



What is the Online Learning Agreement?

The Online Learning Agreement (OLA) is the simplest and most convenient way to complete the Learning Agreement (LA) online, have it signed, receive comments from sending and receiving institutions, and have an overview of the final version of the document.

Do I have to print the Online LA in order to sign it?

No! The OLA can be easily signed online – this functionality works best on a touch screen (for example on mobile phones, laptops or tablets). The same functionality is available to your sending and receiving institution coordinators so there is no need to print the Learning Agreement (LA). Your OLA is however always available to you on the platform and you can always download and print it.

Is it safe to fill in my LA online?

Your data is kept safe according to the EU regulations in force and in an encrypted environment. It will never be shared with any third parties without your explicit consent. You can find detailed information in the Terms of Use.

Do I have to install the Erasmus+ App to use the OLA?

No! Apple and Apple's subsidiaries are third party beneficiaries of the Erasmus+ App Licence Agreement. **Please read carefully the Terms and Conditions before installing the App.**

How does it work?

The OLA works in five simple steps:

1. Erasmus students access www.learning-agreement.eu/user/login | Log in with your academic credentials (eduGAIN) | Choose the University of Mannheim | Register and create an account | Create a new learning agreement and fill in the fields
2. The coordinator at the sending university (University of Mannheim) receives an automatic notification via email to check and sign the LA. The signature can be made using a touchscreen (best results), a trackpad or a mouse;
3. The coordinator at the receiving university receives an automatic notification via email to check and sign the LA;
4. Once the three parties have signed the LA, they receive an automatic email notification informing that the document is ready, as well as a secure link to download it. You can check the status of the process on the OLA website at any moment and receive automatic notifications when steps #2 and #3 are completed;
5. During the mobility period, you can make changes to the LA by accessing your OLA user account and completing the respective form. The validation procedure involving the sending and receiving universities is similar to that described above.



School of Social Sciences

Essential information to be included in your OLA

After registration, you can start creating your OLA by going to learning-agreement.eu clicking on the field **CREATE NEW** at the bottom of the page.

Without the following information, the receiving institution cannot process your OLA, therefore you **must include the following details** of the University of Mannheim:

- **Faculty/Department:** Social Sciences
- **Contact person name:**
Leonie Cegla (Psychology) or
Gledis Londo (Political Science) *or*
Stefanie Thye (Sociology) *or*
- **Contact person email:**
psy@sowi.uni-mannheim.de (Leonie Cegla)
pol@sowi.uni-mannheim.de (Gledis Londo)
soc@sowi.uni-mannheim.de (Stefanie Thye)
- **TABLE B: RECOGNITION AT THE SENDING INSTITUTION | +ADD SUBJECT:**
Instead of indicating any course title please copy and paste the following information:
The internal Learning Agreement of the Faculty of Social Sciences of the University of Mannheim replaces Table B.

Do you have any further questions?

Please contact: erasmus@uni-mannheim.de