

Instructions Erasmus+ Online Learning Agreement (OLA)

Erasmus scholarship holders need to complete a Learning Agreement.

Please follow the instructions below very carefully – it is important that all fields are filled in correctly.

1. Step

You can generate OLA either via the website (<https://www.learning-agreement.eu/student/home/login.php>), or by using the Erasmus+ app which is available to download for Android or iOS. Please register once and your login details can be used for the app or the website.

2. Step

After log in please select „NEW LEARNING AGREEMENT“. A form is ready to be filled in.

Please make sure that you start only 1 OLA in order to avoid confusions.

The screenshot shows the 'STUDENT platform' interface. At the top right, there is a user greeting 'Hello, Student H' with the email 'Student.HSEsslingen@gmail.com' and buttons for 'HOME' and 'LOGOUT'. Below this, there is a yellow button labeled 'NEW LEARNING AGREEMENT'. The main content area is titled 'Learning Agreement (before mobility)' and contains a table with the following data:

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
HOCHSCHULE ESSLINGEN	Germany	Bachelor or equivalent first cycle (EQF 6)	12/2019	12/2019	Ready to edit	...

Below the table, there is a grey button labeled 'NEW LEARNING AGREEMENT WITH CHANGES' and a section titled 'Changes to learning agreement (during mobility)' with a table structure similar to the one above, but currently empty.

Receiving Institution

1. Receiving Institution name → click “CHOOSE” and select GERMANY – **HOCHSCHULE ESSLINGEN**
2. Faculty/Department of Hochschule Esslingen where you will be studying (Please note that you will be enrolled in the faculty you have chosen the majority of courses.)
3. Contact person name + email + phone of Hochschule Esslingen

Ms. Esther Ndomé
Incoming@hs-esslingen.de
+49(0)711.397-3080

Proposed Mobility Programme

1. Table A: Study Programme at the Receiving Institution

Click on “+ADD SUBJECT” button for each of the courses you will be studying at the host University.

Please note:

- Your course selection form must match the courses in your OLA.
- Please do not forget to add the German language course, it is mandatory.
- Your course selection might have to be updated upon arrival.

learning-agreement.eu

STUDENT platform

Hello, Student H
Student.HS@esslingen@gmail.com

HOME LOGOUT

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.

Link to course website

SUBMIT CANCEL

Receiving Institution Component

1. Component code (If there is no code, leave it blank)
2. Component Title
3. Enter the semester in which the course will be taken (First semester=winter semester, Second semester=summer semester, Full academic year)
4. ECTS credits
5. After choosing courses please enter the link of the course website
6. Repeat the process for each additional course

7. If you are studying for a full academic year please note that the final adjustment of timetable will be done after arrival.

2. Table B: Recognition at the Sending Institution

Click on “+ADD SUBJECT” button for each of the courses of your University

The screenshot shows the 'Sending institution component' form in the Student platform. The form includes a header with the logo and navigation links, followed by a title and a descriptive text box. Below this are several input fields: 'Component code (if any)', 'Component title at the Sending Institution (as indicated in the course catalogue)*', 'Semester (e.g. autumn/spring; term)*' with a dropdown menu, 'Number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion. (Use DOT "." as decimal separator)*' with the value '0,0', and 'Link to course website'. At the bottom are 'SUBMIT' and 'CANCEL' buttons.

Sending Institution Component

1. Component code (If there is no code, leave it blank)
2. Component title
3. Enter the semester(s) you will be on Erasmus+ exchange (First semester, Second Semester, Full academic year)
4. ECTS Credits
5. Course Website of your University
6. Repeat the process for each additional course

Planned period of the mobility

Enter your start and end months of your Erasmus+ exchange at Hochschule Esslingen

Academic Year 2020/2021 – winter semester: September 2020 – February 2021
summer semester: March 2021 – August 2021

Language competence and level of the student

Please select the level and the language in which you will be taught.

Responsible Persons

Responsible Person at the Sending Institution

1. Name
2. Position (e.g. Exchange Coordinator)
3. Email
4. Phone Number

Person which signs the Learning Agreement at your University

Responsible Person at the Receiving Institution

1. Name
2. Position
3. Email
4. Phone Number

Ms. Esther Ndomé
Coordinator Incoming students
Incoming@hs-esslingen.de
+49(0)711.397-3080

Commitment of the three parties

1. Click the “SIGN ONLINE” button
2. Sign your signature in the box (either with your mouse, or with your finger if you are using the mobile app)
3. Click the “SIGN DOCUMENT” button

Please make sure that all fields are filled in correctly and click on “SENDING INST. COORDINATOR”.

SENT OLA:

learning agreement.eu		STUDENT platform		Hello, Student H Student.HSEsslingen@gmail.com		HOME	LOGOUT
Learning Agreement (before mobility)							NEW LEARNING AGREEMENT
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION	
FH JOANNEUM GESELLSCHAFT M.B.H.	Austria	Bachelor or equivalent first cycle (EQF 6)	12/2019	02/2020	Sent to Sending inst. coordinator	...	
Changes to learning agreement (during mobility)							NEW LEARNING AGREEMENT WITH CHANGES
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION	

SIGNATURE SENDING INSTITUTION:

 **STUDENT platform** Hello, Student H
Student.HSEaslingen@gmail.com [HOME](#) [LOGOUT](#)

Learning Agreement (before mobility) NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
FH JOANNEUM GESELLSCHAFT M.B.H.	Austria	Bachelor or equivalent first cycle (EQF 6)	12/2019	02/2020	Signed by Sending Inst. and sent to Receiving Inst.	...

Changes to learning agreement (during mobility) NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
-----------------------	---------	-------	------	----	--------	--------

SIGNED BY BOTH COORDINATORS:

 **STUDENT platform** Hello, Student H
Student.HSEaslingen@gmail.com [HOME](#) [LOGOUT](#)

Learning Agreement (before mobility) NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
FH JOANNEUM GESELLSCHAFT M.B.H.	Austria	Bachelor or equivalent first cycle (EQF 6)	12/2019	02/2020	Signed by both coordinators	...

Changes to learning agreement (during mobility) NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
-----------------------	---------	-------	------	----	--------	--------

Once the sending and host coordinators have signed the agreement you will receive an e-mail telling you that the PDF copy is ready. You can then download it.

Log in to the Online Learning Agreement website, click on the 3 red dots again, and select "SAVE PDF".

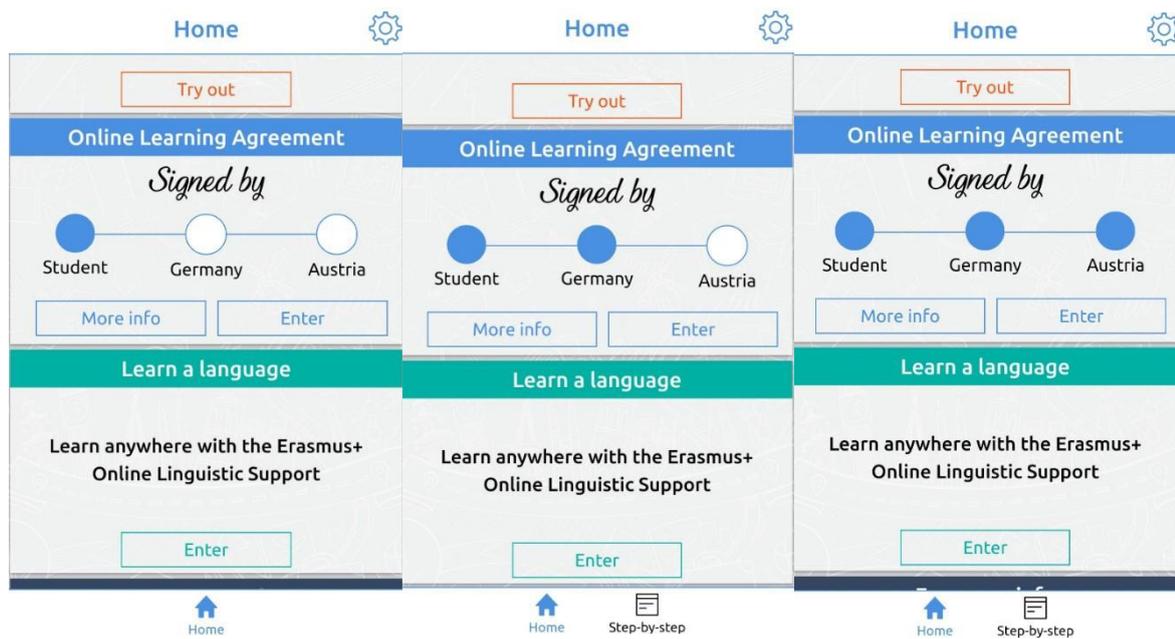
Online Learning Agreement

Dear student,

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the [Online Learning Agreement](#) platform to view and download the signed LA.

Best regards,
Online Learning Agreement team

You can also follow the status on the Erasmus+ app:



PLEASE BE AWARE THAT YOUR CREATED ACCOUNT WILL STILL BE AVAILABLE IN CASE YOUR OLA WILL BE REMOVED.

TO REISSUE A NEW OLA PLEASE START WITH STEP 1.

Changes to your Learning Agreement while on exchange

If you have any changes to your course selection, these will need to be logged via the website too and signed off in the same way.

PLEASE NOTE THAT 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.

You will see that the second section of the online form is called “CHANGES TO LEARNING AGREEMENT (DURING MOBILITY)”

The screenshot shows the 'STUDENT platform' interface. At the top, there is a navigation bar with the logo, 'STUDENT platform', and user information: 'Hello, Student H', 'Student: h333333@gmail.com', and buttons for 'HOME' and 'LOGOUT'. Below the navigation bar, there are two main sections:

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
FH JOANNEUM GESELLSCHAFT M.B.H.	Austria	Bachelor or equivalent first cycle (EQF-6)	12/2019	02/2020	Signed by Sending inst. and sent to Receiving inst.	...

→ Changes to learning agreement (during mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
-----------------------	---------	-------	------	----	--------	--------

Click on the button on the left marked “NEW LEARNING AGREEMENT WITH CHANGES”

Click the “CREATE” button on the right

In the “TABLE A Section” click on the “SET AS DELETED” button to remove courses, and select a reason for removal in the drop-down box.

Click on “+ADD SUBJECT” to add new courses as you did when you first created the Learning Agreement.

Please don't change anything in Table B unless instructed by your home Exchange Coordinator.

Please have in mind that you cannot submit OLA if you only change courses in Table B.

Sign the form online, and click the “submit” button.

Once all parties have signed the changes, you can now download your OLA with changes.

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