Manual for completing the learning agreement via the application portal
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What is the Online Learning Agreement and how it works:

The OLA, short for “Online Learning Agreement”, is a document that is needed to plan your stay abroad. In it, you agree with the TU Darmstadt and your host university which courses you are going to take abroad. You can also state in it which courses at TU Darmstadt correspond to the courses you take aboard if you want these to be credited at TU Darmstadt.

This manual provides a guide on how to do your Learning Agreement, what the necessary steps are and how it works.
1. **How to start the Learning Agreement**

Your OLA can be initiated once you receive an automatically generated Email by TU Darmstadt. This email states that you may now create a Learning Agreement for your mobility. You then have to fill out the OLA via the application platform of TU Darmstadt.

a. Log into the Portal of TU Darmstadt. You can find this portal on the homepage of TU Darmstadt or simply click here: [https://tuda.moveon4.de/form/55b8851484fb967a2c000000/eng](https://tuda.moveon4.de/form/55b8851484fb967a2c000000/eng)

Select the mobility type. Please choose “Semester” as your mobility type. Then click on “Initiate LA” to start the Learning Agreement.
b. Please fill in the information

*Please complete the Learning Agreement in English, as it is an international document! If you have not already done so, please change the language in the menu to English.*

The information marked with * are mandatory.

Please check if your email address is correct

This information is automatically filled in.

c. After you have checked and entered all the Information, save it. You will be forwarded to the next Page “Exchange Details”.

2. Fill in the Exchange Details

<table>
<thead>
<tr>
<th>Details zum Austausch</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISCED*</td>
</tr>
<tr>
<td>ISCED Erläuterung</td>
</tr>
<tr>
<td>Akademisches Jahr*</td>
</tr>
<tr>
<td>Vollständige Datum verwenden</td>
</tr>
<tr>
<td>Startdatum*</td>
</tr>
<tr>
<td>Enddatum*</td>
</tr>
<tr>
<td>EQF Niveau*</td>
</tr>
<tr>
<td>Sprache*</td>
</tr>
<tr>
<td>CEFR*</td>
</tr>
<tr>
<td>Vorlesungsverzeichnis (URL)</td>
</tr>
<tr>
<td>Sonstige Bedingungen (URL)</td>
</tr>
</tbody>
</table>

The information marked with * are mandatory.

Receiving Contact
- Select your contact of the university abroad here via drop-down-menu. If several contacts are displayed here, please simply select one. The rest (surname, name, email, telephone) will automatically be filled when choosing a contact from drop-down-menu.
- If you’re not able to select your contact or if it’s not in the list, please fill in the fields Surname, First name, Email and Phone manually.

Sending Contact
- Select your contact from your home university here by choosing a contact from the drop-down menu. The rest will then be filled out automatically.
- If you’re not able to select your contact or if it’s not in the list, please fill in the fields Surname, First name, Email and Phone manually.

This information is filled in automatically.

Go to the next page for an explanation of these fields and what to choose.

Here you may copy and paste the link with the course catalogue. This field is NOT mandatory.

This information is automatically filled in from your application.
After you have checked and entered all the information, click on “save” to secure your entries. You will be forwarded to the next page “Learning Components – Latest Proposal”.

**EQF Level**
Serves as a translation guide to make national qualifications more readable across Europe.
- Level 6 = Bachelor
- Level 7 = Master
- Level 8 = Doctorate

**Language**
Choose the language in which the lectures will be held at the university during your stay abroad. If you chose lectures that will be held in more than one language, please select the national language here.

**CEFR**
Is an international standard for describing language ability.
Select your language level here for the language in which the lectures will be held.
3. Fill in the Learning Components

Before completing the Learning Agreement, please inform yourself about course options at your university abroad. Usually there are documents from each Faculty declaring which courses can be credited. Else contact your coordinator regarding your course selection.

*If there are any changes in the course selection during the mobility, it is possible to change the course afterwards. In this case, please move to step 6.*

Stay (Receiving) Learning Component

- Enter the courses you wish to attend at your university abroad
- You can find these courses in the university calendar of your university abroad
- If you want these courses to be recognized at your home university, check the recognition conditions of the courses at your home university. Your faculty may already have a list of courses that can be recognized.

Home (Sending) Learning Component

- Match courses in your degree program: enter them under Home (Sending) Semester Component. For adding courses klick +
- Recognition Conditions: You should only fill this field if the learning component will not be recognized automatically. To find out whether or not a component will be recognized contact your faculty. Some faculties have lists that state, which courses can be credited so that you can compare them with your selected courses.

a. Double check your entries. If they’re correct, click on “Save”.

b. After you’ve clicked on “Save”, there will pop up a new symbol named “Approve LA”.
   Please note that you do not have to fill out the LA all at once. You can save and edit the LA at any time before approving it.
4. Approving the Learning Agreement

The OLA needs to be approved by you, your home university and your host university. It might occur that either your host university or your home university is not content with your OLA. You will receive a notification and you then need to make changes in it. For further Information on this, please take a look at “6. How to change courses if you are requested to do so”.

a. Important: click on “Approve and share LA” to send the Learning Agreement to the contact person at your home university for approval.

b. If the coordinator considers the Learning Agreement to be complete and correct, they will approve it and share it with the partner university.

c. Please note that sending the Learning Agreement will be considered as a digital signature.
5. Where to find the current status of your Learning Agreement and check if it has been approved

a. Log into the portal and scroll down to the learning agreement section

Click here to check the current status of your Learning Agreement.

Here you can see the current status of the Learning Agreement. In this example the student has to wait for the approval of the sending institution.
b. Click on “Learning components – Latest Proposal” to see who has confirmed the Learning Agreement and when.

The one on top shows the LA that has only been approved by the student, the other one shows that the LA has been approved by the student and the sending institution.

c. You will receive an email when the Learning Agreement has been finally approved by all 3 parties. The *so called* first version will be your final document of the LA.
6. How to change courses if you are requested to do so

a. You get an e-mail, must log into the portal and click on “Edit LA draft”.

![Screenshot of the portal](image1)

b. A new field “Messages from Stay institution or Home institution” appears on the left side of the page. Click on it for the message to be displayed. The following Screenshot provides an example:

![Screenshot of the portal](image2)

c. To change a course, you simply click on “Learning Components – Latest Proposal” and override the course that must be changed. After you have changed the course details, click “save” to save your changes. Having saved the changes, the button “Approve LA” appears again at the bottom. Important: Click here to approve the change. The amended Learning Agreement will be send automatically to your coordinator for approval. Approval of the universities will follow.