Manual: Online Learning Agreement (OLA)

> **Please Note: Before** completing the Online Learning Agreement (OLA), please complete the pdf version of the Erasmus Learning Agreement in our download section (please filter by "International Exchange Programs" and "Credit Transfers") and send it to outgoing@mgt.tum.de.
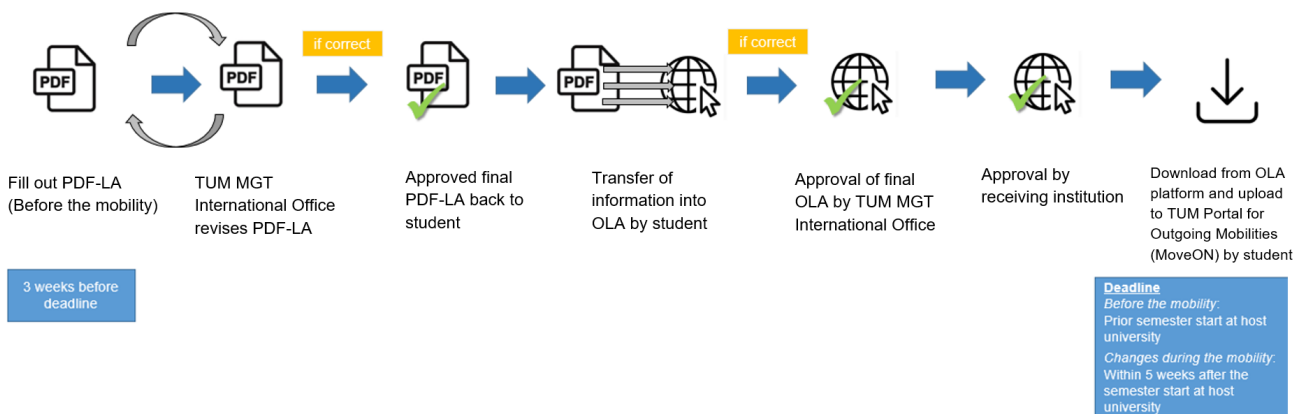>
> Since we cannot make any corrections in the online platform, this is necessary for the correct transfer of the information to the OLA platform later.
>
> Therefore, please read the document "How to fill out the Learning Agreement for ERASMUS+ students" and send us all the relevant information to check if the courses can be recognized at TUM. For more information on the recognition process, please read the section "How to get credits recognized" on our website.
>
> After checking the courses, we will send you all the information you need to complete the Online Learning Agreement.
>
> Regarding the host university's responsible person, please get in touch with your host university directly.

Learning Agreement Process (Before and during the mobility)

| Fill out PDF-LA (Before the mobility) | TUM MGT International Office revises PDF-LA | Approved final PDF-LA back to student | Transfer of information into OLA by student | Approval of final OLA by TUM MGT International Office | Approval by receiving institution | Download from OLA platform and upload to TUM Portal for Outgoing Mobilities (MoveON) by student |

3 weeks before deadline

Deadline
Before the mobility: Prior semester start at host university
Changes during the mobility: Within 5 weeks after the semester start at host university

Required Program / Websites:

- Erasmus+ App

or

- Set up Student-Account on https://www.learning-agreement.eu/

Procedure:

I. Download and register the Erasmus+ App in the App Store for free. This allows easy access to the OLA with the TUM ID.

    Alternative: create an account directly on the OLA platform: https://www.learning-agreement.eu/student/home/createaccount10.php

II. Complete the OLA and click to send it to the outgoing coordinator of the TUM School of Management International Office for signature.

III. The outgoing coordinator of the TUM School of Management receives an email with a link to the OLA. He/she reviews the OLA, signs it, or rejects it, with comments for correction. In case of rejection, you receive an e-mail, make the corrections, and send it again to the outgoing coordinator for signature.

IV. As soon as the outgoing coordinator of the TUM School of Management has signed and approved the OLA, it is automatically sent to the Erasmus coordinator of the partner university for signature.

V. Once the Erasmus coordinator of the partner university has also signed, you will receive an email, download the complete OLA as a PDF, and upload it to the MoveOn portal.

VI. The TUM G&A imports the OLA. As soon as OLA and the other required documents (Grant Agreement, OLS Test) are submitted, the **first** installment will be paid to you as quickly as possible.

VII. Within the first five weeks after the start of the semester, you can change the OLA. To do this, you log back into the app/platform and start entering the course changes via the "Changes to Learning Agreement during Mobility" part **->** "New Learning Agreement with Changes."

Content

1. Registration and login

1.1 Log In

on OLA Platform via Erasmus+ App

or URL: https://learning-agreement.eu/

1.2 Registration

Be sure to register for TUM online using the TUM access data.
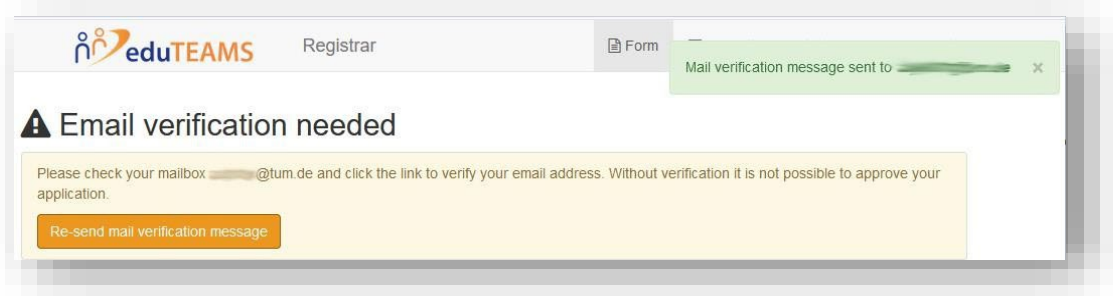
Please click on "Proceed to register on the MyAcademic

Fill in the fields with your TUM data.

1.3 Verification

You will receive an e-mail for verification. Confirm this.

1.4 Again, Login via https://www.learning-agreement.eu/

Click on "Login to access your Online Learning Agreement."

In the "Login with" search field, search for and select the Technical University of Munich/TUM.

You will be forwarded automatically to the TUM online registration page.

Web Anmeldedienst

Anmeldung mit Ihrem TUM Account an

MyAcademicID IAM Service

The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

Website | Datenschutzerklärung

Benutzername

z.B. go42tum / muster@tum.de

Passwort

☐ angemeldet bleiben (1)

☐ zu übertragende Daten anzeigen (2)

LOGIN   Passwort vergessen?

Login mit:

- **TUM-Kennung** oder
- **@tum.de** bzw. **@mytum.de** E-Mail-Adressen

1) Mit der Option *"angemeldet bleiben"* haben Sie Zugang zu allen an diesen Login (Shibboleth) angeschlossenen Webanwendungen ohne erneute Eingabe der Zugangsdaten, solange Ihr Browser geöffnet ist. Zum anschließenden Logout müssen Sie Ihren Browser komplett schließen.

2) Shibboleth Single-Sign-on ermöglicht die sichere Anmeldung zu Webanwendungen der TUM und anderer Anbieter mit Ihren zentralen Zugangsdaten der TUM. Um den Datenschutz zu gewährleisten, können Sie mit *"zu übertragende Daten anzeigen"* vorab einsehen, welche Daten der Webanwendung übergeben werden und den Vorgang ggf. abbrechen. Bei erstmaliger Nutzung einer Webanwendung erhalten Sie immer eine Übersicht aller weitergeleiteten Daten, auch wenn Sie diese Option nicht anwählen.

2. Student Information

Now, fill out your Online Learning Agreement in five steps. Enter your data under "Student Information".

You can find the ISCED code in your faculty or in the list in the download area on our website, www.international.tum.de.

For students of TUM School of Management, choose "0419 (Business and administration not elsewhere defined)" as the ISCED code.

For "Bachelor cycle," select "EQF level 6" as the ISCED code.

For "Master cycle," select "EQF level 7" as the ISCED code.

Field of Education *	Field of Education Comment	Study cycle *
Business and administration not elsewhere ○		Bachelor or equivalent first cycle (EQF leve ⬍

3. Create your Online Learning Agreement

Select "Semester Mobility"

4. Sending Institution

Lists are provided under "Country" and "Name". Please select the appropriate information. Please enter "TUM School of Management". Please do not use acronyms or paraphrases, as these are not automatically recognized by the system and, therefore, cannot be correctly assigned.

"Address" and "Erasmus Code" will be filled in automatically.

4.1 Sending Responsible Person

The contact details of the outgoing coordinator at TUM School of Management are entered here.

Important: Be sure to enter the correct contact under "Sending Responsible Person"!

The "Responsible Person" is the person who signs your Online Learning Agreement at TUM. You can find this information on our website.
Only if the correct contact has been entered will this person receive an automatic email.

First name: Ute
Last name: Helfers
E-mail: outgoing@mgt.tum.de
Phone number: +498928925083

The information under "Sending Administrative Contact Person" is optional.

Sending Responsible Person

First name(s) *

Ute

Last name(s) *

Helfers

Position *

Team Lead International Office

Email *

outgoing@mgt.tum.de

Phone number

+498928925083

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Selina

Last name(s)

Schwarz

Position

Program Coordinator - Student Exchange Programs

Email

outgoing@mgt.tum.de

Phone number

+4989277809618

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

5. Receiving Institution

The contact details of the Erasmus coordinator at the partner university are entered here. Information on this can be found on the partner university's respective International/Erasmus Incoming website or in the e-mail.

There are lists under "Country" and "Name". Please select the appropriate information.
Enter the correct and complete faculty or department name you would like to attend at the partner university. Please do not use acronyms or paraphrases, as these are not automatically recognized by the system and, therefore, cannot be correctly assigned.

 "Address" and "Erasmus Code" will be filled in automatically.

Important: Be sure to specify the correct contact under "Receiving Responsible Person"! For the right responsible person, please get in touch with your host university.

The information under "Receiving Administrative Contact Person" is optional.

6. Proposed Mobility Programme

In this step, you will create your Online Learning Agreement.

First, enter the planned start and end date.

6.1 Table A

First, fill out Table A and click on "Add Component to Table A".

Please complete Table A in the same way as the checked and completed PDF version of the TUM Learning Agreement that you have received from the International Office of TUM School of Management.

Table A: Here, you can enter the courses you are taking at the partner university.

- <u>Component Title:</u> enter the course title at the partner university.
- <u>Component Code:</u> first enter a sequential number and then (if known) enter the code of the course: e.g., "**1)** 25083, **2)** 25084, **3)** 25085"
  This is needed to be able to assign the courses in Table A to the corresponding courses in Table B.
- <u>Number of ECTS credits:</u> ECTS of the course at the partner university
- <u>Semester:</u> Then select the appropriate semester from the drop-down menu.
- Repeat this process for each new course

- Enter the link of the course catalog of the receiving institution (optional).
- Also, select the primary language of instruction of the host university.
- Then enter your level of instruction in the language. (self-assessment)

6.2 Table B

Next, fill out "Table B – Recognition at the Sending Institution ".

Please complete Table B in the same way as the checked and completed PDF version of the TUM Learning Agreement that you have received from the International Office of TUM School of Management.

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

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*.

Click on "Add Component to Table B, "and enter the link to the course catalog of the sending institution (TUM).

Table B: Here, you enter how the courses selected in Table A are recognized at TUM.

- Component Title: the possibility of recognition at TUM for the corresponding course from Table A.
- Component Code: first enter a sequential number and then (only in case of a 1:1 recognition) enter the code of the TUM course: e.g., „**1)**, **2)**, **3)** WI000091, etc."
- Number of ECTS credits: the number of ECTS which will be recognized at TUM for the respective course
- Semester: Specify in which semester you take the course

Waiver of prior recognition (in Table B):

If one or several courses from Table A should not be recognized at TUM or you cannot / do not want to clarify this in advance, proceed as follows:

- Click on "Add Component to Table B"
- Component Title: "Waiver of recognition" (if you don't want to have the course recognized) or "Waiver of recognition in advance" (in case you cannot / do not want to clarify in advance if the course can be recognized at TUM)
- Component Code: consecutive number(s) of the courses from Table A for which no recognition has been clarified/intended: e.g., "**2**"
- Number of ECTS credits: enter the number 0
- Semester: Specify in which semester you take the course at the partner university

Table B - Recognition at the Sending institution *

Component to Table B

[Remove]

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

Elective in M&T

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 *
1)	7,5	First semester (Winter/Autumn)

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

Repeat the procedure until you copied every course from Table A and Table B.

For each chosen course in Table A should be indicated in Table B how it is recognized at TUM (analogous to the pdf version of the already checked TUM Learning Agreement you received from the TUM School of Management International Office):

- 1:1 Course equivalents (please indicate the title of the TUM course)
- Elective in Management and Technology
- Elective in Management
- Elective in Consumer Science
- Major: Elective in Management and Technology
- Major: Elective in Engineering and Natural Sciences
- Waiver of recognition in advance
- Waiver of recognition
- Course cannot be recognized in the student's study program
- Communication skills

7. Virtual Components

Please note that this field is intended for a new Erasmus+ format and can be disregarded by you. Item 5 is not a required field for the Erasmus+ grant.

8. Commitment before Mobility

Sign on the smartphone with your finger/ with the mouse on the website.

Afterwards, send it by clicking on "Sign," and the Online Learning Agreement is sent to the person responsible for review at the sending institution. After approval, the OLA will be sent automatically to the person responsible at your receiving institution.

Please note: After all three parties signed the OLA, please generate a PDF and upload the OLA in the MoveOn Portal in the following form: "Outgoing – Erasmus Learning Agreement Before Mobility". **Only then the payment of the first installment can take place.**

Log in again at the OLA platform and go to the area "My Learning Agreements".

9. Changes during Mobility

Changes to the selected courses can be carried out within the first five weeks after the start of the semester (for most universities).

For this purpose, log in again at the OLA platform and go to the area "My Learning Agreements".

Only Online Learning Agreements, signed by both coordinators, can be changed. Therefore, click on "Apply Changes".
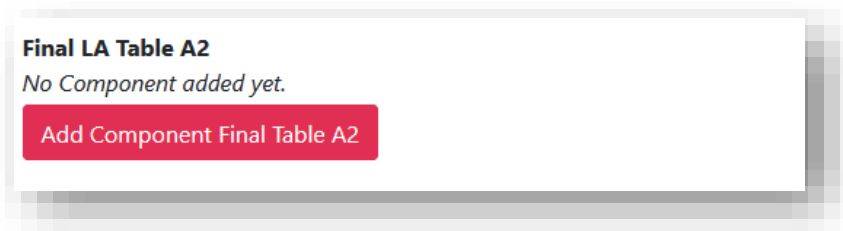
9.1 Changes to Table A

Changes in Table A will be carried out in the area "Sending Mobility Programme changes. "

Please complete Table A in the same way as the checked and completed PDF version of the TUM Learning Agreement that you have received from the International Office of TUM School of Management.
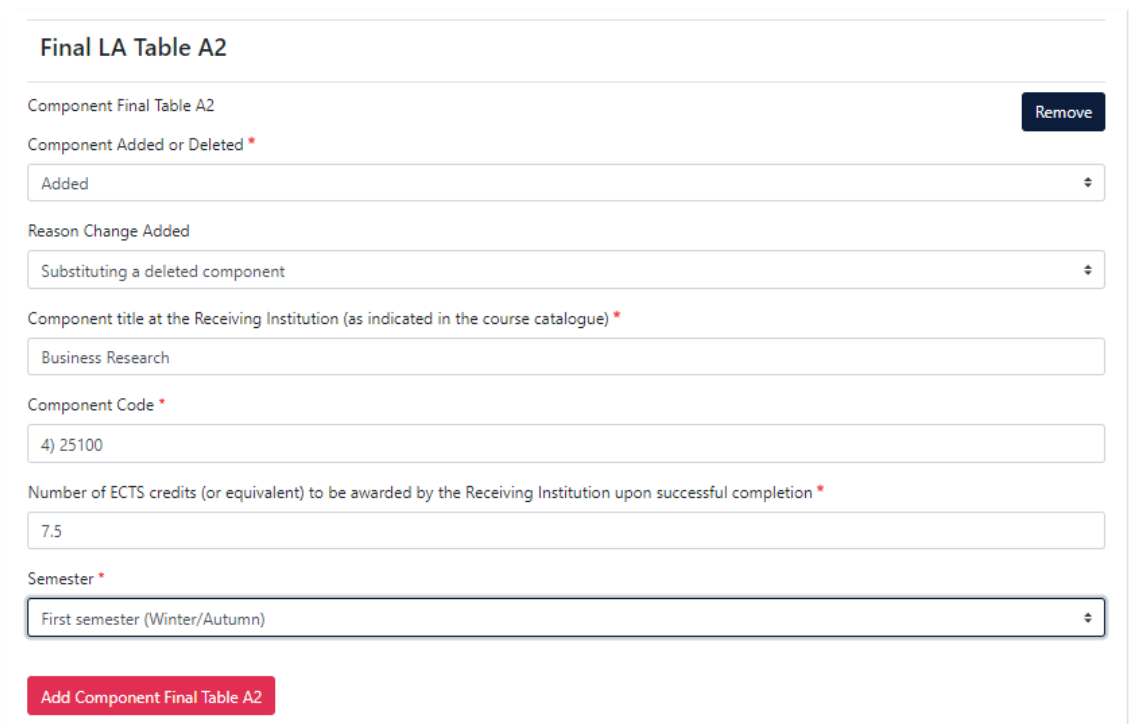
Therefore please click on "Add Component Final Table A2"

All changes will be carried out under "Final LA Table A2". Both additional courses and courses to be cancelled.

a.) Component Added

- Component Title: Enter the title of the course at your partner university
- Component Code: first enter a sequential number and then (if known) enter the code of the course (numbering must continue with the added courses, if you previously had 3 courses, the first course added will be number 4 and so on), e.g..: **4)** 25100, **5)** 25101"
  This is needed in order to be able to assign the courses in Table A to the corresponding courses in Table B.
- Number of ECTS credits: ECTS of the course at the partner university
- Semester: Select the equivalent semester in the Drop down Menu.
- Component Added or Deleted: select in the Drop Down field "Added"
- Repeat the process for each added course

b.) Component Deleted

- <u>Component Title:</u> Enter the title of the course at the partner university, which you want to delete from the list above
- <u>Component Code:</u> first enter the corresponding number of table A Before Mobility and then enter (if known) the code of the course from abroad: e.g. ....."**3) 25085**"
- <u>Number of ECTS credits</u>: ECTS of the courses at the partner university
- <u>Semester:</u> Select the equivalent semester in the Drop down Menu.
- <u>Component Added or Deleted:</u> select in the Drop Down field "Deleted"
- Repeat the process for each course, that you want to delete from the list above

9.2 Changes to Table B

If you carried out changes in Table A, Table B has to be adapted accordingly.

Carry the adaption out in the area **"Receiving Mobility Programme changes"**.

Therefore please click **"Add Component Final Table B2".**

All changes will be carried out under "Final LA Table B2".

If you added new courses in "Final LA Table A", enter again in "Final LA Table B", how those courses can be recognized at TUM.

a.) Component Added
- <u>Component Added or Deleted:</u> select in the Drop Down field "Added".
- <u>Component Title:</u> Enter the new possible recognition at TUM.
- <u>Component Code:</u> first enter the corresponding number as in Table A and then (if known) enter the code of the course: e.g..: "4), 5)"
  This is needed to assign the courses in Table A to the corresponding courses in Table B.
- <u>Number of ECTS credits</u>: Number of ECTS, which will be recognised at TUM.
- <u>Semester:</u> Select the equivalent semester in the Drop-down Menu.
- Repeat the procedure for each additional course.

b.) Component Deleted
- <u>Component Added or Deleted:</u> select in the Drop Down field "Deleted"
- <u>Component Title:</u> original possible recognition, which no longer be applied
- <u>Component Code:</u> first enter the corresponding number of Table A and then (only in case of a 1:1 recognition) enter the code of the TUM course: e.g..: "3) WI000091"
- <u>Number of ECTS credits</u>: original number of ECTS, which will be recognized
- <u>Semester:</u> Select the equivalent semester in the Drop-down Menu.
- Repeat the procedure for each possible recognition, that you want to delete from the list above

After carrying out all changes, click on "Save"

10. Commitment Changes during Mobility

After that, you reach the area Commitments for a signature.

Then send it by clicking on **"Sign and send the Online learning Agreement to the responsible person at the sending institution for review".** After it has been approved by TUM, the OLA will be sent automatically to the responsible person of your receiving institution

Please note: After all three parties signed the OLA, generate a new PDF and upload the LA in [TUM Portal for Outgoing Mobilities (MoveOn)](#) in the following form "Outgoing – Erasmus Learning Agreement During Mobility".

Therefore login again on the OLA platform and go to the area "My Learning Agreements".

Only if the changed version of the OLA is available to the TUM Global & Alumni Office, the documents are complete, and the **second rate of the scholarship can be paid out after the end of your mobility**. If the documents are incomplete, the entire scholarship can be reclaimed.