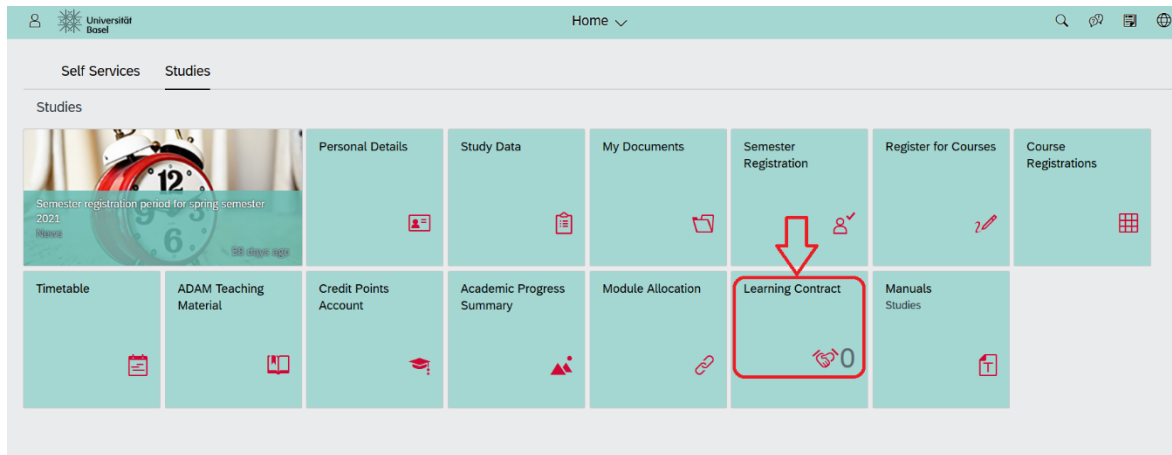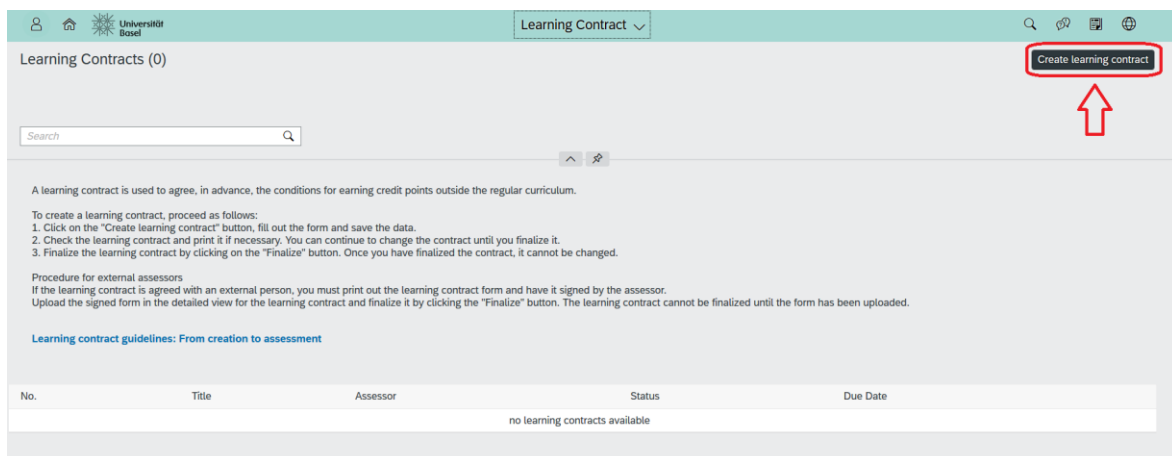# Creating a Learning Contract (LC)

1. Log into your [Online Services Account (MOnA)](#)

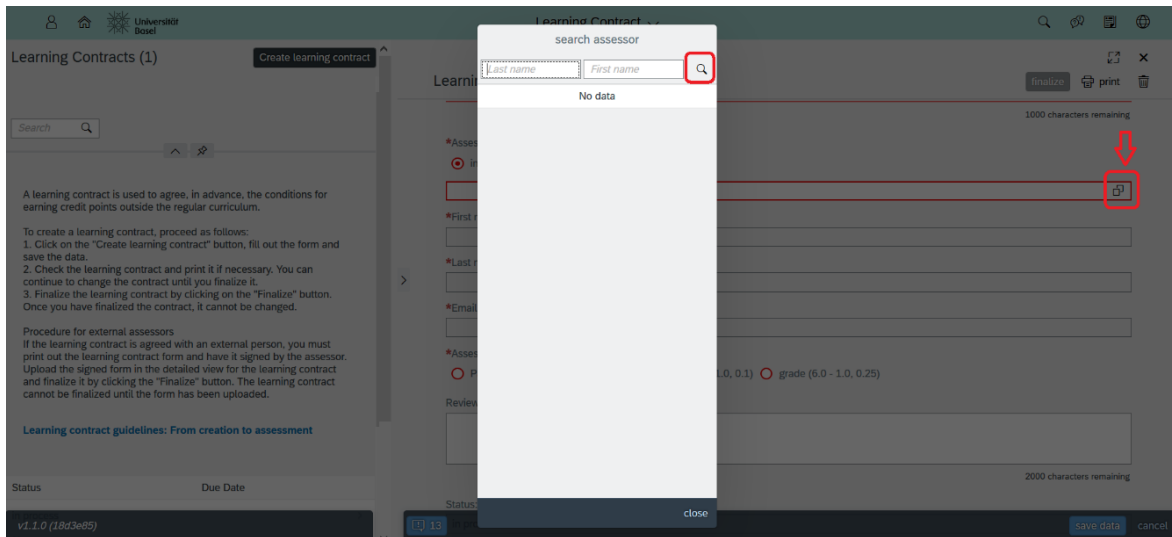2. On the dashboard, click onto the tile 'Learning Contract':

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.
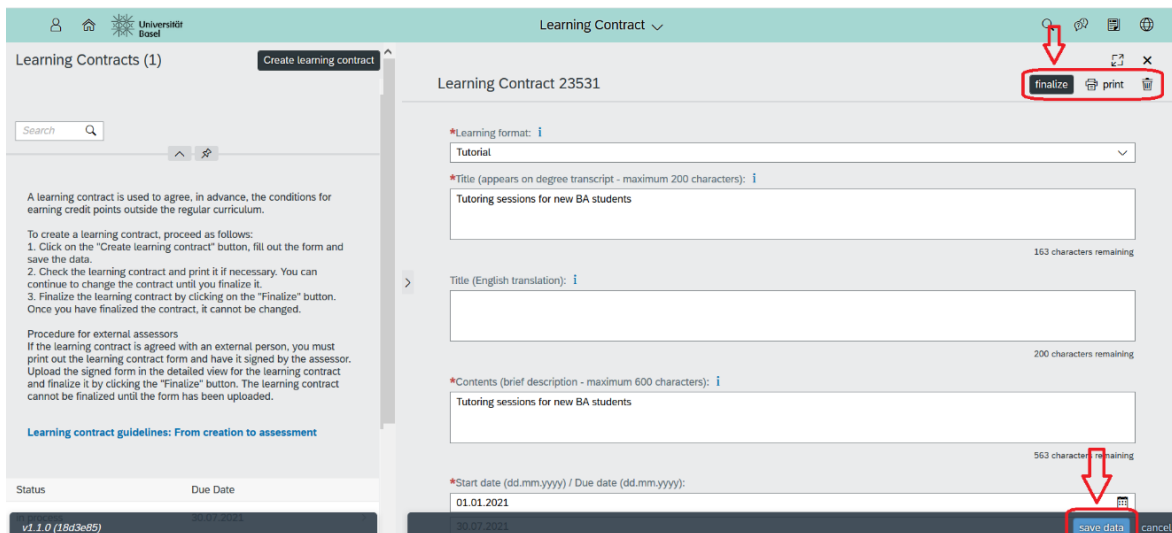   To proceed, click onto 'Create Learning Contract':

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. You can click onto the squares at the right corner of the assessor field and search for your assessor in the directory that opens up. **Note: your assessor is always your PI.**

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:**

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:

8. Your PI can now approve the Learning Contract directly in the Online Services Portal. A soon as this is done, it will appear as 'approved by assessor'.
Please make sure you inform your PI when you create a Learning Contract so they are aware that they have a LC to approve.

9. Once the 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 will be assessed by your PI with the final grade or pass/fail, after which the credit points will be added to your Credit Point Account.

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