

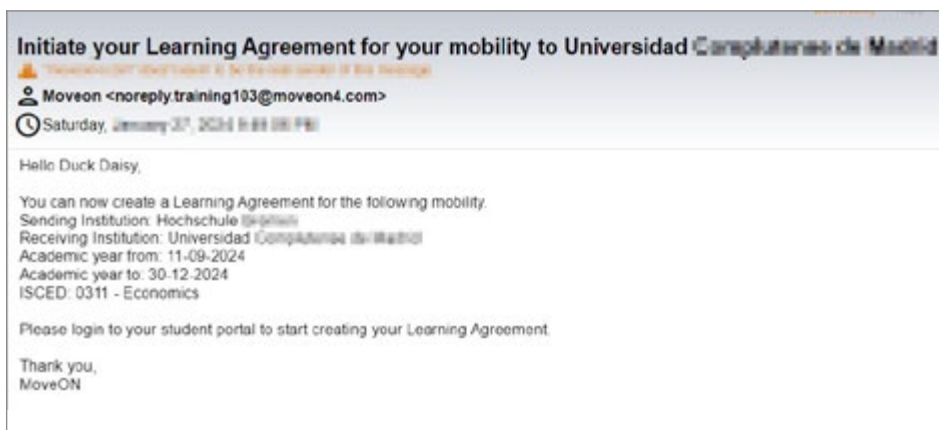
## Online Learning Agreement – Guide for students

### Contents

Start Online Learning Agreement.....	1
LA type .....	2
Edit Online Learning Agreement .....	2
Contacts in the Online Learning Agreement .....	3
Components in the Learning Agreement .....	3
Edit Online Learning Agreement .....	4
Approval from the host university .....	5
Online Learning Agreement is rejected .....	5
Online Learning Agreement is accepted .....	5
Additional changes after the first version .....	6
Suggest changes .....	6
Approve changes .....	7
Learning Agreement – download PDF .....	7

### Start Online Learning Agreement

The Online Learning Agreement can be started in the online portal after a notification is sent to your email address:



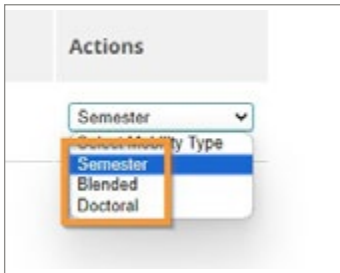
The Online Learning Agreement is available via the online portal.

In the online portal, the option to start a new online learning agreement is displayed in the “Online Learning Agreement” area:



## LA-Type

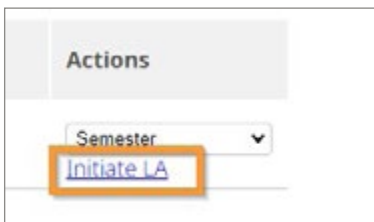
There are three types of online learning agreements that can be started:



The screenshot shows a grey 'Actions' button. Below it is a dropdown menu with 'Semester' selected. A secondary dropdown menu is open, showing three options: 'Semester', 'Blended', and 'Doctoral'. The 'Semester' option is highlighted with a blue bar, and an orange box highlights the entire dropdown menu.

- a) Online Learning Agreement for semester mobility.
- b) Online Learning Agreement for Blended mobility.
- c) Online Learning Agreement for Doctoral mobility.

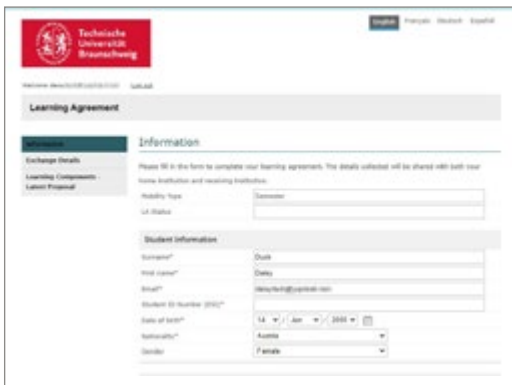
To start an online learning agreement, the corresponding mobility type must be selected and then the “Initiate LA” button must be clicked:



The screenshot shows the 'Actions' button and the 'Semester' dropdown menu. Below the dropdown menu, the 'Initiate LA' button is highlighted with an orange box.

## Edit Online Learning Agreement

The Online Learning Agreement form is pre-filled with the data that already exists:

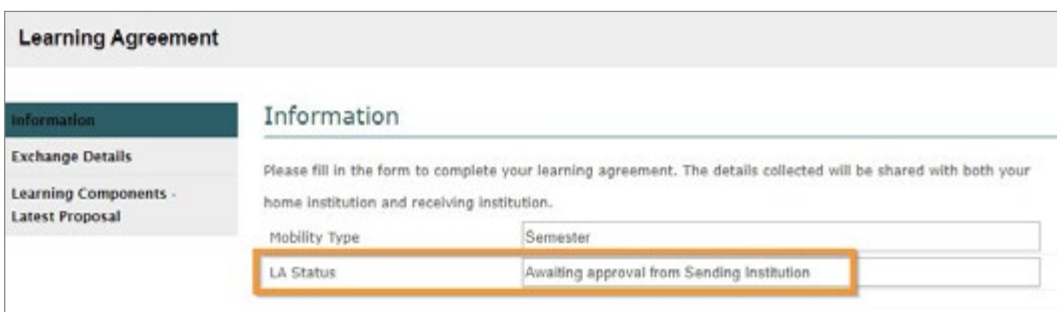


The screenshot shows the 'Learning Agreement' form with the following pre-filled information:

Field	Value
Mobility Type	Semester
LA Status	
Student Information	
First Name*	Quik
Last Name*	Quik
Email*	quik@quik.com
Student ID Number (2022)*	
Date of Birth*	14.01.2002
Academic*	
Gender*	Female

The fields marked with an asterisk are considered mandatory and must be filled out. After all mandatory information has been entered, your online learning agreement can be saved.

The “LA Status” field is automatically updated every time you save and provides information about what is currently happening with the online learning agreement or what the next step should be, e.g.:



The screenshot shows the 'Learning Agreement' form with the following information:

Field	Value
Mobility Type	Semester
LA Status	Awaiting approval from Sending Institution

## Contacts in the Online Learning Agreement

The contact persons at the home university and the host university must be entered on the “Exchange Details” page:

The screenshot displays two sections: 'Receiving Institution Details' and 'Sending Institution Details'. In the 'Receiving Institution Details' section, the 'Receiving Administrative Contact' dropdown menu is highlighted with a red circle and the number 1. Below it, the 'Surname', 'First name', 'Email', and 'Phone' fields are filled with 'Presti', 'Nanette', 'mail@mail.com', and '+49 711 22 33 44 66' respectively. In the 'Sending Institution Details' section, the 'Sending Administrative Contact' dropdown menu is highlighted with a red circle and the number 2. Below it, the 'Surname', 'First name', 'Email', and 'Phone' fields are filled with 'Surname\_contact', 'Firstname\_contact', 'mail@contact.com', and '2323232323232' respectively.

The contact persons can be selected directly from the existing selection list (1) or entered manually in the text fields (2) if the correct contact person is not available in the list.

This contact person is automatically informed as soon as your online learning agreement is saved or approved.

## Components in the Learning Agreement

On the last page of the “Learning Components – Latest Proposal” form, the courses that will be taken at the host university during the mobility and the courses that will subsequently be recognized at the home university must be entered. These courses are approved by the coordinators.

## Edit Online Learning Agreement

The online learning agreement can be saved as soon as all mandatory fields have been filled. This can be updated and saved again at any time at a later date.

As soon as the final version of the online learning agreement is available, this version should be saved and approved:

The screenshot shows a web interface for editing a Learning Agreement. The page title is 'Learning Agreement' and the user is logged in as 'Welcome daisyduck@yopmail.com'. The main content area is titled 'Learning Components - Latest Proposal'. It contains three sections for adding components:

- Stay (Receiving) Semester Component (1):** Fields include Component Code, Component Title\* (Course 1), Academic term\* (1st semester), Credit Scheme\* (ects), and Credit\* (4).
- Stay (Receiving) Semester Component (2):** Fields include Component Code, Component Title\* (Course 2), Academic term\* (1st semester), Credit Scheme\* (ects), and Credit\* (6).
- Home (Sending) Semester Component (1):** Fields include Component Code, Component Title\* (HCourse1), Academic term\* (1st semester), Credit Scheme\* (ects), Credit\* (0), and a Recognition Conditions field with a warning icon.

At the bottom, there are buttons for 'Save', 'Approve LA' (highlighted with an orange box), and 'Add Virtual Component'.

After the final version of the Online Learning Agreement has been approved by the student, an automatic notification will be sent to the specified contact person at the home institution so that this contact person can review the Online Learning Agreement:

The screenshot shows the 'Learning Agreement' page with the 'Learning Components - Latest Proposal' section. A box highlights the approval status:

- Student Approval:** Duck, Daisy; 2024-01-30T16:22:52+00:00
- Sending Institution Approval:** Not yet approved
- Receiving Institution Approval:** Not yet approved

The home university can approve the online learning agreement or suggest changes. If the online learning agreement is approved by the home university without changes, it will automatically be shared with the host university.

If the home university suggests changes to the online learning agreement, these changes must be checked and approved by the student again.

Once approval has been received from the student and the home university, the online learning agreement will be shared with the partner university.

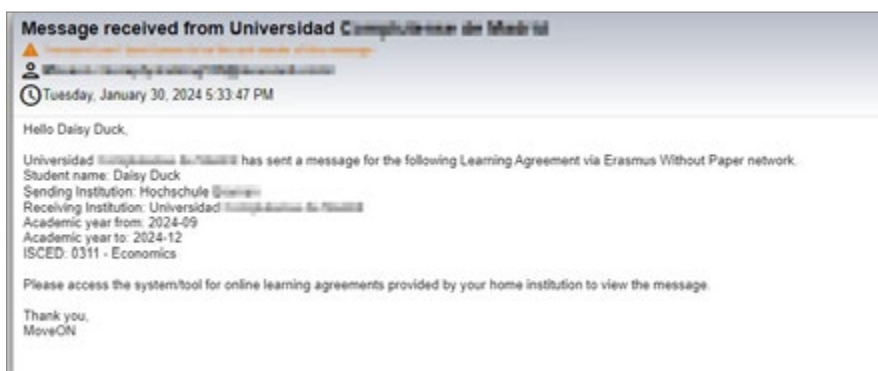
## Approval from the host university

As soon as the online learning agreement is shared with the host university, an automatic notification will be sent to the contact person at the host university.

The host university can approve the online learning agreement without further changes or, if adjustments are required, the online learning agreement can be rejected.

### Online Learning Agreement is rejected

As soon as the online learning agreement is rejected by the host university, the reason for the rejection must also be stated. The student will be automatically informed and the following email will be sent to the student:



The student must log in to the portal again and edit the online learning agreement:

The screenshot shows a table titled "Learning agreements". Below the title, it says "Here you will find a list of LA forms." The table has five columns: "Start date", "Stay opportunity", "LA Status", "External Institution", and "Actions". There is one row of data: "11/Sep/2024", "Erasmus+ SMS - UCM - 311 Economics", "Rejected by Receiving Institution", "Universidad Complutense de Madrid", and "Edit LA draft", "Shared Version of LA", "Download LA".

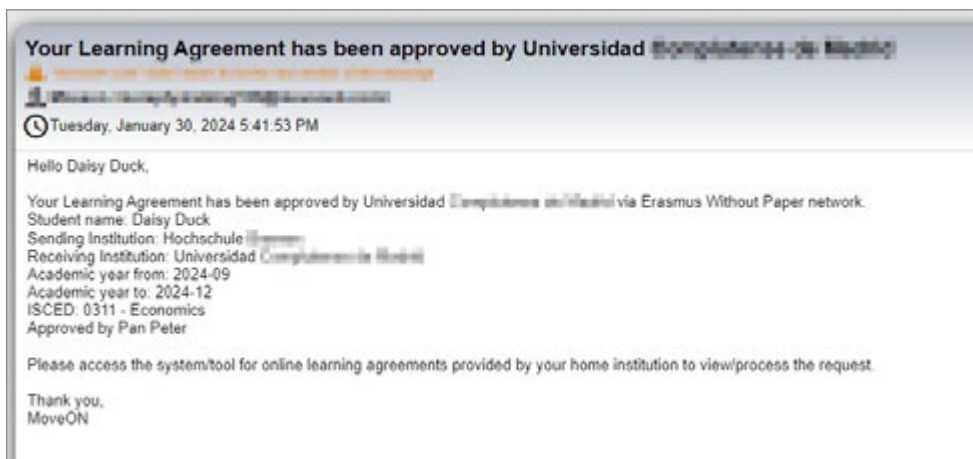
Start date	Stay opportunity	LA Status	External Institution	Actions
11/Sep/2024	Erasmus+ SMS - UCM - 311 Economics	Rejected by Receiving Institution	Universidad Complutense de Madrid	<a href="#">Edit LA draft</a> <a href="#">Shared Version of LA</a> <a href="#">Download LA</a>

The comments from the host university and the reason for the rejection can be found on the "Messages from Stay Institution" page. Based on these comments, the online learning agreement should be edited and then saved and approved again.

The updated version of the online learning agreement would also have to be checked and approved by the home university before it is shared again with the host university.

### Online Learning Agreement is accepted

As soon as the online learning agreement is approved by the host university, the student will be informed:



The Online Learning Agreement can be opened and viewed in the portal under “View Last Shared Version of LA”:

Start date	Stay opportunity	LA Status	External institution	Actions
11/Sep/2024	Erasmus+ SMS - UCM - 311 Economics	First version approved	Universidad Complutense de Madrid	<a href="#">Edit LA draft</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download LA</a>

As soon as the online learning agreement is approved by the host university, the so-called first version of the online learning agreement is created:

Learning Agreement	
<a href="#">Information</a> <a href="#">Exchange Details</a> <a href="#">Learning Components - First Version</a> <a href="#">Messages from Stay Institution</a>	<h3>Learning Components - First Version</h3> <p>Student Approval : Ohara, Scarlett; 2021-11-16T13:30:55+00:00</p> <p>Sending Institution Approval : Duck Daisy; 2022-10-05T09:39:56+00:00</p> <p>Receiving Institution Approval : Pan Peter; 2022-10-05T11:39:17+00:00</p> <p>Stay (Receiving) Semester Component (1)</p>

This version will no longer be changed. It is only possible to suggest changes to the first version later.

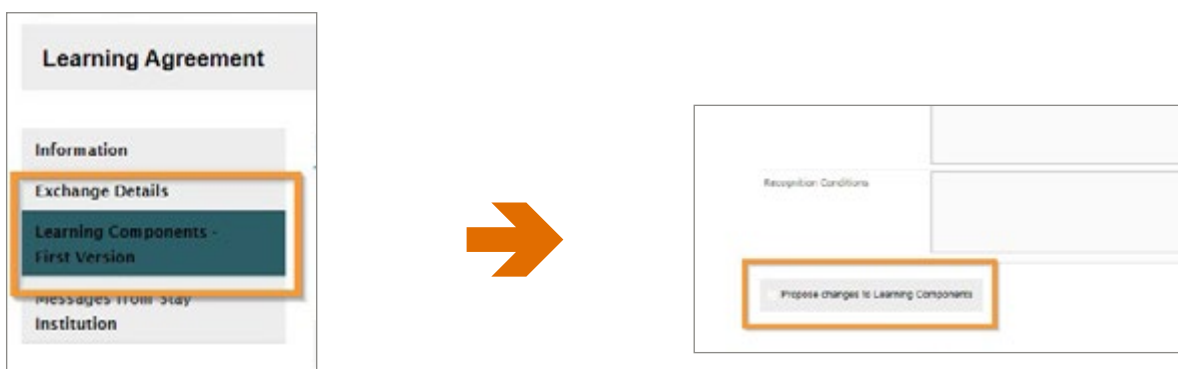
### Additional changes to the first version

Additional changes to the first version of the online reading can only be proposed for semester mobilities. For this type of mobility, there is an option to suggest changes in the portal under “Edit LA draft”:

Start date	Stay opportunity	LA Status	External institution	Actions
01/Nov/2021	Erasmus+ SMS - UCM - 0211 Fine arts	First version approved	Universidad Complutense de Madrid	<a href="#">Edit LA draft</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download LA</a>

### Suggest changes

The “Suggest changes” option can be found on the “Learning Components – First Version” page of the Online Learning Agreement form:



When changes are proposed, a new page will be added to the Online Learning Agreement form. On this page “Learning Components – Latest Proposal” all courses from the first version are listed and you can use the “Status” field to specify which courses should be deleted.

New courses can be added using the “+Home (Sending) Semester Component” or “+Stay (Receiving) Semester Component” button.

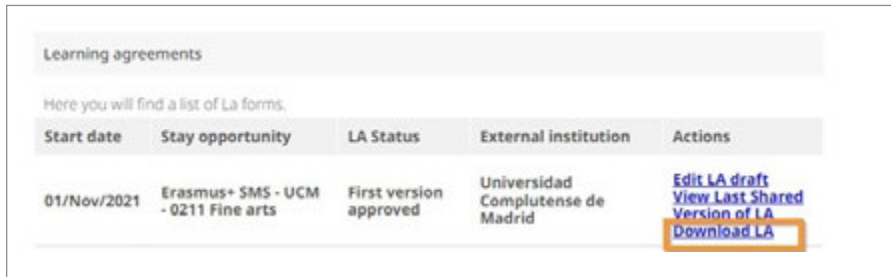
## Approve changes

All changes must first be approved by the home university after the student has approved them and only then will these changes be passed on to the host university. The host university can reject the changes with a comment or approve them without a comment.

Once the proposed changes are approved by the host university, this process will be completed until further changes are needed.

## Learning Agreement – download PDF

The portal also offers the option of downloading the Online Learning Agreement as a PDF file:



Learning agreements

Here you will find a list of LA forms.

Start date	Stay opportunity	LA Status	External institution	Actions
01/Nov/2021	Erasmus+ SMS - UCM - 0211 Fine arts	First version approved	Universidad Complutense de Madrid	<a href="#">Edit LA draft</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download LA</a>

This option will appear once the Online Learning Agreement has been approved by the student and the home university and shared with the host university.