Universität Trier

Erasmus+
Step by Step Guide for Incoming Students
Online Learning Agreement

Version 26.05.2021
Learning Agreement

1. Learning Agreement
   - Prior to your stay
   - For deadlines please check with your home university

2. Learning Agreement Changes
   - DURING your stay
   - Documenting and verifying changes (Deadline at Trier Univ. = 5 weeks after beginning of the lecture period for the relevant semester)
   - Additionally see: Step by Step Guide Changes

3. Learning Agreement Anerkennung
   - AFTER your stay
   - Necessary for the recognition

Helpful advice on the FAQ & Study Information page – Section Learning Agreements
All Learning Agreements of incoming students at Trier University have to be sent to the International Office of the university.

Please do not send Learning Agreements directly to the departments of the university.

Please inform us on the progress of your Learning Agreement and whether you have to hand in an Online Learning Agreement or not.

Contact person for the University of Trier is always Mr. Proost in the International Office, regardless of whether you create the traditional Learning Agreement or the OLA.

The address provided for this purpose is exchangestud@uni-trier.de. This also applies if you want or need to use the Online Learning Agreement function of the EU.

Not all universities participate in or accept the OLA! Please clarify with your home university whether you can or have to use the OLA! If this is not the case, you can easily fall back on the conventional Learning Agreement format.

The "Receiving Administrative Person" as well as the "Receiving Responsible Person" is in all cases Mr. Proost.

We strongly recommend that you contact the university's ECTS contact persons (ects.uni-trier.de) for advice regarding your course selection and the feasibility of your exchange before preparing your Learning Agreement.

In principle, a selection of courses within the framework of 30 ECTS per semester is possible. Please consult with your home university with regard to ECTS to be taken.

Do not copy any course choices of your fellow students, especially not from past semesters. The course catalog of Trier University changes at regular intervals and the individual compilation and review of your own Learning Agreement is essential!

The agreements in LA 1 and, if applicable, 2 are binding; non-agreed deviations and, in particular, missing services can lead to the reclaiming of part or even all of the ERASMUS funding.
1. Login

https://learning-agreement.eu/

Your Learning Agreement online within a few steps

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

Login to access your learning agreement
1. Login

Please log in with your academic credentials

1. Please log in with your academic credentials

2. Choose your home university - in this case you see Trier
1. Login

• Register with MyAcademicID and enter your personal data
• You will receive a mail that your account has been created
• Then you can log in via https://learning-agreement.eu/
2. Creating the Learning Agreement

Click on "Create new" to proceed with creating your Learning Agreement.

If you successfully created your account you will see the following page:
2. Creating the Learning Agreement

Click on „Semester Mobility“

- **Semester 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.

- **Blended Mobility with Short-term Physical Mobility**: 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.

- **Short-term Doctoral Mobility**: 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. Learning Agreement ausfüllen

Step 1: Student information

Check your personal data
If you want to change data, please click on „My account“
2. Creating the Learning Agreement

Step 2.1: Sending Responsible Person
Please put in the details of your home university’s responsible person

Step 2.2: Sending Admin Contact Person
Please put in the details of your home university’s admin contact person
Step 3: Receiving Institution
= Your receiving Inst. = Trier Univ.
(Here you see Copenhagen Business S.)

Please put in the data as follows

*Receiving Responsible Person &
*Receiving Administrative Contact Person
= Jan-Patrick Proost, M.A.
Outgoings-Coordinator / Incomings-Coordinator
International Office
Tel.: +49651/201-4676
E-Mail: exchangestud@uni-trier.de
Step 4.1: Period of Stay

Fill in the period of your stay at Trier Univ.

2019/2020

Planned start of the mobility

Planned end of the mobility
2. Creating the Learning Agreement

Step 4.2: Courses
In the next step you have to fill in Table A. Here you list all components for Trier University

1. Title as specified in the course catalogue
2. Course-/Component-Code
3. ECTS
4. Semester (Period of your stay)
5. Click on „Add Component to Table A“

Repeat for every course you want to take while studying at Trier Univ.

The exact number of ECTS credits varies from class to class and is dependent on the workload of your level (Bachelor/Master) and your subject. You can find more information on ECTS points on the page ets.uni-trier.de under ETCS-Info (if available) as well as the ECTS-coordinator for your subject in Trier. For more information on classes, ECTS points or any other subject related questions please contact your ECTS-coordinator.
2. Creating the Learning Agreement

Step 4.3: Other

1. Link to the course catalogue
2. Main language of instruction
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 *

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
2. Creating the Learning Agreement

Step 4.4: Courses at your home university
In the next step you need to fill in Table B
Here you need to list all components from your home university’s curriculum which should be recognized

1. Title as specified in the course catalogue
2. Course-/Component-Code
3. ECTS
4. Semester (Period of your stay)
5. Click on „Add Component to Table B“

Repeat for every course you want to be recognized
If you want to delete a course, click on „Remove“ and then „Confirm removal“.
3. Finalizing the Learning Agreement

Step 5: Virtual Components
In the next step in Table C you can specify courses, in which you will participate in Trier online.
3. Finalizing the Learning Agreement

**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, as specified in Step 2 will be notified automatically.

*After signing and sending the Learning Agreement can only be changed upon rejection from the coordinator*
3. Finalizing the Learning Agreement

When the signature has been provided by the „Responsible Person Sending Institution“ (your home coordinator) a notification will automatically go to the „Responsible Person Receiving Institution“.

If the OLA is rejected you can/have to amend it and put in your changes.

After signature from the Responsible Person of Trier Univ. (= Mr. Proost) you will receive a notification via E-Mail and you can download the final version of your agreement.

Please send the final version in pdf-format to exchangestud@uni-trier.de.
Contacts

Responsible Receiving Person & Administrative Person
Jan-Patrick Proost, M.A.
Outgoings-Coodinator / Incomings-Cooordinator
International Office
Tel.: +49651/201-4676
E-Mail: exchangestud@uni-trier.de
Web: www.international-office.uni-trier.de

The central e-mail address for all questions regarding your Learning Agreement is: exchangestud@uni-trier.de

ECTS-Coordinators for questions regarding courses and ECTS-Info
https://ects.uni-trier.de/

Course Catalogue
https://ects.uni-trier.de/

FAQ & Study-Information Homepage
https://www.uni-trier.de/international/wege-nach-trier/austauschstudierende/faq-informationen-zum-studium