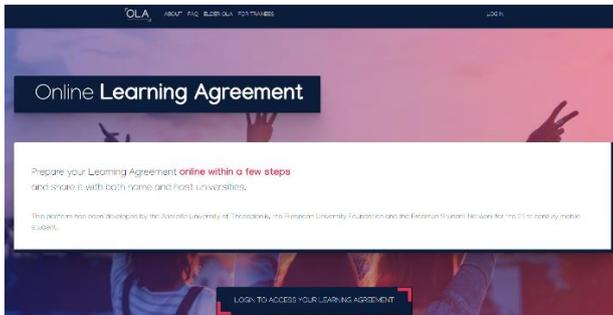


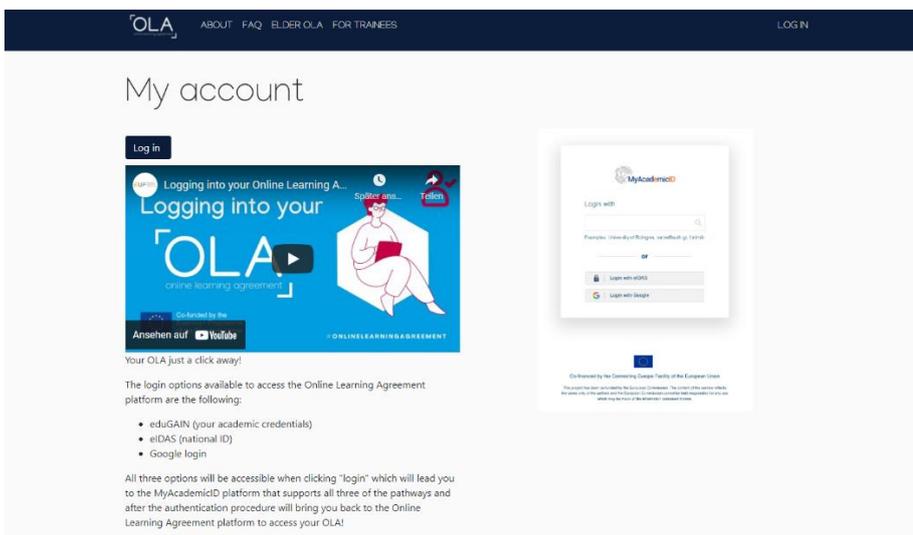
## Online Learning Agreement (OLA)

### 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.

**Zentrale Authentifizierung**

Bitte geben Sie Ihre persönliche Kennung und Ihr Passwort ein.

Kennung:

Passwort:

ANMELDEN

Passwort vergessen?

Nach erfolgreichem Login haben Sie Zugang zu allen Diensten, die dem zentralen Authentifizierungsdienst der Universität Oldenburg angeschlossen sind. Aus Sicherheitsgründen sollten Sie bei Verlassen der passwortgeschützten Bereiche sich explizit ausloggen und Ihren Webbrowser schließen!

5. Accept the "Terms of Use"

Provider führen.

11. Sie können jederzeit Auskunft über die von uns über Sie gespeicherten Daten bekommen. Diesbezüglich schreiben Sie bitte an: [service desks@uni-oldenburg.de](mailto:service desks@uni-oldenburg.de) Wenn Sie weitergehende Fragen zu den Hinweisen zum Datenschutz und zur Verarbeitung Ihrer personenbezogenen Daten haben, können Sie sich direkt an den Datenschutzbeauftragten ihrer Hochschule wenden.

12. Sofern Sie externe Links nutzen, die im Rahmen des Angebots der DFN-AAI angeboten werden, erstreckt sich diese Datenschutzerklärung nicht auf diese Links. Die Service Provider und Zugangsanbieter haben keinen Einfluss auf die Einhaltung der Datenschutz und Sicherheitsbestimmungen durch andere Anbieter. Informieren Sie sich deshalb auf den Internetseiten der anderen Anbieter auch über die dort bereitgestellten Datenschutzerklärungen.

**II. Einwilligung**

1. Ich willige ein, dass die für die Authentifizierung und Autorisierung erforderlichen personenbezogenen Daten bei meiner ersten Anmeldung zu einem angebotenen Dienst von meiner Heimhochschule an den Service Provider zum Zweck der Autorisierung und Authentifizierung übermittelt werden bzw. vom Service Provider bei meiner Heimhochschule abgerufen werden.

2. Nach Freigabe durch mich und Eingabe der Login-Daten bei erneuter Nutzung dieses oder eines anderen Dienstes erfolgt die Übermittlung und der Abruf der erforderlichen personenbezogenen Daten zum Zweck der Authentifizierung und Autorisierung an bzw. durch den jeweiligen Service Provider automatisch.

3. Mir ist bekannt, dass ich bei der Erstmeldung zu dem Dienst der DFN-AAI auswählen kann, ob ich allgemein in die Datenverarbeitung meiner personenbezogenen Daten bei jedem an der DFN-AAI angeschlossenen Service Provider einwillige oder jeweils beim erstmaligen Zugriff auf einen bestimmten Service Provider. Zusätzlich können die persönlichen Einstellungen dahingehend geändert werden, dass immer erneut um Erlaubnis gefragt wird, wenn personenbezogene Daten abgefragt werden.

4. Ich willige ein, dass bei einem von mir veranlassten Zugriff auf die Websites der Service Provider automatisch Informationen durch den von mir verwendeten Internet-Browser übermittelt und dass diese vom jeweiligen Service Provider für eine Zeitsdauer von höchstens sechs Monaten in so genannten Logfiles gespeichert werden, soweit diese, zur Erkennung und Beseitigung von Störungen und Missbrauch sowie für die durch andere gesetzliche Vorschriften begründete Zwecke erforderlich sind.

Ich akzeptiere die Benutzerordnung

[Datenschutz - Sponsorleistungen - Impressum](#)  
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6. After that you have to accept the privacy policy.

Die oben aufgeführten Informationen werden an den Dienst weitergegeben, falls Sie fortfahren. Sind Sie einverstanden, dass diese Informationen bei jedem Zugriff auf diesen Dienst an ihn weitergegeben werden?

Wählen Sie die Dauer, für die Ihre Entscheidung zur Informationsweitergabe gültig sein soll:

Bei nächster Anmeldung erneut fragen.

- Ich bin einverstanden, meine Informationen dieses Mal zu senden.
- Erneut fragen, wenn sich die Informationen ändern, welche diesem Dienst weitergegeben werden.
  - Ich bin einverstanden, dass dieselben Informationen in Zukunft automatisch an diesen Dienst weitergegeben werden.
- Nicht mehr fragen
  - Ich bin einverstanden, dass **alle** meine Informationen an **jeden** Dienst weitergegeben werden.

Diese Einstellung kann jederzeit mit der Checkbox auf der Anmeldeseite widerrufen werden.

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".

### MyAcademicID Registration

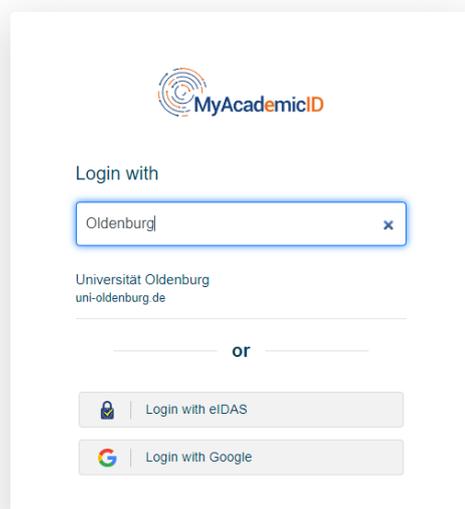
Name\*

E-mail\*

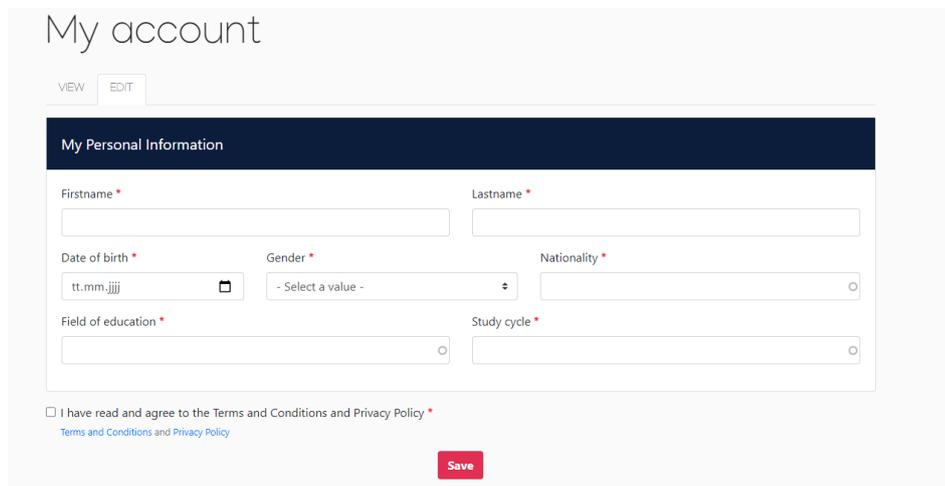
Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy\* Confirm

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.



The screenshot shows a web form titled "My account" with "VIEW" and "EDIT" buttons. The main section is "My Personal Information" and contains the following fields:

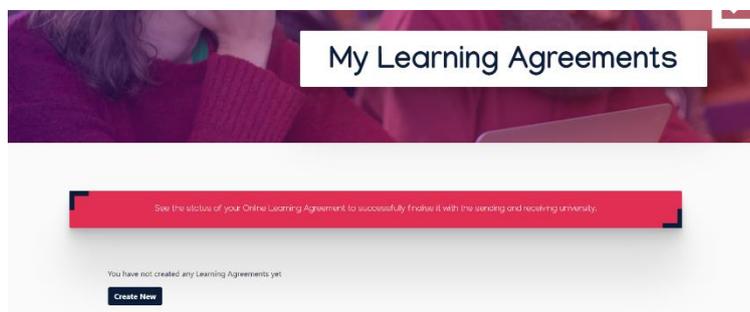
- Firstname \*
- Lastname \*
- Date of birth \* (format: tt.mm.jjjj)
- Gender \* (- Select a value -)
- Nationality \*
- Field of education \*
- Study cycle \*

At the bottom, there is a checkbox for "I have read and agree to the Terms and Conditions and Privacy Policy" with a link to "Terms and Conditions and Privacy Policy" and a red "Save" button.

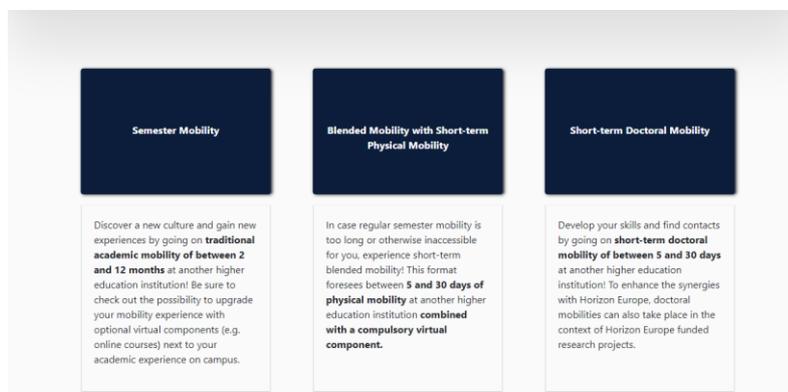
This completes the initial registration and you can now fill out your Online Learning Agreement.

**Creation of the online learning agreement:**

1. Click on "Create New"



2. Click on "Semester Mobility"



- 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.

Academic year \*

2022/2023

**Student**

First name(s) \*  Last name(s) \*

Email \*

Date of birth \*  Gender \*  Nationality \*

Field of Education \*  Field of Education Comment  Study cycle \*

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

- 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”.

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

**Sending Institution**

Country \*

Name \*

**Sending Responsible Person**

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

**Sending Administrative Contact Person**

First name(s)

Last name(s)

Position

Email

Phone number

5. Please select the partner university and only enter the data if you are absolutely sure that you have the correct data.

2022/2023

**Receiving**

**Receiving Institution**

Country \*  
Country of the institution

Name \*  
Name of the institution

**Receiving Responsible Person**

First name(s) \*  
Last name(s) \*  
Position \*  
Email \*

**Receiving Administrative Contact Person**

First name(s)  
Last name(s)  
Position  
Email

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.

**Preliminary LA**

Planned start of the mobility \*  
tt.mm.jjjj

Planned end of the mobility \*  
tt.mm.jjjj

**Table A - Study programme at the Receiving institution \***

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

• Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less

• This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*  
- Select a value -

The level of language competence \*  
- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europa.eu/eu-ropa/en/resources/european-language-levels-cefr>

**Table B - Recognition at the Sending institution \***

No Component added yet.

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Previous Next

- 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.

Academic year \*

2022/2023

**Commitment Preliminary**

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus- grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

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

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
Carl von Ossietzky Universität Oldenburg	Rijksuniversiteit Groningen	Ready to Edit	Sat, 03/05/2022 - 19:04	<a href="#">Edit</a> <a href="#">Download PDF</a> <a href="#">History</a>

**Changes to Online Learning Agreement when all three parties have signed:**

- 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.

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
Carl von Ossietzky Universität Oldenburg	Carl von Ossietzky Universität Oldenburg	Signed by both coordinators	Tue, 05/10/2022 - 13:20	<a href="#">Apply Changes</a> <a href="#">Download PDF</a> <a href="#">History</a>

- 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.



- 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 Component Final TableA2"

It may be that this error has already been changed when you want to change the OLA.

2022/2023

Learning Agreement

Table A - Study programme at the Receiving institution \*

Component to Table A <span>Remove</span>		
Component title at the Receiving Institution (as indicated in the course catalogue) *		
sfsafs		
<small>An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.</small>		
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
sfsafsafs	15	First semester (Winter/Autumn)
<small>ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.</small>		
Component to Table A <span>Remove</span>		
Component title at the Receiving Institution (as indicated in the course catalogue) *		
safsfsasa		
<small>An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.</small>		
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
safsafsafsaf	15	First semester (Winter/Autumn)
<small>ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.</small>		

Add Component to Table A

Final LA Table A2  
No Component added yet.

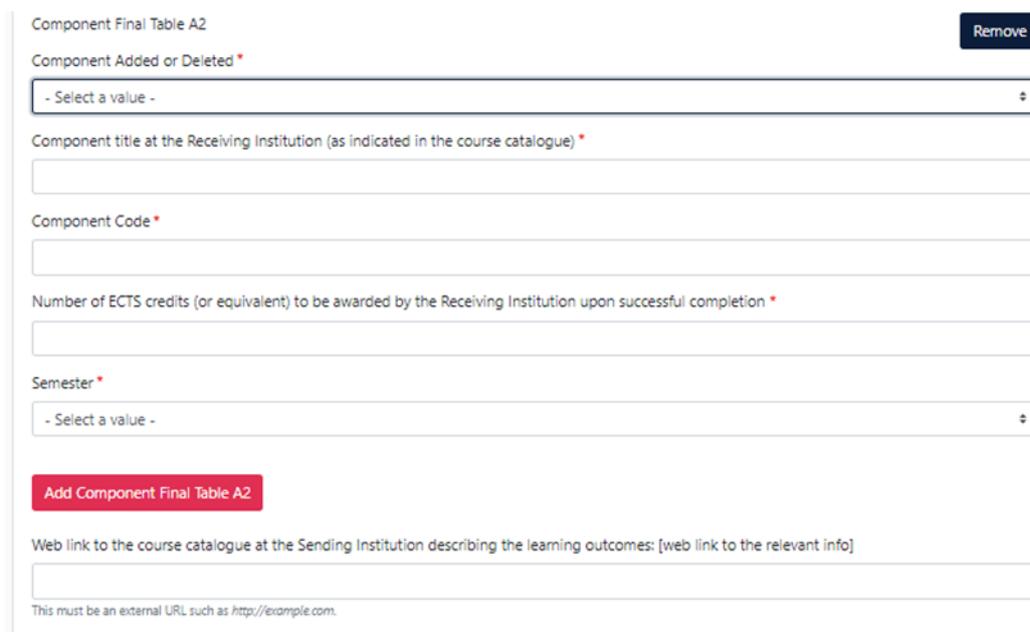
Add Component Final Table A2

- 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.



- 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.

- Virtual Component Changes

Usually there are no changes here.

- 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](mailto:goingabroad@uol.de)