

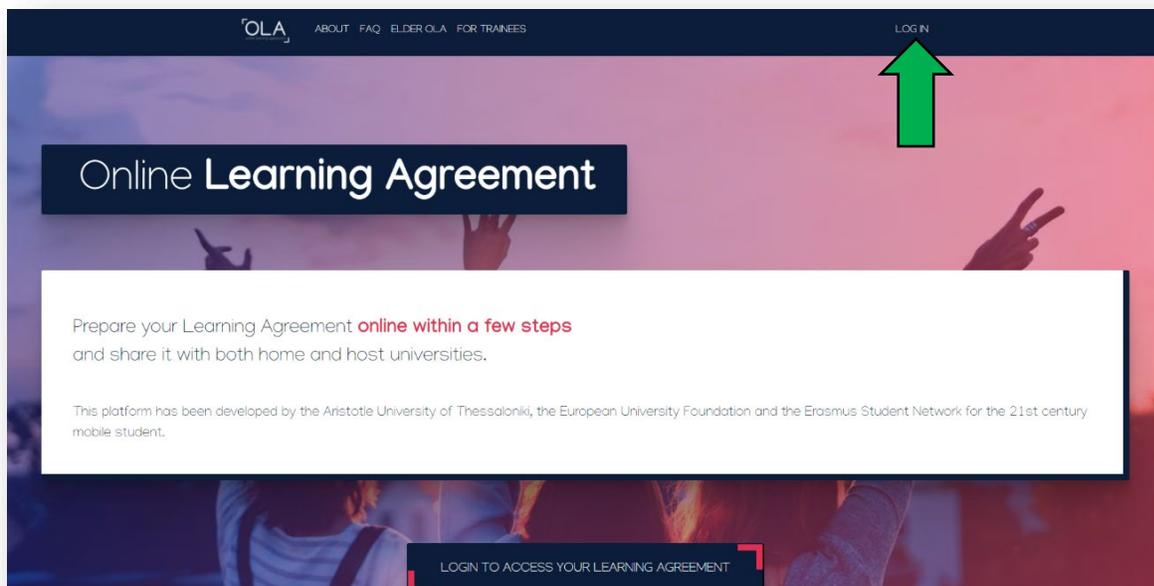
## How to create and fill out my Online Learning agreement (OLA)

Dear Outgoing exchange students,

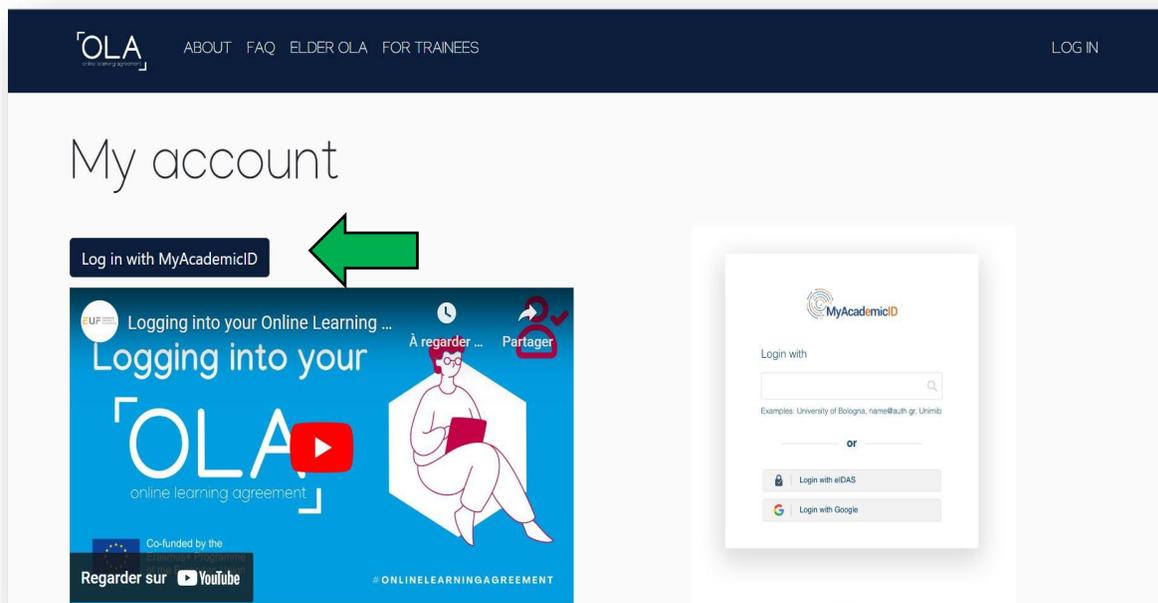
You have been nominated to go abroad for an exchange. Please have a look at the instructions given below to properly fill out your Online Learning Agreement (OLA).

The student must complete the Online Learning agreement (academic contract - choice of courses) and then get it approved by both responsible coordinators (at your home institution and your host institution). By signing the OLA, they agree to you taking the courses and your home university to validate them upon your return if completed successfully. It is a 1<sup>st</sup> provisional version – you will be able to modify it after the start of your mobility in the host institution within their indicated deadline.

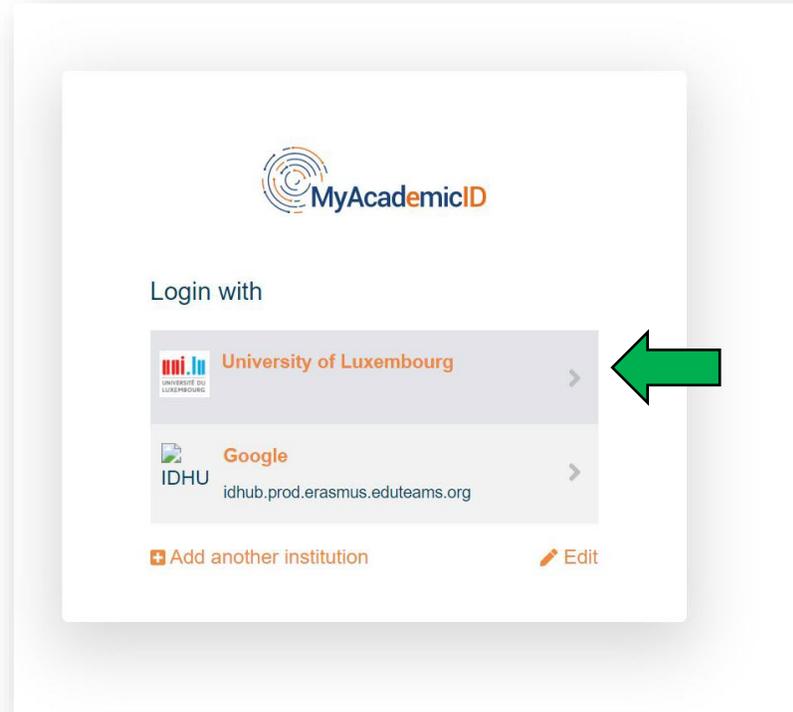
- A. Follow the link: [learning-agreement.eu](https://learning-agreement.eu) and create an **Account** to access your Learning Agreement



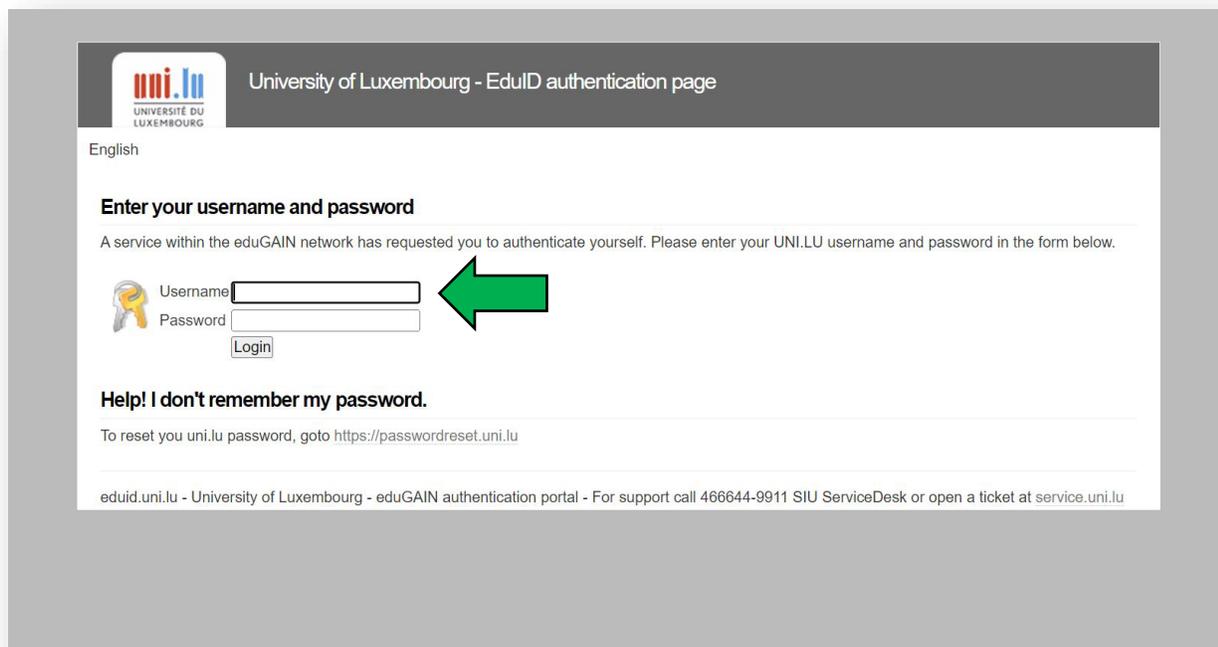
- B. Log in with “MyAcademicID” (DO NOT use eIDAS or Google).



C. Type **'University of Luxembourg'** (in English) and select it.



D. Use your **Student ID** and **Password** to login



E. Click on **Proceed to register on the MyAcademicID IAM Service**



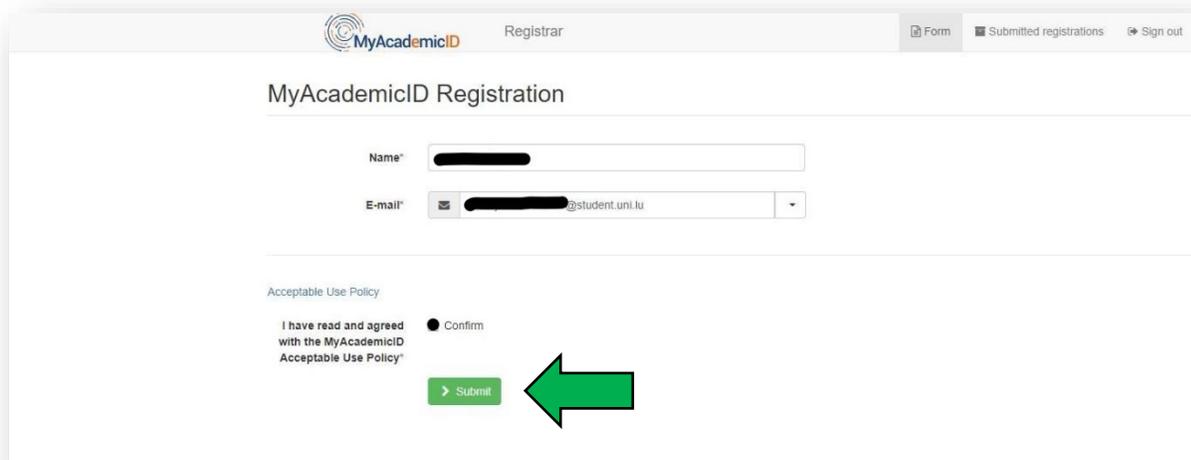
The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "**Proceed to register on the MyAcademicID IAM Service**"
2. **Fill in the registration form.** To be able to view and process your previous OLA, use the email that you had used before.
3. **You will receive an e-mail to verify your e-mail address.**
4. **Click on the verification link in that email to complete the registration.**

**Proceed to register on the MyAcademicID IAM Service** ←

F. Verify your **name, first name** and **your student e-mail address**, confirm the **Use policy** and submit:



MyAcademicID Registrar

MyAcademicID Registration

Name\*

E-mail\*

Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy\*  Confirm

←

G. You will **receive** an email to confirm your student e-mail address.

H. **Click on the verification link** in that email to complete the registration.

- I. Complete **your personal data**, tick the Privacy policy and save.

The screenshot shows a web interface for updating personal information. At the top, there are 'VIEW' and 'EDIT' tabs. Below is a dark blue header for 'My Personal Information'. The form contains several fields: 'Firstname' and 'Lastname' (text inputs), 'Date of birth' (calendar icon), 'Gender' (dropdown), 'Nationality' (dropdown), 'Field of education' (dropdown), and 'Study cycle' (dropdown with 'Bachelor or equivalent first cycle (EQF level 6) (19)' selected). A checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy' is checked, with a link to 'Terms and Conditions and Privacy Policy'. A red 'Save' button is at the bottom.

**Important:**

You will find below the **Field of Education** corresponding to your study programme, make sure to indicate the right number as it will be crucial for the review of your learning agreement.

STUDY PROGRAMME	ISCED Code
Bachelor en Droit	Law (0421) (778)
Bachelor en Gestion	Business and administration (041) (769)
Bachelor en Sciences économiques	Economics (0311) (759)
Bachelor Comptabilité et Fiscalité	Accounting and taxation (0411) (770)
Master en Droit	Law (0421) (778)
Master in Finance and Science in Economics	Economics (0311) (759)
Master in Accounting and Audit	Accounting and taxation (0411) (770)
Master in Entrepreneurship and Innovation	Management and administration (0413) (772)

J. Click on **“Create New”** to start your Learning agreement

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](#)

K. Select your mobility type: **“Semester Mobility”**

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

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

**Semester Mobility**

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. virtual mobility).

**Blended Mobility with Short-term Physical Mobility**

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees **between 5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

**Short-term Doctoral Mobility**

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

1. **Student Information** : your personal data is automatically entered in accordance with the information you provided in 'My account'.

OLA  
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Please make sure that all your personal and academic details are correct. You can edit this information in My Account.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year \*  
2021/2022

Student

First name(s) \* Last name(s) \*

2. **Sending Institution Information**

**Important:** Enter the contact information of the Mobility specialist in your Faculty (see below). She will be able to help you establish your Learning agreement and is in charge of its validation at the University of Luxembourg.

**Sending Responsible Person :**  
 Mobility specialist  
 FDEF  
 Contact name:  
 Stephanie  
 ANDERSON,  
 email:  
[stephanie.anderson@uni.lu](mailto:stephanie.anderson@uni.lu)  
 +3524666446187

**Sending Institution**

Country \*  
Luxembourg x

Name \*  
Universite du Luxembourg x

Faculty/Department \*  
Faculty of Law, Economics and Finance

Address \*  
Esch-sur-Alzette

Erasmus Code \*  
LUXLUX-VIL01

**Sending Responsible Person**

First name(s) \*  
Stephanie

Last name(s) \*  
Anderson

Position \*  
Mobility specialist

Email \*  
stephanie.anderson@uni.lu

Phone number  
+3524666446187

**Sending Administrative Contact Person**

First name(s)

Last name(s)

Position

Email

Phone number  
+

### 3. Receiving Institution Information

### 4. Proposed Mobility Programme: List of courses

Enter **the planned dates of your mobility semester**

Indicate **the web link to the course catalogue** of your host university even if it is not mandatory

Select the **main instruction language** of your chosen courses and **your level**. **Most universities requires a minimum B2 level**

Click on **Add component to Table A** to list your chosen courses adding them one by one.  
One component = one course.

**Table A - Study programme at the Receiving institution \***

Component to Table A Remove

Component title at the Receiving Institution (as indicated in the course catalogue) \*

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

Component Code \*   Semester \*

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

**Add Component to Table A**

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

• Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less  
• This must be an external URL, such as <http://example.com>.

The main language of instruction at the Receiving Institution \*  The level of language competence \*

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- Make sure to choose courses from the correct semester (summer OR winter depending on your mobility semester)
- Please note that you need to choose courses for **at least 30 ECTS in total** otherwise your OLA will not be validated (For Bachelor students only). Master students are also advised to choose courses for 30 ECTS!

### Faculty requirements from Mobility specialist / HOW TO CHOOSE YOUR COURSES :

- It might not be possible to choose courses for exactly 30 ECTS (e.g. all courses available have 7 ECTS each, therefore your total ECTS must be 35 as it is not possible to enroll for less than 30 ECTS)
- You cannot choose extra courses in order to select the ones you wish to have validated after the exams
- If possible, you should not choose courses you have already taken previously nor will take upon your return at Unilux
- Courses must correspond to your field of study at Unilux (no sports, crafts, etc)
- If you wish to choose an optional course, please indicate it as such (write "optional" behind the title). That course will not count towards your required 30 ECTS, even if you fail one of the approved courses. It will be recorded in your file as an optional course and you'll graduate with 180+ (bachelor) respectively 120+/60+ (master) ECTS
- Any ECTS obtained during mobility cannot be used to substitute for previously missed ECTS and won't give you credit for the remaining semesters at Unilux
- You may choose one language course but neither in your native language, nor French, nor German (for Luxembourgish students that went through the Luxembourgish school system with numerous years taught in German) nor in a language where you have a level higher than B2. Maximum approvable ECTS for a language course are at the discretion of the study programme director

- Make sure to list the course names in their original language (as listed on host university's curriculum). If the course names at your host university are in any other language than French, English, German, Spanish, Portuguese or Italian, please provide a translation in either French or English in brackets behind the original course name
- At the end of your Mobility semester, a Transcript of Records will be provided by the host university. The latest and approved version of your OLA (Online Learning Agreement) must correspond to the Transcript of Records.

Table B: **Recognition at the sending institution**, you must enter **"Mobility window"** in the field "Component Title" as well as in "Component Code" and "30" in the field "Number of ECTS credits.....", then select the semester of departure

**Important:** You do not have to list your courses taking place at University of Luxembourg during your absence.

**Table B - Recognition at the Sending institution \***

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) \*

Mobility window

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code \*      Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*      Semester \*

MOBILITYWINDOW      30      - Select a value -

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Automatically recognised towards student degree

Automatic recognition comment

**Add Component to Table B**

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Simply enter "Mobility Window" and "30" in Table B.

## 5. Virtual components: Table C

**Important: Complete this table like table A ONLY if you will follow some ONLINE courses.**

Your Online Learning Agreement has been updated. x

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 **Virtual Components** 6 Commitment

Academic year \*  
2022/2023

**Table C**  
No Paragraph added yet.

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous Next

## 6. Commitment – Signature and submission of your OLA

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 **Commitment**

Academic year \*  
2022/2023

**Commitment Preliminary**

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

Sign here with your mouse

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review



Click on **Sign and send ...** to submit your OLA for review.

**Important: YOUR OLA IS ONLY VALID WHEN THE STATUS IS: Signed by both coordinators**

Once submitted, the responsible mobility coordinator at Unilux (your sending institution) will have it reviewed by your study programme director and if approved, will sign it. After approval, the responsible coordinator at the receiving institution will receive a notification to verify and sign it.

If changes are required, your OLA will be declined and you will be notified by email. See below **“How to make changes in my OLA”**

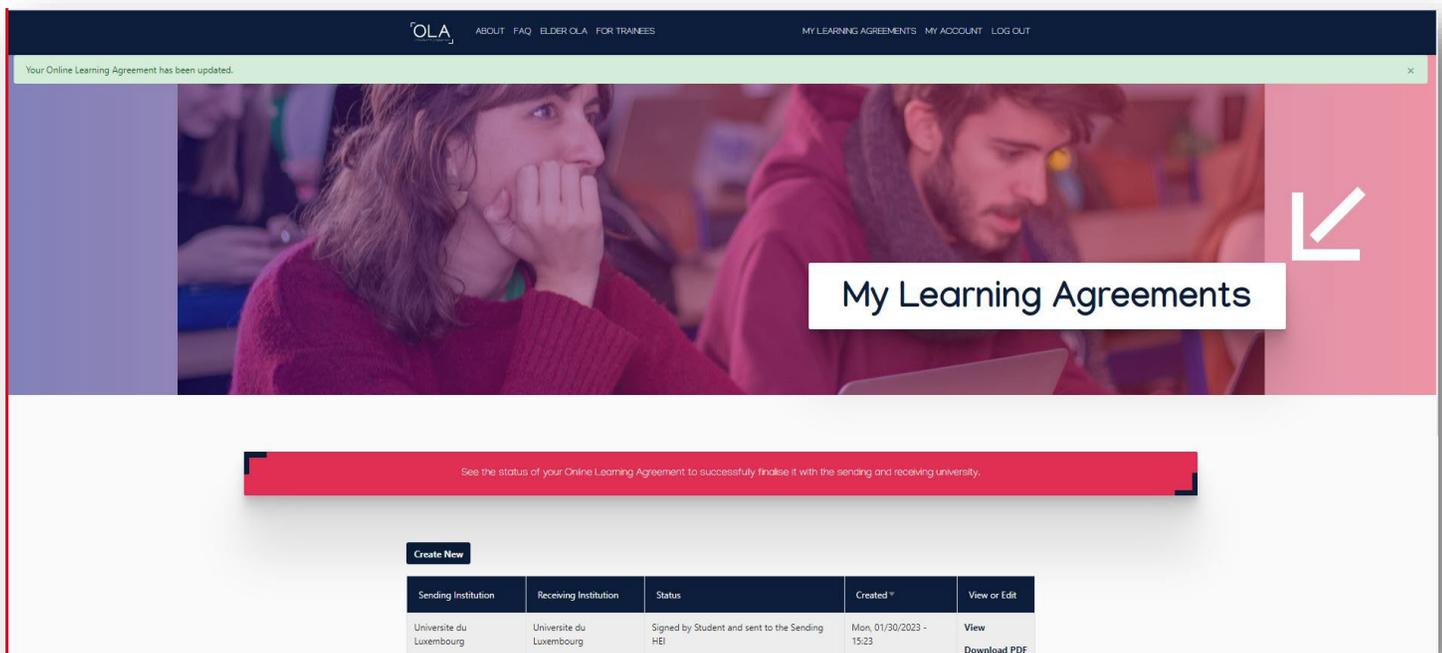
You can follow the status of your OLA in **‘My Learning Agreements’** part. You can view and consult it as a PDF version. You will also receive notifications of status on your uni.lu student email account.

## How to make changes in my Online Learning Agreement

### **1<sup>st</sup> case: You received a notification of rejection by email**

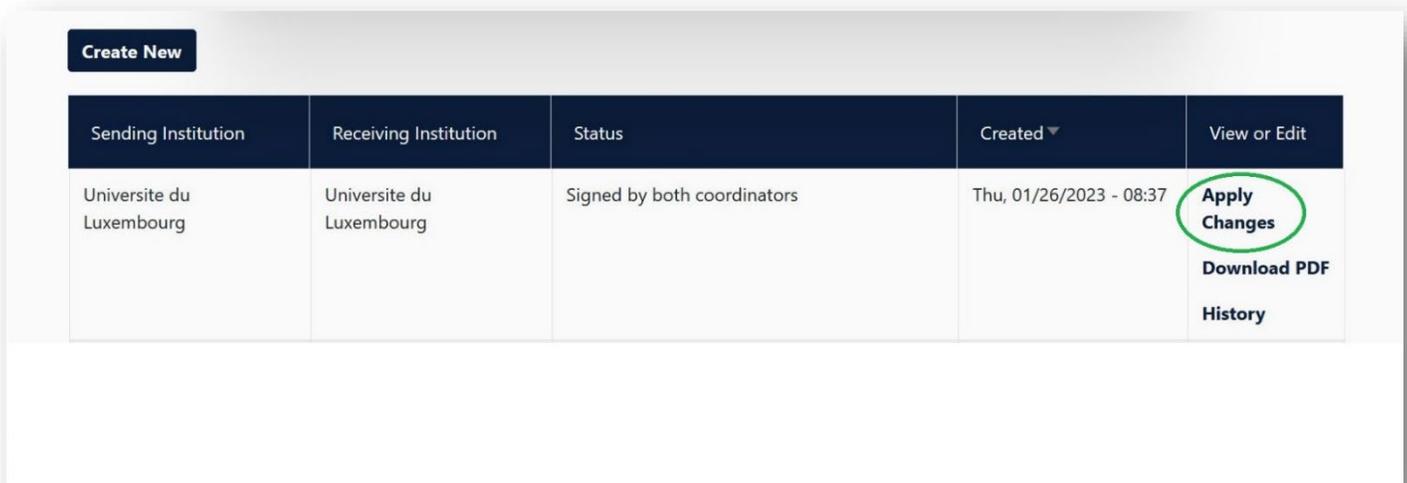
on your student email account requiring you to make changes in your OLA. Follow instructions of the email.

### **2<sup>nd</sup> case: You want to make changes before or during the 1<sup>st</sup> month of your stay**



The screenshot shows the 'My Learning Agreements' dashboard. At the top, there is a navigation bar with 'OLA', 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. A green notification bar at the top left says 'Your Online Learning Agreement has been updated.' Below this is a large banner image of students with the text 'My Learning Agreements' and a white arrow pointing to the right. A red banner below the image says 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' Below the banner is a 'Create New' button and a table with one entry.

Sending Institution	Receiving Institution	Status	Created	View or Edit
Universite du Luxembourg	Universite du Luxembourg	Signed by Student and sent to the Sending HEI	Mon, 01/30/2023 - 15:23	View Download PDF



The screenshot shows the 'My Learning Agreements' dashboard with a 'Create New' button and a table with one entry. The 'Apply Changes' button in the 'View or Edit' column is circled in green.

Sending Institution	Receiving Institution	Status	Created	View or Edit
Universite du Luxembourg	Universite du Luxembourg	Signed by both coordinators	Thu, 01/26/2023 - 08:37	Apply Changes Download PDF History

Login to [learning-agreement.eu](https://learning-agreement.eu), go to **‘My learning agreements’** and click on **‘Apply changes’**

Go to step 2. **Sending Mobility Programme changes**

And **Final LA Table A2**. Click on **Add Component Final Table A2**

Add Component to Table A

**Final LA Table A2**  
No Component added yet.

**Add Component Final Table A2** ←

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Previous Next

You will be able to add or delete components/courses. In both cases, complete the field 'reason change'.

*Important: Table B should never be changed.*

If you want to make changes of virtual components in Table C, you should proceed in the same way as for Table A (see above).

***Do not forget to sign and submit again your modified OLA for approval; you will be notified when it will be signed by both coordinators***

## FAQ

- **Deadline to change courses at host university**

Some host universities are very strict with their deadlines to change the course choice as well as submit a modified learning agreement, it is absolutely important that you get both universities' (home and host) approval before you make your final course choice. By enrolling in courses without approval you risk not getting them validated even if you successfully complete them