

# 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



## IMPORTANT !

- 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](mailto: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](https://ects.uni-trier.de) (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

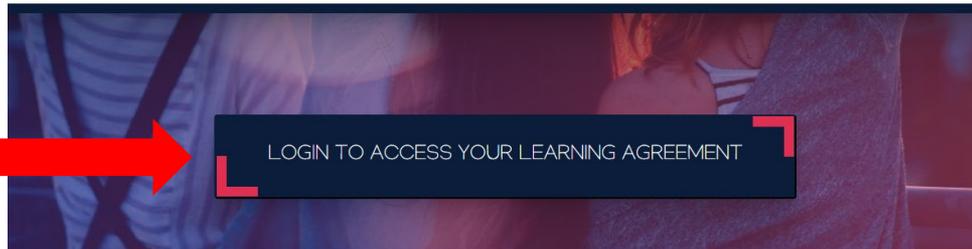


<https://learning-agreement.eu/>



your Learning Agreement **online within a few steps**  
to be completed with both home and host universities.

The tool has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the University of Trier for the 21st century mobile student.



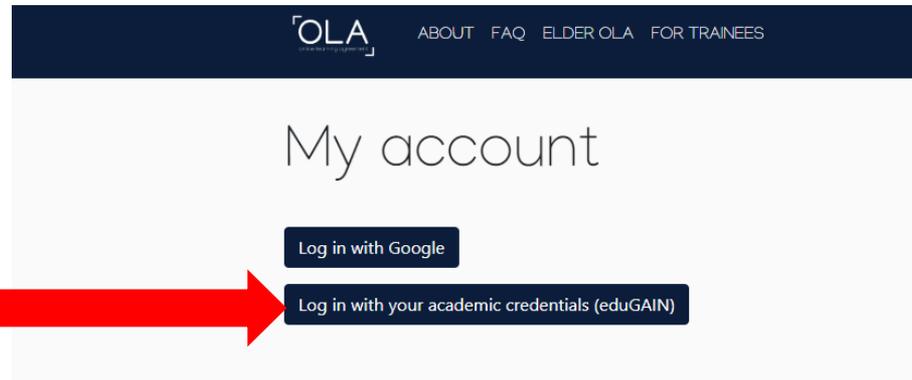
# 1. Login



Please log in with your **academic credentials**

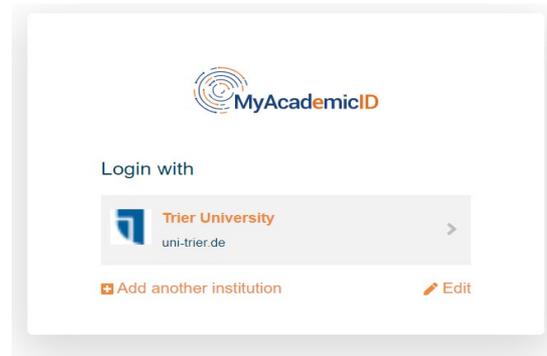
1.

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



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

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.

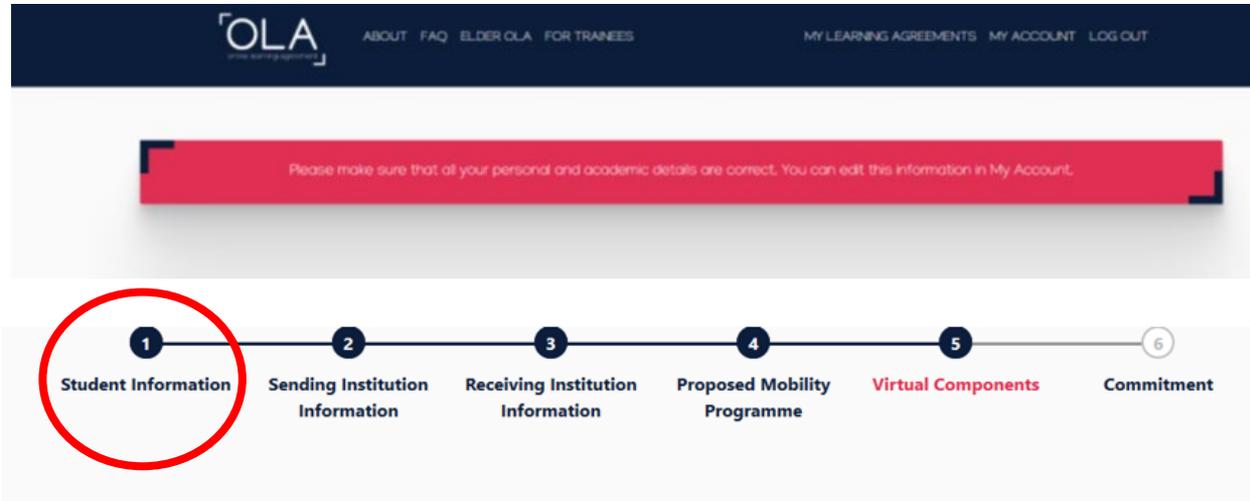
## Blended Mobility with Short-term Physical Mobility

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. Creating the Learning Agreement



## Step 1: Student information

Check you personal data

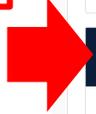
*If you want to change data, please click on „My account“*

# 2. Creating the Learning Agreement



## Step 2.1: Sending Responsible Person

Please put in the details of your home university's responsible person



**Sending**

**Sending Institution**

Country \*  
Germany x

Name \*  
UNIVERSITAT 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

Please put in the details of your home university's admin contact person



# 2. Creating the Learning Agreement



**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-Cordinator / Incomings-  
Coordinator  
International Office  
Tel.: +49651/201-4676  
E-Mail: [exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de)

**Receiving Institution**

Country \*  
Denmark x

Name \*  
COPENHAGEN BUSINESS SCHOOL x

Faculty/Department  
Business and administration

Address \*  
Frederiksberg

Erasmus Code \*  
DK KOBENHA05

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**Receiving Responsible Person**

First name(s) \*  
Max Mustermann

Last name(s) \*

...

**Receiving Administrative Contact Person**

First name(s)

Last name(s)

...

# 2. Creating the Learning Agreement



**Step 4.1: Period of Stay**  
Fill in the period of your stay at Trier Univ.



2019/2020

**Preliminary LA**

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 [ects.uni-trier.de](https://www.ects.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.*

OLA  
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Academic year \*  
2020/2021

Preliminary LA

Planned start of the mobility \* 22/02/2021  
Planned end of the mobility \* 19/07/2021

Table A - Study programme at the Receiving institution \*

Component title at the Receiving Institution (as indicated in the course catalogue) *	Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving institution upon successful completion *	Semester *
1 Business Strategy in the Digital Economy	2 121424	3 6	4 Second semester (Summer/Spring)

5 Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]  
[https://www.ess63.unin.it/Guide/PaginaADerogata.do?ad\\_er\\_id=2020\\*NO\\*NO\\*52\\*49841\\*942288\\*ANNO\\_ACCADEMICO=2020&mostra\\_percorsi=5](https://www.ess63.unin.it/Guide/PaginaADerogata.do?ad_er_id=2020*NO*NO*52*49841*942288*ANNO_ACCADEMICO=2020&mostra_percorsi=5)

- \* 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>.

# 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]

- 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 \*

The level of language competence \*

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*



Table B - Recognition at the Sending institution \*

Component to Table B <span>Remove</span>			
Component title at the Sending Institution (as indicated in the course catalogue) *			
<b>1</b>	<small>Original 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.</small>		
Component Code *	<b>3</b>	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
<b>2</b>		<b>4</b>	a value - ▾
<small>(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.</small>			
<input type="checkbox"/> Automatically recognised towards student degree			
Automatic recognition comment			
<input type="text"/>			
<b>Add Component to Table B</b>			
<b>5</b>	Applying if the student does not complete successfully some educational components: [web link to the relevant info]		
<small>This must be an external URL, such as <a href="http://example.com">http://example.com</a>.</small>			
Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]			
<input type="text"/>			
<small>This must be an external URL, such as <a href="http://example.com">http://example.com</a>.</small>			

# 3. Finalizing the 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) \*

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 *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
<input type="text" value="113FGH"/>	<input type="text" value="6"/>	<input type="text" value="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

# 3. Finalizing the Learning Agreement



Academic year \*

2020/2021

Table C

Component to Table C	Erforderliches Feld	Remove
Component title or description at the Sending institution *		
<input type="text"/>		
Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	
<input type="text"/>	<input type="text"/>	
<small>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.</small>		
Short description of the virtual component *		
<input type="text"/>		
<input checked="" type="checkbox"/> Automatically recognised towards student degree		
Automatic recognition comment		
<input type="text"/>		

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 Next

## 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



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, as specified in Step 2 will be notified automatically

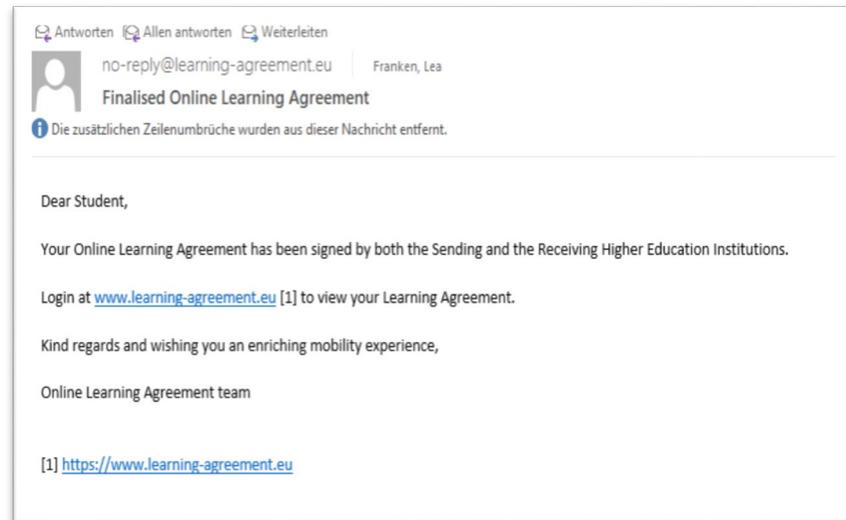
*After signing and sending the Learning Agreement can only be changed upon rejection from the coordinator*

# 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](mailto:exchangestud@uni-trier.de)



## Responsible Receiving Person & Administrative Person

Jan-Patrick Proost, M.A.

Outgoings-Coordinator / Incomings-Coordinator

International Office

Tel.: +49651/201-4676

E-Mail: [exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de)

Web: [www.international-office.uni-trier.de](http://www.international-office.uni-trier.de)

**The central e-mail address for all questions regarding your Learning Agreement is: [exchangestud@uni-trier.de](mailto: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>