

OLA Guide

Step 1: Specify foreign language level

Please indicate your language level in the working language that you will have at the start of your mobility. Please select the language in which the majority of your courses at the host university will be taught.

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
Signed semester ticket exemption uploaded	<input checked="" type="checkbox"/>	25.03.2024	Jane Doe	Upload signed semester ticket exemption	11 / 30
Before the mobility - Online Learning Agreement (OLA)					
Language level in the working language at the host institution specified	<input type="checkbox"/>			Specify language level in the working language at the host institution	0 / 7
Enter the e-mail address of the person responsible for approving your Learning Agreement. You will receive this information from the host university.					
E-mail of the contact person at the host institution specified	<input type="checkbox"/>				
Reading the OLS (Online Language	<input type="checkbox"/>				

Step 2: LA contact at host institution

Enter the e-mail address of the person at the host institution who is responsible for approving your Learning Agreement (LA). You will receive the contact details from the host institution.

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
Signed semester ticket exemption uploaded	<input checked="" type="checkbox"/>	25.03.2024	Jane Doe	Upload signed semester ticket exemption	12 / 30
Before the mobility - Online Learning Agreement (OLA)					
Language level in the working language at the host institution specified	<input checked="" type="checkbox"/>			Specify language level in the working language at the host institution	1 / 7
Enter the e-mail address of the person responsible for approving your Learning Agreement. You will receive this information from the host university.					
E-mail of the contact person at the host institution specified	<input type="checkbox"/>			Enter the e-mail address of the contact person at the host institution	
Reading the OLS (Online Language	<input type="checkbox"/>				

Step 3: LA Before the Mobility

Enter the courses you would like to attend at the host institution and the UW/H courses for which they are to be recognised.

Start with the UW/H courses.

The screenshot shows the MOBIILITY-ONLINE interface. On the left is a sidebar with a search bar, 'My application data', and 'Change password'. The main area displays a table of 'Necessary steps' with columns for 'Done', 'Done on', and 'Done by'. An orange arrow points from the 'Done' column to a dropdown menu that includes 'Enter courses at your home university in the Online Learning Agreement'.

Necessary steps	Done	Done on	Done by	Direct access via following link
Reading the OLS (Online Language Support) information sheet confirmed	<input checked="" type="checkbox"/>	25.03.2024	Jane Doe	the host institution
Courses at the home university have been entered in the Online Learning Agreement	<input type="checkbox"/>			Confirm reading the OLS information sheet
Courses at the host university have been entered in the Online Learning Agreement	<input type="checkbox"/>			Enter courses at your home university in the Online Learning Agreement
Course selection approved by home university	<input type="checkbox"/>			
Course selection approved by host	<input type="checkbox"/>			

You can add courses via "Enter further courses".

Enter the course number (module number), the course title and the number of ECTS credits (or credit points, respectively, for global partners) in the designated place.

Important for "Global partners": The grade conversion table also contains an ECTS/CP conversion factor, which gives you information about the workload of the modules abroad. Please continue to enter the number of **CP** per course allocated by the host university (and **not** the converted ECTS value).

Insert a numbering system after the course titles, which you should adopt when entering the courses at the host university, so that it is clear which modules abroad are to be credited for which UW/H modules.

Example:

„Example Course A UW/H (1)“

„Example Course B UW/H (2)“

Click on „Create“ to add the course to your LA.

The screenshot shows the course entry form. It includes fields for 'Course unit code at the home institution' (filled with 'BW-135-PAo'), 'Course unit title at the home institution' (filled with 'Example Course A UW/H (1)'), and 'Number of credits at the home institution' (filled with '5,00'). There are character count indicators: 'There are still 190 characters available' for the title and 'There are still 230 characters available' for the credits. A 'Virtual component' checkbox is present and unchecked. At the bottom, there are 'Close' and 'Create' buttons. An orange arrow points to the 'Create' button.

Once all UW/H courses have been added, continue with the entry of the courses at the host university. You must earn at least 15 ECTS credits during the semester abroad. Allow for a buffer if possible. Also keep in mind to adopt the numbering system.

Example:

„Example Course A Host Institution (1)“

„Example Course B Host Institution (2)“

Once all courses from the host university have been added, click on "Final check before signing" and then on "Sign and transfer".

The screenshot shows the MOBILITY.ONLINE interface. On the left, there is a sidebar with a search bar, a language selector set to 'English', and buttons for 'My application data' and 'Change password'. The main area displays a table of courses under the heading 'All courses' with a total of '10,00 Credits total for 2 courses'. The table has columns for 'Course unit title at the host institution', 'Course no./host', 'Acad. year', 'Semester', and 'Credits'. Two courses are listed: 'Example Course A Host Institution (1)' and 'Example Course B Host Institution (2)'. Below the table are three buttons: 'Back', 'Enter further courses...', and 'Final check before signing'. An orange arrow points from the text above to the 'Final check before signing' button.

Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
Example Course A Host Institution (1)		2024/2025	SS 2025	5,00
Example Course B Host Institution (2)		2024/2025	SS 2025	5,00

Note for students of medicine and dentistry: ECTS points must be entered. For UW/H modules for which no ECTS points are awarded, please enter "0".

Note for students at the Faculty of Management, Economics and Society:

- Only graded modules abroad can be recognised (except StuFu)
- To create the LA, use the help document "Guidelines LA Creation WiGe", which is available on the intranet: [Studies Abroad](#)

Step 5: Correction and approval of LA Before the Mobility

Your LA will now be sent to the International Office (IO) for review. If you need to make any changes, we will inform you by e-mail. If your entries are correct, we will approve your LA and it will be forwarded to the host institution for review and approval

Step 6: LA During the Mobility

Within the first 5 weeks after the start of your mobility, you have the opportunity to make course changes via the LA During the Mobility. Please first answer the question as to whether you would like to make changes. If you select "yes", you can make changes in the next step. **Please only complete the LA During the Mobility once you are sure that no further course changes will be made.**

The screenshot shows the MOBILITY.ONLINE interface with a progress bar for 'Necessary steps'. The progress bar is 20/30. The steps are: 'Before the mobility - Scholarship' (3/3), 'Before the mobility - submit documents' (8/8), 'Before the mobility - Online Learning Agreement (OLA)' (7/7), 'During the mobility - submit documents' (2/2), 'During the mobility - OLA changes' (0/1), 'Do you intend to make any changes to your Learning Agreement?' (0/1), and 'During the mobility - extension of stay for another semester' (0/1). An orange arrow points from the text above to the 'Answer question' button next to the 'Do you intend to make any changes to your Learning Agreement?' step.

Necessary steps	Done	Done on	Done by	Direct access via following link	20 / 30
Before the mobility - Scholarship					3 / 3
Before the mobility - submit documents					8 / 8
Before the mobility - Online Learning Agreement (OLA)					7 / 7
During the mobility - submit documents					2 / 2
During the mobility - OLA changes					0 / 1
Do you intend to make any changes to your Learning Agreement?	<input type="checkbox"/>			Answer question	0 / 1
During the mobility - extension of stay for another semester					0 / 1

First enter the UW/H course change requests. **Important: If you want to deselect courses, do not click on the delete symbol, but on "Update record" and activate "Course deleted" in the next step.**

The screenshot displays the Mobility Online interface. The top section shows a table of course records with columns for Course unit title at the home institution, Course no./home institution, Acad. year, Semester, Credits, Signed (Student), and Signed (IO). Two example courses are listed: Example Course A and Example Course B. An orange arrow points from the 'Update record' button in the table to the 'Course deleted' checkbox in the form below.

The form below the table contains the following fields and options:

- Number of credits at the home institution: 5.00
- Virtual component:
- Course deleted: (indicated by an orange arrow)
- Course added:
- Date of update: Today
- Course signed:
- Course signed by student:
- Signature Student Name: Jane.Doe
- Signature Student Date: 25.03.2024 Today 15 : 05
- Signature Student Application: Mobility Online

At the bottom of the form, there are 'Close' and 'Update' buttons.

As soon as you have entered all changes and "signed" the LA, it will be checked and approved again by UW/H and the host institution.