

Online (Digital) Learning Agreement outgoing

Introduction

Since Spring 2026 the OLA – Online Learning Agreement (sometimes also referred to as DLA – Digital Learning Agreement) has replaced the paper version of the Learning Agreement. The OLA is part of the Erasmus Without Paper (EWP) initiative as introduced by the EU.

OLA in Mobility-Online

In your workflow you see two turquoise blocks with steps regarding the OLA. One block is for the OLA before you start your exchange, the second block is for changes in the OLA during your exchange

You will reach these steps after you're nominated to the host institution, and you've completed all necessary steps above this block.

Please note: The colours in the screenshots may differ from what you're seeing in Mobility Online.

Coordinator of host university

In the first step you will fill in the coordinator of the HOST institution (the school that you will visit during your exchange). This is the person that will be named on the Online Learning Agreement as the coordinator of the host institution.

1. Click on the link 'Complete data on the host coordinator'.

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Coordinator of HOST university [Complete data on the host coordinator](#)

Please fill in **one** course called **'Minor Study Abroad'**. When you press 'Back' the course will be saved.

Program at the HOME institution

After you've added all the courses of the host institution, you can submit your Online Learning Agreement for review by clicking on "Final check before signing" and on "Sign and release the Learning Agreement".

Courses at the HOST institution

Course selection approved by the home institution

Course selection approved by the host institution

2. A new page opens and you will see the following:

Digital Learning Agreement

Coordinator of the host university <-- No choice -->

Coordinator first name *

Coordinator last name *

Coordinator e-mail address *

[Back](#) [Edit](#)

3. Click on Edit on the bottom left
4. See if your coordinator is in the dropdown menu in the field “Coordinator of the host university”
 - a. If your coordinator is in the list, select the HOST coordinator
 - b. If your coordinator is NOT in the list, fill in the details of the new HOST coordinator (First name, Last name and email address)
5. Click on ‘Update’ on the bottom left
6. If needed, you can make changes by clicking on the link ‘Complete data of the host coordinator’ again

Courses at the home institution entered in the Learning Agreement

1. Click on the link ‘Enter courses at the home institution’

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✓ Coordinator of HOST university 29/10/2025, Wouter Ververs (admin) [Complete data on the host coordinator](#)

Please fill in **one** course called **‘Minor Study Abroad’**. When you press ‘Back’ the course will be saved.

Program at the HOME institution [Enter courses at the home institution](#)

After you’ve added all the courses of the host institution, you can submit your Online Learning Agreement for review by clicking on “Final check before signing” and on “Sign and release the Learning Agreement”.

Courses at the HOST institution

Course selection approved by the home institution

Course selection approved by the host institution

2. Click on the button ‘Enter further courses’

All courses 0,00 Credits total for 0 courses

Display additional search fields Search [Reset all filters](#)

Search Search Search

Course unit title at the home institution	Course no./home	Credits
No data available in table		

Show 30 entries [Display all records](#) Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

[Back](#) [Enter further courses...](#)

Now you need to fill in the two mandatory fields with data. The information you fill in here depends on your exchange program (Erasmus Study or BIP/STBM).

Exchange Program: Erasmus Study

3a. Fill in 'Minor Study Abroad' in the field 'Course unit title at the home institution'

4a. Fill in '30,00' in the field 'Number of Credits at the home institution'

Course unit title at the home institution

Minor Study Abroad

There are still **382** characters available

Number of Credits at the home institution

30,00

J

Exchange Program: BIP/STBM

3b. Fill in the name of the BIP or STBM in the field 'Course unit title at the home institution'

4b. Fill in the Number of Credits in the field 'Number of Credits at the home institution'

5. Click on 'Create' to create the course
6. Close and click on 'Back'

Courses at the host institution entered in the Learning Agreement

1. Click on 'Enter courses at the host institution'

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✓ Coordinator of HOST university 29/10/2025, 541855@student.fontys.nl (wouterververs) [Complete data on the host coordinator](#)

Please fill in **one** course called 'Minor Study Abroad'. When you press 'Back' the course will be saved.

✓ Program at the HOME institution 29/10/2025, 541855@student.fontys.nl (wouterververs) [Enter courses at the home institution](#)

After you've added all the courses of the host institution, you can submit your Online Learning Agreement for review by clicking on "Final check before signing" and on "Sign and release the Learning Agreement".

Courses at the HOST institution [Enter courses at the host institution](#)

Course selection approved by the home institution

Course selection approved by the host institution

2. Click on 'Enter further courses'

All courses 0,00 Credits total for 0 courses

Display additional search fields Search [] Reset all filters

Search []	Search []	<-- Select all --	<-- Select all --	Search []
Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
No data available in table				

Show 90 entries Display all records Showing 0 to 0 of 0 entries First Previous Next Last

Back [Enter further courses...](#)

3. Fill in the required information **for ONE course** that you will take at the host university. Do **not** combine all course information in one entry.

Course unit title at the host institution

There are still **386** characters available

Number of foreign credits at the host institution

Number of ECTS credits at the host university

Course description at the host institution

There are still **99980** characters available

4. Click on 'Create'

5. Repeat this for each course that you are taking at the host institution

6. After filling in all the courses click on 'Final check before signing' at the bottom

All courses 5,00 Credits total for 1 courses

Display additional search fields Search [Reset all filters](#)

Search <input type="text"/>	Search <input type="text"/>	<-- Select all -->	<-- Select all -->	Search <input type="text"/>
Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
Course 1		2025/2026	Spring 2026	5,00

Show 30 entries [Display all records](#) Showing 1 to 1 of 1 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Back](#)
[Enter further courses...](#)
[Final check before signing](#)

7. Review the data, if correct Click on ‘Sign and transfer’ in the bottom left.

Review courses for EWF [redacted]

English

General information	Last semester	Field names	Year of host	Nominally	Denote
Student	[redacted]	[redacted]	Study cycle	Bachelor	Field of education (ISCED)
Sending Institution	Fortys (Cluster Economics)	Cluster Economics	NL.EINDHOV03	Netherlands	Business and administration not further defined
Receiving Institution	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

The level in the language en (indicate here the main language of instruction) which the student has already mastered or will master by the start of the stay

A1 A2 B1 B2 C1 C2 Native Speaker

Mobility type and duration

Mobility type

- Semester(s) [X] / Virtual component (only if applicable) []
- Blended mobility with short-term physical mobility []
- Short-term doctoral mobility [] / Virtual component (only if applicable) []

Estimated duration (to be confirmed by the Receiving Institution)

Planned period of the physical mobility:

- from [day (optional)/month/year] 09/02/2026
- to [day (optional)/month/year] 18/07/2026

Study Programme at the Receiving Institution

Mobility type: Semester(s)

Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
		Course 1	22	5,00
				Total: 5,00

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

Recognition at the Sending Institution

Mobility type: Semester(s)

Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognized by the Sending Institution	Automatic recognition
		Minor Study Abroad	22	30,00	<input type="checkbox"/>
				Total: 30,00	

If applicable, description of the virtual components at Receiving Institution and recognition at the Sending Institution

[Close](#)
[Sign and Transfer](#)

8. The Online Learning Agreement is now sent to the Fontys coordinator. After they approved your DLA, the DLA will be sent automatically to the host institution.

Your OLA has been rejected

If your OLA has been rejected:

1. An e-mail is sent to you with the reason for rejection.
2. Correct your OLA by opening the previous steps (see instruction above) using the link and edit the courses.

Please note: If you’ve completed any steps further in the workflow, it may seem that your progress disappeared after rejection. Your progress will reappear once you’ve handed in your OLA again.

3. After you’ve corrected the OLA, click on the link ‘Confirm correction of courses after rejection by the home/host institution’

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✓ Coordinator of HOST university	29/10/2025, 541855@student.fontys.nl (wouterververs)	Complete data on the host coordinator
✓ Course selection rejected by home institution	29/10/2025, Wouter Ververs (admin)	

Please fill in **one** course called 'Minor Study Abroad'. When you press 'Back' the course will be saved.

✓ Program at the HOME institution	29/10/2025, 541855@student.fontys.nl (wouterververs)	Enter courses at the home institution
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After you've added all the courses of the host institution, you can submit your Online Learning Agreement for review by clicking on "Final check before signing" and on "Sign and release the Learning Agreement".

✓ Courses at the HOST institution	29/10/2025, 541855@student.fontys.nl (wouterververs)	Enter courses at the host institution
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After you corrected the courses on the Online Learning Agreement, please sign the course selection after finalizing it by clicking on "Final check before signing" and on "Sign and release the Learning Agreement". After carrying out the changes and resigning the agreement, **confirm the correction in this step**. This will help us recognize that the correction has indeed been carried out and whether the corrected courses have been submitted for review.

Confirmation of correction after the LA has been rejected by the home institution [Confirm correction of courses after rejection by the home institution](#)

Course selection approved by the home institution

Course selection approved by the host institution

4. Press edit

5. Check the box

Digital Learning Agreement

Confirm the correction of your Learning Agreement

[Back](#)

[Update](#)

6. Press update again

7. The OLA is now resent to the Fontys coordinator

Print OLA to PDF

If you're in need of a pdf version of your OLA, you can use the step below to download the document. Please note that this is not an official version that can be signed.

The signed version of the OLA is stored in the EWP-network which is only accessible to the home and host institution.

Students can download the approved OLA in the step below as a PDF file.

Please note that this is not an official document and it will not be signed by Fontys Hogescholen.

✓ [Print Online Learning Agreement to pdf](#)

[Print OLA](#)