Creating a Learning Contract (LC)

1. Log into your Online Services Account (MOnA)
2. On the dashboard, click onto the tile ‘Learning Contract’:

3. You will reach the Learning Contract site, where you will find instructions on how to create and handle a Learning Contract. The guidelines are also linked here. To proceed, click onto ‘Create Learning Contract’:

4. A form will open up where you can insert all the details for your contract. Carefully fill in all the details. Please be aware that the title will appear on your degree transcript as it is entered here!
5. If the assessor of your assignment is someone internal, you can click onto the squares at the right corner of this field and search for your assessor in the directory that opens up:

![Image of search function](image1)

6. You can always save your entry by clicking ‘save data’, which allows you to close and reopen the contract draft. At this stage you can also print your contract. Once you have entered all data definitively, click ‘finalize’ – note: this will definitively create the contract and it can no longer be changed:

![Image of finalize button](image2)
7. The Learning Contract you created will now appear listed in the ‘Learning Contract’ tile on your dashboard. When you click onto the tile, your Learning Contract will appear with its status listed:

![Learning Contract tile screenshot]

8. Your assessor can now approve the Learning Contract directly in the Online Services Portal. If your assessor is external, you need to print the Learning Contract and have it signed by the external assessor, then upload it again to the Online Services Portal, where it will appear as ‘approved by assessor’.

9. Once your Learning Contract has been approved by the Teaching Committee, the status will change to ‘approved by TC’.

10. Once the assignment is done, the Learning Contract has to be completed by the assessor, either directly online (internal assessor) or manually via the Dean of Studies (external assessor).

11. Please see the Learning Contract Instructions available on the Online Services Portal via Dashboard>Learning Contract for more information.