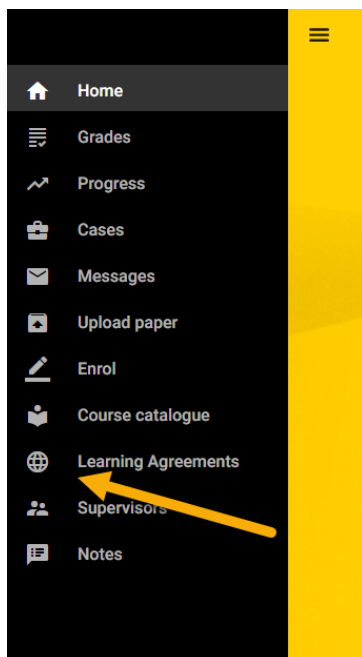


Erasmus+

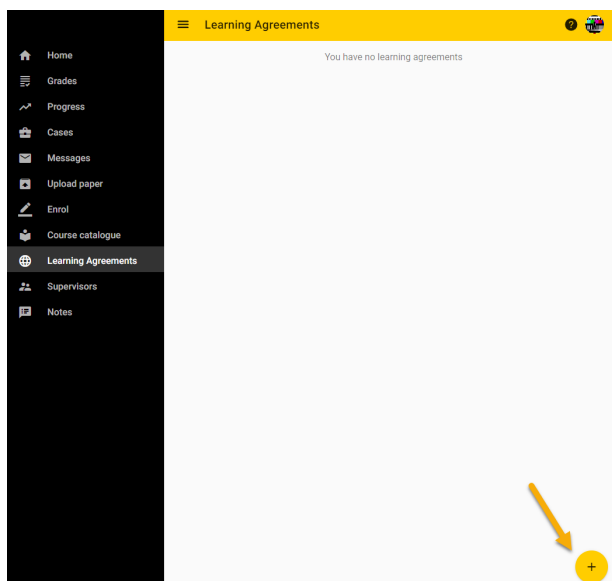
Instructions Learning Agreement

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.

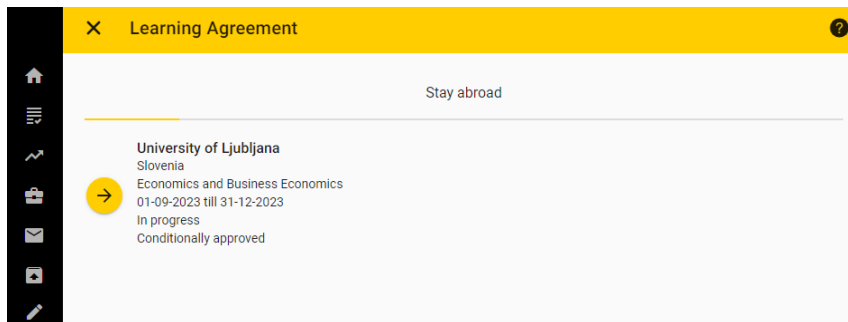


To create a new Learning Agreement, click the plus symbol at the bottom right of the screen.

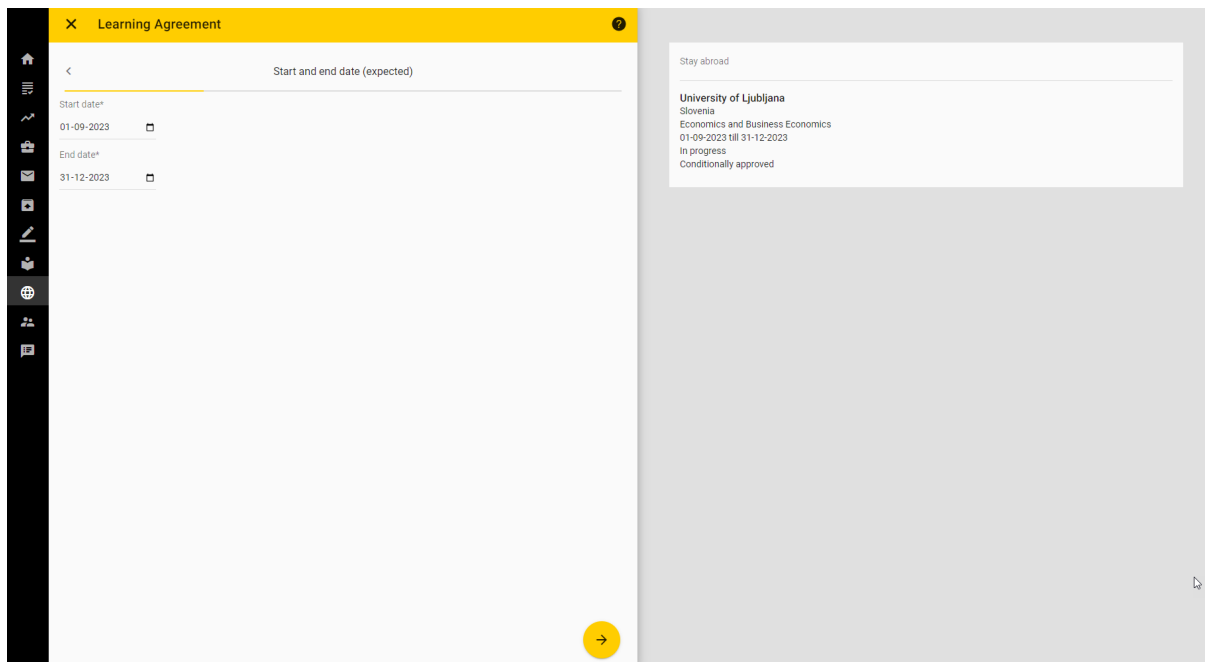




You will now see an overview of your exchange applications. Click the exchange application for your Erasmus exchange.



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 competence¹. Click the yellow arrow to continue.

The screenshot shows the 'Learning Agreement' form with the following details:

- Section:** Level of language competence
- Main language of instruction*:** English
- Level of competence*:** C1 Proficient user - Advanced
- Stay abroad details:**
 - University of Ljubljana**
 - Slovenia
 - Economics and Business Economics
 - 01-09-2023 till 31-12-2023
 - In progress
 - Conditionally approved
- Start and end date (expected):** EDIT
- Start date:** 01-09-2023
- End date:** 31-12-2023

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

The screenshot shows the 'Learning Agreement' form with the following details:

- Section:** Recognition at the sending institution
- Message:** No components for exchange found.
- Stay abroad details:**
 - University of Ljubljana**
 - Slovenia
 - Economics and Business Economics
 - 01-09-2023 till 31-12-2023
 - In progress
 - Conditionally approved
- Start and end date (expected):** EDIT
- Start date:** 01-09-2023
- End date:** 31-12-2023
- Level of language competence:** EDIT
- Main language of instruction:** English
- Level of competence:** C1 Proficient user - Advanced

¹ For the Common European Framework of Reference for Languages (CEFR) see <https://europa.eu/europass/en/common-european-framework-reference-language-skills>



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 type² (virtual or regular), the credits and the period of each course. Click the button 'Add component' for every course you wish to take.

The screenshot shows a mobile application interface. On the left, a vertical navigation bar contains icons for home, list, search, and other functions. The main screen is titled 'Learning Agreement' and shows a 'Study program' section with an 'ADD COMPONENT' button. A pop-up window titled 'Add component' is open, displaying the following fields: 'Title*' with the value 'Course 1', 'Code' with 'ABC123', 'Component type*' with a dropdown menu set to 'Regular', 'ECTS credits*' with '12,5', 'Period*' with a dropdown menu set to 'Semester 2', and a 'Description' text area containing 'A description'. At the bottom right of the pop-up, there are 'CANCEL' and 'ADD' buttons.

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 institution³. Click the yellow button to continue.

The screenshot shows the 'Learning Agreement' form at the 'Contact and approval' step. The left sidebar contains navigation icons. The main content area is divided into two sections: a white form for contact details and a grey summary area.

Contact person at receiving institution

Given names*
John

Surname*
Smith

Email address*
johnsmith@institution.edu

Stay abroad

University of Ljubljana
Slovenia
Economics and Business Economics
01-09-2023 till 31-12-2023
In progress
Conditionally approved

Start and end date (expected) [EDIT]

Start date	End date
01-09-2023	31-12-2023

Level of language competence [EDIT]

Main language of instruction	Level of competence
English	C1 Proficient user - Advanced

Recognition at the sending institution [EDIT]

No components for exchange found.

Study programme at the receiving institution [EDIT]

Course 1
ABC123

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.

The screenshot shows the 'Learning Agreement' form at the 'Check information' step. The left sidebar contains navigation icons. The main content area is divided into two sections: a white form for instructions and a grey summary area.

Check information

Please check if your Learning Agreement is complete and correct.
If your Learning Agreement is NOT ready yet, you can Save it and submit it later.
Your Learning Agreement will only be processed after you Submit it.
Please note you cannot change the Learning Agreement anymore after submitting it.

[SAVE] [SUBMIT]

Stay abroad

University of Ljubljana
Slovenia
Economics and Business Economics
01-09-2023 till 31-12-2023
In progress
Conditionally approved

Start and end date (expected)

Start date	End date
01-09-2023	31-12-2023

Level of language competence

Main language of instruction	Level of competence
English	C1 Proficient user - Advanced

Recognition at the sending institution

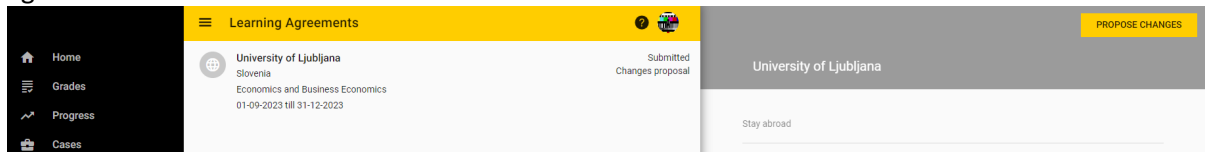
No components for exchange found.

Study programme at the receiving institution

Course 1
ABC123

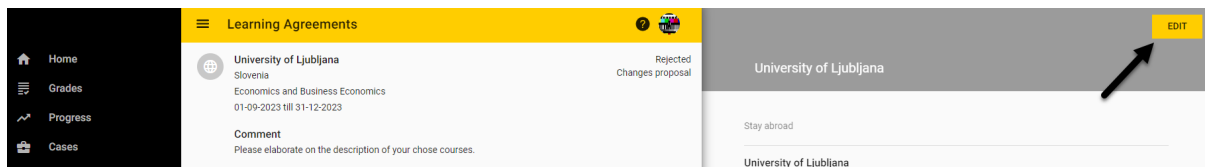
³ This should be an (academic) staff member who has the authority to approve the mobility programme of incoming students and is committed to give them (academic) support in the course of their studies at the receiving institution.

Once you have submitted your learning agreement, you will see an overview of all your learning agreements and their statuses.

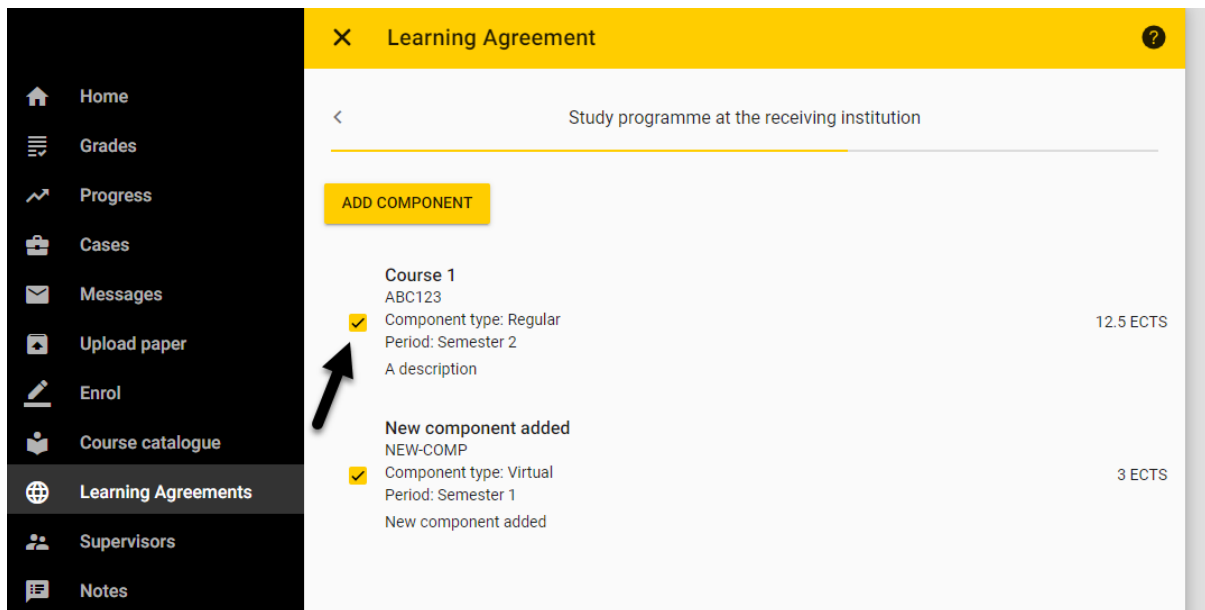


1.2 Edit your learning agreement if it is rejected

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.



Reason*
Other reason

Explanation*
This course has been moved to a different location that I cannot easily reach.

CANCEL SAVE

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'.

Submitted Changes proposal

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.

Learning Agreement

Study programme at the receiving institution

ADD COMPONENT

<input checked="" type="checkbox"/>	Course 1 ABC123 Component type: Regular Period: Semester 2 A description	12.5 ECTS
<input checked="" type="checkbox"/>	New component added NEW-COMP Component type: Virtual Period: Semester 1 New component added	3 ECTS



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.

Reason*

Other reason

Explanation*

This course has been moved to a different location that I cannot easily reach.

CANCEL SAVE

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