1.1 Create a learning agreement

Log onto OSIRIS Student where you will find the symbol of a globe in the black menu on the left hand side of the screen. Click this to start creating your Learning Agreement.

To create a new Learning Agreement, click the plus symbol at the bottom right of the screen.
You will now see an overview of your exchange applications. Click the exchange application for your Erasmus exchange.

You will now see the start date and the end date of your exchange application. If these dates are still correct, click the yellow arrow to continue. You can however also change the dates. Try to make the best estimate you can. If your stay abroad ends up being much shorter than your estimate, you might have to pay back part of your grant.

**IMPORTANT NOTE ON DATES:** your **start date** is the first day on which you have to be present at your exchange university for an introduction activity or classes. The **end date** is not the date on which the semester ends, but (your best estimate of) your last mandatory activity abroad, such as the end of the regular exam period. Resit exams are **not** included in the grant period.
In the next screen, fill in the main language of instruction and select your level of competence. Click the yellow arrow to continue.

If available, select the component(s) you wish to fill with the courses abroad. Click the yellow button to continue.

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In the next screen, click ‘Add component’. This will open a pop up screen for you to add the courses you wish to take at the partner institution. It is mandatory to fill in the title, component type\(^2\) (virtual or regular), the credits and the period of each course. Click the button ‘Add component’ for every course you wish to take.

Once finished you will see the list of courses. Click the yellow arrow to continue.

Please keep in mind that for the Erasmus+ grant you are required to study full-time, meaning your workload should be 30 ECTS for a semester. Utrecht University has determined an **absolute minimum of 22,5 ECTS** per semester to meet this full-time requirement.

\(^2\) For the component type, you fill in whether it’s an online course (virtual) or not an online course (regular).
In the next screen, fill in the information for your contact person at the receiving institution. Click the yellow button to continue.

You have now reached the end of the form. Please check the entered data in the grey part of the screen and **click the 'Submit' button** when you are ready to submit your learning agreement. You can also choose to save your learning agreement and come back to it later.

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3 This should be an (academic) staff member who has the authority to approve the mobility programme of incoming students and is committed to give them (academic) support in the course of their studies at the receiving institution.
Once you have submitted your learning agreement, you will see an overview of all your learning agreements and their statuses.

1.2 Edit your learning agreement if it is rejected

Your learning agreement may be rejected with some comments. You will receive an email to inform you of the rejection and you can then navigate to Osiris Student in order to edit your learning agreement. The comments can be found in the overview of learning agreements as well as in the email you received.

Click the yellow ‘Edit’ button and follow the directions to change the required information. In order to remove a previously added component, untick that particular box.

This will lead you to a pop up screen where you can fill in the reason for removing this particular course. Click save when you are finished.
Once you are finished with the changes, submit the learning agreement again. It will now be reevaluated.

1.3 Propose changes to your final learning agreement

Once your learning agreement is submitted, it will be checked by your International Office and you will receive an email to tell you when your learning agreement has been approved.

You may want to change your learning agreement after it has been approved; for example, if your courses change due to timetable overlap. In order to do this, navigate to the learning agreements in Osiris Student and select the yellow button ‘Propose changes’.

Now follow the directions as before and change the information that needs changing. In order to remove a previously added component, untick that particular box.
This will lead you to a pop up screen where you can fill in the reason for removing this particular course. Click save when you are finished.

Once you are finished with the changes, submit the learning agreement. Your proposed changes will be evaluated.