



Erasmus+

Step by Step Guide

Online Learning Agreement

Areas of Responsibility:

International Office

- Questions about ERASMUS funding
- Grant Agreement
- Questions about the stay or the host university
- Nomination at the host university
- Documentation Learning Agreements

ERASMUS+ Departmental Coordinator

- Arrangement of the course selection
- Signing of the Learning Agreements
- Recognition process

Learning Agreement:

1. Learning Agreement

- BEFORE the Mobility (for all fields of study and the complete mobility period)
- Deadline (see Check list)

2. Learning Agreement Changes

- DURING the mobility
- Changes during mobility (until 5 weeks after beginning of classes)
- See Step by Step Guide Changes

Transcript of Records, Recognition

- AFTER the mobility
- Transcript of Records
- Apply for recognition in the department

Guides: www.erasmusout-eu.uni-trier.de

IMPORTANT !



Note

- Please discuss the course selection with your Erasmus+ coordinator at your home university **before** you complete the Learning Agreement, Part I.
- Usually, you are required to take 30 ECTS. This can vary if the Erasmus+ coordinators give their approval.
- The agreements in LA part I and II are **binding**. If you make non-approved changes or do not perform accordingly, you may have to return part or even all of the ERASMUS+ funding. This will be clarified on a case-by-case basis with the Erasmus+ coordinator, the International Office and the student. (As a rule, funds will not be reclaimed if all the agreed courses have been attended and the exams have been taken but not passed.)

1. Login



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



ur Learning Agreement **online within a few steps**
t with both home and host universities.

is been developed by the Aristotle University of Thessaloniki, the European University Foundation and the
k for the 21st century mobile student.



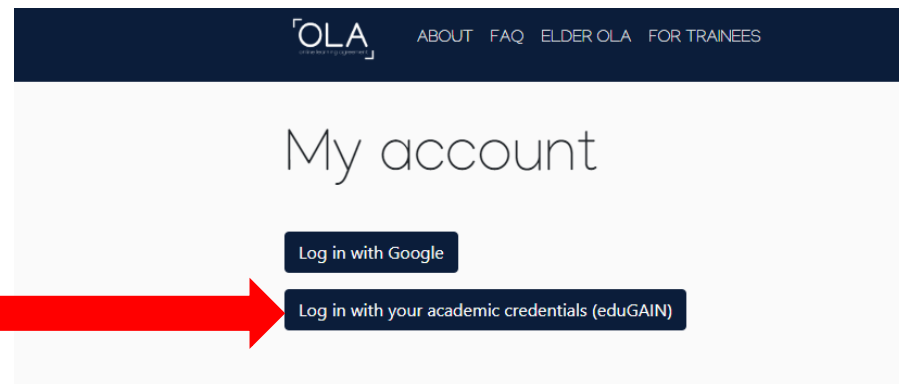
LOGIN TO ACCESS YOUR LEARNING AGREEMENT

1. Login

Please log in with your **Trier University student ID (E-Mail)**

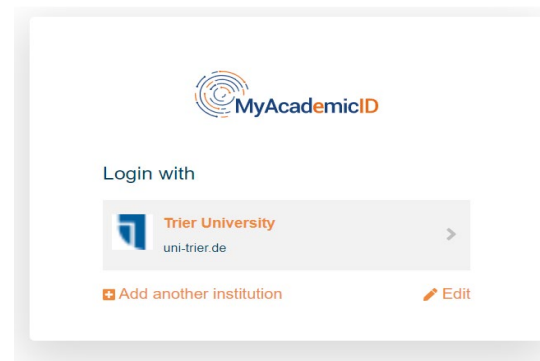
1.

Please log in with your
**Trier University student
ID (E-Mail)**



2.

Please choose **Trier
University**



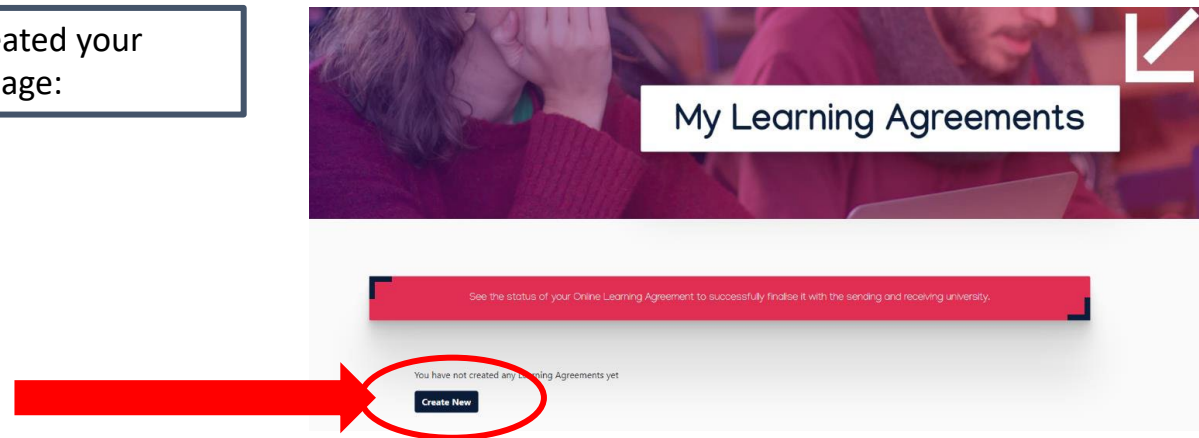
1. Login

- Register with **MyAcademicID** and enter your personal details
- You will receive an e-mail that your account has been created
- You can then log in at <https://learning-agreement.eu/>

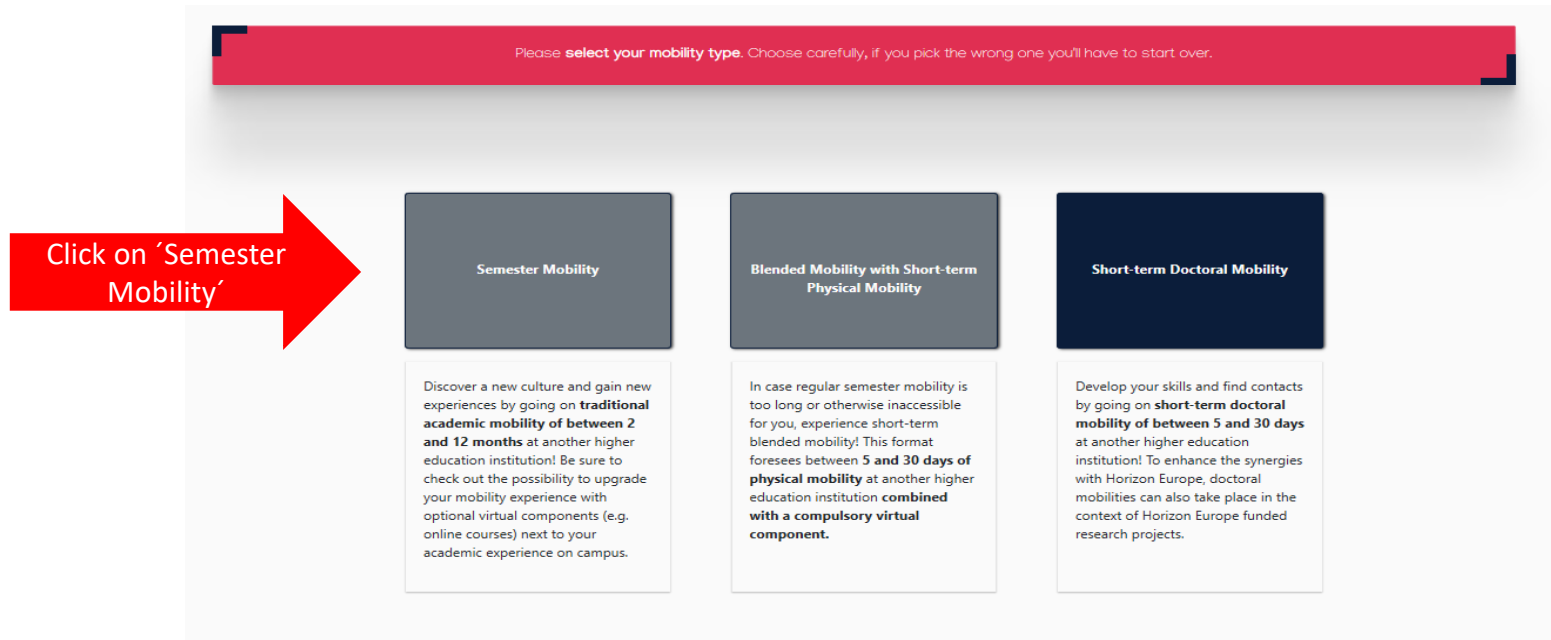
2. Create your Learning Agreement

Click on 'Create new' to create your Learning Agreement.

If you have successfully created your account, you will see this page:



2. Create your Learning Agreement

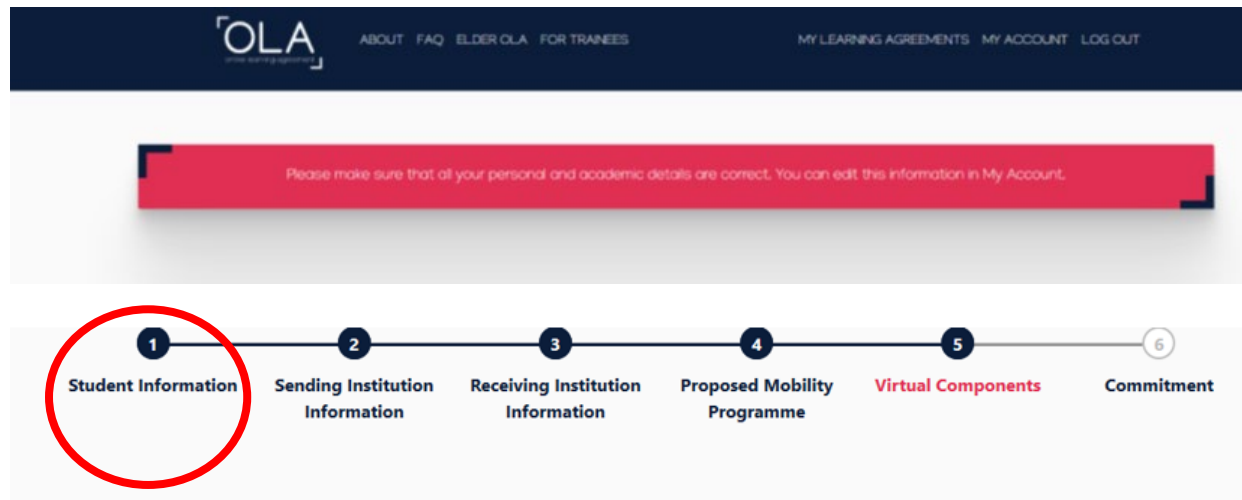


Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Click on 'Semester Mobility'

Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral Mobility
Discover a new culture and gain new experiences by going on traditional academic mobility of between 2 and 12 months at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.	In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between 5 and 30 days of physical mobility at another higher education institution combined with a compulsory virtual component .	Develop your skills and find contacts by going on short-term doctoral mobility of between 5 and 30 days at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

2. Create your Learning Agreement



Step 1: Student information

Check your personal data. If you want to change the data, click on 'My Account'.

2. Create your Learning Agreement



Please note: Enter the academic year in which you will be abroad (example: you are going abroad in winter semester 24/25: 2024/2025; you are going abroad in summer semester 2025: 2024/2025)

Step 2.1: Sending Responsible Person

Add the details of your subject coordinator at Trier University (can be found in the letter of acceptance)

Academic year *
2019/2020

Sending

Sending Institution

Country *
Germany x

Name *
UNIVERSITÄT TRIER x

Faculty/Department
Business and administration

Address *
Trier

Erasmus Code *
D TRIER01

Sending Responsible Person

First name(s) *

Sending Administrative Contact Person

First name(s)

Step 2.2: Sending Admin Contact Person

First name: Anne
Last name: Schneider
Position: International Office
Email: anne.schneider@uni-trier.de
Phone number: +496512012868

2. Create your Learning Agreement



Step 3: Receiving Institution

= Your host university

Please enter the contact details of the contact person at the host university here*

*Receiving Responsible Person

= Subject coordinator at the host university

*Receiving Administrative Contact Person

= Contact person at the International Office at the host university

Receiving Institution

Country *
Denmark x

Name *
COPENHAGEN BUSINESS SCHOOL x

Faculty/Department
Business and administration

Address *
Frederiksberg

Erasmus Code *
DK KOBENHA05

Receiving Responsible Person

First name(s) *
Max Mustermann

Last name(s) *

Receiving Administrative Contact Person

First name(s)

Last name(s)

2. Create your Learning Agreement



Step 4.1: Period of stay

Enter the academic year in which you will be studying abroad here

Step 4.1: Period of stay

Enter the academic year in which you will be studying abroad here

2019/2020

Preliminary LA

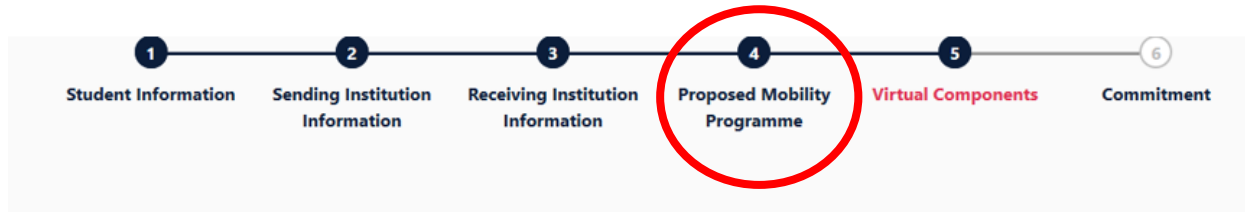
Planned start of the mobility *

tt.mm.jjjj

Planned end of the mobility *

tt.mm.jjjj

2. Create your Learning Agreement

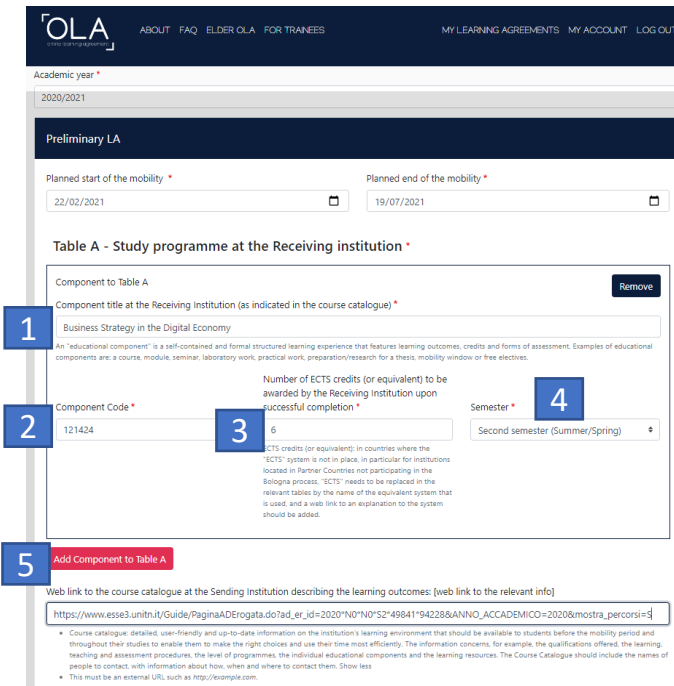


Step 4.2: Courses at the host university

In the next step, you must complete **Table A**. Please list all the components that you will attend at the host university.

- 1 Name as stated in the course catalogue
- 2 Component Code
- 3 ECTS
- 4 Semester (period of stay)
- 5 Click on „Add Component to Table A“

Repeat this for each course that you will attend at the host university



2. Create your Learning Agreement



Step 4.3: Additional details

- 1 Filling in not necessary 2 Main language of instruction at the host university 3 Level of language competence



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

1

- 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 *

2 Select a value -

The level of language competence *

3 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>

2. Create your Learning Agreement



Step 4.4: Courses at the University of Trier

In the next step, you must complete **Table B**. Here you list all components from the Trier University curriculum that are **to be recognised** at Trier University.

- 1 Name as stated in the course catalogue
- 2 Component Code
- 3 ECTS
- 4 Semester (period of stay)
- 5 Click on „Add Component to Table B“

Repeat this for each course that you will attend at the host university

Table B - Recognition at the Sending institution *

Component to Table B

Remove

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

1

Component Code *

2

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

3

Semester *

4

☐ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

5

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>.

2. Create your Learning Agreement



*If you want to delete a course, click on 'Remove' and then 'Confirm removal'

Component to Table B

Remove

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

Contracts Law

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 *

113FGH

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

6

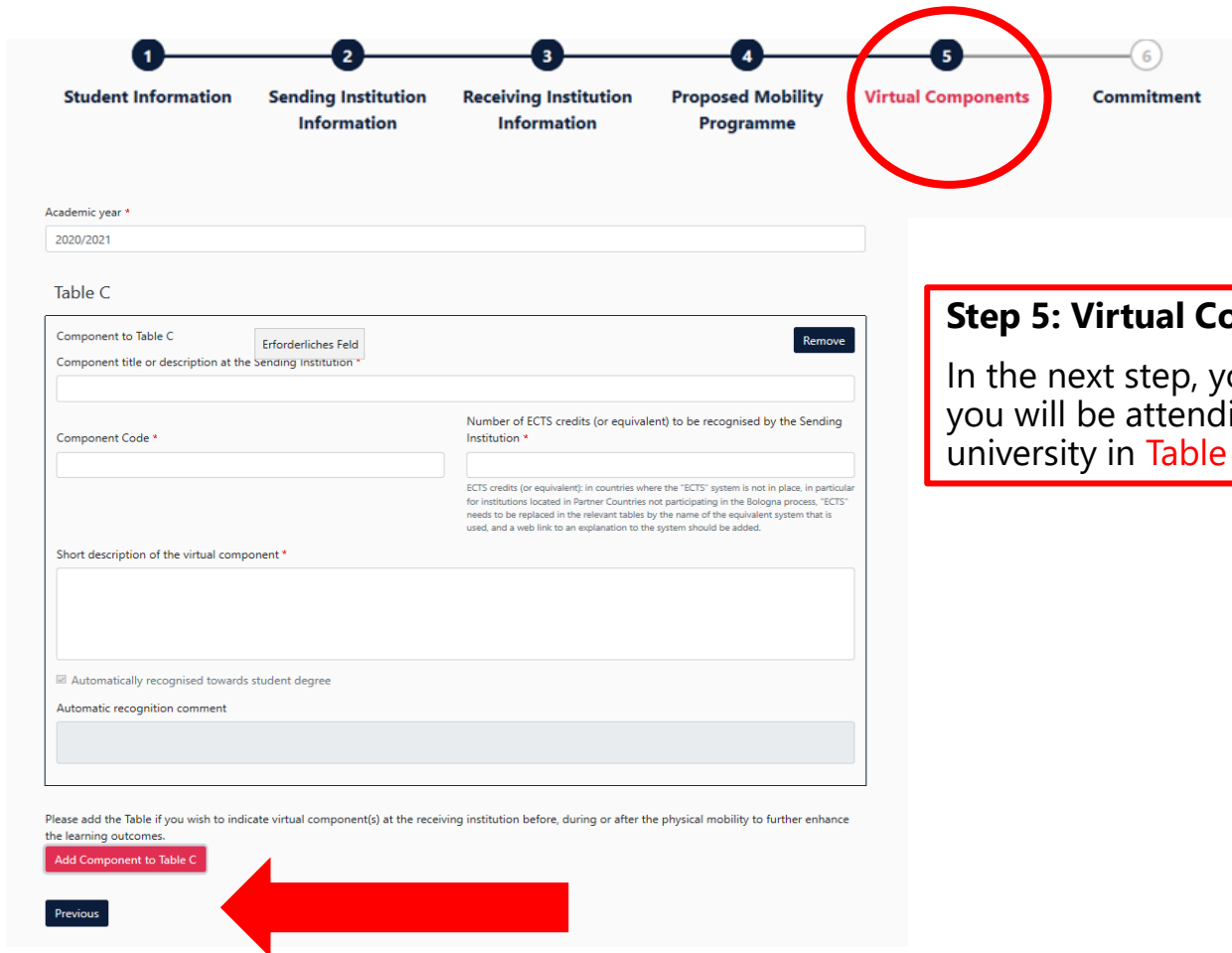
Semester *

Second semester (Summer/Spring)

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 B

2. Create your Learning Agreement



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

Academic year *
2020/2021

Table C

Component to Table C Erforderliches Feld Remove

Component title or description at the Sending Institution *

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

Short description of the virtual component *

☒ Automatically recognised towards student degree

Automatic recognition comment

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

Step 5: Virtual Components

In the next step, you can enter the courses you will be attending **online** at the host university in **Table C**.

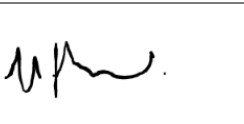
3. Finalise the Learning Agreement

Academic year *

2020/2021

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

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Step 6: Signature and approval

Sign your Learning Agreement and click on '**Sign and send the Online Agreement to the Responsible Person at the Sending Institution for review**'.

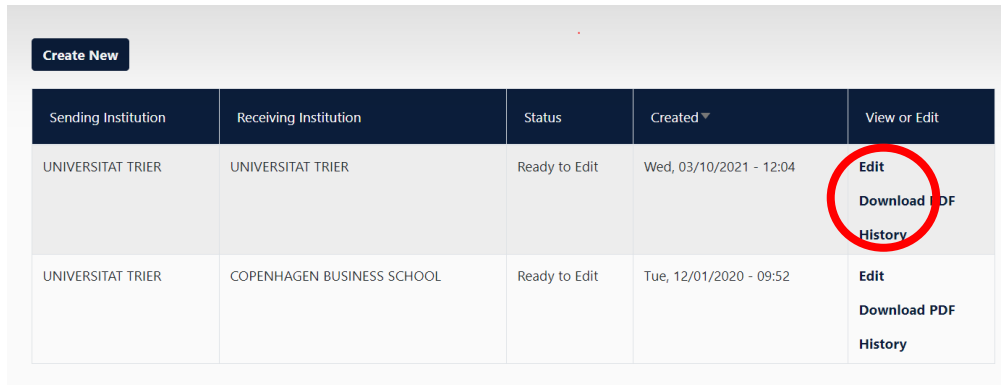
The Responsible Person Sending Institution that you specified in Step 2 will then be notified automatically.

Note: The signed OLA can only be changed if the subject coordinator rejects it in the system.

Please note !

If you attend courses from **two different subjects** during your semester abroad and wish to have them recognised in two different subjects after your stay, you must obtain the approval of the second coordinator:

1. Download a pdf version of the document



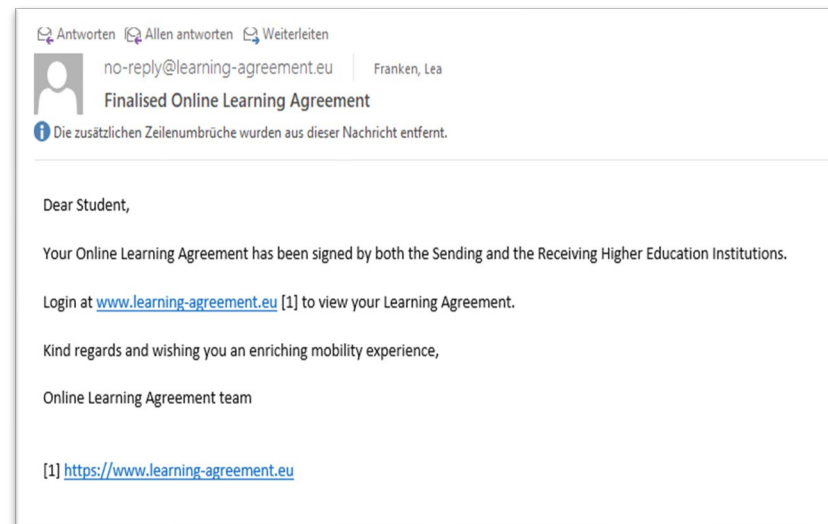
Create New				
Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
UNIVERSITÄT TRIER	UNIVERSITÄT TRIER	Ready to Edit	Wed, 03/10/2021 - 12:04	Edit Download PDF History
UNIVERSITÄT TRIER	COPENHAGEN BUSINESS SCHOOL	Ready to Edit	Tue, 12/01/2020 - 09:52	Edit Download PDF History

2. Send the pdf document by e-mail to your second subject coordinator (and a copy to the first subject coordinator) with a request for approval.

3. Finalise the Learning Agreement

If the 'Responsible Person Sending Institution' (1st subject coordinator at Trier University) has signed the Learning Agreement virtually, the 'Responsible Person Receiving Institution' at the host university is automatically notified*. If the subject coordinator rejects the OLA, the OLA can be edited/changed again.

Once the responsible person at the host university has signed the Learning Agreement, you will receive a notification by e-mail and can download the final version.



Please send the final PDF version of the Learning Agreement to erasmus.out@uni-trier.de

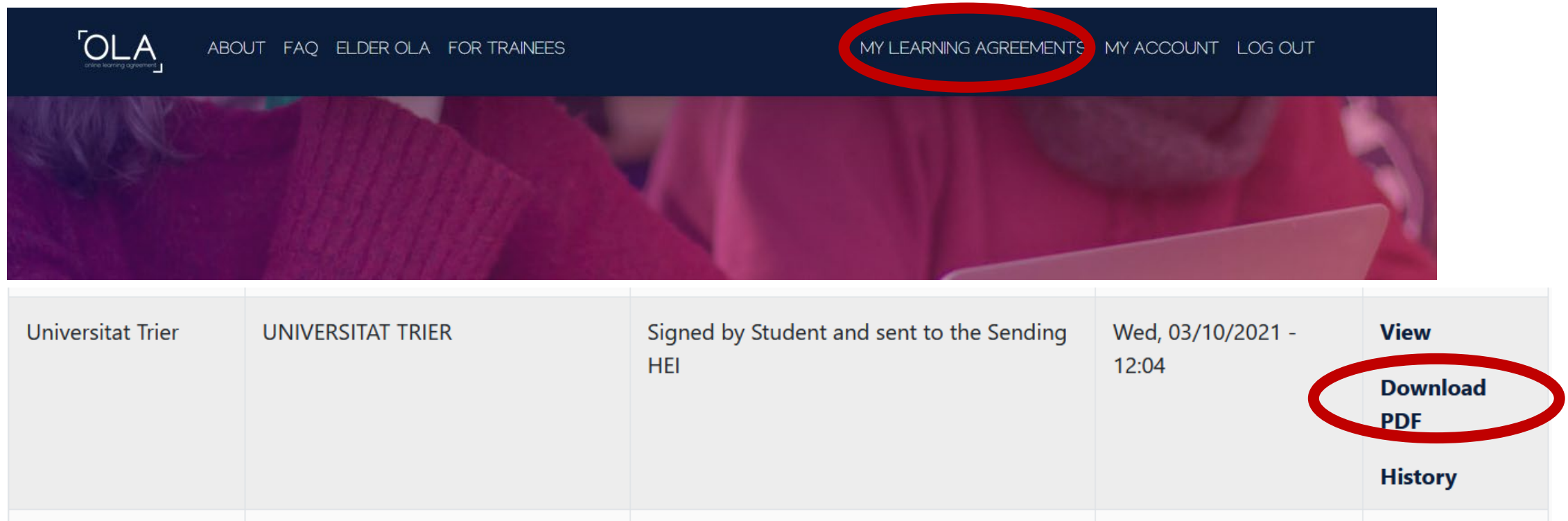
*For two subjects: The main subject coordinator can only approve the Learning Agreement once authorisation from the second subject has been received.

Important!

- Not all host universities are connected to the ONLINE system yet.
- You will **not** receive an error message if your host university is not connected to the system.
- Therefore, please follow the instructions of your host university and regularly check whether your Learning Agreement has been authorised in the system.
- If your host university is not connected to the system, **please download** the Online Learning Agreement signed by your subject coordinator as a PDF from the system and send it by e-mail to the subject coordinator at your host university. (See next slide)

Downloading the OLA from the system

Click on 'My Learning Agreements' and an overview will appear.



The screenshot shows the OLA system interface. The top navigation bar includes the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS (highlighted with a red circle), MY ACCOUNT, and LOG OUT. Below the navigation bar is a banner image of a person using a laptop. The main content area displays a table of learning agreements.

Universitat Trier	UNIVERSITAT TRIER	Signed by Student and sent to the Sending HEI	Wed, 03/10/2021 - 12:04	View Download PDF (highlighted with a red circle) History
-------------------	-------------------	---	-------------------------	---

All instructions and the checklist can be found at
www.erasmusout-eu.uni-trier.de