Online Learning Agreement (OLA)

First registration:

1. Visit the OLA website https://learning-agreement.eu/ and click on "LOGIN TO ACCESS YOUR LEARNING AGREEMENT". If this doesn't work, try "LOG IN" at the top right.

2. Then you reach the following website and click again on "Log in" above the video.

3. Enter "Oldenburg" in the field on the following page and then select "Universität Oldenburg".
4. Enter your Stud.IP student ID and your password in the input box.

5. Accept the "Terms of Use"

6. After that you have to accept the privacy policy.
7. The following website is the "MyAcademicID". Please click on the "Proceed to register on the MyAcademicID IAM Service".

8. Provide your name and university email address, click “confirm” and click “Submit”.

9. You will receive an email with the activation link. If you have clicked on this you should get back to the following website. Enter Oldenburg again and click on "Universität Oldenburg".
10. Fill in your details on the next webpage. Please note that the fields "Field of education" and "Study cycle" provide prefixes if you enter the first letters of your subject and your study cycle (Bachelor, Master). The English name of the subject must be used.

This completes the initial registration and you can now fill out your Online Learning Agreement.

**Creation of the online learning agreement:**

1. Click on "Create New"

2. Click on "Semester Mobility"
3. Change the academic year to 2022/2023. If the “Field of Education” and “Study Cycle” not filled out, repeat step 10. from the initial registration and click Next.

4. Select for Country Germany and for Name select Carl von Ossietzky Universität Oldenburg. Important: Please only enter the name and e-mail if you are absolutely sure that you have the correct data for the sending responsible person. Otherwise the OLA receives the wrong person. Please use the same data for “Sending Administrative Contact person”.
5. Please select the partner university and only enter the data if you are absolutely sure that you have the correct data.

6. Enter the approximate duration of your stay abroad. Then click on “Add Component to Table A” and enter the first module that you want to take at the partner university. Repeat this step for each additional module. Enter the main language of instruction. Then click on “Add Component to Table B” and enter here the modules that you would like to get credited for.
7. You can sign here in the field with the mouse and then click on "Sign and send the Online Learning Agreement to the Responsible person at the sending Institution for review" and your Department Coordinator will receive an e-mail with a link to the OLA to edit.

8. You will find your Online Learning Agreement on the start page and can track the status.

Changes to Online Learning Agreement when all three parties have signed:
1. Should you need to make changes after the OLA has been signed by all three parties, you can press "Apply Changes" on the start page.
2. On the following page you can see an overview of the steps involved in changing the OLA. Under Contact People Information you can change the general data and the people if this should be necessary.

3. The overview says "Sending Mobility Program changes" but the next step concerns the "Receiving Mobility changes", i.e. the modules that you would like to attend at the partner university. If you want to delete or add modules, click on "Add Componant Final TableA2"

It may be that this error has already been changed when you want to change the OLA.
4. You must enter all courses that you deselect as well as all courses that you reselect. In the last field, indicate whether you want to add (Added) or deselect (Deleted) the listed course.

This means you also click on "Add Component Final Table A2" if you want to deselect a course to document the change.

To deselect a course, simply add it again to Table A2 in the same way as it is already entered in Table A and select "Deleted" below.

After you have selected "Added" or "Deleted" respectively, another field opens in which you can select the reason for your course change.

5. Receiving, actually Sending Mobility Program Changes

Table B2: Here, just like in Table A2, you can document changes to the courses/modules that are to be recognized at the Carl von Ossietzky University of Oldenburg. Here, too, enter both the courses that should no longer be credited to you (deleted) and the courses that have been added for crediting (added).

If there are no changes regarding the credits, i.e. to the courses/modules that you have given in Table B, simply click on "Save" below to go to the last step.

6. Virtual Component Changes

Usually there are no changes here.

7. Commitment

In order to confirm your changes and send them to your Sending Responsible Person, you now have to digitally sign and click on the "Send" button below.

The rest of the process is the same as for the "first" Learning Agreement.

If you have any questions, please contact goingabroad@uol.de