

# Online Learning Agreement (OLA)

## Summary of the process for OLA submission

### Required Program / Websites:

<a href="https://learning-agreement.eu/">https://learning-agreement.eu/</a>	or	Erasmus+ App
Log in with TUM-Account via My Academic ID (Log in with MyAcademicID)		

### Process:

- Download and register the Erasmus+ App in the App Store free. This allows easy access to the OLA (= Online Learning Agreement) with the TUM ID.
- Alternative: create an account directly on OLA platform with your TUM-Account: [Log in | OLA \(learning-agreement.eu\)](https://learning-agreement.eu/)
- Student completes the OLA and then clicks to send it automatically (by digital signature) to the International Affairs Delegate of the TUM School of Engineering and Design – subject area Civil / Environmental / Geo Engineering (TUM ED – CEGE) for signature.
- The International Affairs Delegate receives an email with a link to the OLA. She reviews the OLA, signs it or rejects it, with comments for correction by the student. In case of rejection, the student receives an e-mail, makes the corrections and sends it again to the TUM International Affairs Delegate for signature.
- As soon as the TUM International Affairs Delegate has signed and approved the OLA, it is automatically sent to the Erasmus coordinator of the partner University for Signature.
- Once the Erasmus coordinator of the partner university has also signed, the student will receive an email, download the complete LA (= Learning Agreement) as a PDF and upload it in the online application portal.
- The TUM G&A imports the LA. As soon as OLA and Grant Agreement are submitted, the first instalment will be paid to the student at the next possible date.
- Within the first 5 weeks after the start of the semester, the student can change the OLA. To do this, the student logs back into the app/platform and starts entering the course changes via the "Changes to Learning Agreement during Mobility" part → „New Learning Agreement with Changes“

As of March 2026

## Content

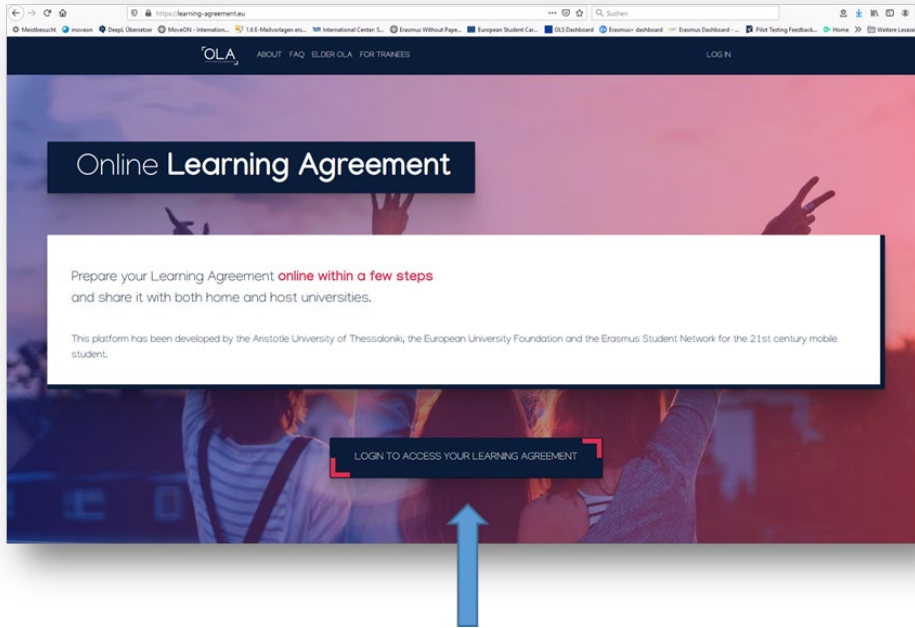
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# 1. Registration and LogIN

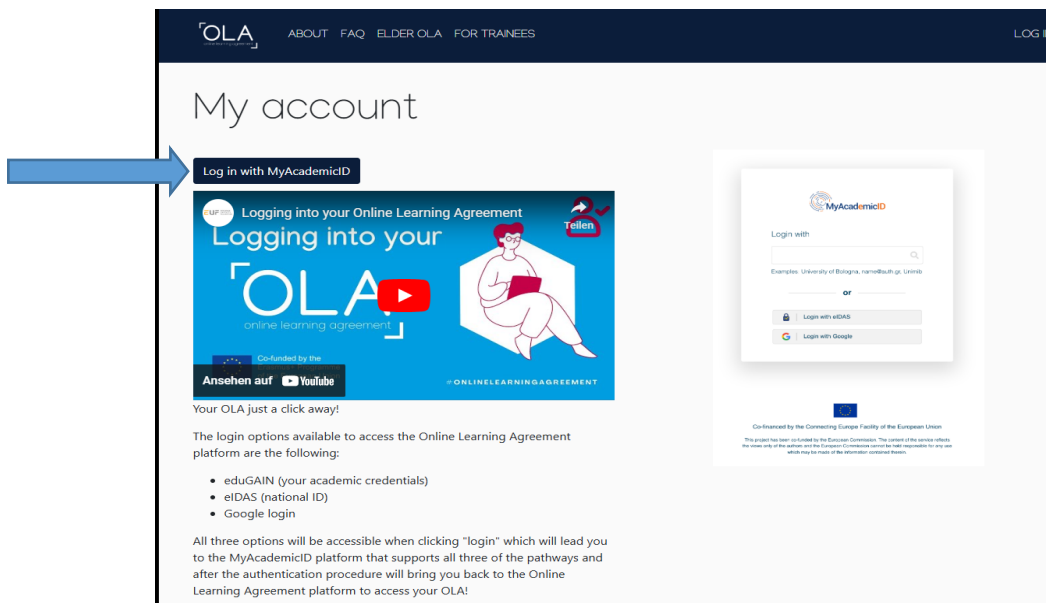
## 1.1 Log In:

OLA Plattform via Erasmus+ App or URL (<https://learning-agreement.eu/>)

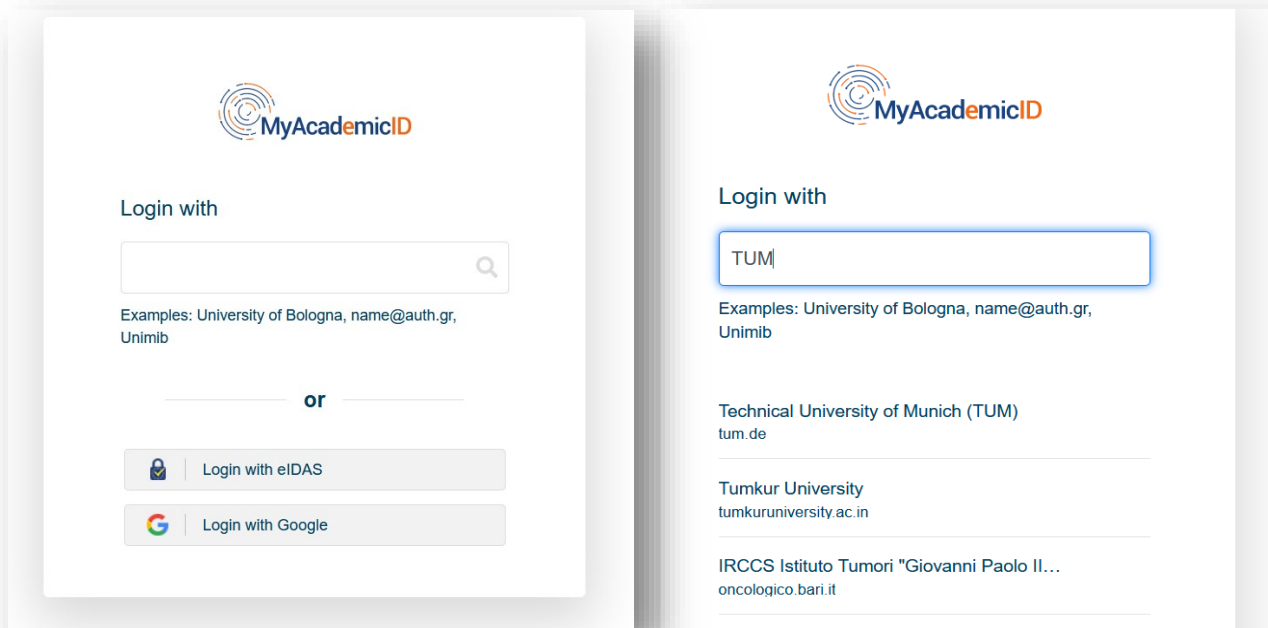
## 1.2 Registration



- ✓ Click on „Login to access your Learning Agreement”. Then, click on „Log in with MyAcademicID”:



- ✓ In the „Login with“ search field, search for Technical University of Munich/TUM and select it.



- ✓ You will be forwarded automatically to the TUM online registration page. Please log in using your TUM ID for TUMonline.

## Web Anmeldedienst

Anmeldung mit Ihrem TUM Account an

**MyAcademicID IAM Service**

The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

Website | Datenschutzerklärung

**Benutzername**

**Passwort**

angemeldet bleiben <sup>(1)</sup>

zu übertragende Daten anzeigen <sup>(2)</sup>

LOGIN

[Passwort vergessen?](#)

**Login mit:**

- TUM-Kennung oder
- @tum.de bzw. @mytum.de E-Mail-Adressen

1) Mit der Option "angemeldet bleiben" haben Sie Zugang zu allen an diesen Login (Shibboleth) angeschlossenen Webanwendungen ohne erneute Eingabe der Zugangsdaten, solange Ihr Browser geöffnet ist. Zum anschließenden Logout müssen Sie Ihren Browser komplett schließen.

2) Shibboleth Single-Sign-on ermöglicht die sichere Anmeldung zu Webanwendungen der TUM und anderer Anbieter mit Ihren zentralen Zugangsdaten der TUM. Um den Datenschutz zu gewährleisten, können Sie mit "zu übertragende Daten anzeigen" vorab einsehen, welche Daten der Webanwendung übergeben werden und den Vorgang ggf. abbrechen. Bei erstmaliger Nutzung einer Webanwendung erhalten Sie immer eine Übersicht aller weitergeleiteten Daten, auch wenn Sie diese Option nicht anwählen.

- ✓ After you are logged in, a message (see below) will pop up where you have to click on „Proceed to register on the MyAcademicID IAM Service“.



- ✓ Log in again with your TUM ID.

## Web Anmelddienst

Anmeldung mit Ihrem TUM Account an

### MyAcademicID IAM Service

The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

[Website](#) | [Datenschutzerklärung](#)

**Benutzername**

**Passwort**

angemeldet bleiben <sup>(1)</sup>

zu übertragende Daten anzeigen <sup>(2)</sup>

**LOGIN** [Passwort vergessen?](#)


**Login mit:**

- TUM-Kennung oder
- @tum.de bzw. @mytum.de E-Mail-Adressen

1) Mit der Option "angemeldet bleiben" haben Sie Zugang zu allen an diesen Login (Shibboleth) angeschlossenen Webanwendungen ohne erneute Eingabe der Zugangsdaten, solange Ihr Browser geöffnet ist. Zum anschließenden Logout müssen Sie Ihren Browser komplett schließen.

2) Shibboleth Single-Sign-on ermöglicht die sichere Anmeldung zu Webanwendungen der TUM und anderer Anbieter mit Ihren zentralen Zugangsdaten der TUM. Um den Datenschutz zu gewährleisten, können Sie mit "zu übertragende Daten anzeigen" vorab einsehen, welche Daten der Webanwendung übergeben werden und den Vorgang ggf. abbrechen. Bei erstmaliger Nutzung einer Webanwendung erhalten Sie immer eine Übersicht aller weitergeleiteten Daten, auch wenn Sie diese Option nicht anwählen.

- ✓ Now fill out the following fields:



## MyAcademicID Registration

**Given name\***


**Surname\***

**E-mail\***

[Acceptable Use Policy](#)

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

- ✓ Click on „Continue“ once you are successfully registered:



## ✓ You have been successfully registered

You are now a member of MyAcademicID.

- ✓ Login to TUMonline is required again:

**Web Anmeldedienst**

Anmeldung mit Ihrem TUM Account an **MyAcademicID IAM Service**

The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

Website | Datenschutzerklärung

**Benutzername**

z.B. go42tum / muster@tum.de

**Passwort**

angemeldet bleiben (1)

zu übertragende Daten anzeigen (2)

**LOGIN** Passwort vergessen?

**Login mit:**

- TUM-Kennung oder
- @tum.de bzw. @mytum.de E-Mail-Adressen

1) Mit der Option "angemeldet bleiben" haben Sie Zugang zu allen an diesen Login (Shibboleth) angeschlossenen Webanwendungen ohne erneute Eingabe der Zugangsdaten, solange Ihr Browser geöffnet ist. Zum anschließenden Logout müssen Sie Ihren Browser komplett schließen.

2) Shibboleth Single-Sign-on ermöglicht die sichere Anmeldung zu Webanwendungen der TUM und anderer Anbieter mit Ihren zentralen Zugangsdaten der TUM. Um den Datenschutz zu gewährleisten, können Sie mit "zu übertragende Daten anzeigen" vorab einsehen, welche Daten der Webanwendung übergeben werden und den Vorgang ggf. abbrechen. Bei erstmaliger Nutzung einer Webanwendung erhalten Sie immer eine Übersicht aller weitergeleiteten Daten, auch wenn Sie diese Option nicht anwählen.

- ✓ Now create your account on OLA Platform:

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

Fill out the required fields to complete your profile.

## My account

VIEW EDIT

### My Personal Information

Firstname \* Lastname \*

Date of birth \* Gender \* Nationality \*

Field of education \* Study cycle \*

I have read and agree to the Terms and Conditions and Privacy Policy \*  
[Terms and Conditions](#) and [Privacy Policy](#)

Save

- ✓ Enter your personal information.

In "Field of education" select: **Building and civil engineering (ISCED Code 0732)**

In the field "Field of Education Comment" you can optionally enter your specific TUM degree program.

**Note: ISCED code “0732” is the code for all degree programs of the TUM School of Engineering and Design – subject area Civil / Environmental / Geo Engineering (TUM ED – CEGE).**

The following TUM ED programs belong to the subject area Civil / Environmental / Geo Engineering:

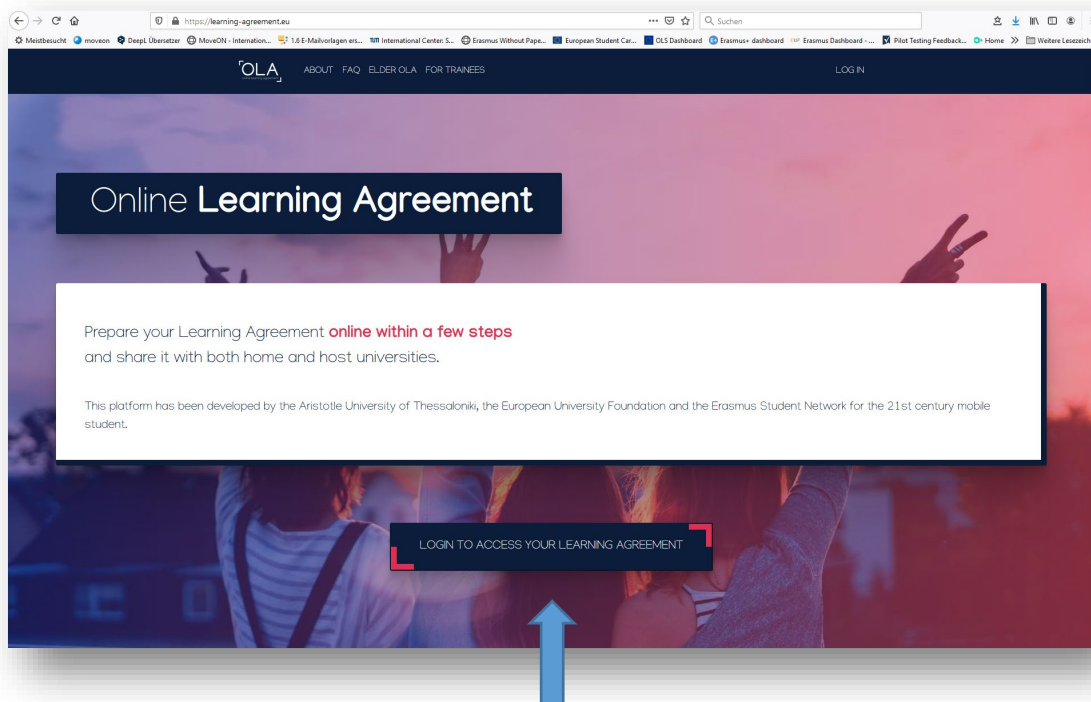
- B. Sc. + M. Sc. Civil Engineering
- B. Sc. + M. Sc. Environmental Engineering
- B. Sc. Geo Sciences
- M. Sc. Computational Mechanics
- M.Sc. Information Technologies for the Built Environment
- M. Sc. Engineering Geology and Hydrogeologie
- M. Sc. M.Sc. Resource-efficient and Sustainable Building
- M. Sc. Transportation Systems

✓ Click on „Save“ to fill out OLA.

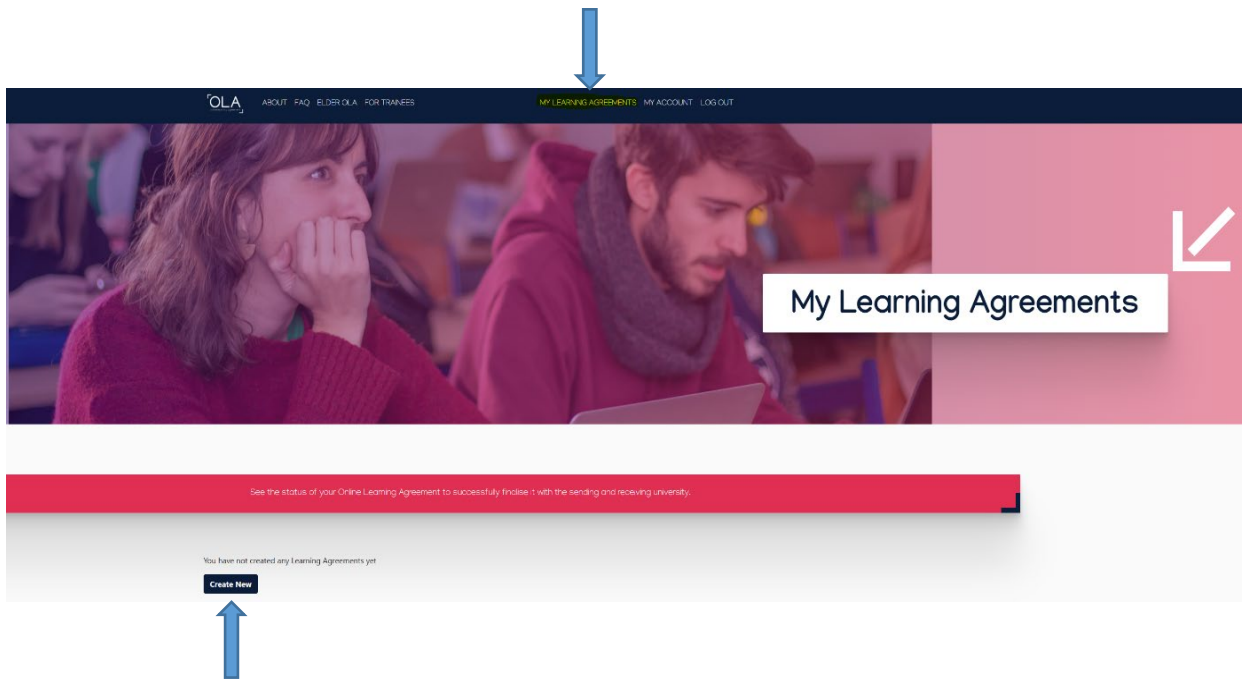
## 2. How to create OLAs

✓ Log in again via <https://www.learning-agreement.eu/> (if necessary)

✓ Click on „Login to access your Learning Agreement“



✓ Click on “Create New“:



- ✓ Click on „Semester Mobility“

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

Create new LA

Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.

**Semester Mobility**

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution. Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

**Blended Mobility with Short-term Physical Mobility**

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility. This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

**Short-term Doctoral Mobility**

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution to enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

## 2.1 Sending Institution

- ✓ Under „Country“ and „Name“ lists are provided. Please select the appropriate information for each field.
- ✓ Please enter the correct and complete name of your department: **„TUM School of Engineering and Design“**. Please do not use acronyms or paraphrases, as these are not automatically recognized by the system and therefore cannot be assigned correctly.
- ✓ „Address“ and „Erasmus Code“ will be filled in automatically.

Select your home institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Commitment

Academic year \*

2021/21

**Sending**

**Sending Institution**

Country \*

Germany x

Name \*

TECHNISCHE UNIVERSITAET MUENCHEN x

Faculty/Department

Address \*

Erasmus Code \*

## 2.2 Sending Responsible Person

- ✓ The contact details of the Erasmus+ coordinator at your TUM School/Department should be given here.

The screenshot shows a two-column form. The left column is titled "Sending Responsible Person" and contains fields for First name(s) \*, Last name(s) \*, Position \*, Email \*, and Phone number. Below these fields is a small text box explaining the role of the responsible person. The right column is titled "Sending Administrative Contact Person" and contains fields for First name(s), Last name(s), Position, Email, and Phone number. Below these fields is a small text box explaining the role of the administrative contact person. At the bottom of the form are two buttons: "Previous" and "Next".

**Sending Responsible Person**

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

**Sending Administrative Contact Person**

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Previous Next

- ✓ **Important:** Make sure you enter the correct contact under “**Sending Responsible Person**”! The “**Responsible Person**” is the person who signs your Learning Agreement at TUM: International Affairs Delegate of TUM School of Engineering and Design – subject area Civil / Environmental / Geo Engineering (TUM ED – CEGE).

### Contact details of “Sending Responsible Person” of TUM ED – CEGE:

First name: **Nadin**                      Last name: **Klomke**  
E-mail: **n.klomke@tum.de**              Phone number: **+498928922427**

- ✓ Only if the correct contact has been entered, this person will receive an automatic email.
- ✓ “Sending Administrative Contact Person” is optional.
- ✓ Click on „Next“

## 2.3 Receiving Institution

- ✓ The contact details of the Erasmus coordinator at the partner university are entered here.

Select your host institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

1 Student Information   2 Sending Institution Information   3 Receiving Institution Information   4 Proposed Mobility Programme   5 Commitment

Academic year \*  
2021/2022

Receiving

Receiving Institution

Country \*  
Country of the institution

Name \*  
Name of the institution

Under „Country“ and „Name“, lists are provided. Please select the appropriate information. Enter the correct and complete name of the faculty or department that you would like to attend at the partner university. Please do not use acronyms or paraphrases, as these are not automatically recognized by the system and therefore cannot be correctly assigned.

„Address“ and „Erasmus Code“ will be automatically filled in.

**Important:** Make sure you enter the correct contact under **“Receiving Responsible Person”!**

You can find the correct contact on the respective International/Erasmus Incoming website of the partner university (see Erasmus brochure of TUM ED – CEGE) or contact the partner university directly. If you have already received an email from the partner university with information on the application procedure, then please use the contact given in the e-mail or the fact sheet of the partner university.

**If you don't know the contact person, faculty, school or department name, please contact the International Affairs Delegate of the TUM ED – CEGE (see “Sending Responsible Person”)!.**

„Receiving Administrative Contact Person“ is optional.

Receiving Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Previous   Next

### 3. Proposed Mobility Programme

In this step, you will create your Learning Agreement. Please note the information in the data sheet “Learning Agreement and Credit Recognition Process”.

Enter the planned start and end date.

The screenshot shows a multi-step process for creating a Learning Agreement. The steps are: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme (highlighted in red), and 5. Commitment. In the 'Proposed Mobility Programme' step, the 'Academic year' is set to 2021/2022. Below this is a dark blue bar labeled 'Preliminary LA'. There are two date input fields: 'Planned start of the mobility' and 'Planned end of the mobility', both with the placeholder 'TT.MM.JJJJ'. Below these is a section titled 'Table A - Study programme at the Receiving institution' with the message 'No Component added yet.' and a red button labeled 'Add Component to Table A'.

#### 3.1 Table A

First, fill out Table A, click on „Add Component to Table A“.

Table A: Here you can enter the courses you are taking at the partner university.

- Component Title: enter the title of the course at the partner university.
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g. „1. / TUW 94225
- Number of ECTS credits: ECTS of the course at the partner university
- Semester: select the appropriate semester from the drop down menu.
  
- Repeat the process for each new course

Table A - Study programme at the Receiving institution \*

Component to Table A Remove

Component title at the Receiving Institution (as indicated in the course catalogue) \*

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.

<p>Component Code *</p> <input style="width: 100%;" type="text"/>	<p>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *</p> <input style="width: 100%;" type="text"/> <p><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></p>	<p>Semester *</p> <input style="width: 100%;" type="text" value="- Select a value -"/>
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- Enter the link of the course catalogue of the receiving institution (optional).
- Also, select the main language of instruction of the host university.
- Then enter your level of the language of instruction (self-assessment).

Web link to the course catalogue at the Sending 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>.

<p>The main language of instruction at the Receiving Institution *</p> <input style="width: 100%;" type="text" value="- Select a value -"/>	<p>The level of language competence *</p> <input style="width: 100%;" type="text" value="- Select a value -"/> <p><small>Level of language competence: a description of the European Language Levels (CEFR) is available at: <a href="https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a></small></p>
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### 3.2 Table B

Next fill out "Table B –Recognition at the Sending institution". **Please note the information on the recognition of credits as stated in the data sheet "Learning Agreement and Credit Recognition Process"**. For any questions regarding table B, please contact the International Affairs Delegate of the TUM ED – CEGE.

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

No Component added yet.

Add Component to Table B

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>.

Click on “Add Component to Table B”, and enter the link to the course catalogue of the sending institution (TUM).

#### Table B: Here you enter how the course selected in Table A are recognized at TUM.

- Component Title: the possibility of recognition at TUM for the corresponding course from Table A.
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g.: „1. / TUW 94225
- Number of ECTS credits: the number of ECTS, which will be recognized at TUM for the respective course
- Semester: Specify in which semester you take the course

#### Waiver of prior recognition (in Table B):

In special cases, if one or several courses from Table A are not recognizable at TUM or you could not clarify this in advance, you can avoid the in-advance recognition. In this case, proceed as follows:

- Click on „Add Component to Table B“
- Component Title: „Waiver of recognition in advance“
- Component Code: consecutive number(s) of the courses from Table A for which no recognition has been clarified/intended: z.B. „2.“
- Number of ECTS credits: enter the number 0
- Semester: specify in which semester you take the course at the partner university

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

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) \*

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.

Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
<input type="text"/>	<input type="text"/>	- Select a value -

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.

Add Component to Table B

Repeat the procedure, until you copied every course from Table A also in Table B.

For each chosen course in Table A, should be indicated in Table B how it is recognized at TUM:

- 1:1 Course recognition
- Waiver of recognition
- Supplementary subject
- Elective subject etc.

## 4. Virtual components

This field is for a new Erasmus+ format and can be disregarded. You can skip this part.

The screenshot shows a progress bar at the top with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components (highlighted in red), and 6. Commitment. Below the progress bar, there is a field for 'Academic year \*' with the value '2024/2025'. Underneath is a section titled 'Table C' with the text 'No Paragraph added yet.' and a paragraph explaining that a table should be added to indicate virtual components at the receiving institution. A button labeled 'Add Component to Table C' is located at the bottom of this section.

## 5. Commitment Before Mobility

Sign on the smartphone with your finger / with mouse on the website.

The screenshot shows a progress bar at the top with five steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, and 5. Commitment (highlighted in red). Below the progress bar, there is a field for 'Academic year \*' with the value '2021/2022'. Underneath is a section titled 'Commitment Preliminary' containing a large text block with the following text: '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.' Below the text is a large empty rectangular box for a signature, and a 'Clear' button is located at the bottom left of the box.


Afterwards send the OLA by clicking on “Sign and send the Online Learning Agreement to the responsible Person at the Sending Institution for review“, and with that, you send the OLA automatically to the International Affairs Delegate at the TUM ED – CEGE.

In addition, please **send by e-mail the filled and signed preliminary approval form** (“Laufzettel”) to the TUM ED – CEGE International Affairs Delegate (see also the information in the data sheet “*Learning Agreement and the Credit Recognition Process*”).

Commitment Preliminary

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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

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

**Please note:** After all three parties signed the OLA, please generate a PDF and upload the LA in the [online application portal](#) in the following form: “*Outgoing – Erasmus Learning Agreement Before Mobility*”. Only then, the payment of the first instalment can take place.

For this log in again at the OLA platform and go to the area “My Learning Agreements “.

## 6. Changes During Mobility

Changes of the selected courses can be carried out within the first 5 weeks after the start of semester. For this purpose log in again at the OLA platform and go to the area “My Learning Agreements“.

Only Learning Agreements, which have been signed from both coordinators, can be changed. Therefore click on “Apply Changes“.

TECHNISCHE UNIVERSITAET MUENCHEN	UNIVERSITAT LINZ	Signed by both coordinators	Thu, 10/22/2020 - 08:17	<a href="#">Apply Changes</a>  <a href="#">Download PDF</a>  <a href="#">History</a>
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## 6.1 Changes to Table A

Changes in Table A will be carried out in the area “Sending Mobility Programme changes”. Therefore please click on “Add Component Final Table A2”

### Final LA Table A2

No Component added yet.

Add Component Final Table A2

All changes will be carried out under “Final LA Table A2”. Both additional courses and courses to be cancelled.

#### a.) Component Added

- Component Title: Enter the title of the course at your partner university
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g.: “1. / TUW 94225”
- Number of ECTS credits: ECTS of the course at the partner university
- Semester: Select the equivalent semester in the Drop down Menu.
- Component Added or Deleted: select in the Drop Down field “Added”
- Repeat the process for each added course

#### b.) Component Deleted

- Component Title: Enter the title of the course at the partner university, which you want to delete from the list above.
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g.: “1. / TUW 94225”
- Number of ECTS credits: ECTS of the courses at the partner university
- Semester: Select the equivalent semester in the Drop down Menu.

Final LA Table A2

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Component Final Table A2 Remove

Component title at the Receiving Institution (as indicated in the course catalogue) \*

Component Code \*

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

Semester \*

- Select a value - ▾

Component Added or Deleted \*

- Select a value - ▾

- Component Added or Deleted: select in the Drop Down field “Deleted“
- Repeat the process for each course that you want to delete from the list above.

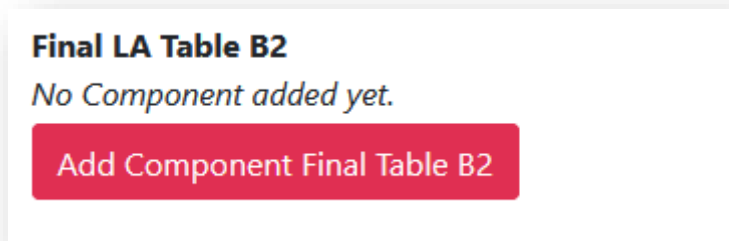
Please note the information on the recognition of credits as stated in the data sheet “Learning Agreement and Credit Recognition Process”.

## 6.2 Changes to Table B

If you made changes in Table A, Table B has to be adapted accordingly as well. **Please note the information on the recognition of credits as stated in the data sheet “Learning Agreement and Credit Recognition Process”.** For any questions regarding table B2, please contact the International Affairs Delegate of the TUM ED – CEGE.

Adapt the changes in the area „**Receiving Mobility Programme changes**“.

Click on „**Add Component Final Table B2**“



All changes will be made under „Final LA Table B2“.

If you added new courses in “Final LA Table A“, enter again in “Final LA Table B“, how those courses can be recognized at TUM.

### a.) **Component Added**

- Component Added or Deleted: select in the Drop Down field “Added“.
- Component Title: Enter the new possible recognition at TUM.
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g.: “1. / TUW 942”
- Number of ECTS credits: Number of ECTS, which will be recognised at TUM.
- Semester: Select the equivalent semester in the Drop down Menu.
- Repeat the procedure for each additional course.

### c.) **Component Deleted**

- Component Added or Deleted: select in the Drop Down field “Deleted“
- Component Title: original possible recognition, which no longer be applied
- Component Code: first enter a sequential numbering and then (if known) enter the code of the course: e.g.: “1. / TUW 94225”
- Number of ECTS credits: original number of ECTS, which will be recognized
- Semester: Select the equivalent semester in the Drop down Menu.
- Repeat the procedure for each possible recognition that you want to delete from the list above.

Final LA Table B2

Component Final Table B2 Remove

Component Added or Deleted \*

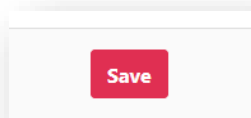
Component title at the Sending Institution (as indicated in the course catalogue) \*

Component Code \*

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*

Semester \*

Once you have made all the changes, click on “Save”.



## 7. Commitment Changes During Mobility

After that, you reach the area Commitments for a signature.

Then send the OLA by clicking on “**Sign and send the Online learning Agreement to the responsible Person at the Sending Institution for review**“, and with that, you send the OLA automatically to the International Affairs Delegate at the TUM ED – CEGE.

In addition, please send by **e-mail the preliminary approval form** (“Laufzettel”) **or the email which confirms the recognition of new courses** to the TUM ED – CEGE International Affairs Delegate (see information in the data sheet “*Learning Agreement and the Credit Recognition Process*”).

**Please note:** After all three parties signed the OLA, generate a new PDF and upload the LA in the [online application portal](#) in the following form „Outgoing – Erasmus Learning Agreement During Mobility“.

For that, login again on the OLA platform and go to the area “My Learning Agreements“.

Only if the changed version of the LA is available to the TUM Global & Alumni Office, the documents are complete and the second rate of the scholarship can be transferred after the end of your mobility. If the documents are incomplete, the entire scholarship can be reclaimed.

**We hope you enjoy preparing for your Erasmus stay.**