# 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.
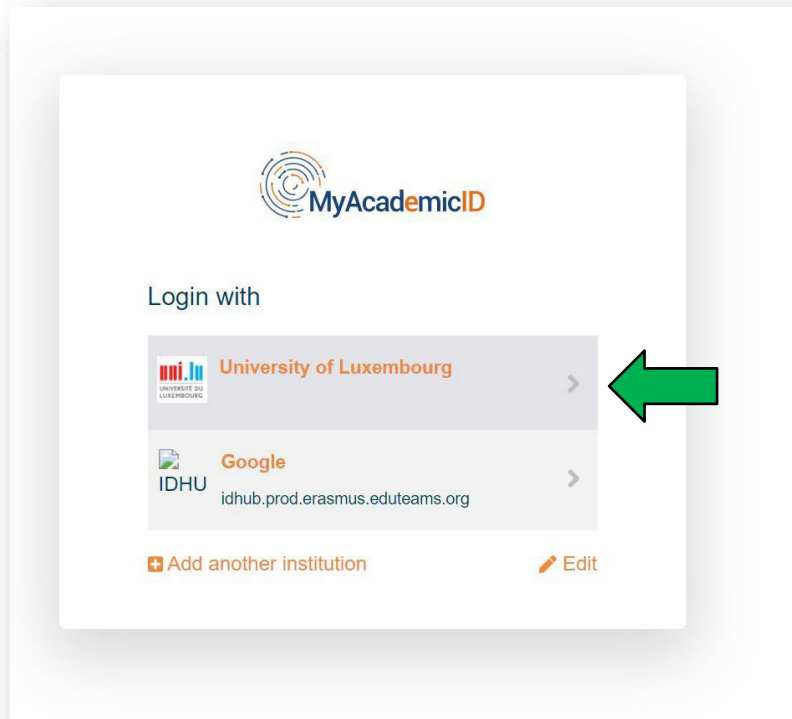
A. Follow the link: learning-ageement.eu and create an **Account** to access your Learning Agreement
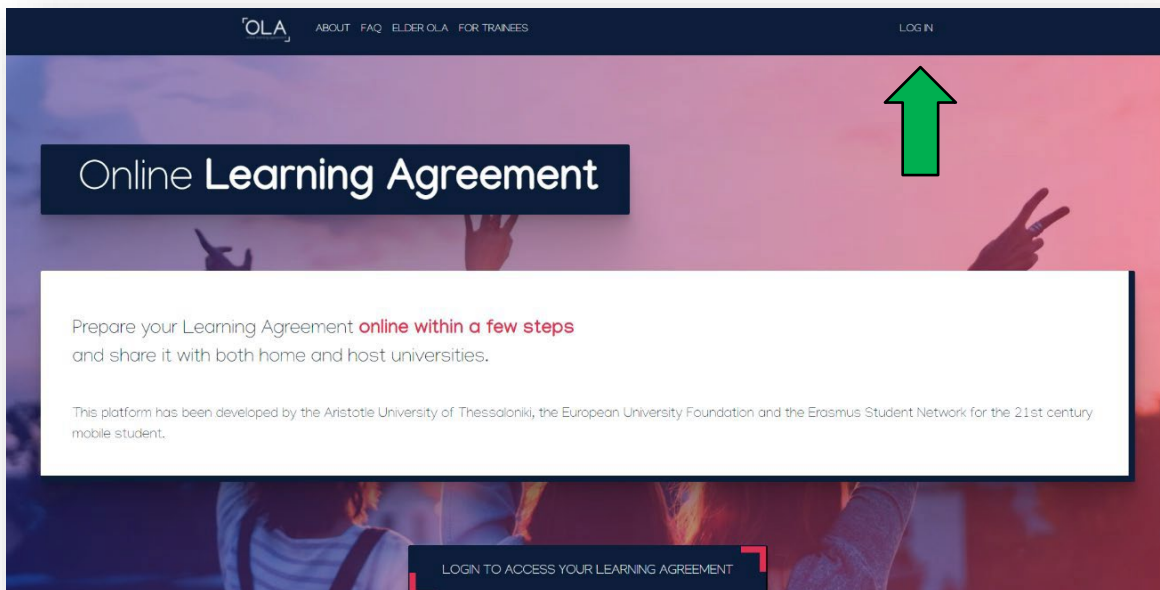
B. Log in with "**MyAcademicID**" (**DO NOT use** eIDAS or Google).
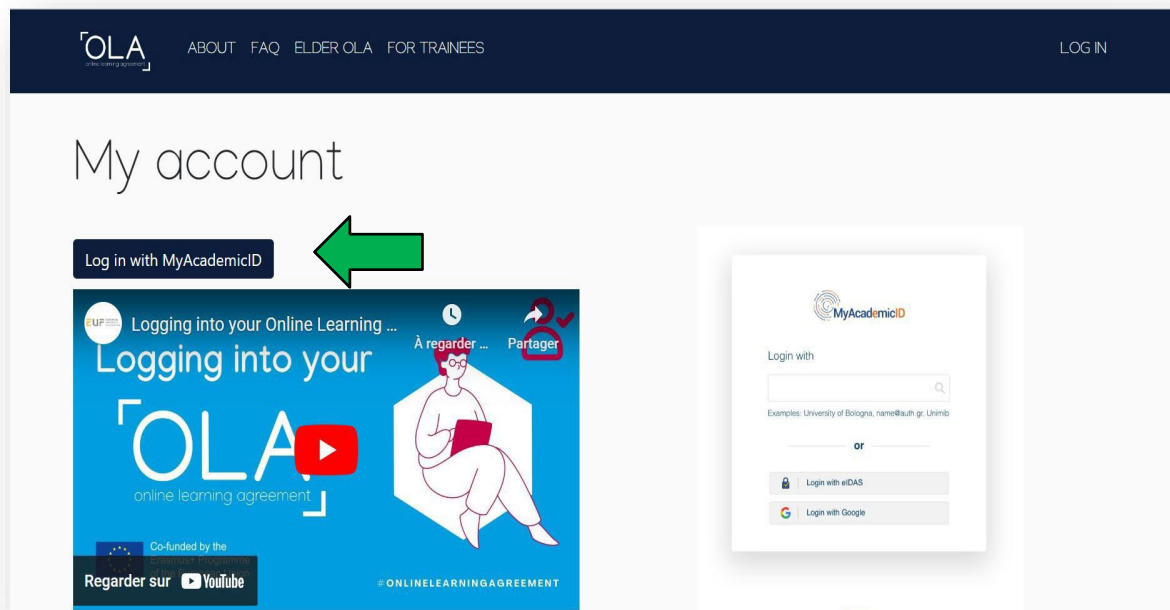
C. Type **'University of Luxembourg'** (in English) and select it.

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

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

F. Check your **name**, **first name** and **your student e-mail address**, confirm the **Use policy** and submit:
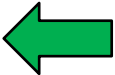
G. You will **receive** an email to verify your student e-mail address.
H. **Click on the verification link** in that email to complete the registration.

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


Important:

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

Study Programme	ISCED code
Bachelor en Dessin d'animation	0211 - Techniques audiovisuelles et production multimédia

J. Go to **Create** a **new** Learning agreement
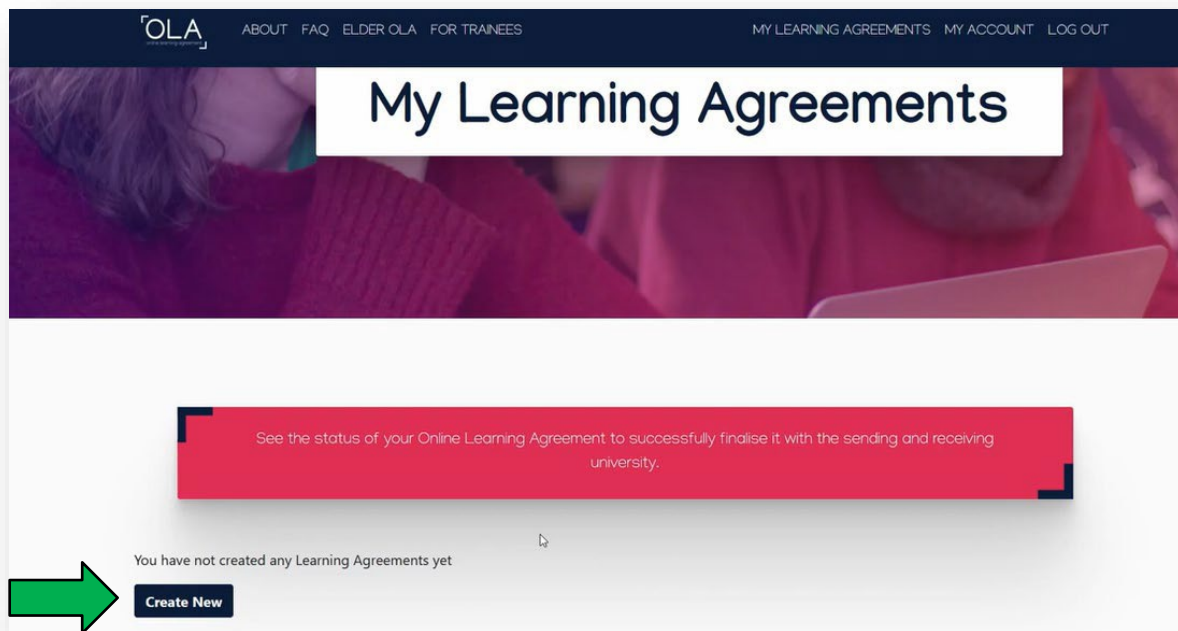
K. Select your mobility type: **"Semester Mobility"**
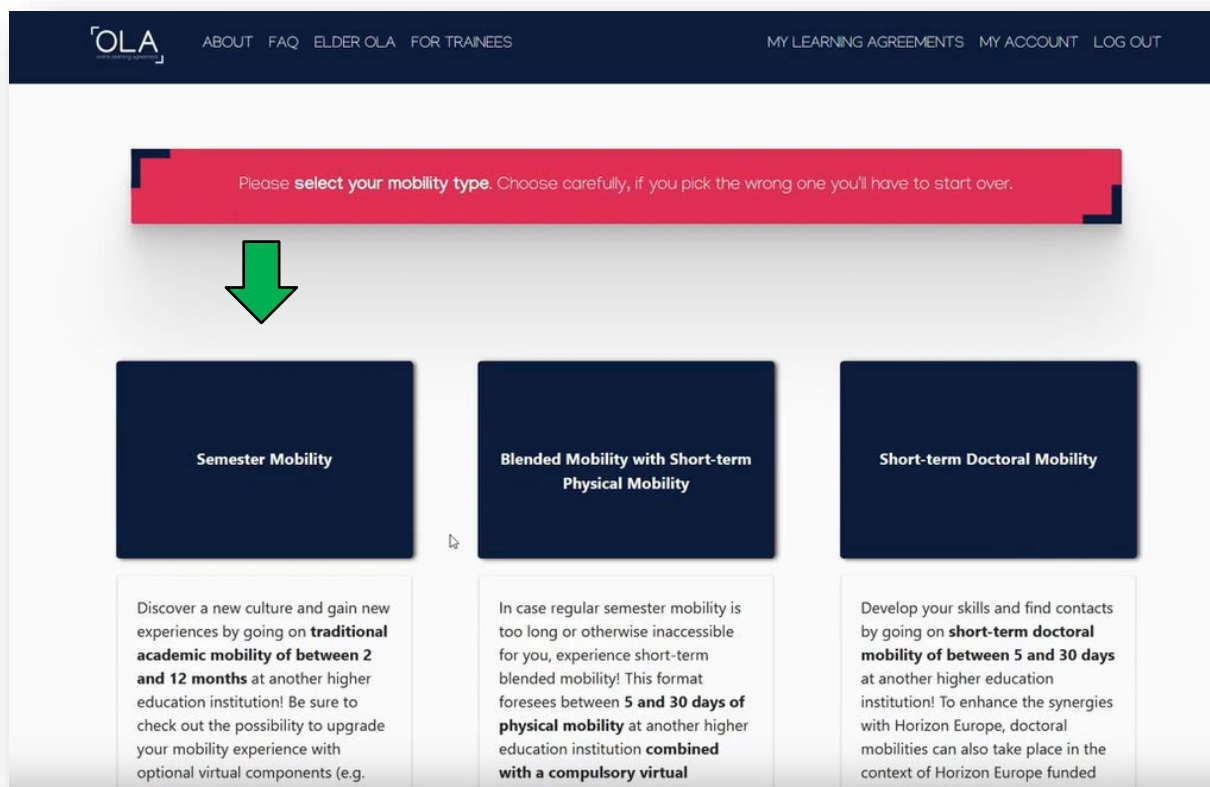
1. **Student Information** : your personal data are filled in accordance with the information you provided in 'My account'.

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 :

Iraima GUARNERI
bachelor@competence.lu

3. **Receiving Institution Information**

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 <u>even if it is not mandatory</u>
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.

- 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.

5. **Virtual components:** Table C
   Important: Fill in this table like table A ONLY if you will follow some ONLINE courses.

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

Sign here with your mouse

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

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**'

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

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

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.