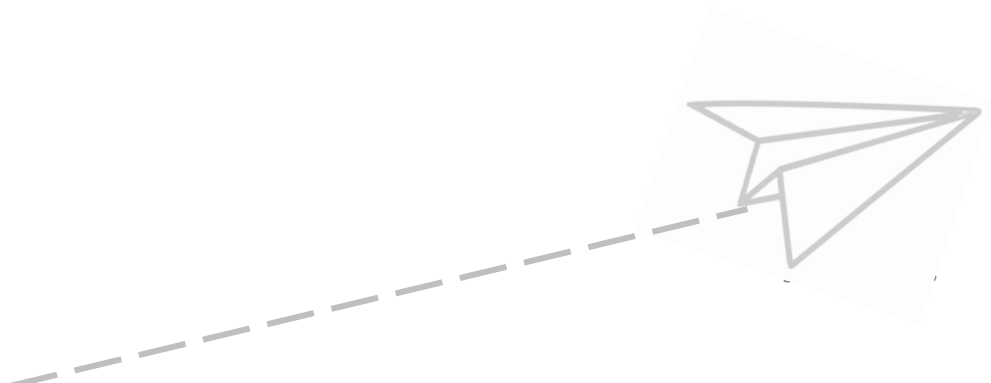


# Manual on completing Online Learning Agreements (OLAs) for outgoing students at the Faculty of Architecture and Urbanism

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## Important information – please read

Dear students of the Bauhaus-Universität,

The EU Commission requires all European universities to introduce "ERASMUS Without Paper" (EWP). This is accompanied by the obligation to digitalise central processes in the ERASMUS programme.

Completing Learning Agreements is one of the processes that must be digitalised. Unfortunately, not all European universities are ready to process Learning Agreements online. Please show understanding for this towards the partner universities.

From now on, students of the Bauhaus-Universität are obliged to create their Learning Agreements via the Online Learning Agreement (OLA) platform. Please follow the process described in these instructions as far as possible via the OLA platform and, if necessary, switch from processing your Learning Agreement on the OLA platform to sending the Learning Agreement by e-mail to the partner university.

Students who have already started creating their Learning Agreements in another way do not have to create them again via the OLA platform.

Completion of your Learning Agreement at the Bauhaus-Universität Weimar:

Your faculty is responsible for approving your course selection before you go abroad and for recognising your credits upon your return from your study abroad period.

For contact persons at faculty level, please see chapter 4 of this manual.

The International Office at the Bauhaus-Universität is the place to submit your ERASMUS grant application and supporting documents:

For long-term stays (from 2 months): [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de)

For short-term stays (up to 2 months): [bip@uni-weimar.de](mailto:bip@uni-weimar.de)

**Despite the red tape, we wish you unforgettable experiences and every success abroad!**

## 1 | General information about the (Online) Learning Agreement (OLA)

The Learning Agreement is a mandatory document in the ERASMUS programme. It is an agreement between you, your faculty at the Bauhaus-Universität and the partner university in which all participants commit themselves to offering (partner university), attending (student) and recognising (faculty) your chosen courses.

The Learning Agreement consists of three parts, which have to be submitted at different times of your mobility:

- 1. learning agreement before mobility**  
Mandatory document before the beginning of the mobility
- 2. Learning Agreement during mobility / Changes to Online Learning Agreement**  
Compulsory document during mobility, if there are changes to 1. or in case of extensions
- 3. learning agreement after mobility / Transcript of Records**  
Compulsory document after the mobility

You can find more detailed information on submission in the checklists provided by the International Office:

- [for long-term stays abroad \(from 2 months\)](#)
- [for short-term stays abroad \(up to 2 months\)](#)

### Please note

It is the student's responsibility to clarify with their [> academic advisor](#), BEFORE the start of the mobility period, whether credits earned abroad can be recognised or transferred. If you fail to comply with this requirement, there is a risk that the ECTS credits you have earned may not be recognised or credited towards your degree (e.g. because you have already completed all the coursework required for credit in the compulsory-elective or elective modules in question, or because the courses do not fit the curriculum).

### 1.1 (Online) Learning Agreement (before mobility)

The preparation of the "**Learning Agreement (before mobility)**" must be initiated **BEFORE** the start of the mobility with the support of the contact person at your faculty at Bauhaus-Universität (see the information on the last page of the manual) and your contact person at the partner university.

### Please note for long-term stays

Some partner universities require the "Learning Agreement (before mobility)" as part of the application documents. If the course catalogue of the host university is not yet available, courses from the previous year can be entered. You have to update your Learning Agreement after your arrival.

### 1.2 (Online) Learning Agreement (during mobility) / Changes

The "**Learning Agreement (during mobility)**" or **Changes to Online Learning Agreement** must be signed by the 3 parties and submitted by the student only **DURING** the mobility if:

1. there are changes to the original "Learning Agreement before mobility" or
2. you extend your stay at the partner university.

### 1.3 (Online) Learning Agreement (after mobility)

The „**Learning Agreement (after mobility)**“ must be submitted **AFTER** the end of your mobility to the International Office of the Bauhaus-Universität Weimar **and** to your faculty.

It contains a final summary of the courses you have taken abroad, including your grades/certificates and ECTS credits.

The Learning Agreement (after mobility) or the Transcript of Records are the documents you can use to apply to your faculty for the recognition or transfer of ECTS credits earned abroad following your stay abroad (see Chapter 3 of this guide).

#### **To students going to the UK:**

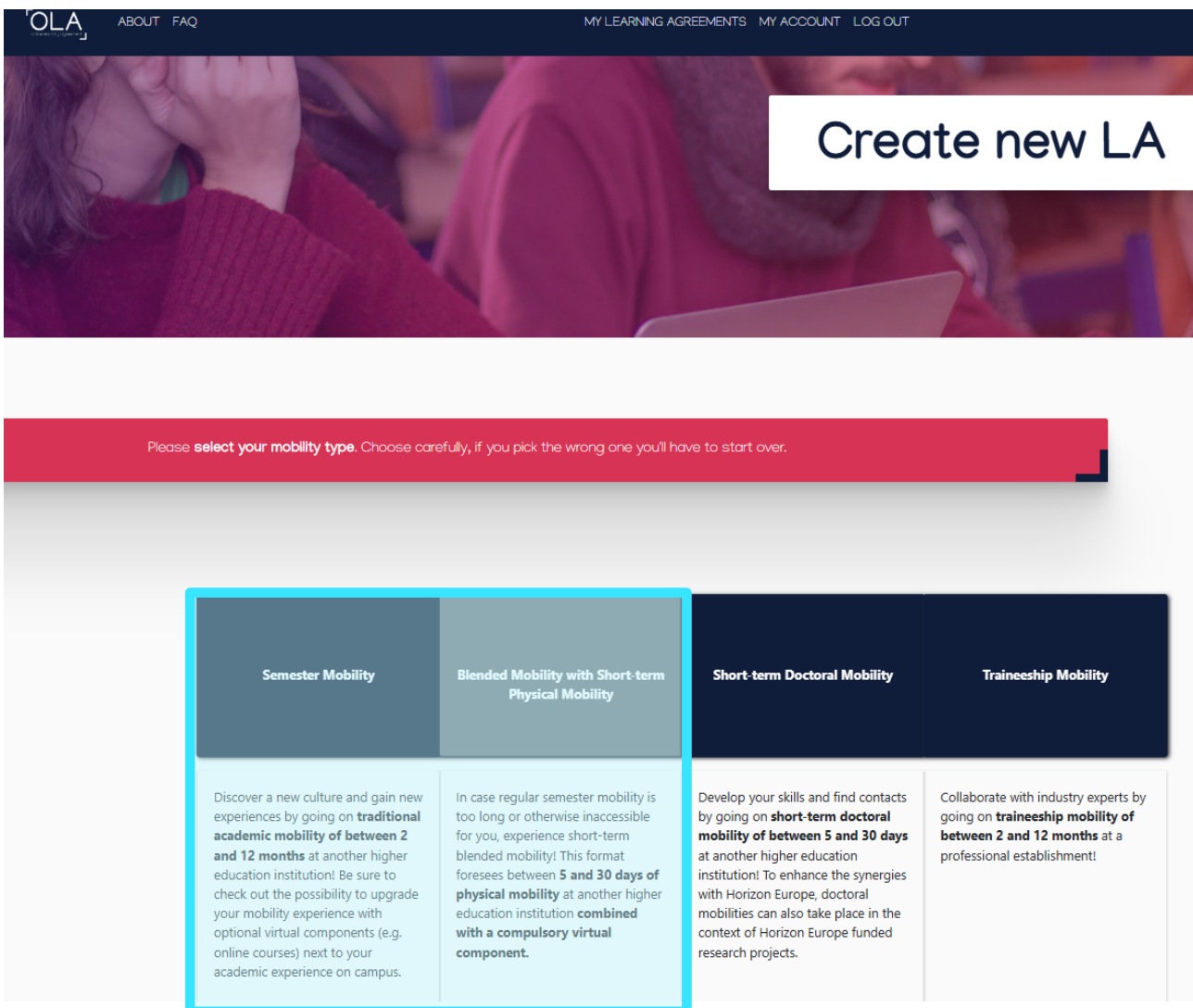
With the Brexit, the United Kingdom has also decided to leave the ERASMUS programme. Nevertheless, the International Office of the Bauhaus-Universität would like to continue to grant Bauhaus students an ERASMUS scholarship for their stay in UK.

Unfortunately, due to UK's withdrawal, the partner universities in the UK cannot complete Online Learning Agreements (OLAs). As the Learning Agreement is a compulsory document in the ERASMUS programme, you must therefore prepare your Learning Agreement in a different way: A PDF version of the Learning Agreement is provided on [this](#) webpage. Please download and complete the document, then send it by e-mail to the [contact person](#) for your course of studies.

## 2. Registration on the Online Learning Agreement (OLA) platform

To start creating your OLA, you must first log in:

- Go to the OLA platform: <https://learning-agreement.eu/>
- If you select the login with Bauhaus-Universität Weimar, you can create your account with your password and your user name of Bauhaus-Universität.
- With the button "Create New" you can now create your Online Learning Agreement
  - For the type of mobility you are looking for, please select
    - for long-term stays abroad (from 2 months): "Semester Mobility"
    - for short-term stays (under 2 months): „Blended Mobility with Short-Term Physical Mobility"



## 2.1 Issuing your OLA (before mobility)

### Step 1 | Tab „Student Information“

Here you enter your personal data, such as name, email address, field of study (Field of Education) etc. If you are unsure about the ISCED code of your field of study, you can find the exact allocation in the overview "ISCED codes of the fields of study" in the [download centre of the International Office](#).

Please enter the actual designation of your degree programme at Bauhaus-Universität in the comment field.

Please also check that you have entered the academic year correctly.

### Step 2 | Tab „Sending Institution Information“

Here you select the country (Germany) and the Bauhaus-Universität Weimar (note: the universities are listed alphabetically according to the place names) and enter your faculty.

Now you need to enter the details of the **"Sending Responsible Person"**. This is your responsible contact person at your faculty at the Bauhaus-Universität (see the last page of this guide).

Please leave the field for the **"Sending Administrative Contact Person"** **blank**.

#### **Please note**

Be sure to enter the correct contact details here, otherwise your Learning Agreement will not be sent to the right person and may not be processed.

### Step 3 | Tab „Receiving Institution Information“

Here you will be asked for the details of the **"Receiving Institution"**. Please select the university at which you will complete your stay abroad and enter the department/faculty as well as your contact person at the host university under **"Receiving Responsible Person"**, which you can find in the Letter of Acceptance or on the homepage of the host university<sup>1</sup>.

#### **Please note**

Be sure to enter the correct contact details here, otherwise your Learning Agreement will not be sent to the right person and may not be processed.

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<sup>1</sup> You may not be able to select your host university in the drop-down menu. You will then receive a warning message. In this case, the host university is (technically) not yet ready to process OLAs. Please contact your contact person at your faculty (see chapter 4 of this manual) in this case.

## Step 4 | Tab „Mobility Programme“

### For short-term stays:

In the „Mobility Programme“ section, you must provide:

- the exact dates of your period abroad
- the title of the course you will be attending
- the „Component Code“ and
- the number of ECTS credits

You will find all the relevant information in the information email you received from the International Office.

### For long-term stays:

In the "Mobility Programme" section, Table A and Table B must be completed.

In **Table A**, enter the courses you would like to take abroad. You may have to research the link to the course catalogue of the host university yourself.

#### **Please note**

With regard to the number of ECTS credits to be earned abroad, there may be faculty-specific requirements and/or requirements from your study regulations (e.g. if it is a compulsory stay abroad) and/or requirements from your host university. As a rule, between 21 and 30 ECTS points should be completed abroad.

In **Table B**, enter the courses at Bauhaus-Universität Weimar for which the courses in Table A can be recognised.

#### **Please note**

It is advisable to discuss the recognition of your desired courses in advance with the contact person at your faculty of the Bauhaus-Universität (see chapter 4 of this manual). If achievements cannot be recognised, an „annex to the Learning Agreement“ should be created and the waiver of recognition explained by your Bauhaus faculty. All fields marked with "\*" must be filled in, e.g. also information on the planned duration of the mobility (analogous to the application for your ERASMUS grant or on the grant agreement) and the language level to be achieved in the main language of instruction.

## Step 5 | Tab „Virtual Components“

If you will be taking virtual courses (i.e. online courses) before, during or after the in-person mobility, these can be entered here. For short-term stays, this part is obligatory.

## Step 6 | Tab „Commitment“

In the last step, you confirm all the information entered with your signature. You sign directly in the document (e.g. with the mouse on the computer).

Now the OLA can be sent/submitted.

## Step 7 | Sending

If all contact persons have been entered correctly and submitted the OLA, the "Sending Responsible Person" you entered in step 3 will receive an email with a link to check and sign your Learning Agreement.

If there are no more queries, the contact person at your faculty at Bauhaus-Universität will digitally sign the draft and forward it on to the "Receiving Responsible Person" entered in step 3. This person will now also check and sign the OLA.

You will then be notified that your Learning Agreement has been fully signed.

You can check the current processing status of the Learning Agreement on the OLA platform at any time.

## Step 8 | Submission of the OLA (before mobility)

As soon as all 3 signatures have been obtained:

1. your signature
2. the signature of your contact person at your faculty at the Bauhaus-Universität
3. your contact person at the partner university

the document must be submitted by e-mail to the International Office:

Subject line: **[DOK] Learning Agreement (before mobility)**

- for long-term stays abroad (from 2 months): [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de)
- for short-term stays (under 2 months): [bip@uni-weimar.de](mailto:bip@uni-weimar.de)

### **Please note**

If the Learning Agreement cannot be signed digitally by the person authorised to sign at Bauhaus-Universität, e.g. due to missing or incorrect information, the Learning Agreement will be rejected. You will then receive a notification by email with information on necessary changes and can now create a new Learning Agreement on the OLA platform and send it again.

If your host university is not able to sign your Learning Agreement via the OLA platform, please download the version of your „Learning Agreement (before mobility)“ from the OLA platform, which has been signed by you and your faculty at Bauhaus-Universität. Then, send the PDF of the document by email to the partner university to obtain the missing signature.

## 2.2 only for long-term stays: issuing your OLA (during mobility) / Changes to Online Learning Agreement

It is normal that there are changes to your original OLA (before mobility). To make sure that your recognition of credits is still valid, your OLA needs to be updated and re-approved. This reinsurance is the purpose of the OLA (during mobility).

Within approx. 4 weeks after the start of your mobility, all changes must be recorded via the OLA platform.

**Scenario 1 You have successfully completed your Learning Agreement (before mobility) in full (i.e. with all 3 signatures) via the OLA platform.**

In this case, you can easily enter the changes to the „Learning Agreement (before mobility)“ after your arrival at the partner university in the "Changes to Online Learning Agreement" section on the OLA platform.

To do so, please log back into the OLA platform ([learning-agreement.eu](https://learning-agreement.eu)) and go to the "Changes to Online Learning Agreement" section.

**Scenario 2 You were not able to complete your Learning Agreement (before mobility) on the OLA platform (i.e. the host university could not sign it).**

In this case, please contact the contact person at your host university with any questions regarding the further processing of your „Learning Agreement (during mobility) / changes“.

**Scenario 3 You were only able to create your Learning Agreement (before mobility) using the template provided by your faculty at Bauhaus-Universität Weimar.**

In this case, please enter the changes to the „Learning Agreement (before mobility)“ that occurred after your arrival at the partner university in the corresponding section of the template and have it signed by the responsible person at your faculty at the Bauhaus-Universität (see the last page of this manual) and the contact person at the partner university.

**Please note**

Changes to the original Learning Agreement before mobility (i.e. entering other courses than those previously chosen) can only be made after your "Learning Agreement (before mobility)" has been signed by the two registered contact persons of the Bauhaus-Universität and the partner university.

If there is the need for (several) changes to your original Learning Agreement (before mobility) in the course of your mobility, please always submit the most recent version of your Learning Agreement to the International Office: [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de)

### Further procedure for scenario 1

#### Step 1 | Tab „Contact People Information“

As a first step, please check the contact details of the contact persons at **Bauhaus-Universität** and **your** host universities again.

#### Step 2 | Tab „Sending Mobility Programme Changes“

In step 2, courses can be removed or added in **Table A - Study programme** at the Receiving Institution.

#### Step 3 | Tab „Receiving Mobility Programme Changes“

If the changes also affect the information in Table B regarding the recognition of courses, **Table B - Recognition at the Sending Institution** must also be changed in step 3. If necessary, consult the relevant person at your faculty at the **Bauhaus-Universität** (see the last page of this guide).

#### **Step 4 | Tab „Virtual Component Changes“**

Delete or add courses here as well, if applicable.

#### **Step 5 | Tab „Commitment“**

Finally, the updated OLA will again be signed and sent by you and automatically forwarded to the two contact persons at the Bauhaus-Universität and the host university for review and signature.

#### **Step 6 | Submission of the OLA (during mobility) / changes**

As soon as all 3 signatures have been obtained:

1. your signature
2. the signature of your contact person at your faculty at the Bauhaus-Universität
3. the signature of your contact person at the partner university

the document must be submitted by e-mail to the International Office (outgoing@uni-weimar.de):  
Subject line: **[DOK] Learning Agreement (during mobility)**

## 2.3 Issuing your OLA (after mobility) / Transcript of Records

Please contact your contact person at the host university to find out whether the "Learning Agreement (after mobility)" or the "Transcript of Records"

- will be issued and handed over to you automatically or
- whether you have to apply for it at the partner university

### Submission of the OLA (after mobility) / Transcript of Records

As soon as all 3 signatures

- your signature
  - the signature of your contact person at your faculty at the Bauhaus-Universität, and
  - the signature of your contact person at the partner university
- have been obtained, the OLA (after mobility) must be submitted to the International Office as a PDF file attached to an e-mail:

Subject line: **[DOK] Learning Agreement (after mobility)** or **[DOK] Transcript of Records**

- for long-term stays (2 months or more): [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de)
- for short-term stays (less than 2 months): [bip@uni-weimar.de](mailto:bip@uni-weimar.de)

**Alternatively, you may also submit the Transcript of Records (ToR)** issued by the partner university. Please ensure that the number of ECTS credits is stated on the ToR.

### 3. Recognition Process at the Faculty of Architecture and Urbanism

If you would like to have your academic achievements from your semester(s) abroad recognised towards your degree, you must initiate the process yourself once your stay abroad has ended.

The specific procedure for the recognition process depends on the degree programme you are enrolled in.

In most cases, the 'After the Mobility' section of the Learning Agreement is not required; instead, the degree programmes' own recognition forms or certificates from the partner universities are used.

However, if the partner university has not issued an 'academic transcript' or a 'transcript of records' to certify your academic achievements from the semester abroad, but instead has completed the 'After the Mobility' section of the Learning Agreement, this form of certification will, of course, be accepted as proof of the academic achievements from the semester abroad.

Information on semesters abroad and the recognition process detailed for the individual study programmes are available at:

<https://www.uni-weimar.de/en/architecture-and-urbanism/services/organizational-questions/mobility-semester/>

## 4. Contact persons at the Faculty of Architecture and Urbanism

Depending on the course of studies you are enrolled in, different members of our faculty are involved in the management of semesters abroad. Different roles and tasks are assigned to the professors, coordinators, academic advisors, the international counsellor as well as the examination board and the examinations office.

This also applies to checking and signing Learning Agreements. A list of contact persons, which shows who is responsible for this task on your degree programme, can be found [here](#).

The best way to contact us is by e-mail, however, face-to-face consultation appointments or telephone calls are also available.

Please make sure to provide the correct contact data, when completing the Learning Agreement in the section "Sending Institution" (see section 2.1, step 2 on page 6 of this manual).