

Instructions Erasmus+ Online Learning Agreement (OLA) – Trier University, Version 1.0

Step 1: You can generate your OLA via the website <https://www.learning-agreement.eu>

Step 2: Please register, log-in and select to fill in a new Learning Agreement

Please make absolutely sure that you start only one Learning Agreement and work with it accordingly!

Step 3: Please work your way through the following screens step by step, using the explanations and information provided

The screenshot shows the 'Student Information' step of the OLA registration process. The form includes the following fields and options:

- Academic year ***: 2019/2020
- Student** section:
 - First name(s) ***: Jan-Patrick
 - Last name(s) ***: Proost
 - Email ***: proost@uni-trier.de
 - Date of birth ***: [Empty field]
 - Gender ***: Male
 - Nationality ***: Germany (267)
- Field of Education ***: Languages (023) (752)
- Study cycle ***: Master or equivalent second cycle (EQF level 7)

Additional information for 'Field of Education': The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Additional information for 'Study cycle': Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

A 'Next' button is located at the bottom of the form.

- Fill in the Academic year of your intended stay
- Afterwards give your personal information – here you can choose from the drop down menus provided
- Make sure that your entries under „Field of Education“ and „Study Cycle“ are as clear as possible and as close to your current studies as possible

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Academic year *
2019/2020

Sending

Sending Institution

Country *

Name *

Faculty/Department

Address *

Erasmus Code *

- In the next section please choose the sending institution = your home university and give all relevant information
- Afterwards please fill in your univ. contact person responsible for your Learn. Agreem.

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

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Academic year *
2019/2020

Receiving

Receiving Institution

Country *
Germany x

Name *
UNIVERSITÄT TRIER x

Faculty/Department

Address *
Trier

Erasmus Code *
D TRIER01

- In the next section please choose the receiving institution = Trier University and give all information as shown above
- Please give the Faculty/Department according to your admission letter
- Afterwards please fill in the „Receiving Responsible Person“ and „Receiving Administrative Person“ as follows

Jan-Patrick Proost, M.A.

Outgoings-Coordinator / Incomings-Coordinator

International Office
Tel.: +49651/201-4676

E-Mail: exchangestud@uni-trier.de
Web: www.international-office.uni-trier.de

Sprechzeiten nach Vereinbarung

Universität Trier, Raum V20b, D-54286 Trier

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

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) * <input type="text" value="Jan-Patrick"/>	First name(s) <input type="text" value="Jan-Patrick"/>
Last name(s) * <input type="text" value="Proost"/>	Last name(s) <input type="text" value="Proost"/>
Position * <input type="text" value="Incomings Coordinator"/>	Position <input type="text" value="Incomings Coordinator"/>
Email * <input type="text" value="exchangestud@uni-trier.de"/>	Email <input type="text" value="exchangestud@uni-trier.de"/>
Phone number <input type="text" value="+496512014676"/>	Phone number <input type="text" value="+496512014676"/>

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

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➤ Proposed Mobility Programme1. Table A: Study Programme at the Receiving Institution

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Academic year *

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

No Component added yet.

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]

- 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>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

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>.

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- Fill in the dates of your mobility
- Click on the “Add Component to Table A” button for each of the courses you will be studying at Trier University
- Please note: Your course selection form must match the courses in your OLA
- Your course selection might have to be updated upon arrival
- You will find the menu below after clicking on the button. Please give all information as requested and as listed in [PORTA](#)

Table A - Study programme at the Receiving institution *

Component to Table A **Remove**

Component title at the Receiving 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 awarded by the Receiving Institution upon successful completion *

Semester *

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.

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

No Component added yet.

[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]

- 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>

Table B - Recognition at the Sending institution *

No Component added yet.

[Add Component to Table B](#) 

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>.

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- Click on the “Add Component to Table B” button for each of the courses you want a recognition for
- Please note: Your course selection form must match the courses in your OLA
- Your course selection might have to be updated upon arrival
- You will find the menu below after clicking on the button. Please give all information as requested and in accordance with your home university's courses

Table B - Recognition at the Sending institution *

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 *

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.

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Academic year *

2019/2020

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

- Commitment of all parties = checking and signature of all relevant parties – student, home university and Trier University
- Make sure to sign the document and click on the „sending“ button
- The OLA will go to your home university's contact person for review
- Afterwards it will be send to Trier University
- 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 download it thereafter.

Please note: OLA can only be approved or declined. In case the OLA is declined, please make sure what to correct and start all over again. It makes sense to save your chosen courses in an additional document as well!

Please make sure as well to inform the International Office of Trier University via exchangestud@uni-trier.de that you have to/are planning to submit an OLA!

After you arrival you can still amend your OLA!