

# How can students change their OLA courses?



## PLEASE NOTE

Students can only **Apply changes** to your OLA once it has already been approved by both the sending and receiving HEI.

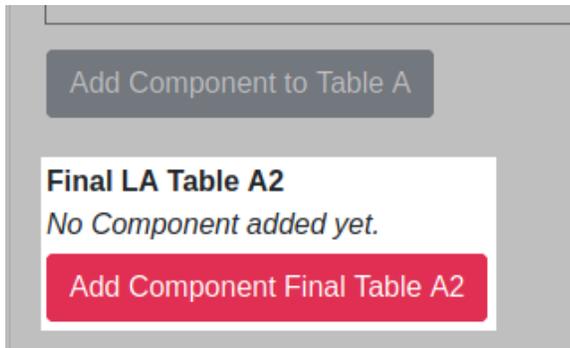
To modify your OLA you need to:

1. Go to the page for the Table you want to apply changes to (either table A or B, or both, one after the other).

Table A - Study programme at the Receiving institution \*

Component to Table A			Remove
Component title at the Receiving Institution (as indicated in the course catalogue) *			
Wrong course			
<small>An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.</small>			
Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *			
Component Code *	23	Semester *	
TEST-123		Second semester (Summer/Spring)	
<small>ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Former Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.</small>			

2. Click on **Add component Final Table A2**, the **red button** not the grey one.



## Always Add

It doesn't matter if you want to delete or add courses, you still need to click on Add component. You will be able to choose if you are adding or deleting courses later on.

**Do you need to:**

3. Copy and paste all data from the course you want to delete from **Table A - Study programme at the Receiving institution** to **Final LA Table 2**.
4. Choose **Deleted** from the dropdown menu.
5. Choose a **reason for deletion**.

Once you are done, you can either click on Add Component Final Table A2 to **delete (or add) another course** or you can simply click on **Next** if you are done.

Final LA Table A2

Component Final Table A2 Remove

Component title at the Receiving Institution (as indicated in the course catalogue) \*

Wrong course

Component Code \*

TEST-123

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

23

Semester \*

Second semester (Summer/Spring)

Component Added or Deleted \*

Deleted

Reason Change Deleted

Previously selected educational component is not available at the Receiving Institution

Add Component Final Table A2



### Error

A common error appears as follows:

Deleted course with code: 'TEST-125' and tile: 'Wrong title' is not listed at Table 'Preliminary Table A'

In this case, please check that the name, code and semester of the course you are deleting are **the same between Table A and Table A2**. Make sure that white spaces match as well. If you originally wrote in the course as "Class 1 ", you will need to delete it as "Class 1 ", rather than "Class 1 " (note the **extra space at the end**).

3. **Write in** name, code and number of ECTSs of the course you want to add.

4. Choose the semester.

5. Choose **Added** from the dropdown menu.

5. Pick a **reason for addition**.

Once you are done, you can either click on Add Component Final Table A2 to **add (or delete) another course** or you can simply click on **Next** if you are done.

Final LA Table A2

Component Final Table A2 Remove

Component title at the Receiving Institution (as indicated in the course catalogue) \*

NEW-CLASS

Component Code \*

TEST-456

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

12

Semester \*

Second semester (Summer/Spring)

Component Added or Deleted \*

Added

Reason Change Added

Substituting a deleted component

Add Component Final Table A2



### Multiple changes

You can both add and delete courses in the same session, if you need to do so, without having to apply changes multiple times.