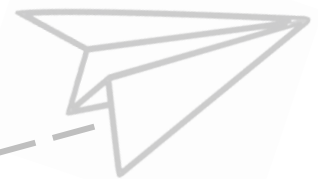


Manual on the preparation of Online Learning Agreements (OLAs) for outgoing students at the Faculty of Media

TABLE OF CONTENTS

1 General information about the Learning Agreement	3
1.1 Learning Agreement (before mobility).....	3
1.2 Learning Agreement (during mobility) / Changes to Online Learning Agreement.....	3
1.3 Learning Agreement (after mobility).....	4
2. Registration on the Online Learning Agreement (OLA) platform	5
2.1 Issuing your OLA (before mobility)	5
Step 1 Tab „Student Information“	5
Step 2 Tab „Sending Institution Information“	5
Step 3 Tab „Receiving Institution Information“	5
Step 4 Tab „Proposed Mobility Programme“	6
Step 5 Tab „Virtual Components“	6
Step 6 Tab „Commitment“	6
Step 7 Submission	6
2.2 Issuing your OLA (during mobility) / Changes to Online Learning Agreement	8
Step 1 Contact People Information.....	8
Step 2 Sending Mobility Programme Changes	8
Step 3 Receiving Mobility Programme Changes.....	8
Step 4 Virtual Component Changes	9
Step 5 Commitment	9
2.3 Issuing your OLA (after mobility)	10
3. Recognition Process at the Faculty of Media	11
4. Contact persons at the Faculty of Media	111



Important information – please read

Dear students of the Bauhaus-Universität,

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

The creation of 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.

Contact persons for the preparation of your Learning Agreement:

Your faculty for course selection and recognition:
contact persons see chapter 4 of these instructions

International Office of the Bauhaus-Universität for your ERASMUS grant and documents to be submitted:
outgoing@uni-weimar.de

Despite the bureaucracy, we wish you unforgettable experiences and much success abroad!

1 | General information about the Learning Agreement

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 at 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 when to submit your application in your ["5 Checklists for Studying Abroad"](#), which are provided by the International Office of Bauhaus-Universität.

1.1 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 table on the last page) and your contact person at the partner university.

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 (outgoing@uni-weimar.de):
Subject line: **[DOK] Learning Agreement (before mobility)**

Please note

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 Learning Agreement (during mobility) / Changes to Online Learning Agreement

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.

Once 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 (outgoing@uni-weimar.de):
Subject line: **[DOK] Learning Agreement (during mobility)**

1.3 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. Alternatively, you can also submit the **Transcript of Records** that you receive from the partner university.

Once 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 (outgoing@uni-weimar.de):
Subject line: **[DOK] Learning Agreement (after mobility)** oder **[DOK] Transcript of Records**

Please note

The recognition of your academic achievements abroad must be applied for with your faculty at Bauhaus-Universität (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 are not able to create online Learning Agreements (OLA). As the Learning Agreement is a compulsory document in the ERASMUS programme, you must therefore prepare your Learning Agreement by analogous means.

Please contact the contact person at your faculty (see chapter 4 of this guide) and ask for a blank template (PDF) to create your Learning Agreement.

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 "Semester 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.

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 table on the last page).

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 university¹.

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.

¹ 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 „Proposed Mobility Programme“

In the "Proposed 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. Otherwise, this step can be skipped.

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 | Submission

If all contact persons have been entered correctly, after submission 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 Learning Agreement.

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.

Fakultät Medien

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

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)“ signed on two sides (by you and your faculty at Bauhaus-Universität) as a PDF from the OLA platform and send it by email to the partner university to obtain the missing signature.

2.2 Issuing your OLA (during mobility) / Changes to Online Learning Agreement

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) 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)“.
- 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 table on the last page) and the contact person at the partner university..

Please note

The registration of changes on the OLA platform is only possible after your "Learning Agreement (before mobility)" has been signed by the two registered contact persons of the Bauhaus-Universität and the partner university.

It is normal that there will be 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

Further procedure for scenario 1

Step 1 | 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 | Sending Mobility Programme Changes

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

Step 3 | 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 person responsible at your faculty at the **Bauhaus-Universität** (see table on the last page).

Step 4 | Virtual Component Changes

Delete or add courses here as well, if applicable.

Step 5 | 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.

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 (outgoing@uni-weimar.de):

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

2.3 Issuing your OLA (after mobility)

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.

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 (outgoing@uni-weimar.de):
Subject line: **[DOK] Learning Agreement (after mobility)** or **[DOK] Transcript of Records**

3. Recognition Process at the Faculty of Media

On the website of the Faculty of Media you will find detailed information on the [recognition process](#).

4. Contact persons at the Faculty of Media

At the Faculty of Media, the academic advisor of your degree programme will advise you on the recognition of credits earned abroad and sign your Online Learning Agreement as the "Sending Responsible Person". You can find an up-to-date overview of all academic advisors [here](#).