

ONLINE LEARNING AGREEMENT

You fill out the Erasmus+ Learning Agreement online.

Please note: You need your pre-approval (*forhåndsmerit*) before you can fill out the online Learning Agreement. All courses on the OLA must be pre-approved by DTU.

You apply for pre-approval (*forhåndsgodkendelse/forhåndsmerit*) at www.merit.dtu.dk

Website

<https://www.learning-agreement.eu/>

Create an account:

Go to <https://www.learning-agreement.eu/> and create an account with your DTU student e-mail.

Remember to activate your account – the email for activation might end up in your spam folder.

You can register and login via Edugain. Find DTU in the drop down menu.

The Erasmus+ App on your smart phone:

When you have created and activated your account, you can download the Erasmus+ App to your smart phone. The app is free and you can download it where you usually download apps.

STEP-BY-STEP GUIDE:

HOW TO FILL OUT THE ONLINE LEARNING AGREEMENT

You can fill out the Learning Agreement via the Erasmus+ App on your smart phone or on your computer via <https://www.learning-agreement.eu/>

New Online Learning Agreement:

When you are logged in, please choose "My Learning Agreement".

Then click the box "Create New".

Choose "Semester Mobility" as mobility type.

This opens a form that you must fill out. It contains six steps:

STEP 1: Student information:

Here you must fill out some basic information about yourself.

- *"Academic Year"*: Chose the academic year of your exchange semester
- *"Email"*: Please write your DTU-student email.
- *"ISCED Field of Education"*: Please choose "Engineering and Engineering Trades (0710)", unless instructed by your host institution to choose a more specific category.
- *"Study Cycle"* – choose your study cycle (at DTU) at the time of the exchange

STEP 2: Sending institution:

- Choose Denmark and then DTU via the two drop down menus.
- *"Sending Responsible Person"*: Write the name and contact information for your International Partnership Manager at DTU. If in doubt, you will find this information in your nomination letter and on Beyond Borders (stated under each agreement).
- *"Sending Administrative Contact Person"* – This field is not mandatory. You can leave it blank or insert DTU's Erasmus Coordinator erasmus@dtu.dk

STEP 3: Receiving institution:

Here you must fill out information about your host university.

- Choose the country and the university via the "Choose"-button.
(If your host university does not appear, please contact erasmus@dtu.dk)
- *"Receiving Responsible Person"* – If information about the contact person is unavailable, please write the name and email of the Erasmus Coordinator or the International office/incoming mobility office at the receiving institution.
- *"Receiving Administrative Contact Person"* – You can leave this blank or insert the contact email for incoming mobility (your point of contact for the application to your host university).

STEP 4.: Educational components (Tables A and B)

Please note that the courses on your learning agreement must be pre-approved by DTU before we can sign your Learning Agreement.

"Planned start and end of the mobility": Write the months and year where you plan to begin and end your Erasmus exchange (including exams).

"Table A: Receiving Institution component":

- List the courses that you plan to take at the host university *and* which you have had pre-approved by DTU.
- *"Component Title"* – Insert the title of the course
- *"Component code"* – Insert course code (if applicable). If your host university does not use course codes, write "xx".

- "Number of ECTS" – Insert the number of ECTS assigned to the course (according to the course database and your pre-approval). No text in this field please! If necessary please use "." as separator for writing decimals e.g. if a course is 7.5 ECTS (the OLA system does not read a comma).
- If you need to add more courses, press "+ Add subject".

"Table B: Recognition at the sending institution":

List the course groups of your DTU study plan that the courses in Table A will credit transfer to e.g. "Electives 30 ECTS" or "Technological Specialization 10 ECTS and Electives 20 ECTS.

- "Component title" – write the group title (e.g. "Electives")
- "Component code" – write "xx"
- "Number of ECTS" – write the total number of ECTS transferred to this group e.g. "20"
-

The total number of ECTS credits (or equivalent) in Table B should correspond to the total number of ECTS credits (or equivalent) contained in Table A.

STEP 5: Table C

Please skip this page as it does not apply to DTU students going abroad in the fall semester of 2021.

STEP 6: Commitment

All parties must digitally sign the Online Learning Agreement before the start of the mobility.

When you have filled out the Learning Agreement, please sign it. Once you have signed the Learning Agreement, it will automatically be send to your DTU contact person and then to the receiving institution for signatures.

NEXT STEP:

Approved Learning Agreement:

You will receive an email when both DTU and the receiving institution have approved your Learning Agreement.

Please note: your DTU partnership manager will only approve your Learning Agreement if you have a pre-approval (*forhåndsgodkendelse/forhåndsmerit*) from www.merit.dtu.dk with courses matching the OLA.

Upload the approved Learning Agreement to Beyond Borders:

When your Learning Agreement has been signed by all three parties, please download the Learning Agreement from <https://www.learning-agreement.eu/> or via the Erasmus+ App and upload it to your Erasmus+ grant application on <https://beyondborders.dtu.dk/Pages/MyOverview.aspx?tab=1>

Declined Learning Agreement:

Your DTU partnership manager or at the receiving institution can decline your Learning Agreement. If they do, you will receive an email with further information.

To find the comment on what to change:

Login – choose “edit” your OLA.

Then move to Step 6 to find the comment under the box where you sign the OLA.

CHANGES TO THE MOBILITY

In the case of semester(s) mobility, changes to the study programme should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, based on the course catalogue that the Receiving Institution has committed to publish well in advance of the mobility period and to update regularly.

Any party can signal the need for changes to the study programme and the student can initiate the changes within five weeks after the start of each semester. All parties should agree to these changes as soon as possible, within two-weeks following the request. In case of changes due to an extension of the duration of the mobility, a request can be made by the student at the latest one month before the foreseen end date.

All changes should be indicated in Tables A2, B2 and when applicable C2, while Tables A, B and C should not be modified.

QUESTIONS?

Please contact International Education at erasmus@dtu.dk