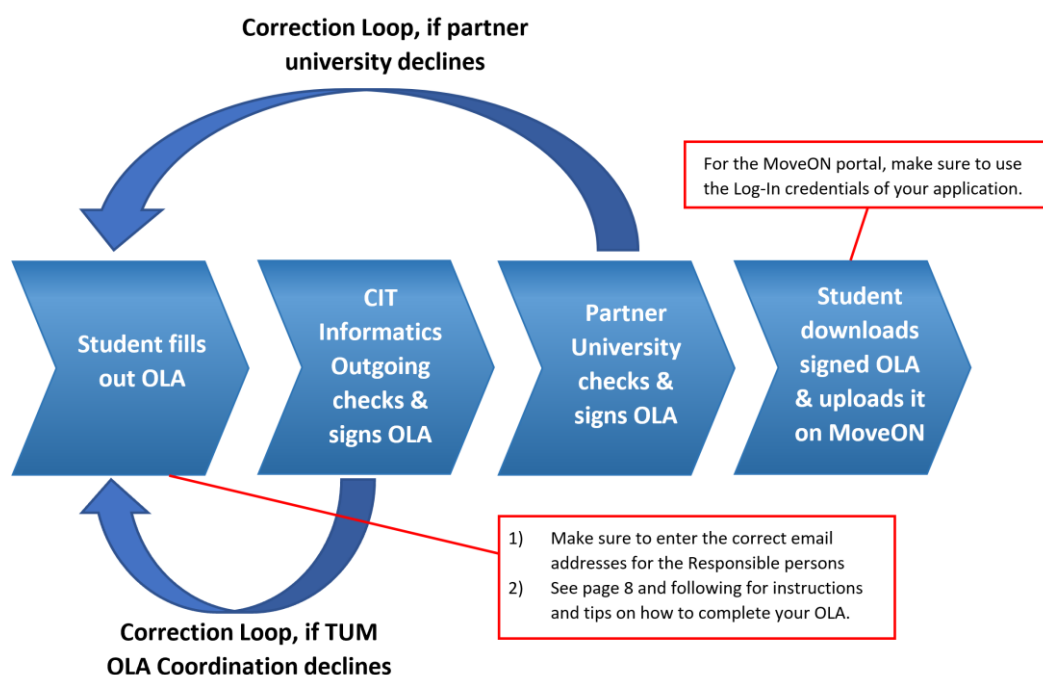


Guideline: Online Learning Agreement (OLA) – TUM CIT Informatics – Status as of November 2025

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Overview: Online Learning Agreement (OLA) Creation Process



- I. Recommended: Create an account directly on the OLA platform:
<https://www.learning-agreement.eu/user/login>
This OLA guide displays screenshots of the OLA platform (browser view).

(Alternatively: Download the Erasmus+ app for free from the App Store, then register. This allows an easy access to the OLA via a TUM ID.)
- II. The student fills out the OLA in accordance with the [guidelines in section 4](#) and sends it to the TUM CIT Informatics coordination office for signing (the sending process takes place automatically, as soon as the OLA has been completed).
- III. The TUM CIT Informatics coordination office will be notified automatically. It will review the OLA, sign it, or reject it with correction instructions. In the event of rejection, the student will receive an email. Once the corrections have been made, the TUM CIT Informatics coordination office will be notified again automatically.
- IV. As soon as the TUM CIT Informatics coordination signs the OLA, it will automatically be sent to the partner university's Erasmus coordination to get signed.
- V. Once the partner university's Erasmus coordination signed the OLA, the student receives an email, saves the complete OLA as a PDF and uploads it to the MoveON Portal.
- VI. The TUM Global & Alumni Office imports the LA. As soon as the OLA and all other necessary documents (Grant Agreement, OLS test) are submitted, the student is paid the first rate at the next possible date.
- VII. Within the first 5 weeks after semester start, the student can change the OLA. To do this, the student must log onto the platform (or app). When entering course changes, please pay particular attention to [section 4](#) and [section 8](#) of this document.

0. [Registration and Login](#)

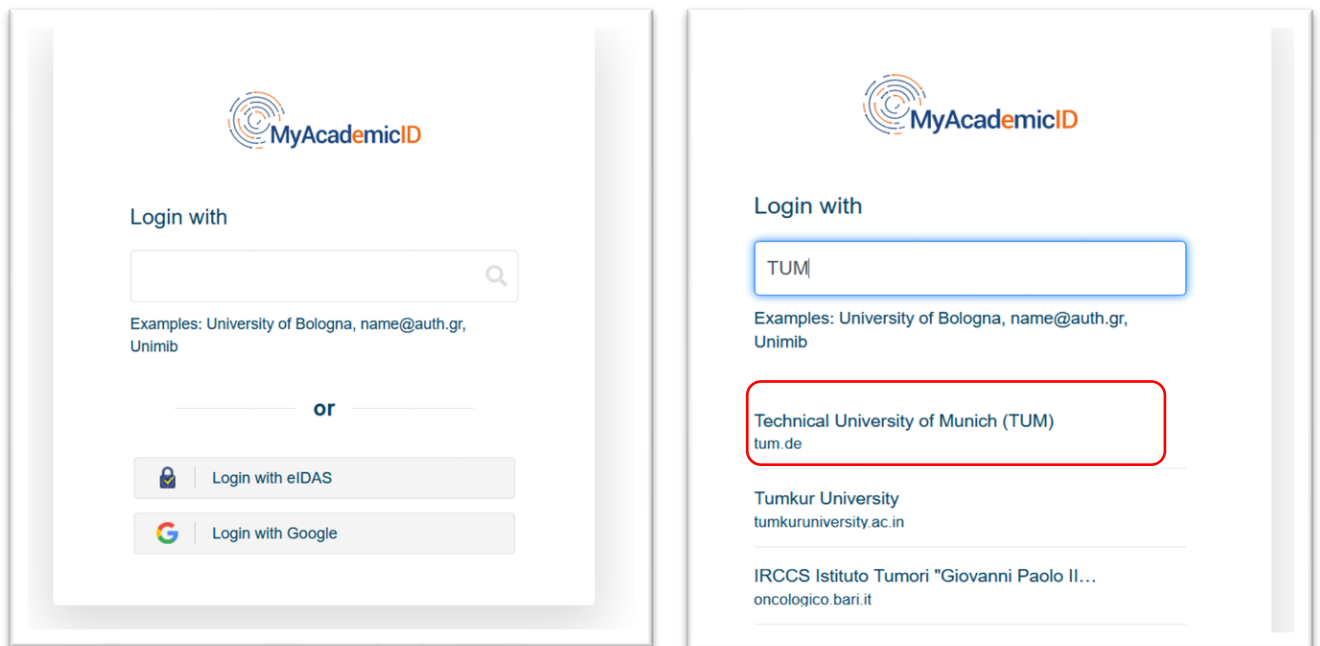
0.1 Login – ERASMUS+ App or EU Portal

You can access the OLA platform via the Erasmus+ App or this URL: <https://learning-agreement.eu/>

0.2 Creating an Account (ID) in MyAcademicID

Make sure to register with your TUM login to create your MyAcademicID. ("European Matriculation Number").

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



The image shows two side-by-side screenshots of the MyAcademicID login interface. The left screenshot displays the 'Login with' section with a search input field containing a magnifying glass icon. Below the input field, it lists examples: 'University of Bologna, name@auth.gr, Unimib'. There are two buttons: 'Login with eIDAS' and 'Login with Google'. The right screenshot shows the same interface but with the search input field containing 'TUM'. Below the input field, the search results are displayed, with 'Technical University of Munich (TUM) tum.de' highlighted in a red box. Other results visible include 'Tumkur University tumkuruniversity.ac.in' and 'IRCCS Istituto Tumori "Giovanni Paolo II... oncologico.bari.it'.

Search for Technical University of Munich in the input field!

There is no dropdown, the choices appear as you type. Click on "Proceed to register on the My AcademicID IAM Service".



The image shows a screenshot of the MyAcademicID error message. The message is displayed in a light orange box and reads: 'You tried to access (a service via) MyAcademicID IAM Service, but we couldn't find a registration. Let's fix that!'. Below the message, there is a dark blue button with white text that says 'Proceed to register on the MyAcademicID IAM Service'. The button is highlighted with a red rectangular border.

MyAcademicID Registration

Name*

E-mail*

Username*

A username that will be provided to services.

[MyAcademicID Acceptable Use Policy](#)

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

We recommend using your TUM email address.

0.3 Verification

You will receive an email for verification. Please confirm it.

 Registrar

Form

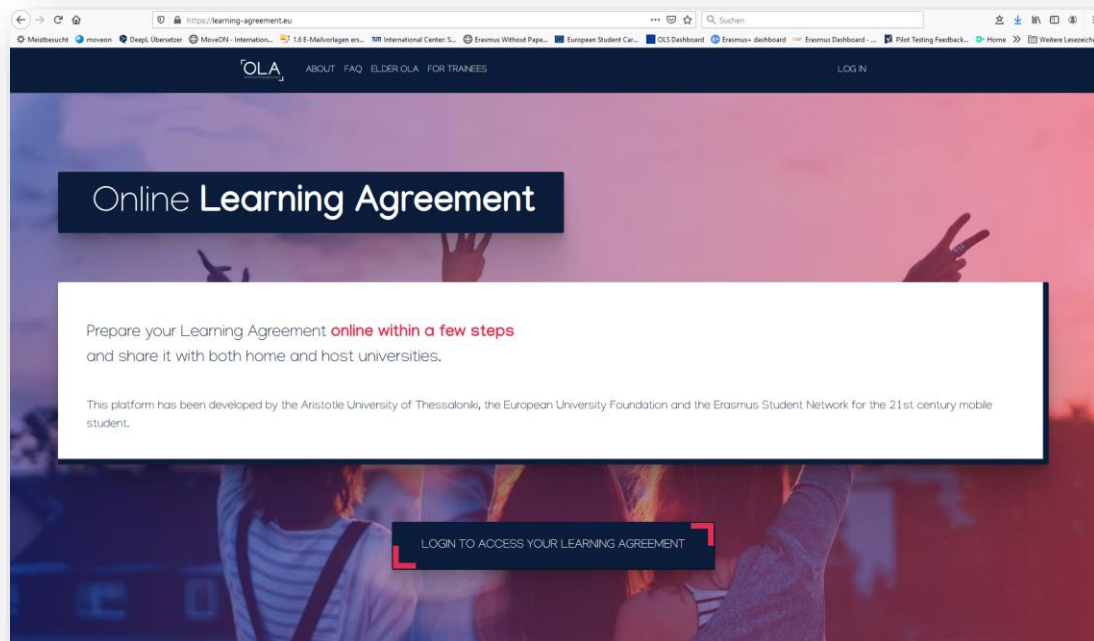
Mail verification message sent to  x

 **Email verification needed**

Please check your mailbox @tum.de and click the link to verify your email address. Without verification it is not possible to approve your application.

0.4 Login again 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).

The image shows the MyAcademicID login page. At the top is the MyAcademicID logo. Below it, the text "Login with" is followed by a search input field with a magnifying glass icon. Below the search field, examples are provided: "Examples: University of Bologna, name@auth.gr, Unimib". Below these examples is a horizontal line with the word "or" in the center. Underneath the line are two buttons: "Login with eIDAS" (with a lock icon) and "Login with Google" (with the Google logo).The image shows the MyAcademicID login page with search results. The search field now contains the text "TUM". Below the search field, the same examples are listed: "Examples: University of Bologna, name@auth.gr, Unimib". Below the examples, a red rectangular box highlights the search result "Technical University of Munich (TUM) tum.de". Below this box, two more search results are visible: "Tumkur University tumkuruniversity.ac.in" and "IRCCS Istituto Tumori 'Giovanni Paolo II...' oncologico.bari.it".

You will be automatically forwarded 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?](#)

Attention: You log in with your TUM credentials (as in TUMonline). If you have stored a different email address in the portal "MyAcademicID", make sure to check the correct mailbox! This is not a problem, but it is your responsibility to check your respective email accounts regularly.

1. Student Information

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

Field of Education: The ISCED Code of CIT Informatics (Code for the school/our ERASMUS+ Agreement) is **061**

=> **Information and Communication Technologies /Computing (061)**

As **Study Cycle** indicate your study level (Bachelor or Master) at the time of the stay abroad, thus a status in the future.

The screenshot shows the 'My account' page of the OLA platform. At the top, there is a navigation bar with the OLA logo and links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, a pink message bar states: 'Fill out the required fields to complete your profile.' The main heading is 'My account', with 'VIEW' and 'EDIT' buttons. The 'EDIT' button is active. Below this is the 'My Personal Information' form. The form contains the following fields: Firstname (text input), Lastname (text input), Date of birth (calendar icon, placeholder: tt.mm.jjjj), Gender (dropdown menu, placeholder: - Select a value -), Nationality (dropdown menu), Field of education (dropdown menu, selected: Information and Communication Technologies (061) (798)), and Study cycle (dropdown menu, selected: a, with a list of options: Bachelor or equivalent first cycle (EQF level 6), Doctorate or equivalent third cycle (EQF level 8), Master or equivalent second cycle (EQF level 7)). Below the form, there is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy' with links to 'Terms and Conditions' and 'Privacy Policy'. A red 'Save' button is at the bottom of the form. The footer contains logos for it.auth, ESN (Erasmus Student Network), EUF (European University Foundation), and the European Union flag with text 'Co-funded by the Erasmus+ Programme of the European Union'. It also includes links for 'RELEASE NOTES', 'PRIVACY POLICY', and 'TERMS AND CONDITIONS', and a section for 'Privacy Policy and Terms and Conditions' with the text: 'We encourage you to review the documentation and let us know if you have any questions.'

2. Sending Institution

There are lists for "Country" and "Name". Please select the appropriate information.

Please enter the following in the field "Faculty/Department":

CIT Informatics

"Address" and "Erasmus Code" are 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 *
2026/2027

Sending

Sending Institution

Country *
Germany x

Name *
TECHNISCHE UNIVERSITAET MUENCHEN x

Faculty/Department

Address * Erasmus Code *

Search for MUENCHEN!

2.1 Sending Responsible Person of TUM CIT Informatics

Here you enter the contact details of the Erasmus coordination of TUM CIT Informatics.

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. Only if the correct contact has been entered, this person will receive an automatic email!

(Sending) Responsible Person CIT Informatics

First name: Marlene
Last name: Radinger
E-mail: ola-informatics.asa@cit.tum.de
Phone number: +49 89 289 17553

(Sending Adm.) Contact Person CIT Informatics

Marlene
Radinger
ola-informatics.asa@cit.tum.de
+49 89 289 17553

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

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.

3. Receiving Institution (Abroad)

The contact details of the Erasmus coordinator at the partner university have to be entered here. Information on this can be found on the respective International/Erasmus Incoming website of the partner university or in the email of the coordinator, who will usually contact you after the nomination.

Lists are provided under "Country" and "Name". Please select the corresponding 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 abbreviations 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.

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 *

Receiving

Receiving Institution

Country *

Name *

Important: Be sure to **enter the correct** contact under **"Receiving Responsible Person"** in the **faculty/school/department of the partner university there!** Check with the partner university which person is responsible for you, so that the notification of the portal will be sent the right person. **Your OLA will only be sent to the Responsible Person.**

The screenshot shows a form with two main sections: "Receiving Responsible Person" and "Receiving Administrative Contact Person". Both sections have input fields for "First name(s)", "Last name(s)", "Position", "Email", and "Phone number". The "Receiving Responsible Person" section has red asterisks next to the first name, last name, position, and email fields, indicating they are required. Below the "Receiving Responsible Person" section, there is a note: "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." At the bottom of the form, there are "Previous" and "Next" buttons.

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

4. TUM CIT Informatics Guideline and Proposed Mobility Programme

In this step, you will create your Learning Agreement.

First, enter the planned start and end date of your semester abroad. Make sure to indicate the **correct academic year of your stay! (currently 2026/2027)**

The screenshot shows the "Proposed Mobility Programme" step in a five-step process. The steps are: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme (current step), and 5. Commitment. Below the step indicators, there is a form for "Academic year" with a dropdown menu showing "2026/27". Below this, there is a section titled "Preliminary LA" with two input fields: "Planned start of the mobility" and "Planned end of the mobility", both with a red asterisk indicating they are required. The input fields have a placeholder "TT . MM . YYYY". Below these fields, there is a section titled "Table A - Study programme at the Receiving Institution" with a red asterisk. It contains the text "No Component added yet." and a red button labeled "Add Component to Table A".

4.1 Guideline of TUM CIT Informatics for the Online Learning Agreement (OLA)

When creating your OLA, please make sure you adhere to the following credit hurdles:

- 1) Minimum requirements and restrictions of the partner university **must** be met
 - Depending on the university, there may be minimum or maximum amounts of ECTS that you must adhere to, when choosing your modules. There may also be restrictions regarding the faculties/schools at which you can take modules. Inform yourself about the relevant rules at your host university.
- 2) Minimum requirement of TUM CIT Informatics: a total of **20 ECTS per semester**, of which at least **10 ECTS are related to the subject Informatics** (for trimesters: 14 ECTS per trimester, 7 ECTS related to Informatics)
 - These requirements apply in addition to the requirements of the partner university
 - Interdisciplinary modules with a clear Informatics component (e.g. Bioinformatics, Business Informatics) count as modules related to Informatics
 - These requirements are based on the ERASMUS exchange contracts with our partner universities. These specify that the exchange is in the field of Informatics.
 - Please also note that you must pass modules amounting to at least 10 ECTS credits to receive ERASMUS funding. These 10 ECTS should come from the field of Informatics.

Completion instructions: (see also "[4.1 Table A](#)", "[4.2 Table B](#)" and "[11. Example: A correctly completed OLA](#)")

1. Regarding the courses you plan to take abroad: please enter them in **Table A** of your OLA as described on the following pages. **TUM CIT Informatics minimum: 20 ECTS per semester!**
2. Put a **sequential numbering** [1), 2), 3) etc.] in front of each component code in **Table A** and **repeat** the same number in the equivalent in **Table B**. (The numbering indicates the corresponding modules of the two tables)
3. **Table B:** Please enter the component code (= module number/course code) generically in Table B as follows:
 - a. **IN-DS00x**, where "x" represents a consecutive numbering starting with 1.
(Combined with the sequential numbering from 2., this specifically results in:
"1) IN-DS001", "2) IN-DS002", "3) IN-DS003" etc.)
 - b. Enter the following for the title¹: **Recognition upon application according to FPSO**
 - c. Please transfer the original semester from Table A.
 - d. Enter the amount of ECTS credits that you will attain of the partner university.
4. **Changes / During the mobility:** To remove previously added courses or add new courses in the Online Learning Agreement after admission/during your studies abroad (Changes to Table A), repeat the process as explained above. (Details regarding "Changes during Mobility" can be found in [Section 8](#))
5. You should only make **agreements on specific credit transfer before, during or after your stay abroad** - the timing of the agreement is your responsibility - once you have **sufficient information** on the courses. You should discuss a course load of around 30 ECTS per semester with your degree program coordinator. You do not need to have the agreement in order to get your Learning Agreement signed.
6. Please use the **Pre-Check Email template** for the agreement on credit transfer! You can download the template from our website [on recognition of Credits from abroad](#). Please copy the personalized subject line and text into an email and do NOT send the Word document as an attachment. Thank you!
7. **Important: Credit Transfer Application after the mobility** (there is no automatic recognition process!)
After your stay abroad you have to fill out the **Credit Transfer Application**. Here you can then apply for the

¹ Since 15.07.2024, the course title in Table B is "Recognition upon application according to FPSO". If you have created your OLA with the old course title "Accepted course from abroad", please keep this title; you do not need to change your OLA or create a new one. If you are yet to create your OLA, please use the new course title "Recognition upon application according to FPSO" in Table B.

credit transfer options for courses from abroad, which you have discussed with your respective degree program coordinator or will then clarify.

8. TUM does **not recognize half ECTS credits**. Nevertheless, please write down a potential decimal place in your OLA at first. For recognition in the elective area, several modules are first added together and then assigned. Rounding up is then usually not necessary. When it comes to 1:1 recognitions, rounding up is possible. This also applies, if your Learning Agreement was signed with "half credits".
9. Further information on credit transfer from abroad, the credit transfer application after you stay abroad, the contact persons of your TUM CIT Informatics degree programs and the **list of previously recognized courses** from abroad, you can find on the websites of TUM CIT Informatics:
www.cit.tum.de/en/cit/auslandsanerkennung-informatics

4.2 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 you are taking at the partner university.
- Component Code: first enter a consecutive numbering & then (if known) the course code: e.g.: "1) CS1234"
- Number of ECTS credits: ECTS of the course at the partner university
- Semester: Then select the appropriate semester from the dropdown menu.
- Repeat this process for each new course, continuing the **sequential numbers** (marked in purple in the screenshot below) **in front of the component code** of the partner university.

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) *

Artificial Intelligence

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) CS1234

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" credits should be replaced in the relevant tables by the name of the equivalent system that is used, and a link to an explanation to the system should be added.

Component to Table A

Remove

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

Computer Vision

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 *

2) CS5678

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

6

Semester *

First semester (Winter/Autumn)

- Enter the link of the course catalog of the Receiving Institution. (optional)
- Also select the main language of instruction of the host university.
- Then enter your CEFR level (e.g. B2) 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>

4.3 Table B

Next, complete "Table B – Recognition at the Sending institution" – one equivalent module/course in Table B for each module/course in Table A.

Use "**Recognition upon application according to FPSO**" as the component title for each course with a sequential component code "x) IN-DS00x", where "x" is a sequential numbering starting with 1. (e.g. 1) IN-DS001, 2) IN-DS002, 3) IN-DS003 etc.) Make sure you use the same consecutive numbering "x)" in front of the component code as in Table A!

Click on "Add Component to Table B" in order to indicate additional TUM equivalents and enter the link of the course catalog of the sending institution (TUM).

Add Component to Table B

Note: The recognition of credits earned abroad is handled individually in each TUM school and its subject areas. For completing Table B, please follow the instructions of CIT Informatics within this guide.

Table B - Recognition at the Sending institution *

Component to Table B

Remove

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

Recognition upon application according to FPSO

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) IN-DS001

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

7.5

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.

Semester *

First semester (Winter/Autumn)

☒ Automatically recognised towards student degree

Ambiguous: There is no automatic recognition!

Automatic recognition comment

Component to Table B

Remove

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

Recognition upon application according to FPSO

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 *

2) IN-DS002

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

6

Semester *

First semester (Winter/Autumn)

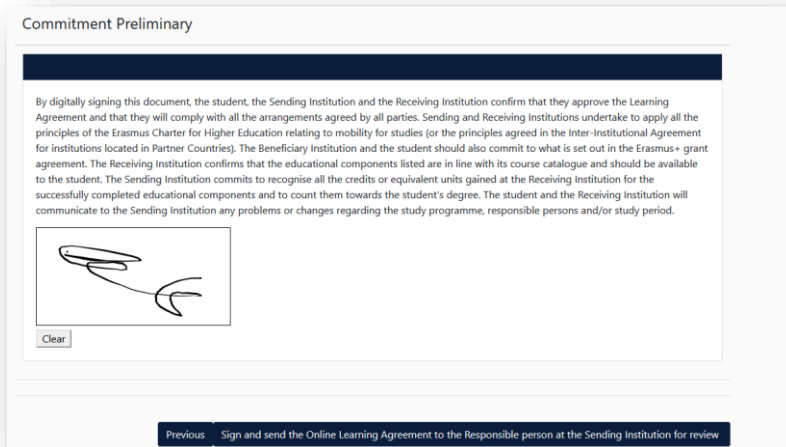
Repeat this process until you have mapped every single course from Table A to a uniquely numbered entry in Table B. When you are done, Table A and B must contain the same number of courses, numbered from "1)" to "x)" in each table, where x is equal to your total number of courses.

5. Virtual Components

If the partner university offers such modules or options, you can specify them here. Whether and how this can be recognized depends on the content. Please clarify these special cases with your responsible contact directly.

6. Commitment Before Mobility / Upload in TUM MoveOn Portal

Sign with your finger (on a smartphone) or with your mouse (on the website).



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

After that you automatically send your OLA to your Erasmus coordinator (= Responsible Person) at TUM CIT Informatics by clicking on "Sign and send the Online Learning Agreement to the responsible person at the Sending Institution for review".

7. OLA Check (Signatures) of Coordinators at TUM CIT Informatics and abroad

CIT Informatics: Check/Revision of Learning Agreement

The TUM CIT Informatics Coordination will check your Learning Agreement. If it has been completed correctly and comprehensibly, it will be accepted by TUM CIT Informatics. In case of feedback regarding changes or conditions, you will be informed by the portal via email that you either **have to**

- (1) **correct** it (insert new component and only then delete old component. You need this as a reference to enter the new component correctly).
or
- (2) at least confirm the comments of the TUM CIT Informatics Coordination (by re-submitting your OLA).

In case of need of modification, you will be contacted by the portal via email (sender no-reply@learning-agreement.eu) and you will have to access your Learning Agreement again. **You will need to click through the entire process again and confirm the OLA at the end. You will find the reason for the rejection as a comment ("Rejection reason") under section 6 "Commitment".**

Check/Signature of Receiving Institution

As soon as the partner university has signed your Learning Agreement, you will also be informed by the portal via email.

Please note: After all three parties have signed the OLA, please generate a PDF and upload the LA in the [MoveOn Portal](#) in the following form "Outgoing - Erasmus Learning Agreement **Before Mobility**". Only then the first installment can be paid.

Log back into the OLA platform for the download and go to the "My Learning Agreements" section.

8. Changes During Mobility

You can make changes to your course selection within the first **5 weeks** after the start of the semester.

To do so, log back into the OLA platform and go to the "My Learning Agreements" section.

TECHNISCHE UNIVERSITAET MUENCHEN	UNIVERSITAT LINZ	Signed by both coordinators	Thu, 10/22/2020 - 08:17	Apply Changes Download PDF History
-------------------------------------	------------------	--------------------------------	----------------------------	--

Only Learning Agreements that have been signed by the coordinators of both universities can be changed. To do this, click on "Apply Changes".

8.1 Changes to Table A must be written to Table A2

Changes in Table A are made in the "Sending Mobility Program changes" section.

To do this, please click "Add Component Final Table A2".

Final LA Table A2

No Component added yet.

[Add Component Final Table A2](#)

All changes will be made under "Final LA Table A2". Both additional courses and courses to be deleted.

a.) Component Added

- Component Title: enter the title of the course at the partner university.
- Component Code: first enter a sequential numbering x) that follows the highest existing number in the numbering of table A components and then (if known) enter the code of the course:
e.g. if Table A previously contained 4 courses and thus the highest existing number was 4: "5) CS 94225"
- Number of ECTS credits: ECTS of the course at the partner university
- Semester: Then select the appropriate semester from the dropdown menu.
- Component Added or Deleted: select "Added" in the dropdown box.
- Repeat the process for each additional course

b.) Component Deleted

- Component Title: enter the title of the course at the partner university that you want to remove from the top list.
- Component Code: numbering and the code of the course that was previously added to Table A and is now supposed to be removed:
e.g.: "3) CS 1234"
- Number of ECTS credits: ECTS of the course at the partner university
- Semester: Then select the appropriate semester from the dropdown menu.
- Component Added or Deleted: select "Deleted" in the dropdown field
- Repeat the process for each course you want to remove from the above list.

Final LA Table A2

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 -

8.2 Changes to Table B must be written to Table B2

If you have made changes to Table A, Table B must be adjusted accordingly. You make the adjustment in the **"Receiving Mobility Program changes"** area.

To do this, please click **„Add Component Final Table B2“**

Final LA Table B2

No Component added yet.

Add Component Final Table B2

All changes are made under "Final LA Table B2".

If you have added or removed courses in "Final LA Table A2", also enter these changes in "Final LA Table B2".

a.) Component Added

- Component Added or Deleted: select "Added" in the dropdown field
- Component Title: **Recognition upon application according to FPSO**
- Component Code: first enter a sequential numbering "x)" that follows the highest existing number in the numbering of table A components and then the corresponding "IN-DS00x":
e.g. if Table A previously contained 4 courses and thus the highest existing number was 4: **"5) IN-DS005"**
- Number of ECTS credits: Number of ECTS of the course at the partner university
- Semester: Select the appropriate semester from the dropdown menu.
- Repeat the process for each additional course

b.) Component Deleted

- Component Added or Deleted: select "Deleted" in the dropdown field
- Component Title: **Recognition upon application according to FPSO**
- Component Code: first the existing sequential numbering (from Table B, before the changes) and then the already assigned IN-DS00x code, e.g. 3) "IN-DS003"
- Number of ECTS credits: Number of ECTS of the course at the partner university
- Semester: Select the appropriate semester from the dropdown menu.
- Repeat the process for each recognition opportunity you want to remove from the list above.

Final LA Table B2

Component Final Table B2

Remove

Component Added or Deleted *

- Select a value -

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

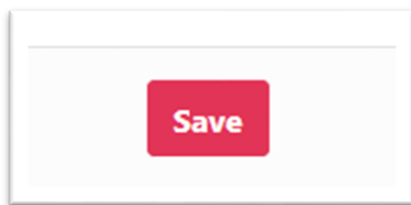
Component Code *

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

Semester *

- Select a value -

After you have made all the changes, click "Save".



9. Commitment Changes During Mobility / Upload in TUM MoveOn Portal

After that, you will get to the Signature section in the Commitments area.

Then send the OLA to your Erasmus coordinator at TUM CIT Informatics by clicking on „**Sign and send the Online learning Agreement to the responsible person at the Sending Institution for review**“.

Please note: After all three parties have signed the OLA including the changes, please generate a PDF and upload the LA in the [MoveOn Portal](#) portal in the following form "Outgoing - Erasmus Learning Agreement **During Mobility**".

Log back into the OLA platform for the download and go to the "My Learning Agreements" section.

Only if the modified version of the LA is also submitted to the TUM Global & Alumni Office, the documents are complete and the second installment of the scholarship can be paid after completion of your mobility. If the documents are not complete, the entire scholarship can be reclaimed.

We wish you all the best with the preparation and implementation of your Erasmus+ stay.

10. Common Mistakes

- The field "Field of Education (ISCED) " was filled in incorrectly:
 - The correct content of the field is "Information and Communication Technologies (061)"
- Incorrect completion of the field "Faculty":
 - The correct content of the field is "CIT Informatics"
- Formatting of the component code in Table A and B:
 - Assuming that 2 modules are already entered in the OLA. For the 3rd module "Machine Learning" with the module number "CS123", the following component codes are correct:
 - Table A: "3) CS123"
 - Table B: "3) IN-DS003"
 - Assuming the original OLA contains 5 modules and has already been signed by all 3 parties. Now one of the 5 modules is to be deleted and replaced by a new module "Databases" with the module number "CS987". This results in the following component codes:
 - Table A2: "6) CS987"
 - Table B2: "6) IN-DS006"
- Incorrect academic year:
 - An Academic Year always extends over 2 semesters. It therefore has the format 20xx/20yy (e.g. 2026/2027). Please enter the Academic Year in which your stay abroad takes place.
- Sums of ECTS in Table A and B do not match:
 - Each module in Table B corresponds to exactly one module in Table A (and vice versa). The two sums of ECTS must therefore match. If they do not match, a number of ECTS has been entered incorrectly in Table A or B at least once. For each module, please put the ECTS number in Table B, which you will receive at the host university.
- Incorrect "Component Title" (= subject/module title) for one or more modules in Table B:
 - Please note that each module in Table B (and B2, if changes were made) must have the generic title "Recognition upon application according to FPSO".
- For Changes During Mobility: You falsely made fewer changes to Table B than to Table A
 - For documentation reasons, every change to a module in Table A must also be made to the corresponding module in Table B (same numbering of the component code). Even if the change appears to be redundant, as nothing actually changes in Table B. (e.g. because a module with the code "5) IN-DS005" is first removed in a change and then added again)
- Not enough ECTS overall or not enough ECTS in modules related to computer science:
 - Please make sure that you comply with the credit hurdles listed under the point "[4. Proposed Mobility Program and TUM CIT Informatics Guidelines](#)"

11. Example: A correctly completed OLA

11.1 Table A

Academic year *
2026/2027

Preliminary LA

Planned start of the mobility *
20.08.2026

Planned end of the mobility *
22.12.2026

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) *
Artificial Intelligence

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) CS1234

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *
10

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.

Component to Table A Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *
Advanced Database Management Systems

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 *
2) CS9823

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *
15

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.

Component to Table A Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *
Norwegian for Foreigners 1

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 *
3) LC2354

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

11.2 Table B

Table B - Recognition at the Sending institution *

Component to Table B			Remove
Component title at the Sending Institution (as indicated in the course catalogue) *			
Recognition upon application according to FPSO			
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) IN-DS001	10	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			
Component to Table B			Remove
Component title at the Sending Institution (as indicated in the course catalogue) *			
Recognition upon application according to FPSO			
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 *	
2) IN-DS002	15	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			
Component to Table B			Remove
Component title at the Sending Institution (as indicated in the course catalogue) *			
Recognition upon application according to FPSO			
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 *	
3) IN-DS003	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			