

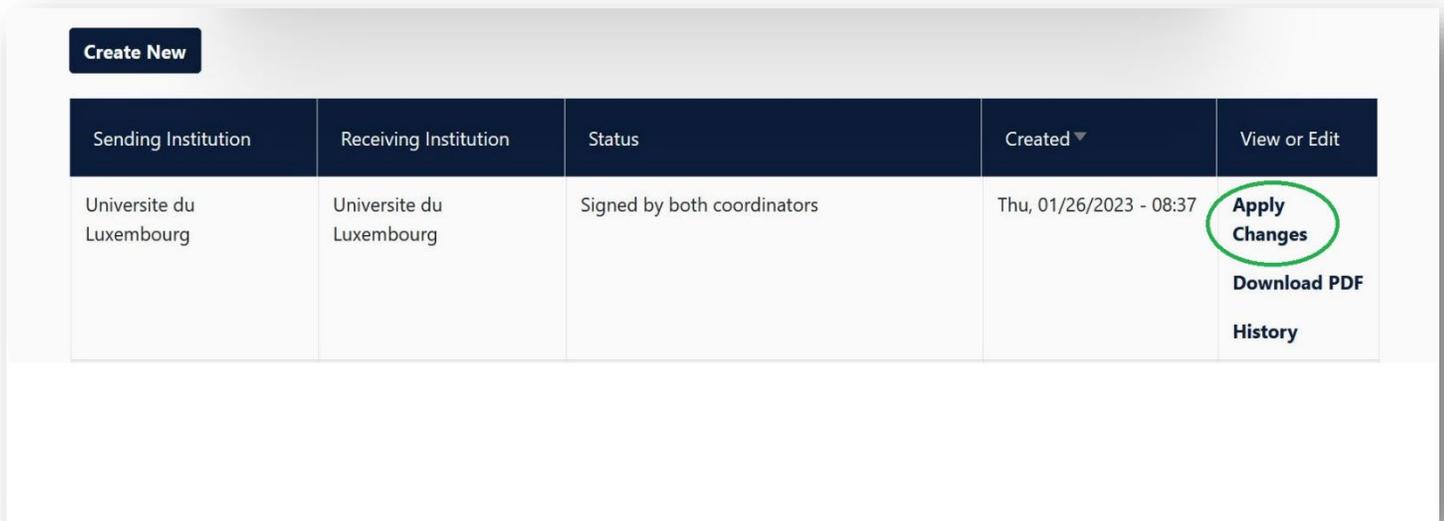
How to make changes in my Online Learning Agreement

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'

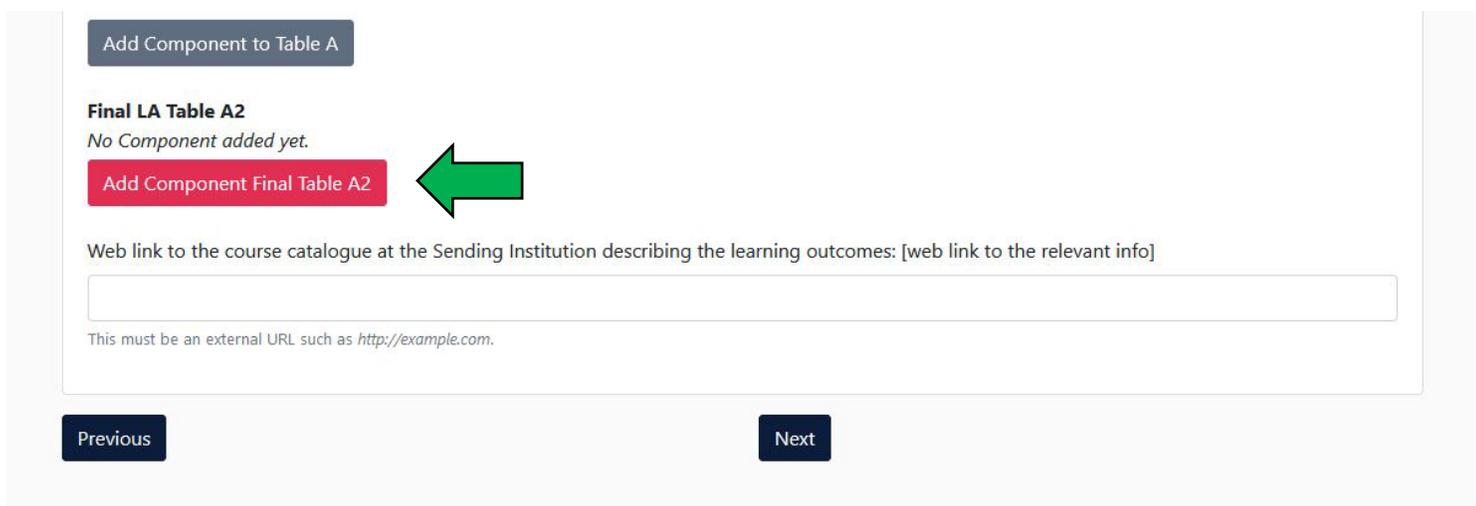


The screenshot shows a table with a 'Create New' button at the top left. The table has five columns: 'Sending Institution', 'Receiving Institution', 'Status', 'Created', and 'View or Edit'. The first row contains the following data: 'Universite du Luxembourg' for both institutions, 'Signed by both coordinators' for status, and 'Thu, 01/26/2023 - 08:37' for the creation date. In the 'View or Edit' column, there are three links: 'Apply Changes' (circled in green), 'Download PDF', and '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'. Underneath, it says 'Final LA Table A2' and 'No Component added yet.'. There is a red button labeled 'Add Component Final Table A2' with a green arrow pointing to it from the right. 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, there is a note: 'This must be an external URL such as <http://example.com>'. At the bottom of the form, there are two buttons: 'Previous' and '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