

## Erasmus+: Online Learning Agreement (OLA)

### Kurzanleitung zum Erstellen des OLA aus Perspektive der Outgoing-Studierenden

Erstellung über die Erasmus+ App oder den folgenden Link möglich

<https://www.learning-agreement.eu/>

1. Account anlegen und Registrierungslink (wird automatisch über das System per E-Mail zugeschickt) bestätigen

Create an Erasmus+ profile [?](#)

|                                       |
|---------------------------------------|
| First name                            |
| Last name                             |
| Email                                 |
| Password, 8+ chars + Capital + number |
| Confirm password                      |

I have read and agree to the [Terms and Conditions](#) and [Privacy Policy](#)

REGISTER

2. Nach Bestätigung des Registrierungslinks kann sich der/die Studierende einloggen und über „New Learning Agreement“ das Dokument online erstellen

Learning Agreement (before mobility)

NEW LEARNING AGREEMENT

RECEIVING INSTITUTION

COUNTRY

LEVEL

FROM

TO

STATUS

ACTION

### 3. Personendaten eintragen


#### Student Information

Nationality \*

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth \*

Sex \*

 Male  Female

Student ID number

At student's home/sending institution


Phone Number

Numbers, spaces and '+' symbol are accepted

Study cycle \*

Academic Year \*

Field of education \*

The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

### 4. Informationen zur Heimathochschule eintragen

→ Land und Name der Hochschule werden aus einer Liste ausgewählt und die Informationen zu Adresse, Land und Erasmus-Code automatisch vom System eingepflegt

→ Ansprechpartner ist die Kontaktperson in der Fakultät, die das Learning Agreement bestätigt, d.h. der/die FachkoordinatorIn oder ein/e KollegIn des ZiB

#### Sending institution

Sending institution name \*

Address

Country

Erasmus Code

Faculty/Department \*

Contact person name \*

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email \*

Contact person phone

Numbers, spaces and '+' symbol are accepted

## 5. Informationen zur Gasthochschule eintragen

### Receiving institution

Receiving institution name \*

Faculty/Department \*

Contact person name \*

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email \*

Contact person phone

Numbers, spaces and '+' symbol are accepted

## 6. Tabelle A ausfüllen, d.h. die Kurse (und ECTS) eintragen, die an der aufnehmenden Hochschule belegt werden sollen

### Receiving institution component

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.

Component code (if any)

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

Component title: Detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

Semester (e.g. autumn/spring; term) \*

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separators) \*

In countries where the "ECTS" system is not in place, in particular for institutions located in Partner 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.

**Hinweis: Mögliche Änderungen „during the mobility“ können dann ebenfalls über den Account erstellt werden**

| TABLE B: RECOGNITION AT THE SENDING INSTITUTION |                 |          |          | + ADD SUBJECT |
|-------------------------------------------------|-----------------|----------|----------|---------------|
| COMPONENT CODE                                  | COMPONENT TITLE | SEMESTER | ECTS     |               |
|                                                 |                 |          | Total: 0 |               |

## 7. Angaben zu den „Responsible Persons“ (werden automatisch aus Schritt 2 und 3 übertragen) müssen nur noch ergänzt werden

### Responsible Persons

#### Responsible person at the Sending institution

Responsible person at the Sending Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 2.

Name \*

Position \*

Email \*

Phone Number

Numbers, spaces and '+' symbol are accepted

#### Responsible person at the Receiving institution

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 3.

Name \*

Position \*

Email \*

Phone Number

Numbers, spaces and '+' symbol are accepted

## 8. Der/Die Studierende unterschreibt das Learning Agreement digital. Durch den Button „Send to Sending Institutional Coordinator“ erhält der angegebene Kontakt der Heimathochschule einen Link zum OLA per Email.

### Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

STUDENT'S SIGNATURE

Date:

SEND TO SENDING INST. COORDINATOR

- Folgt man dem in der Email hinterlegten Link („Review Learning Agreement“) kann man das Dokument einsehen, prüfen, digital unterschreiben und über den Button „Confirm“ automatisch an die KollegInnen der Gasthochschule weiterleiten.
- Sollte das Dokument Fehler enthalten oder aus anderen Gründen abgelehnt werden, ist der Grund einzutragen und dies über den Button „Confirm declining“ zu bestätigen:

#### Sign OLA

*Only OLA's with the same Home responsible email as your login email can be signed*

#### Decline OLA

Fill in reason of declining\*

We want to draw your attention that by declining OLA, all the signatures will be removed and student(s) will be able to edit the Online Learning Agreement to introduce your proposed changes. Your comments will be emailed to the student(s).

[Confirm declining](#)