

Online Learning Agreement Info-Sheet

Erasmus+ Studies and Blended Intensive Programs

The purpose of the Learning Agreement is to prepare and document the study period abroad and to ensure that you will receive recognition in your degree for the educational components successfully completed abroad.



Initiation and Editing Options

You initiate, edit and approve your OLA via the [MoveON Outgoing Portal](#).

Make sure to use the appropriate options to edit or view your OLA. Save and log off before closing the tab or browser!



Contact Persons

Check our **List of Designated OLA Contacts** of the University of Siegen and select the correct **contact at home institution** from the drop-down menu.

If the drop-down menu for **contacts at host institution** does not provide any entries or entries are not up to date, let us know immediately.



Learning Components

Learning Components at the host institution include courses you wish to take abroad. Students are required to complete a minimum of 15 ECTS per semester.

Learning Components at home institution refer to module elements of your degree program at the University of Siegen for which recognition will be received. If no recognition is planned, include recognition as “voluntary additional achievement“ (*freiwillige Zusatzleistung*).



Saving

The OLA can be saved and continued at a later time. **Make sure to enable auto-save and limit manual saving to a minimum** as saving triggers automatic notification to OLA contacts!



Approval

You need to save AND approve the OLA before it can be shared with your contact persons!

The OLA is considered complete once it has been approved by all parties. Check the OLA status regularly and reach out to your contact person, if the document is not approved in due time.



PDF Copy

The download option is available once the OLA has been approved by student and home institution.

If a partner university does not process OLA yet or if technical problems do not allow for the Online Learning Agreement to be digitally approved by the host university, PDF copies may be sent to the partner recognition for approval by signature.

We strongly advise students to download back-up PDF copies of all approved versions!



Changes

Changes to a draft or (partially) approved version requires the approval of student and contact persons. This includes changes to personal and stay information!

Changes to a fully approved version must be documented and approved within 4 weeks after the start of the stay abroad.