

## **Instructions Erasmus+ Online Learning Agreement (OLA)**

Erasmus scholarship holders have to complete an online Learning Agreement (OLA).

Regarding the registration, the preparation and the approval of your Erasmus+ OLA, please follow the instructions of your home university.

### **Information required for step 3 in the Online Learning Agreement platform: Receiving Institution Information**

#### **Step 3: Receiving institution:**

- **Country:** Germany
- **Name:** Hochschule Esslingen
- **Faculty/Department:** the faculty/department where you have chosen most of your courses:
  - Science, Energy and Building Services
  - Computer Science and Engineering
  - Mechanical and Systems Engineering
  - Mobility and Technology
  - Social Work, Education and Nursing Sciences
  - Management and Technology
- **Address:** Kanalstrasse 33, 73728 Esslingen
- **Erasmus code:** D ESSLING 03

#### **Receiving Responsible Person**

- **First name:** Esther
- **Last name:** Ndomé
- **Position:** Coordinator Incoming students from Europe
- **Email:** [incoming@hs-esslingen.de](mailto:incoming@hs-esslingen.de) (\*\*\*) Please insert only this general e-mail address (\*\*\*)
- **Phone number:** +46 711 397 3080

#### **Receiving Administrative Contact Person:**

- Same as above

### **Information required for step 4 in the Online Learning Agreement platform: Proposed Mobility Programme**

**Academic year:** 2021/2022

**Planned start of your mobility:** 01/09/2021

**Planned end of your mobility:** 28/02/2022

For a full academic year (2 semesters): from 01/09/2021 – 31/08/2022

## Table A – Study programm at Hochschule Esslingen

### Add Component to table A

Course catalogue at Hochschule Esslingen: [www.hs-esslingen.de/etc](http://www.hs-esslingen.de/etc) (Please write exactly the same courses as on the course selection form in your online application, otherwise the OLA will not be accepted)

### Change of course selection during the semester abroad

If you have any changes to your course selection, these will need to be logged via OLA platform too and signed off in the same way (see „**Apply Changes**“ and follow the instructions.)

Please note the you have to fill in the form „**Changes in course selection**“ and get the signature from your supervising professor at Hochschule Esslingen before you make your changes in OLA.

**DO NOT START ANY CHANGES IN OLA WITHOUT MEETING YOUR SUPERVISING PROFESSOR.**

**KINDLY NOTE THAT OLA WITH CHANGES CAN ONLY BE SIGNED AFTER SUBMITTING THE COMPLETED FORM „Changes in course selection“ TO [incoming@hs-esslingen.de](mailto:incoming@hs-esslingen.de)**