

## Making Changes to your Online Learning Agreement

You may need to make changes to your original module selection. For example, you might want to delete a module that you're no longer taking, and/or add a new one. You might have only listed your semester 1 modules initially, because semester 2 module selection was not possible when you started at your host university, and so you'll need to add on your semester 2 modules later.

It's very important that you obtain approval for any of these changes to your module selection. In other words, you will need to modify your learning agreement and have the changes signed off by your coordinators, both at the University of Galway and at your host university.

Note that the **home** and **host** universities are referred to in the OLA as the **"sending"** and **"receiving"** institutions respectively.

Remember: once you've signed your original learning agreement, you can only make changes to it when the responsible persons - in Galway and at your host university - have approved or rejected it. Here are some possible scenarios:

**Scenario 1:** you sign/submit your OLA and your coordinator in Galway hasn't signed it yet. You realise that you omitted a module or made some other error. Contact your Galway coordinator immediately and ask them to reject it. This will mean you can edit it again.

**Scenario 2:** you sign/submit your OLA, and your Galway coordinator approves it, but your host university hasn't signed it. You realise that you omitted a module or made some other error. You will be unable to edit the OLA until your host university has approved or rejected it. You may need to remind them if it has been some time since your Galway coordinator signed it. If they reject it, it goes back to you for editing.

**Scenario 3:** When the status is "signed by both coordinators", then you will see, in the "View or Edit column", the option to "Apply Changes".

When you hit "Apply Changes" you will have the possibility to move through the different sections of the learning agreement and make any necessary changes.

In the first section, you can amend the details for the responsible persons, if you need to (suppose one of your coordinators has changed, for instance).

The second section is for "Sending Mobility Programme Changes" and this is where you'll show added or dropped modules (which are called **"components"** in the learning agreement). Any changes must be done in the secondary Table, called A2.

Hit the button “Add Component Final Table A2”. That’s the red button, not the grey one. Even if you only want to delete, and not add, you must still use this button.

You’ll now see a drop-down menu where you can choose to add or delete.

Suppose you want to delete a module (“component”) and replace it with another. You’ll be asked to give the reason for deleting the first module, selecting from a drop-down menu. Then you just fill in the details of that module, **copying and pasting** the title so that it’s *exactly as it appeared in the original learning agreement*. This is very important – even a difference of one white space can result in an error message.

Now click once again on “Add Component Final Table A2”. On the next screen you’ll add the details of the module you’re choosing now to replace the one that’s being deleted.

For each subsequent change you want to make, hit that “Add Component Final Table A2” button until you are finished listing all the changes. Then you can hit “Next”.

**You might also need to amend Table B.** for instance, if you are on a full year abroad, but initially you only listed your semester 1 courses and showed 30 ECTS in Table B for your “Mobility Window”, you now need to amend this to show 60 ECTS in Table B.

You will not normally need to amend Table C, unless you are taking virtual modules and making changes to these.

Finally, on the Commitment page, you will be able to sign this amended learning agreement. Just like the previous time, it will automatically go first to your University of Galway coordinator for approval, and then to your host university coordinator.

If you need to change the learning agreement again further down the line, you can do that by simply following the same procedure as above. However, to avoid repeated signing and re-signing, it’s advisable to try to capture all changes in one go, if at all possible.

You can find more information at [this link](#) and in [this video](#).