



Leitfaden

Erasmus+: Online Learning Agreement (OLA)

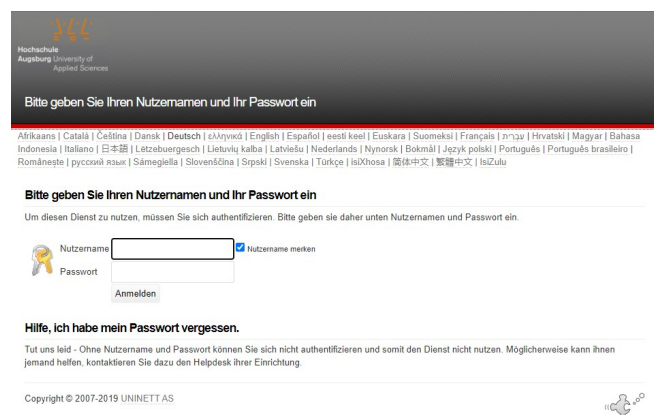
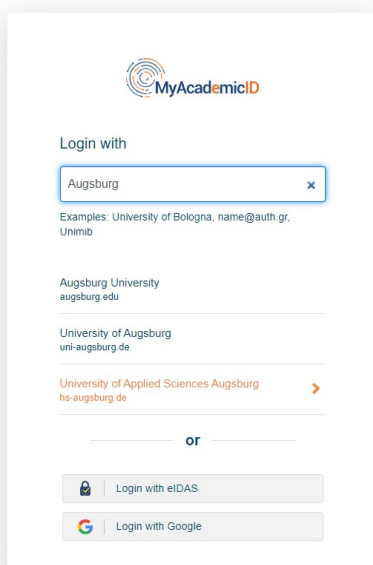
Das Erstellen des OLA ist über den folgenden Link möglich

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

1. Folgen Sie dem Link und gehen auf der Startseite auf **LOG IN**.



2. Sie werden zu MyAcademicID weitergeleitet. Wählen Sie nun die Hochschule Augsburg aus. Anschließend können Sie sich mit Ihrer RZ- Kennung und Passwort anmelden.



Nach Ihrer erfolgreichen Identifikation, können Sie nun ein Learning Agreement kreieren.

3. Personendaten eintragen.

OLA online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Academic year *

Student

First name(s) * Last name(s) *

Email *

Date of birth * Gender * Nationality *

Field of Education * Field of Education Comment Study cycle *

Field of education: The ISCED-F 2013 search tool available at 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.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

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

→ Akademische:r Ansprechpartner:in ist der/die International Faculty Coordinator Ihrer Fakultät

→ Administrative Ansprechpartnerin ist [Alisa O'Rourke](#)

Augsburg University of Applied Sciences

Name der/des zuständigen [International Faculty Coordinators](#)

[Funktions-E-Mail-Adresse für OLA](#)

OLA online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Sending

Sending Institution

Country * Country of the institution

Name * Name of the institution

Sending Responsible Person

First name(s) * Last name(s) * Position *

Email * Phone number

Sending Administrative Contact Person

First name(s) Last name(s) Position Position ERASMUS-Coordinator Email Email alisa.orourke@hs-augsburg.de Phone number Phone number +49 821 5586-3204

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Administrative contact person: 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.

Previous Next

5. Informationen zur Gasthochschule eintragen

Bitte entnehmen Sie die zutreffende Kontaktperson an der Partnerhochschule aus der verlinkten Übersicht und tragen diese im Online Learning Agreement ein. Sollten Sie die Kontaktperson nicht finden können, wenden Sie sich an [Alisa O'Rourke](#).

Übersicht der [ERASMUS-Ansprechpartner: innen für OLA](#)

The screenshot shows the 'Receiving' section of the OLA form. It includes fields for 'Receiving Institution' (Country, Name) and 'Receiving Responsible Person' (First name(s), Last name(s), Position, Email, Phone number). A red box highlights the 'Receiving Responsible Person' section, and a red arrow points from a text box on the left to this section. The text box contains the text: 'Übersicht der ERASMUS-Ansprechpartner: innen für OLA'. Below the form are 'Previous' and 'Next' buttons.

6. Beginnen Sie das Learning Agreement auszufüllen und klicken Sie auf ADD COMPONENTS TO TABLE A.

Preliminary LA

Planned start of the mobility * TT . MM . JJJJ

Planned end of the mobility * TT . MM . JJJJ

Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

Course catalogue: 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. Show less

This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution * - Select a value -

The level of language competence * - Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Previous Next

Tragen Sie die auf der Website der Partnerhochschule recherchierten Kurse in die Tabelle ein, indem Sie für jeden Kurs einen neuen Rahmen hinzufügen.

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) *

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 *

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

Semester *

ECTS credits (or equivalent): 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.

Add Component to Table A

Tragen Sie in Tabelle B ein, welche Kurse aus Tabelle A Ihnen nach Rückkehr an die Hochschule Augsburg angerechnet werden.

Table B - Recognition at the Sending institution *

Component to Table B Remove

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

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 *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

ECTS credits (or equivalent): 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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as http://example.com.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as http://example.com.

Previous Next

Fügen Sie in Tabelle C bei Bedarf Online-Veranstaltungen hinzu.

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Your Online Learning Agreement has been updated. x

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous Next

7. Unterschreiben Sie das Learning Agreement digital und senden es ab.

Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

→ Das Learning Agreement wird nun an die/den zuständigen übermittelt. Nach Prüfung des Dokuments erhalten Sie ein Feedback per E-Mail.

ZUSTÄNDIGKEITEN:

- Bei administrativen Fragen zum OLA und Fragen zur Kontaktperson an der Partnerhochschule wenden Sie sich an die ERASMUS-Hochschulkoordinatorin der Hochschule Augsburg [Alisa O'Rourke](#).
- Bei fachlichen Fragen wenden Sie sich an die/den jeweilige:n [International Faculty Coordinator](#).
- Bei Fragen zu Kursangeboten an der Gasthochschule wenden Sie sich an die Partnerhochschule.