

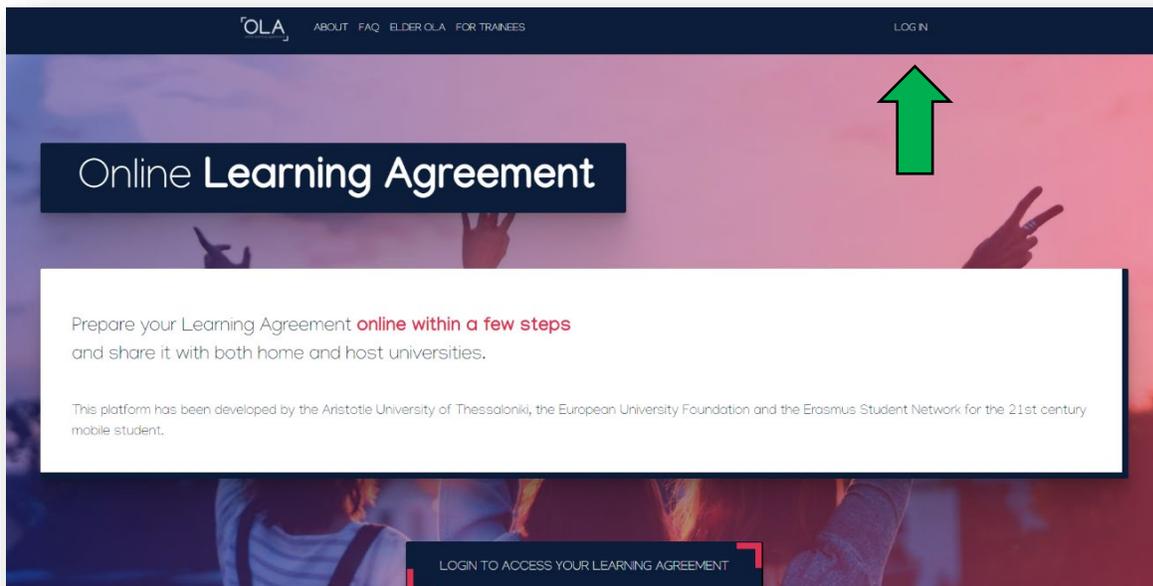
How to create and fill out my Online Learning agreement (OLA)

Dear Outgoing exchange students,

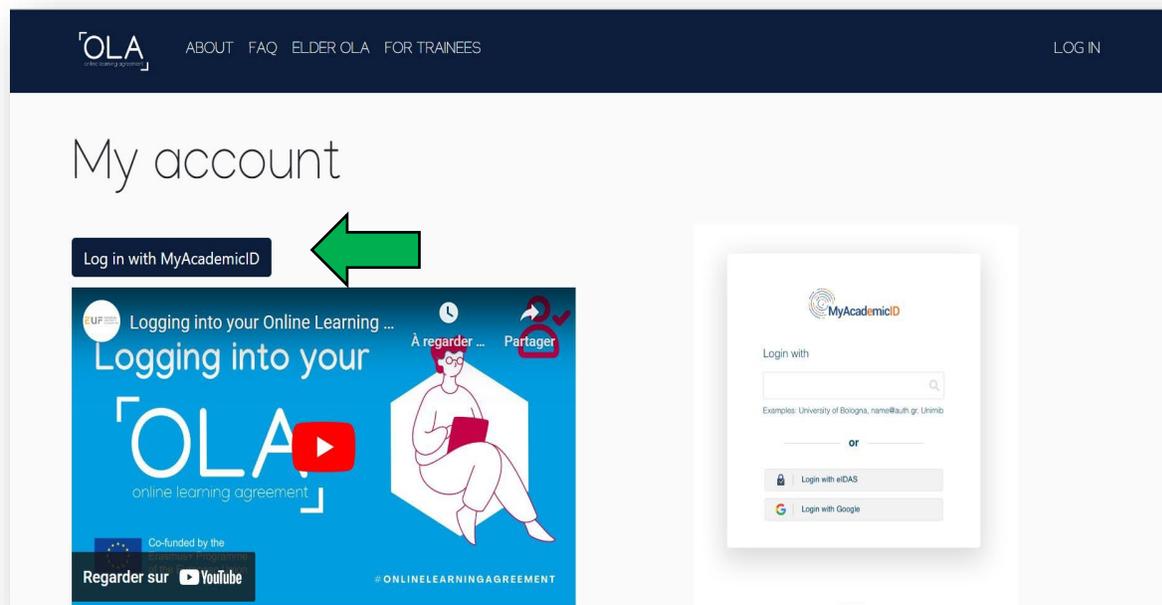
You have been nominated to go abroad for an exchange. Please have a look at the instructions given below to properly fill out your Online Learning Agreement (OLA).

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 1st provisional version – you will be able to modify it after the start of your mobility in the host institution within their indicated deadline.

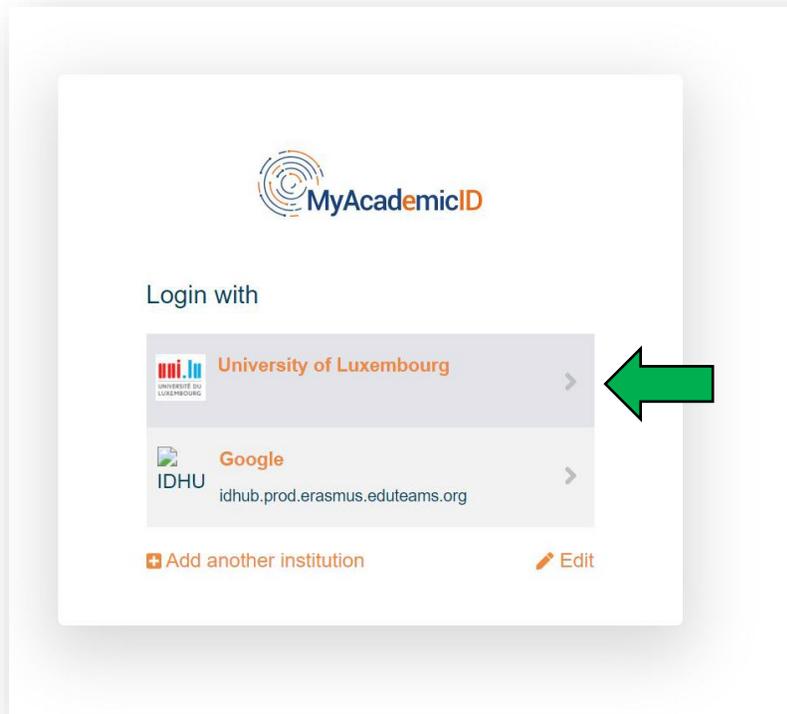
- A. Follow the link: learning-agreement.eu and create an **Account** to access your Learning Agreement



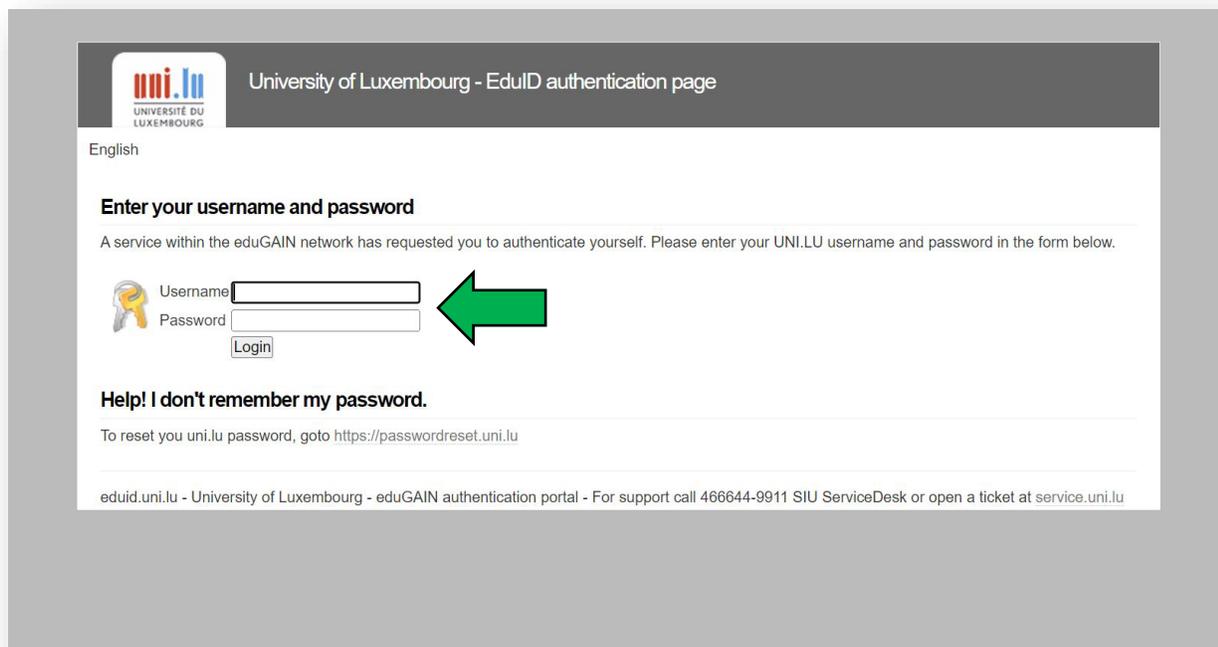
- B. Log in with “MyAcademicID” (DO NOT use eIDAS or Google).



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**



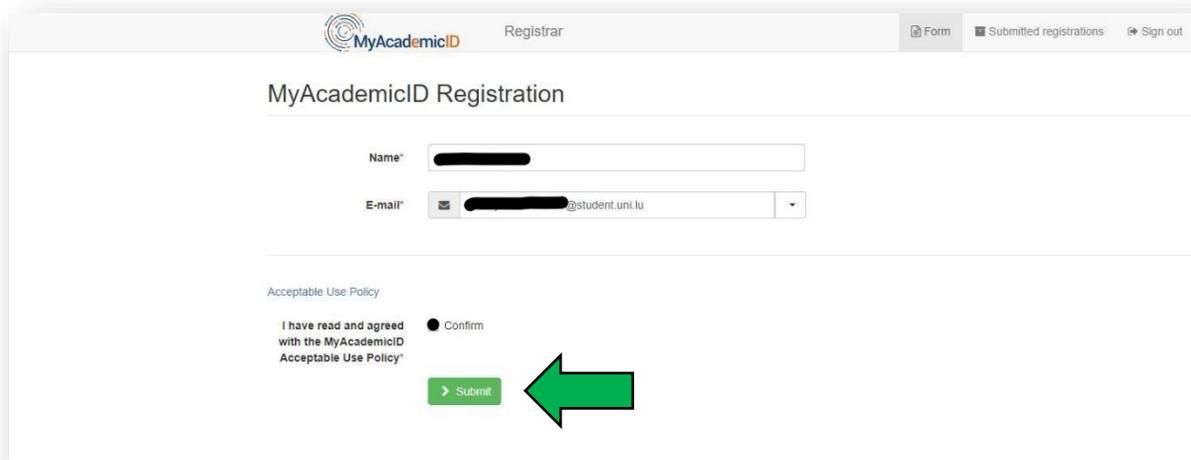
The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

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. Check 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 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 a web interface for 'My account' with a 'VIEW' and 'EDIT' toggle. The 'My Personal Information' section contains the following fields:

- Firstname * (text input)
- Lastname * (text input)
- Date of birth * (date picker)
- Gender * (dropdown menu)
- Nationality * (dropdown menu)
- Field of education * (dropdown menu)
- Study cycle * (dropdown menu, currently showing 'Bachelor or equivalent first cycle (EQF level 6) (19)')

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

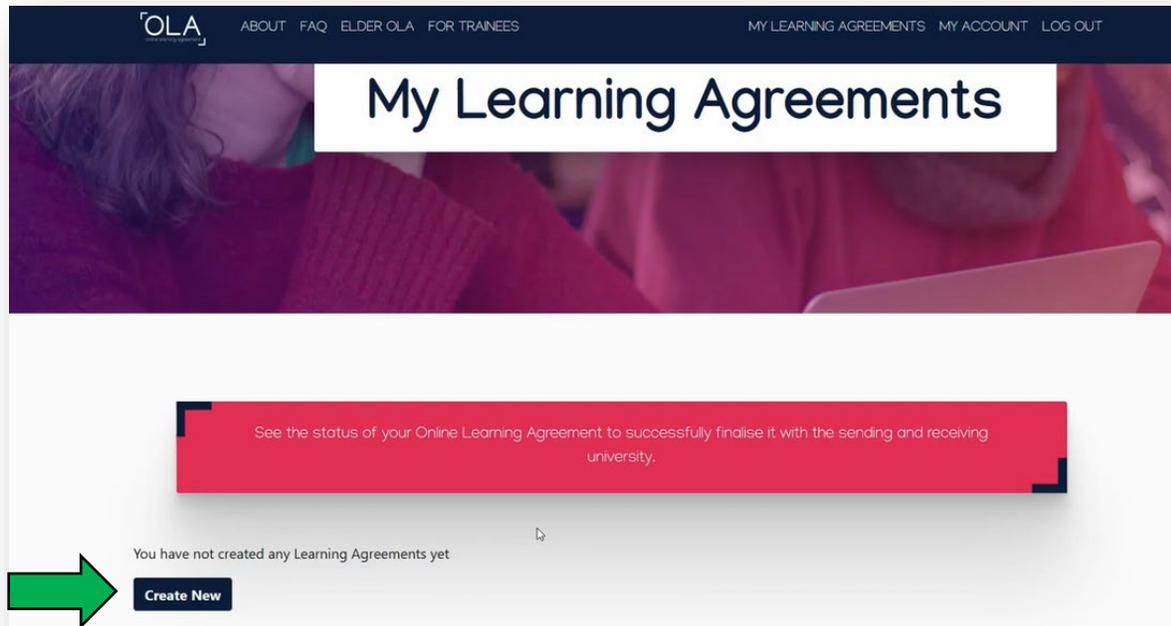
Important:

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.

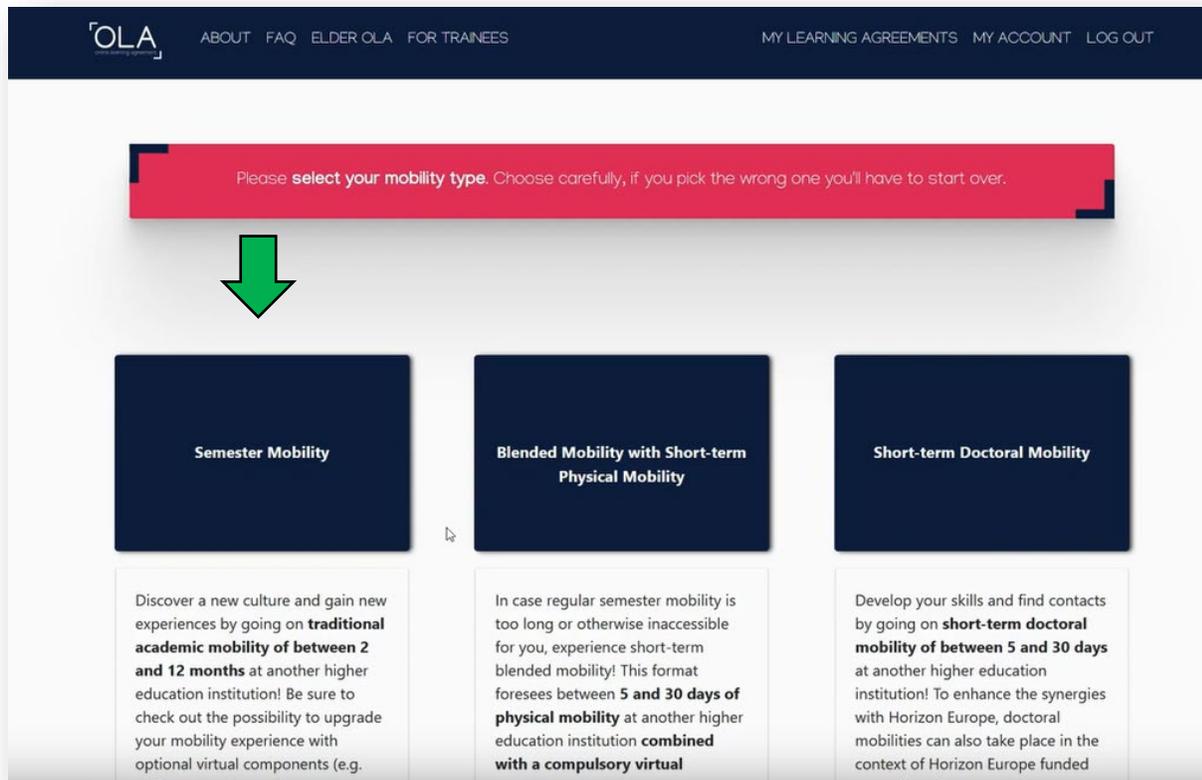
Study programme	ISCED Code
Bachelor en Sciences de la vie - Biologie	Biology (0511) (783)
Bachelor in Applied Information Technology	Information and Communication Technologies (061) (798)
Bachelor in Computer Science	Information and Communication Technologies not further defined (0610) (972)
Bachelor in Engineering (BENG) - Civil Engineering	Building and civil engineering (0732) (819)
Bachelor in Engineering (BENG) - Digital Engineering	Electronics and automation (0714) (809)
Bachelor in Engineering (BENG) - Electrical Engineering	Electronics and automation (0714) (809)
Bachelor in Engineering (BENG) - Energy and Environment	Electricity and energy (0713) (808)
Bachelor in Engineering (BENG) - Mechanical Engineering	Mechanics and metal trades (0715) (810)
Bachelor in Mathematics	Mathematics (0541) (793)
Bachelor in Physics	Physics (0533) (791)
Master in Information and Computer Sciences	Information and Communication Technologies (061) (798)
Master in Integrated Systems Biology	Biology (0511) (783)
Master in Mathematics	Mathematics (0541) (793)
Master of Data Science	Mathematics and statistics not further defined (0540) (969)
Master of Science in Civil Engineering - Megastructure Engineering with Sustainable Resources	Building and civil engineering (0732) (819)
Master of Science in Engineering - Sustainable Product Creation	Manufacturing and processing (072) (812)
Master of Science in Physics	Physics (0533) (791)

***For Bachelor in Engineering (BENG) – 0714 :** Please indicate also in the page **1. Student information** the field (Digital or Electrical) of your programme in "**Field of Education Comment**" to specify in which track you are studying.

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



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



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

The screenshot shows the OLA (Online Learning Agreement) interface. At the top, there is a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, a red banner contains the text: "Please make sure that all your personal and academic details are correct. You can edit this information in My Account." A progress bar below the banner shows six steps: 1. Student Information (highlighted in red), 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Below the progress bar, there is a form for "Academic year *" with the value "2021/2022". A dark blue section titled "Student" contains two input fields: "First name(s) *" and "Last name(s) *".

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

The screenshot shows the "Sending Institution" form. It includes the following fields:

- Country ***: Luxembourg
- Name ***: Universite du Luxembourg
- Faculty/Department ***: Faculty of Science, Technology and Medicine
- Address ***: Esch-sur-Alzette
- Erasmus Code ***: LUXLUX-VIL01

Below the main form, there are two sections for contact information:

- Sending Responsible Person**:
 - First name(s) *
 - Last name(s) *
 - Position *: Mobility specialist
 - Email *
 - Phone number
- Sending Administrative Contact Person**:
 - First name(s)
 - Last name(s)
 - Position
 - Email
 - Phone number

At the bottom, there are small footnotes: "Responsible person at the Sending Institution: an academic who has the authority to" and "Administrative contact person: person who provides a link for administrative".

Sending Responsible Person :
 Mobility specialist **FSTM**
 Contact name: Fabiana **SORCINELLI**
 fstm.studentmobility@uni.lu
 +3524666445098

3. Receiving Institution Information

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

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

Academic year *
2022/2023

Receiving

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

Receiving Responsible Person

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

Ask your **Receiving** institution to give you the right contact data:
Contact name and email of the **Responsible person** who will sign your OLA (e.g. Erasmus coordinator or course director...)

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**

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

Academic year *
2022/2023

Preliminary LA

Planned start of the mobility *
mm/dd/yyyy

Planned end of the mobility *
mm/dd/yyyy

Table A - Study programme at the Receiving institution *

No Component added yet.
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]

The main language of instruction at the Receiving Institution *
- Select a value -

The level of language competence *
- Select a value -

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>

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 (For Bachelor students only).

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

For BASV-Biology students willing to do the double degree: please, be aware some courses are mandatory. You will need to contact your Mobility Specialist.

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.

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

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 *

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

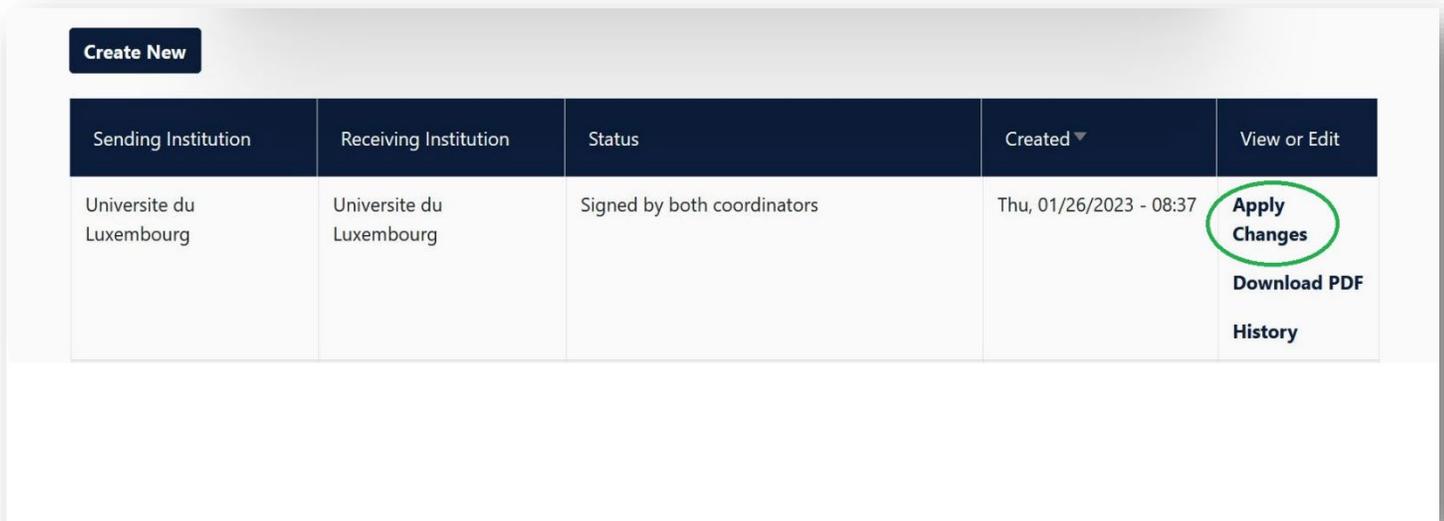
How to make changes in my Online Learning Agreement

1st 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.

2nd case: You want to make changes before or during the 1st month of your stay

Login to learning-agreement.eu, go to 'My learning agreements' and click on 'Apply changes'

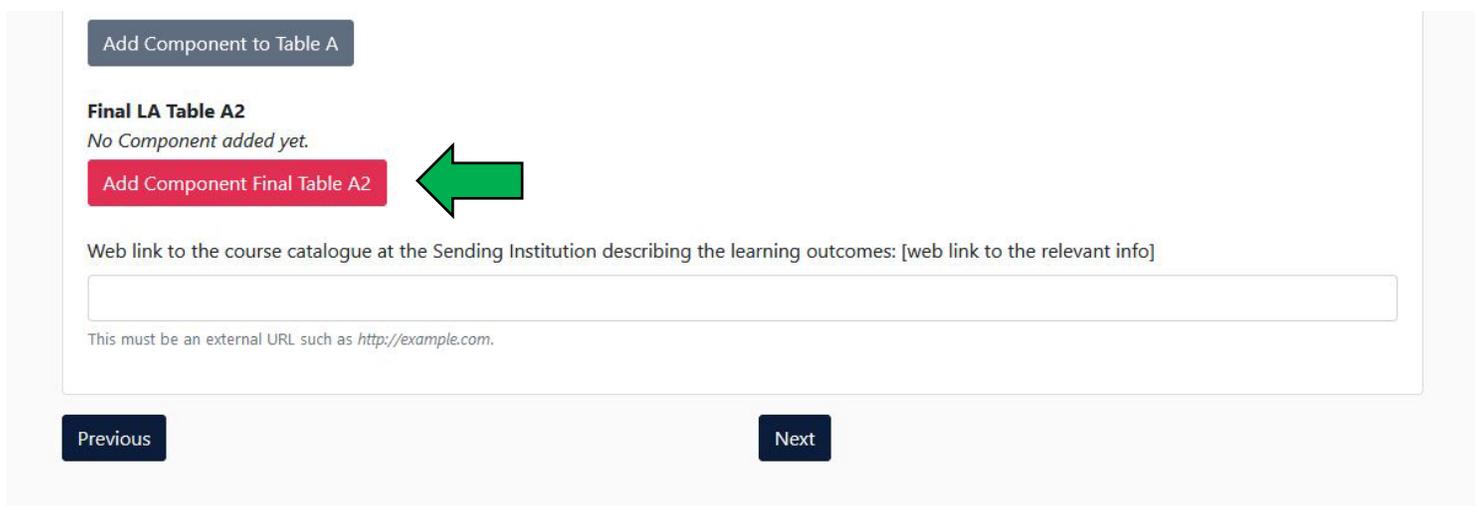


The screenshot shows a table with the following columns: Sending Institution, Receiving Institution, Status, Created, and View or Edit. The first row contains the following data: Sending Institution: Universite du Luxembourg; Receiving Institution: Universite du Luxembourg; Status: Signed by both coordinators; Created: Thu, 01/26/2023 - 08:37; View or Edit: Apply Changes (circled in green), Download PDF, History.

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

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

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



The screenshot shows a form titled 'Add Component to Table A' with a sub-section for 'Final LA Table A2'. The sub-section contains the text 'No Component added yet.' and a red button labeled 'Add Component Final Table A2' with a green arrow pointing to it. Below the button is a text input field with the placeholder text 'Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]'. Below the input field is a note: 'This must be an external URL such as <http://example.com>'. At the bottom of the form are 'Previous' and 'Next' buttons.

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

- To choose your courses, check the host institutions' websites and select from the course catalogue of your studies.
- Please be aware of the teaching language and the given courses of your mobility semester (some courses only take place in Winter semester, same thing for courses of the Summer Semester).
- Your courses selection must be coherent with your field of study at the University of Luxembourg
- You must choose courses for at least 30ECTS, this also applies to your modified Learning Agreement
- Please do not list courses in Table B "Recognition at the Sending Institution" simply put Mobility window 30 ECTS
- You should not choose courses you have already taken or intend to take upon your return at the University of Luxembourg
- 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 (TOR) will be provided by the host university. The Transcript of Records **must correspond** with the courses indicated in the last approved version of your Online Learning Agreement (OLA).
- The Transcript of Record should be sent to the faculty's Mobility Specialist by one of the following means:
 - a. Sent directly from the host university
 - b. Certified copy/secure pdf file downloaded by the student from the host university's portal
 - c. Original mail from the host university containing the TOR forwarded by the student