

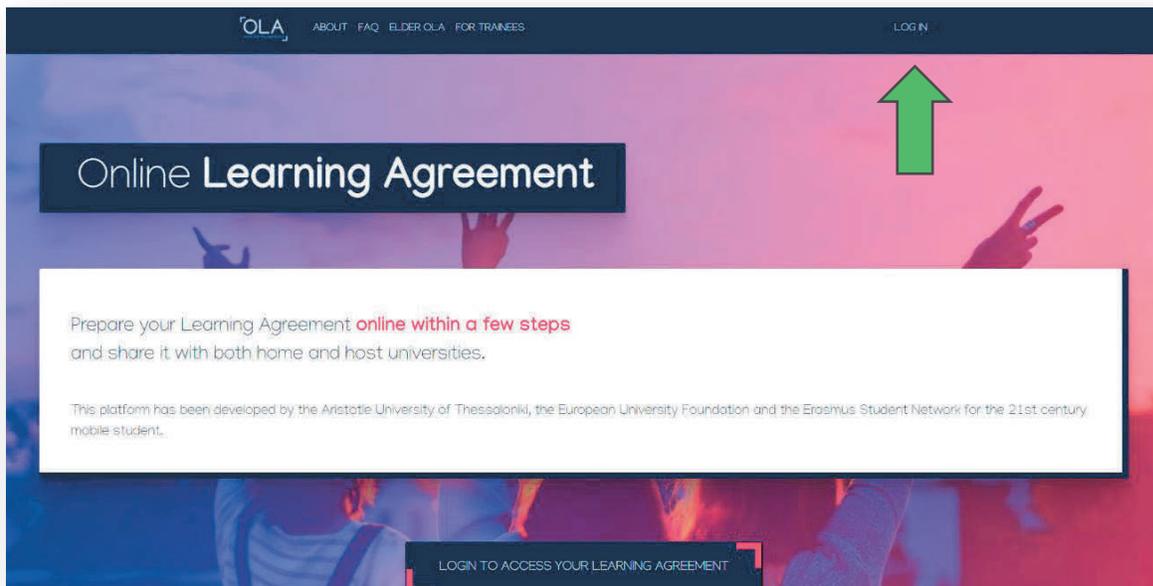
## How to create and fill out my Online Learning agreement (OLA)

Dear Outgoing exchange students,

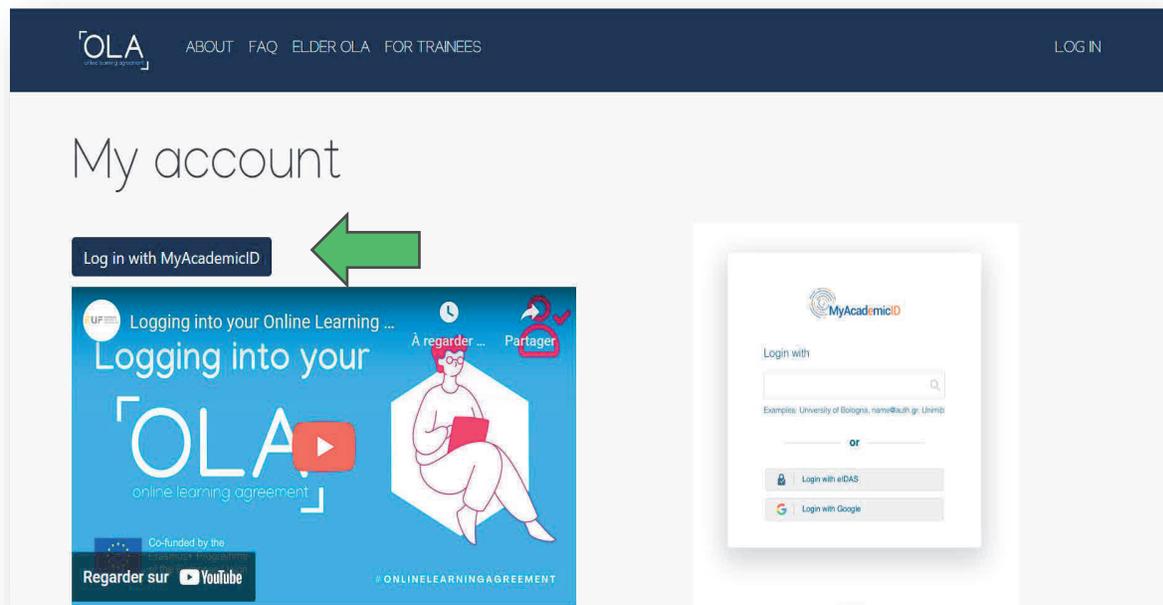
You have been nominated to go abroad for an exchange. Please have a look at the instructions given below to properly fill out your Online Learning Agreement (OLA).

The Online Learning agreement (academic contract - choice of courses) needs to be filled out and approved by both responsible persons (at your home institution and your host institution). By signing the OLA, they will validate the courses you choose to attend during your stay. 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.

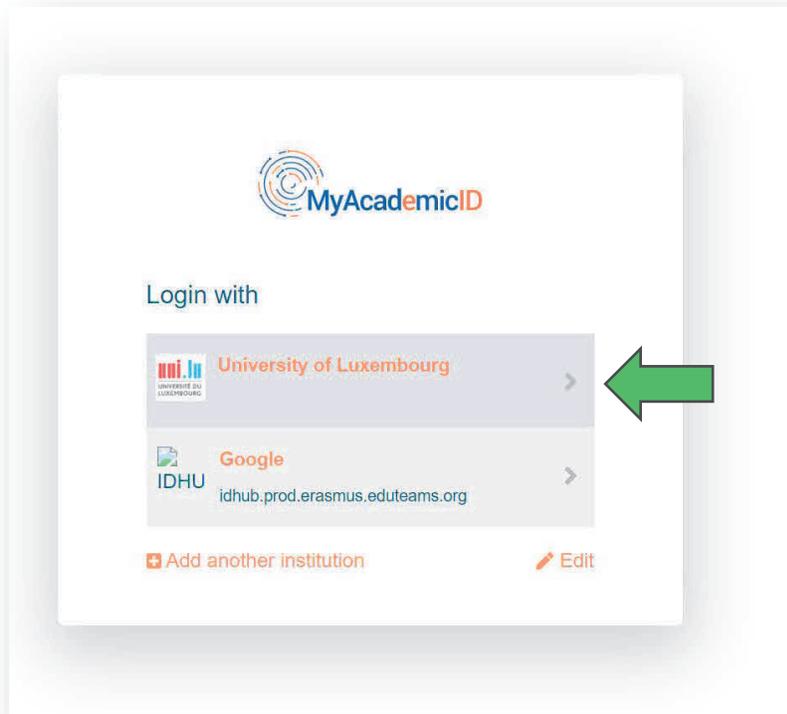
- A. Follow the link: [learning-agreement.eu](https://learning-agreement.eu) and create an **Account** to access your Learning Agreement



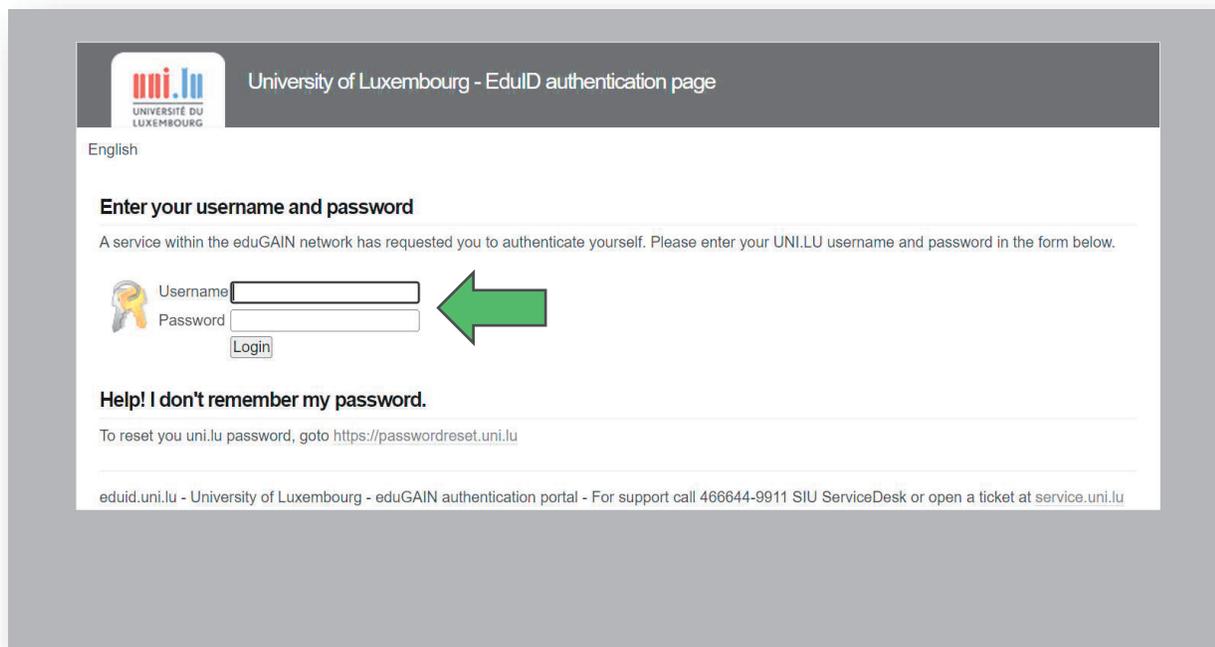
- B. Log in with “MyAcademicID” (DO NOT use eIDAS or Google).



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**



**MyAcademicID**

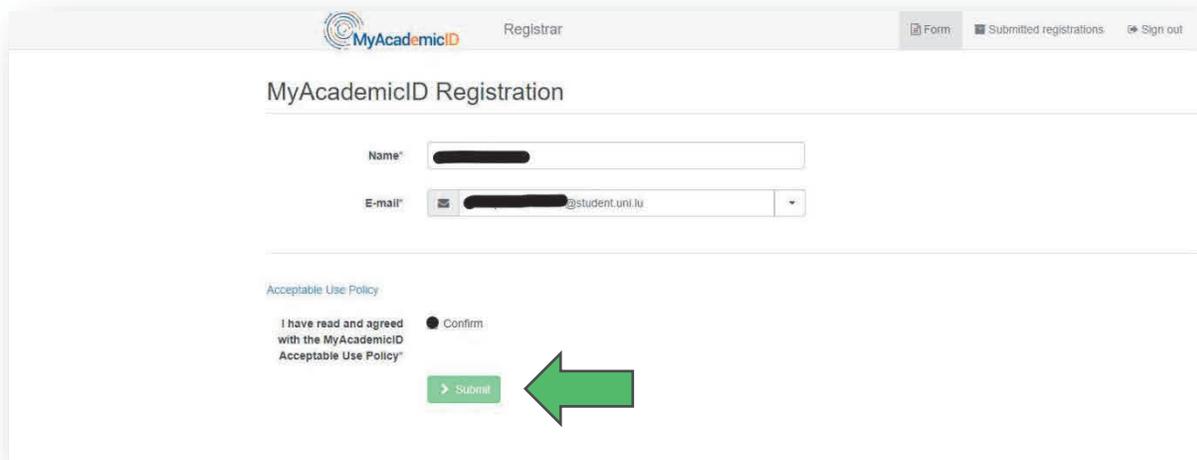
The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

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



MyAcademicID Registrar

Form Submitted registrations Sign out

### 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 verify 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 the 'My account' page with a 'My Personal Information' section. The form contains the following fields:

- Firstname \*
- Lastname \*
- Date of birth \*
- Gender \*
- Nationality \*
- Field of education \*
- Study cycle \*

Below the form, there is a checkbox:  I have read and agree to the Terms and Conditions and Privacy Policy \*. A red 'Save' button is located at the bottom right, with a green arrow pointing to it.

**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 Cultures européennes - English Studies	Literature and linguistics (0232) (754)
Bachelor en Cultures européennes - Études françaises	Literature and linguistics (0232) (754)
Bachelor en Cultures européennes - Germanistik	Literature and linguistics (0232) (754)
Bachelor en Cultures européennes - Histoire	History and archaeology (0222) (750)
Bachelor en Cultures européennes - Philosophie	Philosophy and ethics (0223) (751)
Bachelor en Enseignement Musical	Teacher training with subject specialisation (0114) (738)
Bachelor en Sciences de l'éducation	Education (011) (734)
Bachelor en Sciences sociales et éducatives	Social work and counselling (0923) (846)
Bachelor of Science in Psychology	Psychology (0313) (761)
Master of Science in Psychology	Psychology (0313) (761)
Master in Architecture	Architecture (0731)
Master en Histoire Européenne Contemporaine	History and archaeology (0222) (750)
Master in Modern and Contemporary European Philosophy	Philosophy and ethics (0223) (751)
Master in Learning and Communication in Multilingual and Multicultural Contexts	Education (011) (734)
Master in European Governance	Political sciences and civics (0312) (760)
Master en Médiation	Social and behavioural sciences not further defined (0310) (921)
Master in Geography and Spatial Planning	Architecture and town planning (0731) (818)

\*For **Bachelor en Cultures européennes-languages**: Please indicate also in the page **1. Student information** the language of your programme in "**Field of Education Comment**" to specify in which track you are studying.

J. Go to **Create a new** Learning agreement

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# 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”**

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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.

**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**

**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

1. **Student Information** : your personal data are filled in accordance with the information you provided in 'My account'.

2. **Sending Institution Information**

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

**Sending Responsible Person :**  
 Mobility specialist  
 FHSE  
 Contact name:  
 Nathalie  
 CHARPENTIER,  
 email:  
[nathalie.charpentier@uni.lu](mailto:nathalie.charpentier@uni.lu)  
 +3524666449334

### 3. Receiving Institution Information

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

Fill in the **planned dates of your mobility semester**

Write 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.  
A component = a 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.

Component Code \*

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

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)
- Please note that you need to choose courses for **at least 30 ECTS in total** otherwise your OLA will not be validated.

Table B: **Recognition at the sending institution**, you must mention **"Mobility window"** in Component Title and **same as the fields below** then select the semester of departure

**Important:** You do not have to list your courses missed at University of Luxembourg during your stay.

**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 \*

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>.

## 5. Virtual components: Table C

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

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Your Online Learning Agreement has been updated. ×

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

Academic year \*

**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.

Once submitted, the Responsible contact at the sending institution will make it reviewed by your course director and will sign it. After this approval, the responsible at the receiving institution will receive a notification to verify and sign it. If changes are required, 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 it and consult as PDF version. You will also receive notifications of status on your uni.lu student email account.

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

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

Your Online Learning Agreement has been updated.

## My Learning Agreements

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

Create New

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

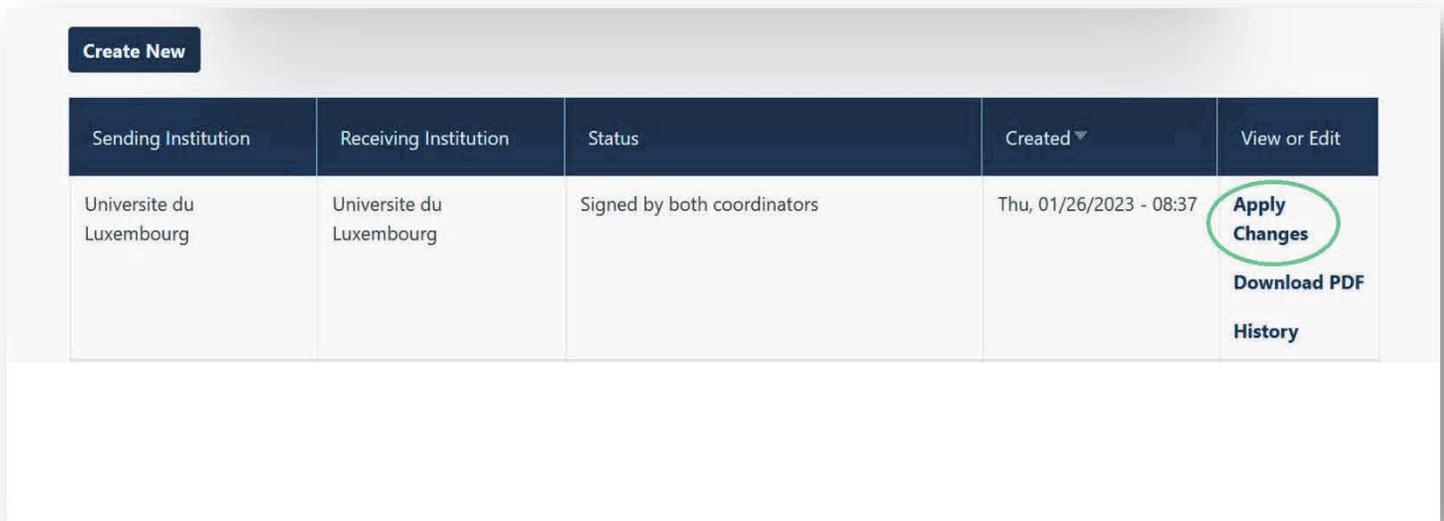
## How to make changes in my Online Learning Agreement

### 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

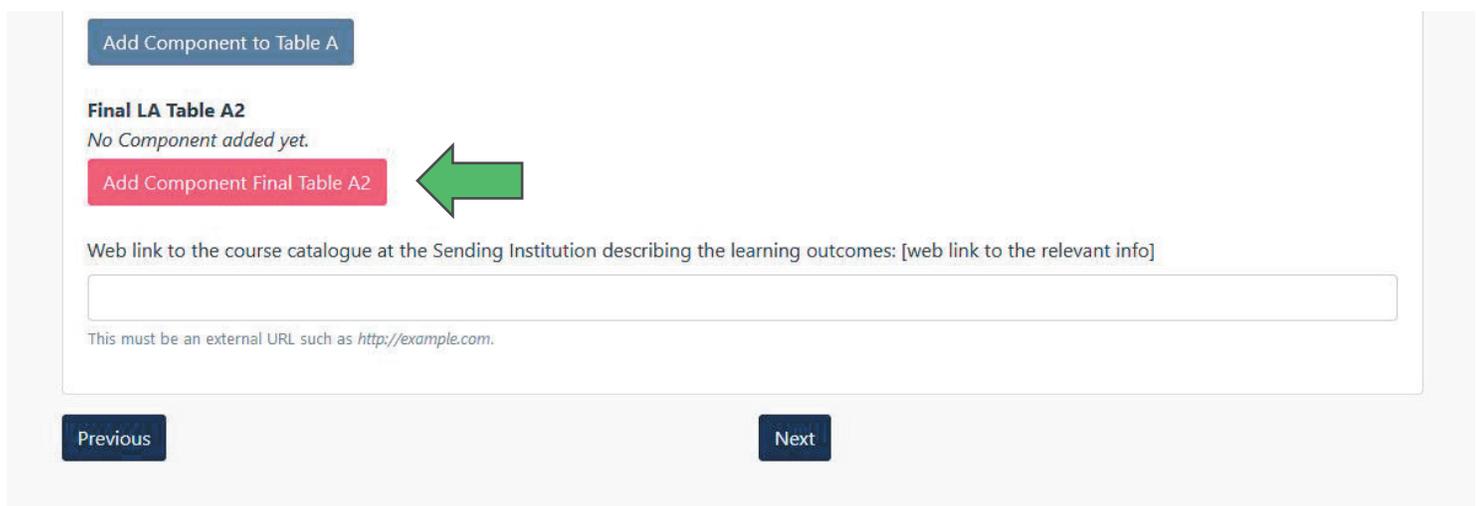
Login to [learning-agreement.eu](https://learning-agreement.eu), go to 'My learning agreements' and click on 'Apply changes'



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	<a href="#">Apply Changes</a> <a href="#">Download PDF</a> <a href="#">History</a>

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

- You must complete “Study Programme at Receiving Institution” and choose courses for at least 30ECTS. This also concerns the changes, you must choose courses for at least 30ECTS.
- Please do not list courses in Table B “Recognition at the Sending Institution” simply put Mobility window 30 ECTS
- Courses must correspond to your field of study at Unilux
- If possible, you should not choose courses you have already taken previously nor will take upon your return at Unilux
- It is necessary 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
- 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.