

How to create your Erasmus+ OLA (Online Learning Agreement) with a Google Account

Go to the website: <https://www.learning-agreement.eu/>

Click on **“LOGIN TO ACCESS YOUR LEARNING AGREEMENT”** or on **“LOG IN”** on the top right of the page

Click on **“Log in with MyAcademicID”** and log in with your Google account

Click on **“Proceed to register on the MyAcademicID IAM Service”**

The page MyAcademicID Registration now shows your name and e-mail address. Confirm "I have read and agreed with the MyAcademicID Acceptable Use Policy" and click on "Submit"

Now appears: You have been successfully registered – You are now a member of MyAcademicID.

Click on **“Continue”**

Now appears the page **“My Account – My personal information”**. Fill out the required fields to complete your profile.

Important! At **“Nationality”**, enter Germany, not German, otherwise it won't work. At **“Field of education”** and **“Study cycle”**, a choice field opens (Bachelor or Master).

Confirm **“I have read and agree to the Terms and Conditions and Privacy Policy”** and click on **“Save”**

Now scroll down to the new appeared page. You can read **“You have not created any Learning Agreement yet”**. Click on **“Create New”**

You are now asked to select your mobility type. Choose **“Semester Mobility”**

Under **“Academic year”** indicate 2022/2023 if you are going in spring or summer; and 2023/2024 if you are going in autumn or winter. Then click on **“Next”**.

Fill out the information of your sending institution: SRH Hochschule Heidelberg GmbH

For the Sending Responsible Person, please enter the following information:

- First Name: Iris
- Last Name: Ulbrich
- Position: Erasmus+ Institutional Coordinator
- Email: erasmus.hshd@srh.de
- Phone number: +4962216799912

For the Sending Administrative Contact Person, please indicate the Student Exchange Coordinator of your faculty.

Fill out the information of the Receiving Institution: your host university. After indicating the country, you should be able to find the name of the university automatically (if it is not the case, please send an email to erasmus.hshd@srh.de).

The personal information of the "Receiving Responsible Person" and the "Receiving Administrative Contact Person" **must be requested in advance to your Student Exchange Coordinator**. If the message "Institution is not yet prepared to receive this OLA" is displayed, please inform us by sending an email to erasmus.hshd@srh.de

Preliminary OLA

Indicate the planned start and end dates of your mobility.

TABLE A – Study programme at the Receiving institution

Then click on "Add Component to Table A" and fill out the information of the specific course (this should be discussed in advance with your Student Exchange Coordinator).

In case of doubt, simply enter "1, 2, 3..." etc. for "Component Code". Enter all relevant courses one after the other with ECTS by clicking on "Add Component to Table A".

Under "Web link to the course catalogue at the Receiving Institution describing the learning outcomes", if the web link is not known, simply enter the link to the relevant course or to the Erasmus+ website.

Select the "Main Language of instruction" and the "Level of language competence".

TABLE B – Recognition at the Sending Institution

Click on "Add Component to Table B" and fill out the information for each course (this should be discussed in advance with your Student Exchange Coordinator). In case of doubt, simply enter "1, 2, 3..." etc. for "Component Code". Enter all relevant courses one after the other with ECTS by clicking on "Add Component to Table B".

Under "Provisions applying if the student does not complete successfully some educational components" please indicate the following link:

<https://www.hochschuleheidelberg.de/de/international/foerderung/erasmus-eu/erasmus-auslandssemester/>

Under "Web link to the course catalogue at the Sending Institution describing the learning outcomes" please indicate the following link:

<https://www.hochschuleheidelberg.de/de/international/foerderung/erasmus-eu/erasmus-auslandssemester/>

TABLE C – this table only needs to be filled out if you have an additional virtual component during your semester abroad, or if you want to change a course during your mobility.

Read through "Commitment Preliminary", then sign digitally with the mouse in the large field on the bottom left.

Then click on "Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review".

Finally: Download the Learning Agreement as a PDF!

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