

# Erasmus+ Online Learning Agreement

## OLA INFO-SHEET

The Online Learning Agreement (OLA) is prepared before the stay to document the planned studies abroad and to ensure recognition of credits achieved at the partner university. This info sheet provides an overview of necessary steps and entries. For step-by-step instructions please see our [OLA Guidelines](#).



### Initiating and Editing Options

The OLA is made available by the International Office after the nominations but no later than the end of March or September respectively. Students then initiate and edit the OLA via the [MoveON Outgoing Portal](#). The OLA should only be opened via the portal and should be edited by using the respective buttons in order to avoid technical problems!



### Contact Persons

For **Contact Persons at Sending Institution** students refer to the [OLA Contacts](#) responsible for the respective main subject area of the exchange. The main subject area is included in the OLA in form of a so-called ISCED code (e.g. 0232 Literature and Linguistics). **Contact Persons at Receiving Institution** are subject to change. Entries provided in the drop-down menu should there for be checked. Usually students receive up-to-date information from the partner university.



Course selection and recognition must be discussed first with the subject or degree program coordinator. If courses of different subjects are selected, different coordinator must be contacted. A list of study advisors is provided in the [MoveON Outgoing Portal](#).



### Learning Components

**Learning Components at the Receiving Institution** are the courses to be taken at the partner university. At least 15 ECTS must be completed! Some partner universities also limit the choice of courses to 30 ECTS. **Learning components at the Sending Institution** refer to module elements of the degree program in Siegen for which credit points earned abroad are to be recognized. Recognition as so-called voluntary additional achievements is also possible. Please also check the [Handout on Recognition](#) (German only).



### Approvals

The OLA must be **saved and approved** by students so that it can be shared with contact persons at the home and partner university! The document is only considered complete once it has been approved by all three parties. Students should regularly check the status of the OLA. If approvals are not received promptly, contact persons should be consulted, to avoid delays.



### PDF Copy

A **PDF copy** of the OLA can be created as soon as the document has been approved by students and the OLA contact at the University of Siegen. If, for example, the partner university is unable to process or approve the OLA, the copy of the partially approved document can be sent by e-mail to the contact person at the partner institution.



### Changes

Any **change to a draft or partially approved OLA** must be approved again by all parties! This also applies to personal information and dates of stay!  
**Changes to an already approved version** must be documented and approved within 4 weeks of the start of the stay.