

Guide: Creating your Learning Agreement via MyAcademicID

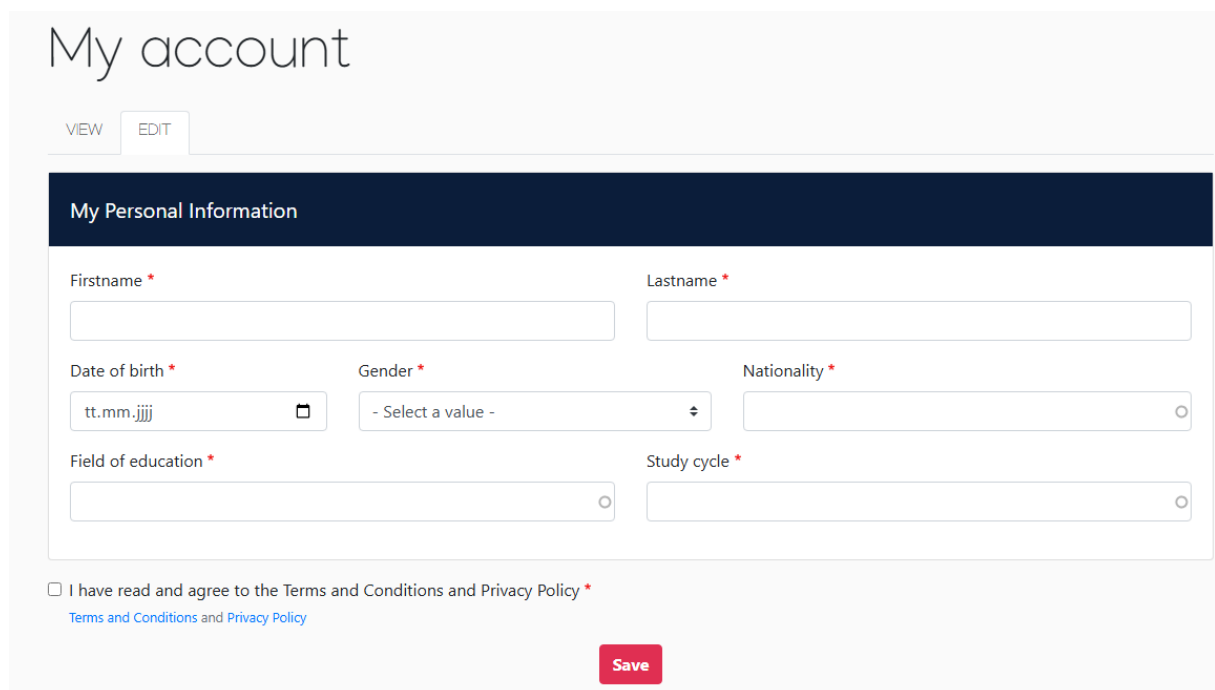
1. Login

Access the platform at: [MyAcademicID IAM Service](#) or <https://learning-agreement.eu/>.

You can log in using:

- eduGain (your home university credentials)
- eIDAS
- Google Login

2. Personal Information

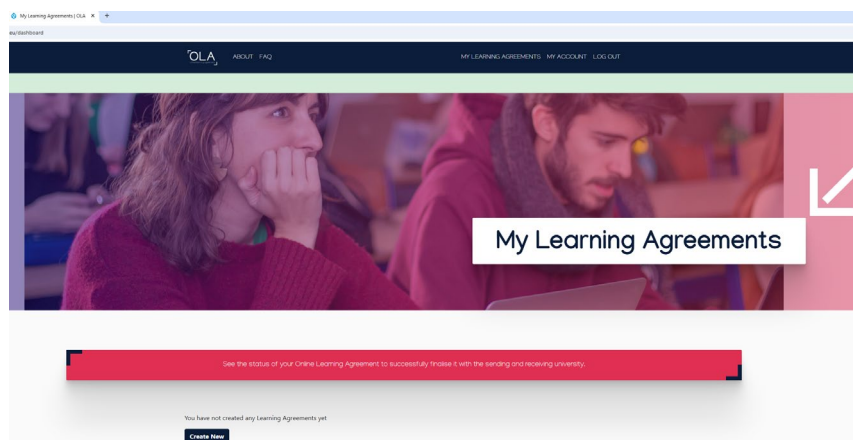


The screenshot shows the 'My account' interface. At the top, there's a header 'My account' with 'VIEW' and 'EDIT' buttons. Below this is a dark blue bar labeled 'My Personal Information'. The form contains several fields: 'Firstname *' and 'Surname *' (text inputs), 'Date of birth *' (calendar icon, placeholder 'tt.mm.jjjj'), 'Gender *' (dropdown menu with '- Select a value -'), 'Nationality *' (dropdown menu), 'Field of education *' (dropdown menu), and 'Study cycle *' (dropdown menu). At the bottom, there's 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 right.

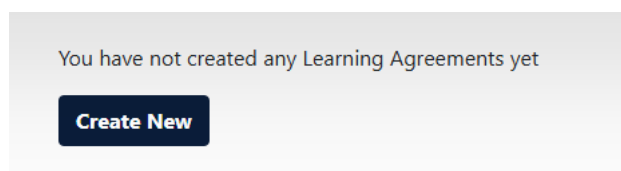
Enter your personal details as requested and click on the button “Save” to save them.

3. Creating the Learning Agreement

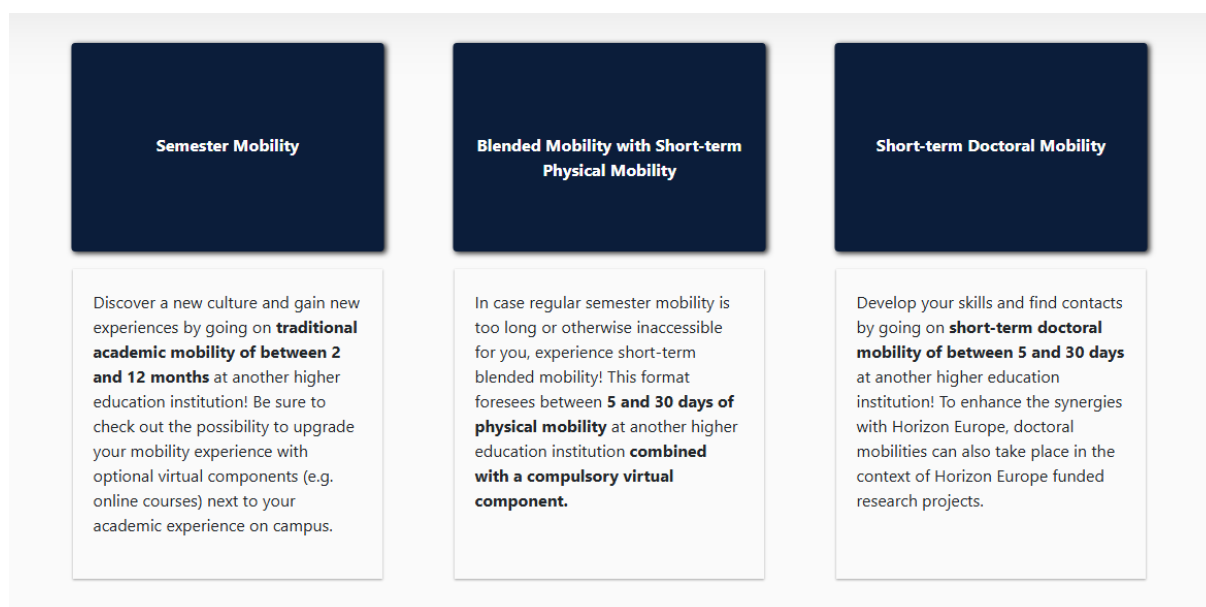
Once your personal data has been saved, the following page will pop up:



Click on "Create new".



The following selection appears:



Select "Semester Mobility" from the options provided.

A pop-up window will appear. Most fields will be pre-filled based on your profile but can be edited if necessary.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2026

Student

First name(s) *
Francesca

Last name(s) *
Helffenbein

Email *
francesca.helffenbein@th-rosenheim.de

Date of birth *
05.06.1992

Gender *
Female

Nationality *
Germany (287)
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *
Engineering (07) (804)
Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Field of Education Comment

Study cycle *
Master or equivalent second cycle (EQF level 6)

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

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4. The Sending Institution:

Enter the details of your home university. You can use the information from the screenshot provided, making sure to select your specific Field of Education.

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Academic year *
2025/2026

Sending

Sending Institution

Country *
Germany

Name *
TECHNISCHE HOCHSCHULE ROSENHEIM / TECHNICAL UNIVERSITY OF APPLIED SCIENCES

Faculty/Department *
Fakultät für Ingenieurwissenschaften

Address *
Rosenheim

Erasmus Code *
D. ROSENHE01

Sending Responsible Person

First name(s) *

Sending Administrative Contact Person

First name(s)

5. Responsible Person:

After that, the university representatives must be entered.

Sending Responsible Person: The Internationalization Officer or International Coordinator of your degree program must be entered here. You can find this information at the following link: [Contacts International Office at TH Rosenheim: Technische Hochschule Rosenheim](#).

Sending Administrative Contact Person: The contact details of the Erasmus+ Institutional Coordinator, Hannah Bartholome, must be entered here. The email address is as follows: hannah.bartholomew@th-rosenheim.de.

⚠ Important: Ensure the email address is correct! The system uses this address to send the document to your coordinator for approval.

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s) Hannah
Last name(s) *	Last name(s) Bartholomew
Position *	Position Erasmus+ Hochschulkoordination
Email *	Email hannah.bartholomew@th-rosenheim.de
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.	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.
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6. Automatic Submission

Once you complete and sign the OLA, it will be automatically forwarded to your home university.

7. Review & Signature

Your Internationalization Officer will either:

- Sign the Learning Agreement online.
- Decline it and provide comments for necessary changes.

8. Rejection:

In case your OLA is rejected, you will receive an email and can log in again to make changes.

9. Submission to the Partner University:

Once the OLA is completed by your home university, the partner university will receive an email requesting them to sign it as well.

Should there be any technical issues during the creation process, you can contact support at: support@myacademicid.org.

Video Tutorials

- Login Guide: <https://youtu.be/rplepEmQF3Y>
- Creating the OLA: [Creating your Online Learning Agreement - YouTube](#)