contact the International Office).



On this first page, you can see the various sections of the LA in a line across the top. Please only make entries in English to ensure that the partner university abroad can also understand everything.



## “Student Information” section

1. Complete all mandatory fields.



2. For the “Field of Education”, it is best to use the [ISCED codes for the HHU study programmes \(German Only\)](#), which you can find on our website. → Enter the corresponding code in the field and the English term will then be displayed.
3. Click on “Next”. The entries will be saved once you have completed the page in full and clicked on “Next”.

### **“Sending Institution Information” section**

In this section you need to enter information about your home university → i.e. HHU.

1. After selecting the country (Germany), enter “Heinrich Heine University” to enable selection.
2. Please enter your Erasmus Departmental Coordinator (this is the official title) at HHU as the “Sending Responsible Person”. Please ensure that you have entered the e-mail address correctly.
3. You can enter Ms Thamm from the International Office as the “Sending Administrative Contact Person”, but these fields may also be left blank.
4. Click on “Next”.

### **“Receiving Institution Information” section**

In this section, you need to enter information about your host university.

1. After selecting the country, enter the name of your host university (in English or the corresponding national language) to enable selection.
2. Your Erasmus Departmental Coordinator will inform you about the responsible persons at your host university, or alternatively you can ask the host university directly. Please ensure that you have entered the e-mail address correctly.
3. Click on “Next”.

### **“Proposed Mobility Programme” section**

In this section, you need to enter which courses you would like to take while you are abroad and how they can be recognised at HHU. Please clarify the recognition of courses with your Erasmus Departmental Coordinator.

1. Enter the planned dates of your stay abroad. The start date is the first day of any orientation event or lecture, or any language course or quarantine period where applicable.
2. Find the course catalogue on the website of your host university, or your host university may already have sent it to you by e-mail. Please enter this in the corresponding line.



3. Please enter the main language of instruction at your host university and your personal assessment of your level of proficiency in that foreign language.
4. Now you can select the courses for your stay abroad. Click on “Add Component to Table A”.
  - a. The “Component title” is the title of the individual course.
  - b. You can find the corresponding “Component Code” on the website of the host university.
  - c. You can find the “Number of ECTS credits” for each course on the host university website or you can ask the responsible person at the host university. **Important:** Courses with half-points should not be entered with a comma, but rather with a point, e.g. 4.5 ECTS credits (not 4,5 ECTS credits as would be the case in German).

The minimum requirement for the programme is 20 – 30 ECTS credits. You can find information on the consequences of not achieving this many credits below: “Less than the required 20 ECTS credits”.
  - d. Now you just need to enter the semester in which the course takes place.
  - e. Repeat these steps until you have entered all courses and they amount to at least 20 ECTS credits.
5. For all courses selected, it must be clear whether they can be recognised at HHU. Click on “Add Component to Table B”.
  - a. For every course in Table A, you need to enter a “Component” in Table B in the same order for the recognition. Please note: Courses will not be recognised automatically by HHU, even if the box is automatically checked.
  - b. If your course can be recognised:
    - i. Do not (!) enter the “Component title” from the host university in the field. Instead, you should enter courses, modules or areas (e.g. compulsory electives) which exist at HHU and which you will replace with the courses entered in Table A; it is not essential that the courses you take abroad and those replaced in Düsseldorf are a direct match.
    - ii. Under “Component Code”, you should enter either the corresponding course number at HHU or the code from table A to which this entry relates.
    - iii. The number of recognised ECTS credits does not have to match the number of credits you will receive for the course at the host university.
  - c. If the course cannot be recognised:
    - i. Enter the reason why the course cannot be recognised in the “Component title” field.
    - ii. Enter the code for the corresponding entry from Table A as the “Component Code”.
    - iii. Enter “0” as the number of credits.
    - iv. Your Erasmus Departmental Coordinator can then uncheck the box for the Component Code in Table A.



## “Virtual Components” section

You only need to complete this section if you also select courses that take place exclusively online. You should complete the fields in the same way as above and add a brief description of the course.

## “Commitment” section

As the last step in this section, you need to sign the commitment. You can do this using the mouse or a device with a touchscreen (e.g. your smartphone; you can complete the Learning Agreement on a PC first and then open it via your smartphone to sign it).

You should then click on “Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review”.

Your Erasmus Departmental Coordinator will be notified by e-mail that the Learning Agreement has been completed and will then also be able to sign it.

- ➔ The page will be refreshed and the Learning Agreement that has just been created will now be shown in your overview. You can view it again (but not make any further changes), download a PDF version and view the steps you have already taken.

**If the Erasmus Departmental Coordinator is not prepared to accept the entries**, they can send the Learning Agreement back to you with comments and your signature will be deleted.

- You will receive a notification by e-mail and can then revise the Learning Agreement in accordance with the comments.
- Click through the various sub-points to view the comments and correct the entries where necessary.
- Then sign the Learning Agreement again and re-send it.

**If the Erasmus Departmental Coordinator is prepared to accept your Learning Agreement**, they will also sign it and the Learning Agreement will then be sent automatically to the contact person at the host university that you entered. You will receive an e-mail notification about this.

**Once the contact person at the host university has also signed the Learning Agreement**, you will receive a further e-mail and can then download the document as a PDF from the OLA website.

**You should then send this PDF to the International Office by e-mail. Thank you!**



### **Less than the required 20 ECTS credits in the Transcript of Records**

At least 20 ECTS credits must always be planned in the Learning Agreement and you must make an effort to achieve these credits. If the planned scope of studies results in less than 20 ECTS credits per semester, no funding can be provided under the Erasmus+ programme.

Following completion of your stay, you will receive a Transcript of Records from the host university showing the courses you have completed during your semester abroad. Ideally, it will certify that you have gained at least 20 ECTS credits. If this is not the case, the following options are available:

- In addition to the subject-specific courses, you have completed a language course, which is however not included on the Transcript of Records, meaning that this document certifies less than 20 ECTS credits. Please submit a scan of a participation certificate for the language course by e-mail to the International Office.
- You have taken all the exams, but not passed them all. As long as your participation is evident on the Transcript of Records, this has no impact on the grant payout. The International Office can also accept your efforts as sufficient for the Erasmus grant and you do not have to submit any further proof.
- You have taken all the exams, but not passed them all and only the exams you have passed are shown on the Transcript of Records. Please submit a scan of a separate participation certificate for the course(s) you have not passed by e-mail to the International Office.

The student should clarify with their Erasmus Departmental Coordinator whether a course they have not passed can be recognised for their degree here at HHU.