

Manual: Online Learning Agreement (OLA)

Please Note: Before completing the Online Learning Agreement (OLA), please complete the pdf version of the TUM Erasmus Learning Agreement in our [download section](#) (please filter by “International Exchange Programs” and “Credit Transfers”) and send it to outgoing@mgt.tum.de.

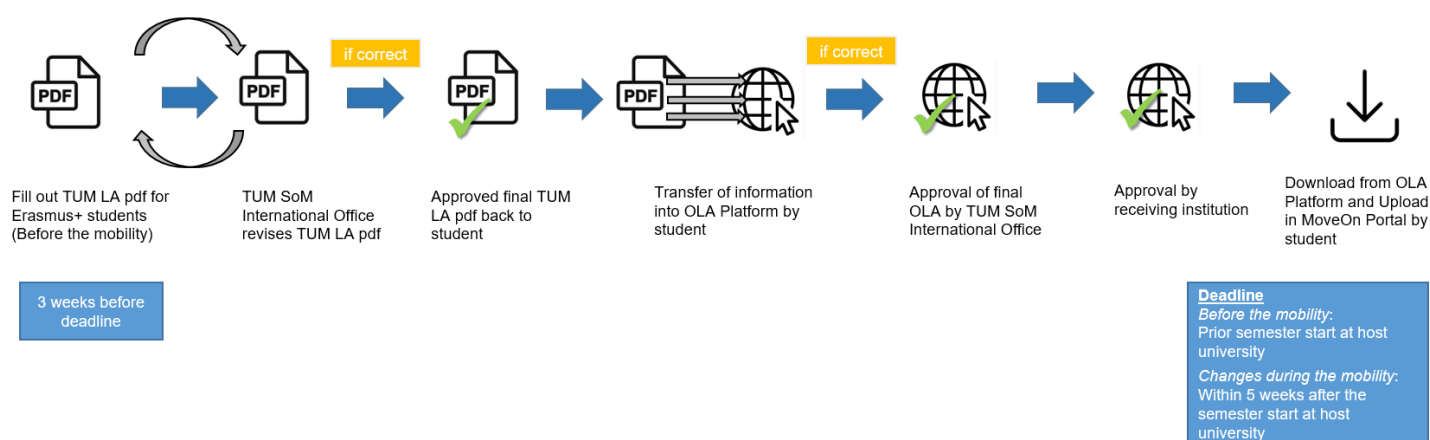
Since we are not able to make any corrections in the online platform, this is necessary later for the correct transfer of the information to the OLA platform.

Therefore, please read the document “How to fill out the Learning Agreement for ERASMUS+ students” and send us all the relevant information we need in order to check if the courses can be recognized at TUM. For more information on the recognition process, please read section “How to get credits recognized” on our [website](#).

After having checked the courses, we will send you all the information you need to complete the Online Learning Agreement.

Regarding the responsible person at the host university, please directly contact your host university.

Learning Agreement Process (Before and during the mobility)



Online Learning Agreement (OLA)

Required Program / Websites:

- Erasmus+ App
- or
- Set-up Student-Account on <https://www.learning-agreement.eu/>

Procedure:

- I. Download and register the Erasmus+ App in the App Store for free. This allows easy access to the OLA with the TUM ID.

Alternative: create account directly on OLA platform:
<https://www.learning-agreement.eu/student/home/createaccount10.php>
- II. Student completes the OLA and then clicks to automatically send it to the TUM Faculty Coordinator for signature.
- III. The TUM faculty coordinator receives an email with a link to the OLA. He/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 Faculty Coordinator for signature
- IV. As soon as the coordinator of the TUM faculty has signed and approved the OLA, it is automatically sent to the Erasmus coordinator of the partner University for Signature.
- V. Once the Erasmus coordinator of the partner university has also signed, the student will receive an email, download the complete LA as a PDF and upload it in the MoveON portal.
- VI. The TUM G&A imports the LA. As soon as OLA and the other required documents (Grant Agreement, OLS Test) are submitted, the first instalment will be paid to the student at the next possible date.
- VII. 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".

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1. Registration and LogIN

1.1 Log In

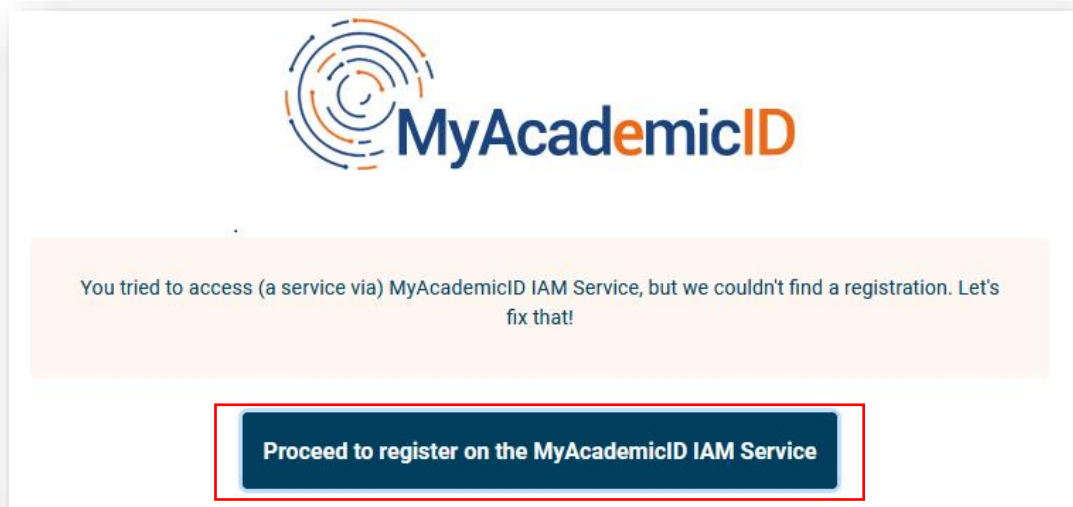
on OLA Plattform via Erasmus+ App

or URL: <https://learning-agreement.eu/>

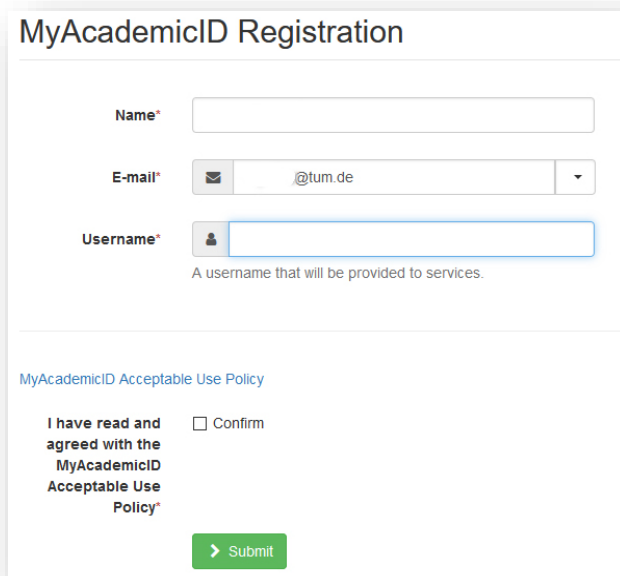
1.2 Registration

Be certain to register for TUM online using the TUM access data.

Please click on "Proceed to register on the MyAcademic

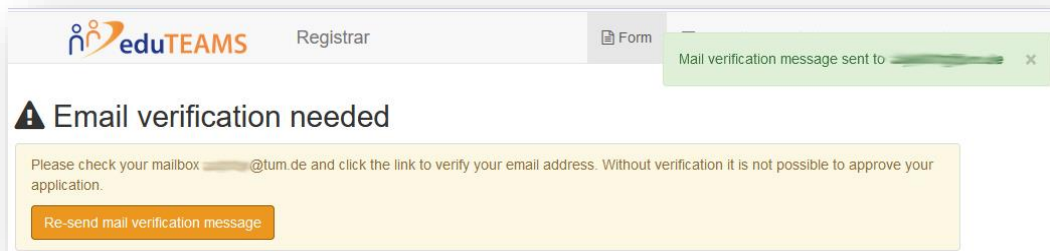


Fill in the fields with your TUM data.

The image shows a registration form titled "MyAcademicID Registration". It contains three input fields: "Name*", "E-mail*", and "Username*". The "E-mail*" field has a dropdown menu showing "@tum.de". Below the "Username*" field is a small text note: "A username that will be provided to services." Below the form fields is a link "MyAcademicID Acceptable Use Policy". At the bottom left, there is a checkbox labeled "I have read and agreed with the MyAcademicID Acceptable Use Policy*" and a "Confirm" checkbox. At the bottom right is a green button with a white arrow and the text "Submit".

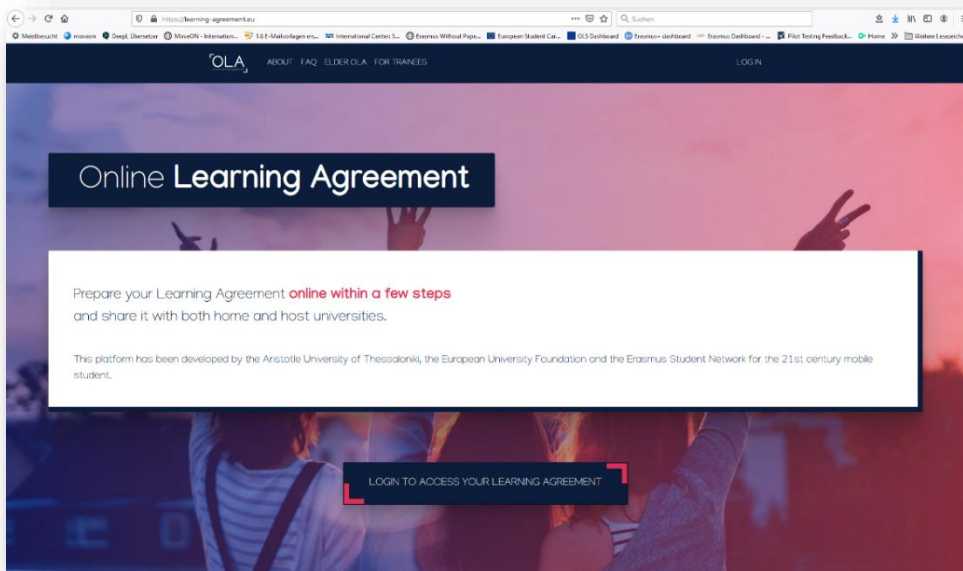
1.3 Verification

You will receive an e-mail for verification. Confirm this.

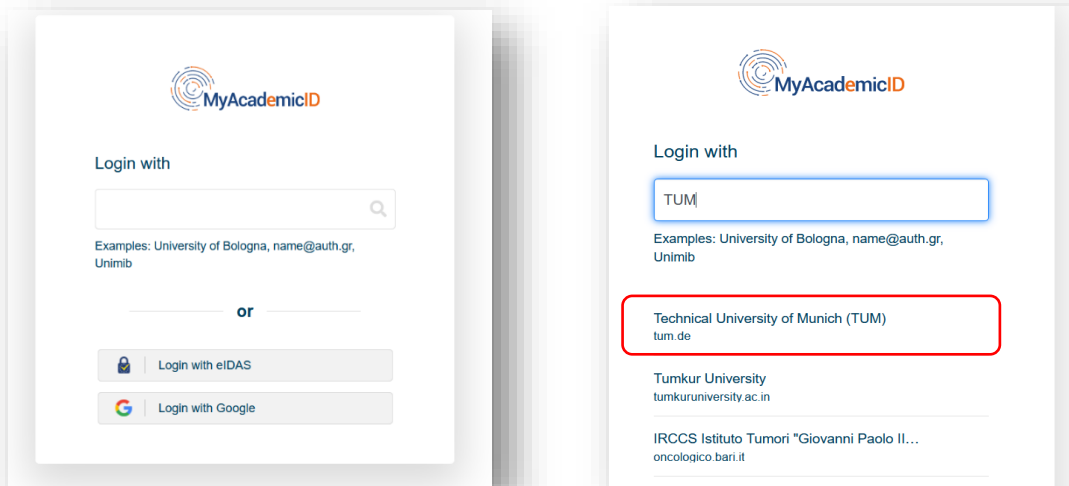


1.4 Again Login via <https://www.learning-agreement.eu/>

Click on "Login to access your Learning Agreement"



In the "Login with" search field, search for and select the Technical University of Munich/TUM.



You will be forwarded automatically to the TUM online registration page.

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.

2. Student Information

Now fill out your Learning Agreement in five steps. Enter your personal data under "Student Information".

You can find out the ISCED code in your faculty or in the list in the download area on our website www.international.tum.de.

For students of TUM School of Management choose "0413 (Management and administration)" as ISCED code.

For "Bachelor cycle", select "EQF level 6" as the ISCED code.

For "Master cycle", select "EQF level 7" as the ISCED code.

Field of education *

Management and administration (0413) (772)

Study cycle *

Bachelor or equivalent first cycle (EQF level 6) (19)

OLA

[ABOUT](#)
[FAQ](#)
[ELDER OLA](#)
[FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#)
[MY ACCOUNT](#)
[LOG OUT](#)

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Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year *

2023/2024

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

Field of Education *

Field of Education Comment

Study cycle *

Field of Education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

3. Create your Online Learning Agreement

Select “Semester Mobility”

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.

4. Sending Institution

Lists are provided under "Country" and "Name". Please select the appropriate information. Please enter the correct and complete name of your faculty. You can find this information on the website of your faculty. 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 filled in automatically.

The screenshot shows a web form titled "Sending Institution". At the top, there is a section for "Academic year" with a dropdown menu showing "2023/2024". Below this is a dark blue header bar with the word "Sending". Underneath, the "Sending Institution" section contains several input fields: "Country" with a dropdown showing "Germany", "Name" with a dropdown showing "TECHNISCHE UNIVERSITAET MUENCHEN", "Faculty/Department" with a text input showing "TUM School of Management", "Address" with a text input showing "München", and "Erasmus Code" with a text input showing "D MUNCHEN02". Each field has a small red 'x' icon to its right, indicating it can be cleared or reset.

4.1 Sending Responsible Person

The contact details of the Erasmus coordinator at TUM are entered here.

Important: Be sure to enter the correct contact under "Sending Responsible Person"!

The "Responsible Person" is the person who signs your Learning Agreement at TUM. You can find this information on the website of your faculty. Only if the correct contact has been entered, this person will receive an automatic email.

First name: Ute
Last name: Helfers
E-mail: outgoing@mgt.tum.de
Phone number: +498928925083

The information under "Sending Administrative Contact Person" is optional.

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Ute"/>	<input type="text" value="Gabriella"/>
Last name(s) *	Last name(s)
<input type="text" value="Helfers"/>	<input type="text" value="Loparco"/>
Position *	Position
<input type="text" value="Team Lead International Office"/>	<input type="text" value="Program Coordinator - Student Exchange Programs"/>
Email *	Email
<input type="text" value="outgoing@mgt.tum.de"/>	<input type="text" value="outgoing@mgt.tum.de"/>
Phone number	Phone number
<input type="text" value="+498928925083"/>	<input type="text" value="+498928925036"/>
<p>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.</p>	<p>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.</p>
Previous	Next

5. Receiving Institution

The contact details of the Erasmus coordinator at the partner university are entered here. Information on this can be found on the respective International/Erasmus Incoming website of the partner university or in the e-mail.

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

"Address", and "Erasmus Code" will be filled in automatically.

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
2
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5
6

Student Information
Sending Institution Information
Receiving Institution Information
Proposed Mobility Programme
Virtual Components
Commitment

Academic year *
2023/2024

Receiving

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

Important: Be sure to specify the correct contact under "Receiving Responsible Person"! For the correct responsible person, please contact your host university.

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
<input type="text"/>	<input type="text"/>
Last name(s) *	Last name(s)
<input type="text"/>	<input type="text"/>
Position *	Position
<input type="text"/>	<input type="text"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number	Phone number
<input type="text"/>	<input type="text"/>
<small>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.</small>	
Previous	Next

The information under "Receiving Administrative Contact Person" is optional.

6. Proposed Mobility Programme

In this step, you will create your Learning Agreement.

First, enter the planned start and end date.

1

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Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year *

2023/2024

Preliminary LA

Planned start of the mobility *

TT . MM . JJJJ

Planned end of the mobility *

TT . MM . JJJJ

Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

6.1 Table A

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

Analogous to the signed and completed pdf version of the TUM Learning Agreement that you have received by the International Office of TUM School of Management.

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) 25083, 2) 25084, 3) 25085"
This is needed in order to be able to assign the courses in Table A to the corresponding courses in Table B.
- **Number of ECTS credits:** ECTS of the course at the partner university
- **Semester:** Then select the appropriate semester from the drop down menu.
- Repeat this process for each new course

Academic year *

2023/2024

Preliminary LA

Planned start of the mobility *

01.09.2023

Planned end of the mobility *

23.12.2023

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) *

The Economics of Real Estate

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 *

1) 25083

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

7,5

Semester *

First semester (Winter/Autumn)

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 A

Web link to the course catalogue at the Receiving 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

- 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>.

The main language of instruction at the Receiving Institution *

- Select a value -

The level of language competence *

- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

6.2 Table B

Next fill out “Table B – Recognition at the Sending institution”.

Analogous to the signed and completed pdf version of the TUM Learning Agreement that you have received by the International Office of TUM School of Management.

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 (only in case of a 1:1 recognition) enter the code of the TUM course: e.g.: „1), 2), 3) WI000091, etc.”
- 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):

If one or several courses from Table A should not be recognized at TUM or you cannot / do not want to clarify this in advance, proceed as follows:

- Click on “Add Component to Table B“
- Component Title: “Waiver of recognition” (if you don’t want to have the course recognized) or “Waiver of recognition in advance” (in case you cannot / do not want to clarify in advance, if the course can be recognized at TUM)
- Component Code: consecutive number(s) of the courses from Table A for which no recognition has been clarified/intended: e.g. “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) *

Elective in M&T

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 *
1)	7,5	First semester (Winter/Autumn)

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.

☒ Automatically recognised towards student degree

Automatic recognition comment

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 (analogous to the pdf version of the already checked TUM Learning Agreement you received from the TUM School of Management International Office):

- 1:1 Course equivalents (please indicate the title of the TUM course)
- Elective in Management and Technology
- Elective in Management
- Elective in Consumer Science
- Major: Elective in Management and Technology
- Major: Elective in Engineering and Natural Sciences
- Waiver of recognition in advance
- Waiver of recognition
- Course cannot be recognized in the student's study program

7. Virtual Components

The screenshot shows the 'Virtual Components' step (5) of a 6-step process. The steps are: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. A green banner at the top states 'Your Online Learning Agreement has been updated.' Below the progress bar, there is a field for 'Academic year' with '2023/2024' entered. The main section is titled 'Table C' and contains a form for adding components. The form includes fields for 'Component title', 'Component Code', 'Virtual component description', and 'Number of ECTS credits (or equivalent) to be recognised by the Sending Institution'. A 'Remove' button is located next to the 'Component title' field.

Please note that this field is intended for a new Erasmus+ format and can be disregarded by you.
Item 5 is not a required field for the Erasmus+ grant.

8. Commitment before Mobility

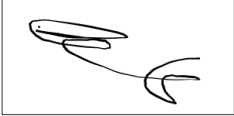
Sign on the smartphone with your finger/ with the mouse on the website.

The screenshot shows the 'Commitment' step (5) of a 5-step process. The steps are: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, and 5. Commitment. Below the progress bar, there is a field for 'Academic year' with '2023/2024' entered. The main section is titled 'Commitment Preliminary' and contains a large text area with a dark blue header. The text area contains a paragraph of text regarding the Erasmus Charter for Higher Education and the commitment of the student, the Sending Institution, and the Receiving Institution. Below the text area is a 'Clear' button.

Afterwards send it by clicking on “Sign” and the Online Learning Agreement is sent to the responsible Person at the Sending Institution for review. After it has been approved, the OLA will be sent automatically to the responsible person of your receiving institution.

Commitment Preliminary

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

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 [MoveOn 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”.

9. Changes during Mobility

Changes of the selected courses can be carried out within the first **5 weeks** after 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	Apply Changes Download PDF History
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9.1 Changes to Table A

Changes in Table A will be carried out in the area “Sending Mobility Programme changes”.

Analogous to the signed and completed pdf version of the TUM Learning Agreement that you have received by the International Office of TUM School of Management.

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.: “e.g.: 4) 25100, 5) 25101”
This is needed in order to be able to assign the courses in Table A to the corresponding courses in Table B.
- 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

Final LA Table A2

Component Final Table A2 Remove

Component Added or Deleted *
Added

Reason Change Added
Substituting a deleted component

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

Component Code *
4) 25100

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *
7,5

Semester *
First semester (Winter/Autumn)

Add Component Final Table A2

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 (only in case of a 1:1 recognition) enter the code of the TUM course: e.g.: ... "3) 25085"
- Number of ECTS credits: ECTS of the courses at the partner university
- Semester: Select the equivalent semester in the Drop down Menu.
- 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

Component Final Table A2

Remove

Component Added or Deleted *

Deleted

Reason Change Deleted

Timetable conflict

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

Corporate Finance

Component Code *

3) 25085

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

7.5

Semester *

First semester (Winter/Autumn)

Add Component Final Table A2

9.2 Changes to Table B

If you carried out changes in Table A, Table B has to be adapted accordingly.

Carry the adaption out in the area **"Receiving Mobility Programme changes"**.

Therefore please click **"Add Component Final Table B2"**.

Final LA Table B2

No Component added yet.

Add Component Final Table B2

All changes will be carried out 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.: “4), 5)”

This is needed in order to be able to assign the courses in Table A to the corresponding courses in Table B.

- 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.

The screenshot shows a web form titled "Final LA Table B2". At the top right is a "Remove" button. The form contains the following fields: "Component Added or Deleted" (a dropdown menu with "Added" selected), "Reason Change Added" (a dropdown menu with "Substituting a deleted component" selected), "Component title at the Sending Institution (as indicated in the course catalogue)" (a text field with "Elective in M&T" entered), "Component Code" (a text field with "4)" entered), "Number of ECTS credits (or equivalent) to be recognised by the Sending Institution" (a text field with "7.5" entered), and "Semester" (a dropdown menu with "First semester (Winter/Autumn)" selected). There is a checkbox labeled "Automatically recognised towards student degree" which is unchecked. Below these fields is a large text area for "Automatic recognition comment".

b.) **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 (only in case of a 1:1 recognition) enter the code of the TUM course: e.g.: “3) WI000091”
- 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

The screenshot shows the same web form as above, but with different values. The "Component Added or Deleted" dropdown is set to "Deleted". The "Reason Change Deleted" dropdown is set to "Timetable conflict". The "Component title at the Sending Institution" text field contains "Corporate Finance". The "Component Code" text field contains "3) WI000091". The "Number of ECTS credits" text field contains "6". The "Semester" dropdown is still set to "First semester (Winter/Autumn)". The "Automatically recognised towards student degree" checkbox remains unchecked. At the bottom of the form, there is a red button labeled "Add Component Final Table B2".

After carrying out all changes, click on “Save”

10. Commitment Changes during Mobility

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

Then send it by clicking on **“Sign and send the Online learning Agreement to the responsible Person at the Sending Institution for review”**. After it has been approved by the TUM faculty responsible, the OLA will be sent automatically to the responsible person of your receiving institution

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

Therefore 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 paid out after the end of your mobility. If the documents are incomplete, the entire scholarship can be reclaimed.