

## Guidelines Online Learning Agreement

### Erasmus+ Studies Abroad

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The Learning Agreement includes information on proposed studies abroad as well as recognition and credit transfer after return. From winter semester 2022/23 the Learning Agreement is compiled online (Online Learning Agreement, OLA) via the [MoveON Outgoing Portal](#).

Designated OLA Contacts of the respective fields of study review and approve the Online Learning Agreement. A list of current Designated OLA Contacts is provided in the [Downloads](#) section of our Erasmus+ Studies website.

If you encounter technical difficulties when compiling your Online Learning Agreement, contact the Department International Student Affairs as soon as possible.

### ECTS Requirements

At the University of Siegen exchanges in the Erasmus+ Studies Programme require a minimum of 15 ECTS per semester. This includes subject related courses, language courses as well as country or culture related introductory courses which are planned and completed abroad. Currently the ECTS requirement does not apply to credits which are transferred after return.

### Course Selection Abroad

Check possible regulations for course selection and recognition procedures of your school and reach out to contact persons or examination office responsible your study programme if you have any questions.

You find information on recognition and a list of contact persons at the University of Siegen on our Erasmus+ Studies website for [Courses and Admission](#).

A list of current Designated OLA Contacts is available in the [Downloads](#) section of our Erasmus+ Studies website.

When preparing your Learning Agreement you may find it difficult to find equivalent courses abroad to replace individual learning achievements at the home university. A combination of courses abroad can replace learning outcomes required at the University of Siegen. However, comparability in content as well as in workload must be given. Comparability should be determined and documented with reference to module or course descriptions and credit points as well as the associated number of semester hours per week at the home and host university (1 ECTS point = 30 working hours).

Provide your Designated OLA Contact with information on course content, hours per week, grades and, if applicable, credit scheme abroad when compiling the Learning Agreement and include links to relevant websites in the Online Learning Agreement.

If you receive further information material, such as course lists, from the partner university, please forward the documents to the Designated OLA Contact for your field of study at the University of Siegen.

### **Student Compiles the Learning Agreements**

- Gives information on person, studies and planned stay abroad
- Compiles learning components at partner and home university
- Confirms and shares Learning Agreement Draft with Designated OLA Contact



### **Designated OLA Contact in Siegen Confirms the Learning Agreement**

- Reviews proposed course selection abroad and recognition at home university
- Confirms and shares the Learning Agreements with contact at partner university



### **Contact at Partner University Confirms Learning Agreement**

- Reviews proposed course selection abroad
- Confirms the Learning Agreements

Online Learning Agreements are compiled via the [MoveON Outgoing Portal](#). Use the account which you created to apply online for the exchange programme. It is the same account you have previously used to accept the seat offer.

In case you forgot your user data, select **Forgot Password?** to create a new password.

Once you access your *MoveON* account you find a list of **Learning Agreement Forms** below your pending or completed applications and seat offers.

Go to the learning agreement form for your stay, select **Semester** as **Mobility Type** and click **Initiate LA**. If you have already initiated the Online Learning Agreement before, select **Edit LA Draft** to complete your study proposal.

**Your applications**

If you have already started an application, here you can change information as well as complete and submit the form.

Form	Status	Started on	Last changed on	Link
EUROPE   Application for studies at partner universities in Europe	Submitted	██████████	██████████	<a href="#">View application</a>
EUROPE   Application for a grant for traineeships in Europe	In progress	██████████	██████████	<a href="#">Continue application</a>

**Offers of stay**

Here you will find the list of stays for which you are selected. Please select the one you want or explain why you are declining the offer.

**If you have received several offers, select only 1! The other offers are to reject.**

**Learning Agreements**

Here you will find a list of Learning Agreement forms.

Start period	Stay opportunity	Actions	Remarks
	Erasmus SMS - ██████████	<a href="#">Edit LA draft</a>	

## Sections of the Online Learning Agreements

The Online Learning Agreement includes three sections:

### 1) Information:

This section includes personal and academic information.

### 2) Exchange Details

Information on subject code or academic year are automatically provided, information on language proficiency, duration of stay and contact persons at home and partner university have to be added.

### 3) Learning Components.

Learning components describe planned courses at the partner university as well as modules or module elements to be considered for credits transfer at the University of Siegen.

At this stage, the status of your Online Learning Agreement is **Initiated but not shared**. You have started (and saved) entries but you still need to approve the study proposal and share it with your Designated OLA Contact at the University of Siegen.

### Learning Agreement

**Information**  
Exchange Details  
Learning Components - Latest Proposal

### Information

Please fill in the form to complete your learning agreement. The details collected will be shared with both your home institution and receiving institution.

Mobility Type

Semester

LA Status

### Student Information

Surname\*

#### Saving Options for Learning Agreements

You can edit and save the Online Learning Agreement and complete the LA at a later time, if applicable. Before your start, check the box **Enable Automatic Saving** at the upper right corner to avoid any loss of data.

Please note that an automatic notification about changes to the Learning Agreement will be sent to the OLA representatives each time you save manually! **Therefore, please save only after all changes have been entered - one time per section or session!**

## Editing the Online Learning Agreement Draft

### Personal and Student Information

Give your Family and First Name(s), date of birth and nationality as in your passport and include information on gender. Please enter your official USi student e-mail address for future communication.

The Online Learning Agreement also requires your **European Student Identifier (ESI)**. You find this European student ID number on the front side of your USiCard.

Information on your planned stay abroad are provided automatically and should not be altered by students.

### Exchange Details

For the Online Learning Agreement to be shared with the respective contact persons at the University of Siegen and the partner university, the field of study is given in accordance with the **International Standard Classification of Education (ISCED)**.

If the ISCED is not automatically provided in the Online Learning Agreement check our [Info-Portal](#) and search for your partner university. Go to the respective university profile and select the exchange options for your field of study and study level. The respective ISCED is listed in the details of the respective exchange option.

Give your **start and end date** and make sure to **Use Full Date**.

Select your study level in accordance with the **European Qualifications Framework (EQF)**:

- EQF 6: Bachelor
- EQF 7: Master
- EQF 8: PhD

Choose your **Language** of instruction abroad and select your current language level in accordance with the **Common European Frame of Reference for Languages (CEFR)**:

- B1: Language proficiency on an intermediate level
- B2: Language proficiency on an advanced intermediate level
- C1: Language proficiency on an advanced level

Make sure to include the **Course Catalogue URL** of the partner university and include an additional website to document further condition, regulations or course relevant information, if applicable. Your contact persons at home and host university need these course information to review your study proposal.

Include **Receiving Institution Details** such as school or department (**Receiving Sub-Institution**) and your contact person at the partner institution.

Make sure to select the **Receiving Administrative Contact** at the partner university provided in the drop-down menu. Please note that the Learning Agreement will not be forwarded to our partner institution if the contact information remains empty.

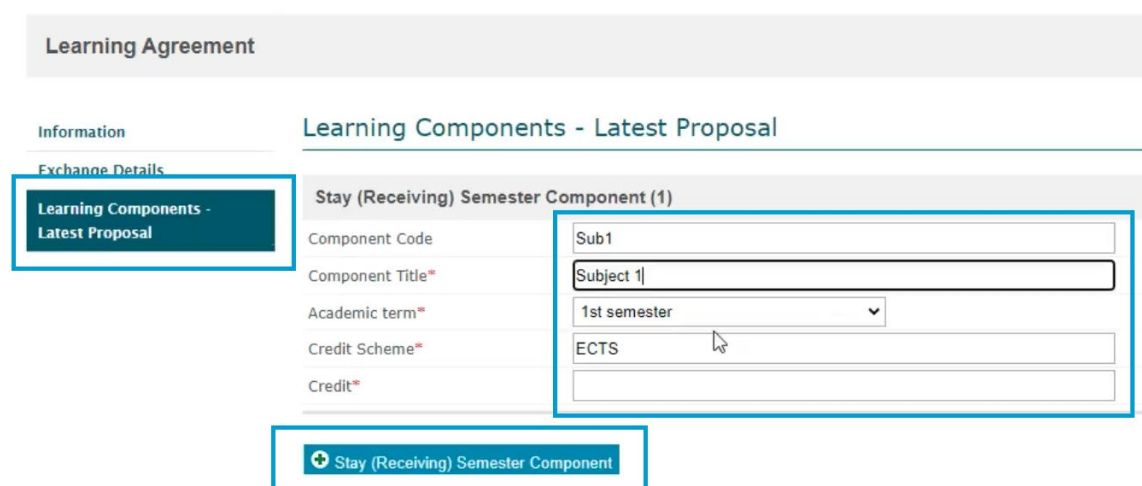
Our partner universities usually provide current information on contacts for the Learning Agreement during the application or admission process abroad. If our drop-down menu includes an outdated contact or no contact at all, please contact us immediately.

Most **Sending Institution Details** are automatically provided. Make sure to select the **Sending Administrative Contact** at the University of Siegen provided in the drop-down menu. Do not add further information on name, e-mail address or phone and leave the fields below the drop-down empty.

You find a list of all designated OLA contacts on our Downloads website. If the contact provided in our drop-down menu is outdated, please inform us immediately.

## Learning Components

**Stay (Receiving) Semester Components** are courses you plan to take at the partner university. Use the course catalogue of the partner university when adding new semester components for your stay. Make sure to give the course number (**Component Code**) and course title (**Component Title**), **Academic Semester**, **Credit Scheme** (in Europe: ECTS) and Number of credits (in Europe: ECTS) as in the course catalogue. You can add further semester components which are numbered automatically.



The screenshot shows a web interface for a Learning Agreement. At the top, there is a header 'Learning Agreement'. Below it, there are two main sections: 'Information' and 'Learning Components - Latest Proposal'. Under 'Information', there is a sub-section 'Exchange Details' with a menu item 'Learning Components - Latest Proposal' highlighted in a blue box. The 'Learning Components - Latest Proposal' section contains a form for adding a 'Stay (Receiving) Semester Component (1)'. The form has the following fields: 'Component Code' (with 'Sub1' entered), 'Component Title\*' (with 'Subject 1' entered), 'Academic term\*' (a dropdown menu with '1st semester' selected), 'Credit Scheme\*' (with 'ECTS' entered), and 'Credit\*' (empty). A blue box highlights the 'Stay (Receiving) Semester Component' button at the bottom of the form.

Modules or module elements at the University of Siegen for which courses completed abroad will be recognised after your return are listed under **Home (Sending) Semester Components**. Use your module handbook or module catalogue of the University of Siegen and give module/module element

number (**Component Number**), module/module element title (**Component Titel**), **Academic Semester**, **Credit Scheme** (ECTS) and number of ECTS **Credits** as in the handbook or catalogue.

You can add further components which are numbered automatically. However, when adding components make sure to respect the above order of semester components at the partner university so contact persons at the University of Siegen and the partner university understand planned credits transfer and recognition without difficulty.

Once you have completed your first version, you need to share your Online Learning Agreement. If a Learning Agreement is not shared, the proposed components cannot be reviewed by the Designated OLA Contact. You find further information in the Chapter [Approval of the Online Learning Agreement](#).

## Approval of the Online Learning Agreement

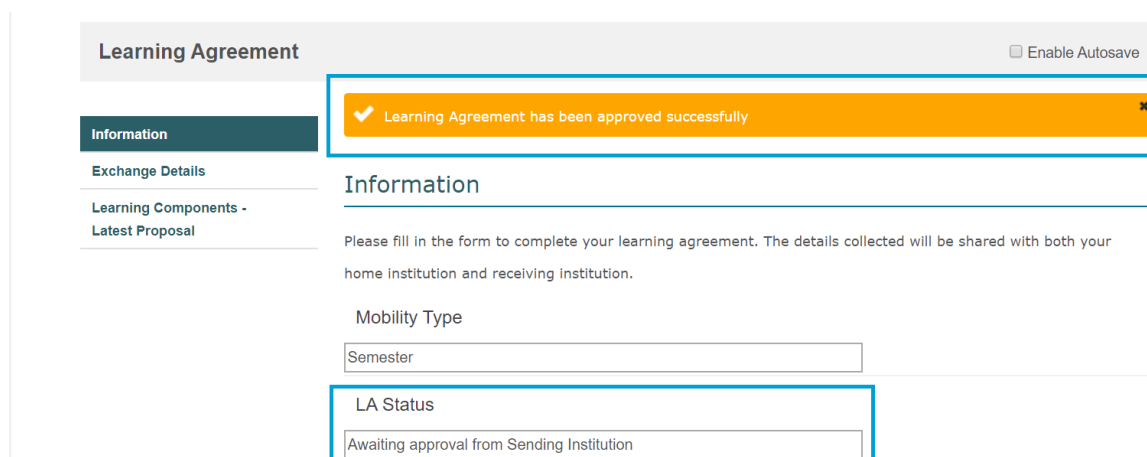
The Online Learning Agreement must be approved by student as well as the respective contact persons at the University of Siegen and the partner university. The Online Learning Agreement is considered complete once all parties have confirmed a proposal.

### OLA Approval by Student

Once you have entered all relevant information and added learning components for your studies at the partner university and recognition at the University of Siegen, save your changes and confirm your proposal by selecting **Approve LA**. The document is then shared with the designated OLA contact of your field of study.



The status changes and is given as **Awaiting Approval from Sending Institution**.

A screenshot of a web form titled 'Learning Agreement'. At the top right, there is a checkbox labeled 'Enable Autosave'. Below the title, a yellow notification bar with a checkmark icon contains the text 'Learning Agreement has been approved successfully'. On the left, there is a sidebar menu with 'Information' selected. The main content area is titled 'Information' and contains the text: 'Please fill in the form to complete your learning agreement. The details collected will be shared with both your home institution and receiving institution.' Below this, there is a section for 'Mobility Type' with a 'Semester' input field. At the bottom, there is a section for 'LA Status' with a dropdown menu currently showing 'Awaiting approval from Sending Institution'.



## OLA Approval by Designated OLA Contact at the University of Siegen

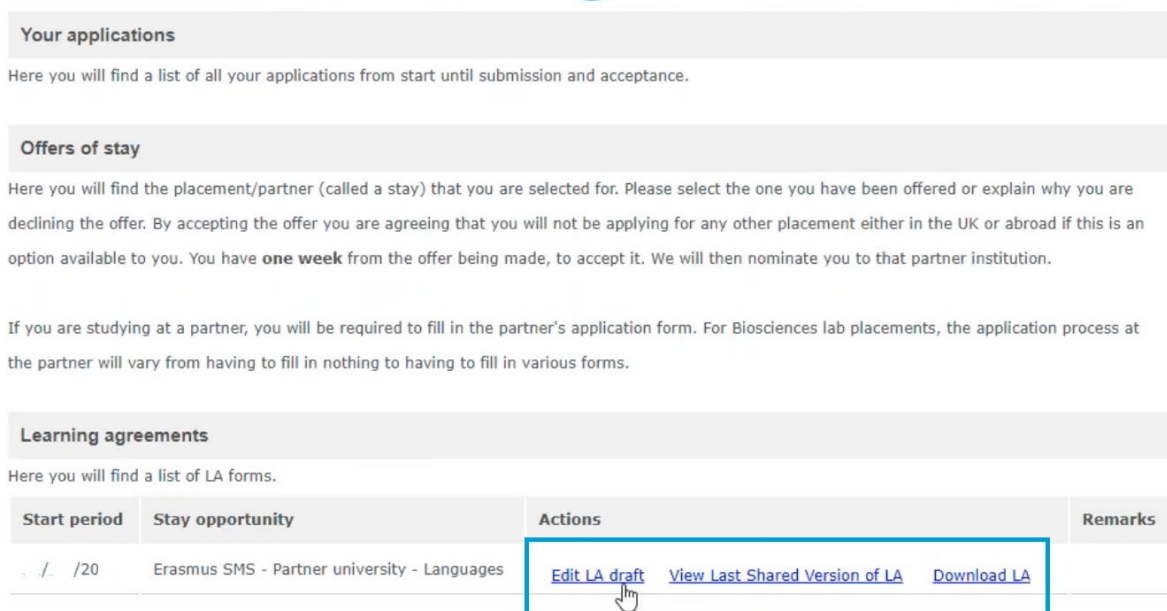
Once you have approved your Online Learning Agreement, the Designated OLA Contact is informed that your latest proposal is awaiting approval.

The Designated OLA Contact now reviews your proposal and accepts or rejects the Online Learning Agreement.

If a **Home (Sending) Semester Component** is not accepted, you receive a message with further information on required changes. Add or delete semester components accordingly. Changes to the first proposal will be save as latest proposal. You find further information in the chapter [Changes to a Shared Online Learning Agreement](#).

If the Online Learning Agreement is approved by the Designated OLA Contact for your field of study, the approved proposal is automatically shared with the contact person of the partner university. When accessing your account new options are available. You can **Edit LA Draft**, **View Latest Shared Version of LA** or **Download LA**.

If you wish to save a copy of your Online LEarning Agreement, please go through the information provided in the chapter [Download Option](#).



**Your applications**  
Here you will find a list of all your applications from start until submission and acceptance.

**Offers of stay**  
Here you will find the placement/partner (called a stay) that you are selected for. Please select the one you have been offered or explain why you are declining the offer. By accepting the offer you are agreeing that you will not be applying for any other placement either in the UK or abroad if this is an option available to you. You have **one week** from the offer being made, to accept it. We will then nominate you to that partner institution.

If you are studying at a partner, you will be required to fill in the partner's application form. For Biosciences lab placements, the application process at the partner will vary from having to fill in nothing to having to fill in various forms.

**Learning agreements**  
Here you will find a list of LA forms.

Start period	Stay opportunity	Actions	Remarks
./ /20	Erasmus SMS - Partner university - Languages	<a href="#">Edit LA draft</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download LA</a>	

## OLA Approval by Contact Person at the Partner University

For the Online Learning Agreement to be completed, the contact person at the partner university needs to approve the shared proposal.

If there are no changes required, you and your Designated OLA Contact at the University of Siegen receive a message informing you about the approval of your Onine Learning Agreement (**Reference: Learning Agreement approved**).

If the contact person at the partner university does not accept semester components, you receive a message via the Outgoing Portal. You will be informed by e-mail that a message has been sent (**Reference: Message received from Partner Institution**). Read the message and change your latest proposal accordingly as soon as possible. You find further information in the Chapter [Rejection of Semester Components](#).

## Rejection of Semester Components

If semester components are not accepted, e.g. by contact persons at the partner university, you receive a message via the *MoveON* Outgoing Portal. Once a message has been sent, you receive a reminder by e-mail (**Reference: Message received from Partner Institution**).

**View Last Shared Version of LA** to check your messages.

**Your applications**

Here you will find a list of all your applications from start until submission and acceptance.

**Offers of stay**

Here you will find the placement/partner (called a stay) that you are selected for. Please select the one you have been offered or explain why you are declining the offer. By accepting the offer you are agreeing that you will not be applying for any other placement either in the UK or abroad if this is an option available to you. You have **one week** from the offer being made, to accept it. We will then nominate you to that partner institution.

If you are studying at a partner, you will be required to fill in the partner's application form. For Biosciences lab placements, the application process at the partner will vary from having to fill in nothing to having to fill in various forms.

**Learning agreements**

Here you will find a list of LA forms.

Start period	Stay opportunity	Actions	Remarks
/ / 20	Erasmus SMS - Partner university - Languages	<a href="#">Edit LA draft</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download LA</a>	

Go to **Messages from Stay Institution** to check comments and information on required changes. All messages are saved in this section and listed by date and time.

**Learning Agreement**

Information

Exchange Details

Learning Components - First Version

Learning Components - Latest Proposal

**Messages From Stay Institution**

### Messages from Stay Institution

/ / 20 · 07:45 hrs

Message

Read the messages from the partner university carefully and change your Online Learning Agreement accordingly as soon as possible. You find further information in the Chapter [Changes to a Shared Online Learning Agreement](#).

## Changes to a Shared Online Learning Agreement

If changes to a shared Online Learning Agreement are required, access the *MoveON* Online Portal and go to **Edit LA Draft**.

**Your applications**

Here you will find a list of all your applications from start until submission and acceptance.

**Offers of stay**

Here you will find the placement/partner (called a stay) that you are selected for. Please select the one you have been offered or explain why you are declining the offer. By accepting the offer you are agreeing that you will not be applying for any other placement either in the UK or abroad if this is an option available to you. You have **one week** from the offer being made, to accept it. We will then nominate you to that partner institution.

If you are studying at a partner, you will be required to fill in the partner's application form. For Biosciences lab placements, the application process at the partner will vary from having to fill in nothing to having to fill in various forms.

**Learning agreements**

Here you will find a list of LA forms.

Start period	Stay opportunity	Actions	Remarks
. / . /20	Erasmus SMS - Partner university - Languages	<a href="#">Edit LA draft</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download LA</a>	

**Go to Learning Components** – First Version and click **Propose Changes to Learning Components** on the bottom of the page.

Information

Exchange Details

Learning Components - First Version

### Learning Components - First Version

Student Approval : ; 20 - - 07:32:53+00:00

Sending Institution Approval : ; 20 - - 07:32:22+00:00

Receiving Institution Approval : ; 20 - - 07:34:32+00:00

**Stay (Receiving) Semester Component (1)**

Component Code	Sub1
Component Title	Subject 1
Academic term	1st semester
Credit Scheme	ECTS
Credit	1

Propose changes to Learning Components

Once you propose changes to the Online Learning Agreement a new section **Learning Components - Latest Proposal** is provided in the left side-menu. In this section learning components can be added or deleted.

**Learning Agreement**

Information

Exchange Details

Learning Components - First Version

Learning Components - Latest Proposal

### Learning Components - Latest Proposal

**Changes in Student Detail**

First name (current)	
First name (new)	
Surname (current)	
Surname (new)	
Student ID Number/ESI (current)	
Student ID Number/ESI (new)	
Date of Birth (current)	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Date of Birth (new)	<input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text" value="Year"/>

#### Delete Semester Components

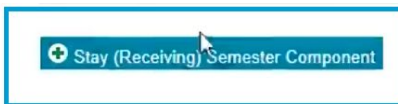
To delete a learning component, change the **Status** of the respective semester component and select **DELETED**. Select a Reason Code to document the reason for the change (**Not Available, Language Mismatch, Timetable Conflict** or **Other**).

Status	<input type="text" value="Please select"/>
Reason Code	<input type="text" value="Please select"/> <input type="text" value="DELETED"/>
Component Code	<input type="text" value="Sub1"/>
Component Title*	<input type="text" value="Subject 1"/>
Academic term*	<input type="text" value="1st semester"/>
Credit Scheme*	<input type="text" value="ECTS"/>
Credit*	<input type="text" value="1"/>

### Add Semester Components

If you wish to add semester components, go to **+ Stay (Receiving) Semester Component**. Select the **Reason Code Substitution** to mark courses which are added to replace a previously deleted semester component.

Select the **Reason Code Extending Mobility** for semester components which are added as an extension to your study proposal.



In this section you may also add changes to personal and student informations including **Family Name**, **First Name**, **ESI** or **Date of Birth**. Please note that changes to these information require approval by you and your contact persons!

Please note that you need to save and share changes to your Online Learning Agreement to allow contact persons to review your latest proposal. You find further information in the [Chapter Approval of the Online Learning Agreement](#).

### Overview of Communication Options

*MoveON* relies on two different communication options for the Online Learning Agreement: communication by e-mail and communication via the LA messages.

#### Communication via E-Mail

##### 1) Communication with Designated OLA Contacts

Once you approve your Learning Agreement and share the document with your Designated OLA Contact, the respective contact person can review your first draft and contact you via *MoveON*.

If changes are required, for example, you will receive an email from your OLA Contact with further information which learning component should be edited (Sender: USi LA Contact via *MoveON*).

## 2) Automatic Responses

Students receive automatic responses, when the status of the Learning Agreement changes (sender: USi International Office via *MoveOn*), for example, when the Learning Agreement is approved by home or host university (see chapter [OLA Approval by Designated OLA Contact at the University of Siegen](#) and [OLA Approval by Contact Person at the Partner University](#)).

Students also receive automatic responses by e-mail if the partner university replies to a shared Learning Agreement. You find further information below in the chapter [Message Page of the Learning Agreement](#).

### Message Page of the Learning Agreement

Once the Learning Agreement is approved by both student and OLA Contact at the University of Siegen, the document is shared with the responsible contact person at the partner university (see chapter [OLA Approval by Contact Person at the Partner University](#)).

As partner universities are using different tools and databanks to process documents, communication is sent via the Online Learning Agreement. All received messages are listed by date and time on the Message Page of the Learning Agreement.

Students are notified by e-mail when a new message has been received (sender: USi International Office via *MoveON*).

### Download Option

A download option is available in the *MoveON* Outgoing Portal. You can download and save a pdf copy of the latest shared version once your Designated OLA Contact has approved a proposal. Please note that the Online Learning Agreement needs to be approved by student, Designated OLA Contact at the University of Siegen and contact person at the partner university to be considered complete.

#### Your applications

Here you will find a list of all your applications from start until submission and acceptance.

#### Offers of stay

Here you will find the placement/partner (called a stay) that you are selected for. Please select the one you have been offered or explain why you are declining the offer. By accepting the offer you are agreeing that you will not be applying for any other placement either in the UK or abroad if this is an option available to you. You have **one week** from the offer being made, to accept it. We will then nominate you to that partner institution.

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#### Learning agreements

Here you will find a list of LA forms.

Start period	Stay opportunity	Actions	Remarks
/ /20	Erasmus SMS - Partner university - Languages	<a href="#">Edit LA draft</a> <a href="#">View Last Shared Version of LA</a> <a href="#">Download LA</a>	

In the pdf document learning components are listed in two tables:

- Table A1: Study Programme at Receiving Institution
- Table B1: Recognition at the Sending Institution

Added and/or deleted courses are given on the second page under **Changes to the Learning Agreement:**

- Table A2: Exceptional Changes to Table A
- Table B2: Exceptional Changes to Table B

Further changes to a shared Online Learning Agreement are included in table A2 and B2.

Currently the pdf document does not include digital signatures. Instead signature fields for student, Designated OLA Contact at the University of Siegen and contact person at the partner university include the entry **Approved by System**.