

## Online Learning Agreement signing process

1. Click onto [www.learning-agreement.eu/start/index.php](http://www.learning-agreement.eu/start/index.php)
2. In case of Studies click on for Students.  
In case of Traineeships click on for Trainees.
3. Register and Login.
4. Click on the *New Learning Agreement* option.
5. Fill out the Learning Agreement with the help of the guidelines found on the website: [www.elte.hu/en/erasmus/beforethemobility](http://www.elte.hu/en/erasmus/beforethemobility)
6. In the Learning Agreement you will give your own and the contact (e-mail) of the coordinator at the sending and the receiving institution.
7. After completing the Learning Agreement the system allows you to send the document for signing to the coordinator of the sending institution.
8. The coordinator of the sending institution receives an e-mail notification with the document. The coordinator checks the document and if they find it right they sign it and forward it to the receiving institution. (If the coordinator finds mistake(s) in the document, they do not sign it, but leaves comments. After you corrected the Learning Agreement send back to the coordinator of the sending institution to sign. )
9. When the coordinator of the sending institution signed the Learning Agreement, the coordinator of the receiving institution automatically receives an e-mail with the Learning Agreement to sign. They can click on the link, the document appears and if they find everything correct they sign it. (Thus the coordinator/contact person of the receiving institution do not need to register into the Online Learning Agreement platform to sign, but they automatically receive the e-mail to their e-mail address which is given in the Learning Agreement.)
10. After the receiving institution signed it the student and the coordinator of the sending institution receive an e-mail notification where they can find the Learning Agreement signed by the 3 parties. It also can be seen in your profile on the [www.learning-agreement.eu](http://www.learning-agreement.eu) website.