HOW TO FILL OUT THE LEARNING AGREEMENT (LA)?

# How to Fill Out the Learning Agreement?

The Learning Agreement (LA), which is the MOST IMPORTANT document required during the application to the host university and for the recognition of your courses when you return to OTU, must be prepared on a computer as a single copy unless otherwise requested by the host institution, considering the following points:

1. The Learning Agreement is one of the most crucial documents of the Erasmus+ Program. It must be prepared before going abroad. A student who does not send the fully completed LA form to the host university on time will not receive an acceptance letter. Without the acceptance letter, the student CANNOT APPLY FOR A VISA.

2. The first page of the LA has the section “Before the Mobility,” and the first table contains student information. Some boxes include links where you can find the required information for that specific field.

3. Table A, listed second, contains the details of the courses the student will take abroad. This section must be filled out carefully, paying close attention to the ECTS credits of each course and the total number of credits.

4. Table B, listed third, contains the courses at OTU that correspond to the courses taken abroad. The codes, names, ECTS credits, and the total ECTS credits at the bottom of the table must be prepared meticulously and carefully.

5. IMPORTANT: To participate in the Erasmus+ program, a student must take at least 30 ECTS credits listed in Table B. The total credits in Table A must also be 30 ECTS (+/- 2 ECTS). Otherwise, missing credits may appear on the graduation template, potentially delaying graduation.

6. The credits of the matched courses do not have to match exactly. What matters is the alignment of the total credits!

7. After being nominated, the student selects courses related to their department from the course list provided in the email they received or from the host university’s website. (If the student cannot access the list of offered courses, they can politely email the host university to request the list.) The student then prepares the LA form under the guidance of the department coordinator. (Master’s and PhD students must also obtain the approval and signature of their thesis supervisor. These students should use the specific LA form available on our website.)

8. When matching courses, assign numbers to show which course matches with which. In some cases, one course may match with multiple courses. In such cases, the same number can be used for multiple courses.

9. The student signs the signature section at the bottom of the first page and presents it to the department coordinator for signature. (SIGNATURE LINES MUST NEVER CARRY OVER TO THE SECOND PAGE. YOU CAN ADJUST FONT SIZES TO PREVENT THIS.)

10. The LA form, signed by the student and the department coordinator, is submitted to the International Relations Office along with the other application documents to be sent to the host university.

11. It is the student’s own responsibility to follow up on these processes.

# How to Fill Out During the Mobility After Arrival?

Upon arrival at the host university under the Erasmus+ program, you may need to add/drop courses. If there are no changes in the courses selected in “Before the Mobility,” you DO NOT NEED to fill out the “During the Mobility” form. Add/drop can be done if the course names, content, or credits change, if the courses are not offered at the host institution, or if there are scheduling conflicts. In this case, use the “During the Mobility” section on the second page of the Learning Agreement (LA). Follow these steps:

1. The student first communicates with both the host institution’s and OTU’s department coordinators and obtains preliminary approval for the course change.

2. In Table A2, the first table of the During the Mobility form, list all the courses previously listed in Table A of Before the Mobility.

3. Remove the number and credits of the course to be dropped and mark it as “Deleted” in the table. (Write the reason code from the change reasons table found in the document’s footnotes in the “Reason for change” section.)

4. Add the new course in the table and mark it as “Added.” Enter the course code and credits carefully and accurately.

5. Recalculate the total credits for the updated course list.

6. Table B2, the second table in the During the Mobility form, shows the courses taken at OTU. If there are any changes, apply the same method to this table.

7. EVEN IF there are no changes in the courses taken at OTU, the courses listed in Table B of Before the Mobility should be written here exactly as they are. However, no “deleted” or “added” markings are needed.

8. Fill out the signature sections at the bottom of the form, have them signed by the relevant parties, and send the signed form promptly by scanning it and emailing it to erasmus@ogu.edu.tr. (SIGNATURE LINES MUST NEVER CARRY OVER TO THE SECOND PAGE. YOU CAN ADJUST FONT SIZES TO PREVENT THIS.)

9. The course change form must be completed and submitted to the International Relations Office within 4–7 weeks.

10. Remember that students who change courses but fail to prepare the During the Mobility form, prepare it but do not submit it on time, or whose transcript courses do not match the Before the Mobility form will face deductions in their grants!

# How to Fill Out After the Mobility Upon Return?

The After the Mobility form is the last page of the Learning Agreement (LA) and is an essential document for course recognition. If the student does not submit the After the Mobility form after returning, course recognition CANNOT be done, and the remaining grant CANNOT be paid. When filling out the After the Mobility form, note the following:

1. In Table C, list the courses from the transcript received from the host institution. When numbering the courses, students who made add/drop changes use the During the Mobility form, while students who made no changes use the Before the Mobility form as a guide.

2. Enter the course credits and grades as indicated on the transcript.

3. In Table D, list the courses recognized at OTU. For the OTU equivalents of the grades received, use the “ECTS–OUT Grade Conversion Table” available at http://iro.ogu.edu.tr/Icerik/Detay/12/erasmus-dokumanlari.

4. As the After the Mobility form is the essential document for course recognition and entry into the student system, it must be submitted with the relevant sections signed (wet signature) to the International Relations Office.