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.
3. Step

Work your way through the following screens, using the information below and please fill out the required fields:

### Student Information
- **Nationality**
- **Date of Birth**
- **Gender**
- **Your home Student ID**
- **Phone number**
- **Study Cycle from drop-down list**
- **Academic year in which you will be studying abroad (2019/2020)**
- **Field of Education**

### Sending Institution
- **Sending Institution name** → click “CHOOSE” and select your University
- **Your Faculty**
- Please fill in the contact person (name, email, phone) of your university which is responsible for your Learning Agreement
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

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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 that your course selection might have to be updated upon arrival.

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

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 2019/2020 – summer semester: March 2020 – August 2020
Academic Year 2020/2021 – winter semester: September 2020 – February 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

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Coordinator Incoming students  
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**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:**
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”.

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:
**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 IN ESSLINGEN BEFORE YOU FILL OLA.**

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

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.

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

Once all parties have signed the changes, download the PDF and return it to both Erasmus Coordinators.