



# Erasmus+

Step by Step Guide

**Online Learning Agreement**

**CHANGES**

Version vom 06.04.2021



- Falls Sie zu Beginn Ihres Studienaufenthalts oder zu Beginn Ihres 2. Semesters an der Gasthochschule noch **Änderungen Ihres OLAs** erforderlich sein sollten, füllen Sie das OLA Changes aus.
- Änderungen können nur **innerhalb der ersten 5 Wochen** nach Studienbeginn erfolgen.

# 1. Einloggen

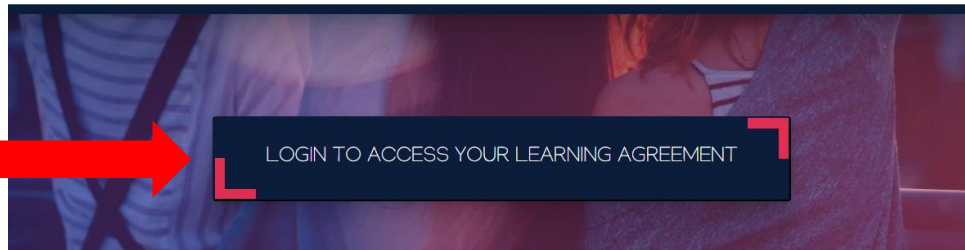


<https://learning-agreement.eu/>



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.



# 2. Learning Agreement Changes erstellen



Nach dem Einloggen sehen Sie Ihr erstelltes und genehmigtes OLA.

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created <sup>▼</sup>	View or Edit
UNIVERSITÄT TRIER	UNIVERSITÄT TRIER	Signed by both coordinators	Tue, 03/30/2021 - 08:10	<a href="#">Apply Changes</a> <a href="#">Download PDF</a> <a href="#">History</a>

Hier klicken

# 2. Learning Agreement Changes erstellen



**Step 1: Contact People Info**  
Nur ausfüllen, wenn sich Änderungen hinsichtlich der Kontaktpersonen ergeben haben sollten



Academic year \*  
2020/2021

Planned start of the mobility \*  
01.07.2021

Planned end of the mobility \*  
30.12.2021

**Sending**

**Sending Responsible Person**

First name(s) \*  
Anne

**Sending Administrative Contact Person**

First name(s)

**Receiving**

**Receiving Responsible Person**

First name(s) \*  
Anne

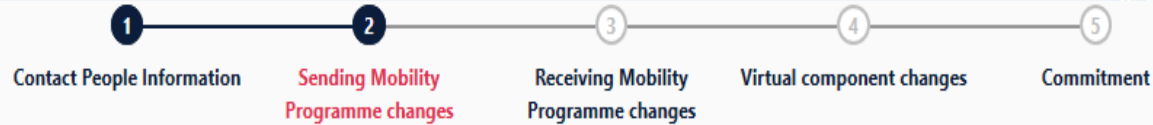
Last name(s) \*  
Schneider

**Receiving Administrative Contact Person**

First name(s)

Last name(s)

# 2. Learning Agreement Changes erstellen



Hier sehen Sie zunächst alle Kurse an der **Gasthochschule**, die im OLA Teil 1 vereinbart waren

*Diese Ansicht kann nicht bearbeitet werden.*

Um Änderungen vorzunehmen, klicken Sie auf „Add Component Final Table A2“ unter Tabelle A

Academic year \*

2020/2021

### Learning Agreement

Table A - Study programme at the Receiving institution \*

Component to Table A	Remove	
<p>Component title at the Receiving Institution (as indicated in the course catalogue) *</p> <p>Human Rights Intro</p> <p><small>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.</small></p>		
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *

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.

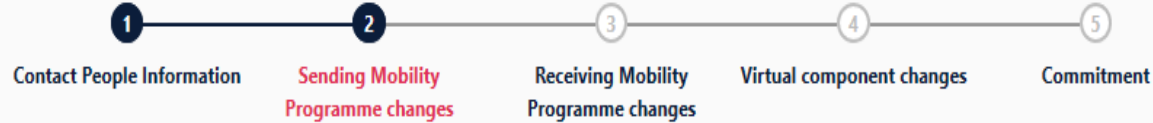
Add Component to Table A

**Final LA Table A2**  
No Component added yet.

Add Component Final Table A2

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

# 2. Learning Agreement Changes erstellen



## Step 2 : Kurs-Änderungen I

Tragen Sie in **Tabelle A2** die Kurse an der Gasthochschule ein, die Sie

- 1 hinzufügen oder
- 2 nicht mehr besuchen möchten.

Wenn Sie einen Kurs nicht wie geplant besuchen, achten Sie darauf die **genauen Bezeichnungen wie im OLA Teil 1 angegeben** zu verwenden.

*Wiederholen Sie dies für jeden Kurs, den Sie hinzufügen oder löschen möchten*

### Final LA Table A2

Component Final Table A2 Remove

Component Added or Deleted \*

- Select a value -

1

2

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 \*

- Select a value -

Add Component Final Table A2

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>.

Previous

Next

# 2. Learning Agreement Changes erstellen



Hier sehen Sie alle Kurse, die im OLA Teil 1 vereinbart waren und die Ihnen **an der Universität in Trier anerkannt** werden sollen.

**Step 3: Kurs-Änderungen II**  
Tragen Sie in **Tabelle B2** die Kurse an der Universität Trier ein, die Ihnen **nicht mehr** anerkannt werden bzw. fügen Sie die Kurse hinzu, die **stattdessen** anerkannt werden.

*Siehe rote Kästen Folie 7*

Academic year \*  
2020/2021

Learning Agreement

Table B - Recognition at the Sending institution \*

Component to Table B Remove

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

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 \*

1020    10    First semester (Winter/Autumn)

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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component Final Table B2

Provisions applying if the student does not complete successfully some educational components: [\[web link to the relevant info\]](#)



# 2. Learning Agreement Changes erstellen



Hier sehen Sie alle digitalen Kurse, die im OLA Teil 1 vereinbart waren

**Step 4: Kurs-Änderungen III**  
Tragen Sie nach demselben Schema wie bei Step 2 und 3 die **virtuellen Kurse an der Gasthochschule in Tabelle C2** ein, die Sie hinzufügen oder die Sie nicht mehr besuchen möchten.

Academic year \*

2020/2021

Table C

Component to Table C Remove

Component title or description at the Sending Institution \*

Virtual Law

Component Code \*

2020

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

10

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular

# 3. Learning Agreement Changes bestätigen

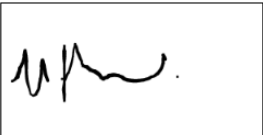


Academic year \*

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 5: Unterschrift und Freigabe

Unterschreiben Sie Ihre Learning Agreement Changes und klicken Sie auf „Sign and send the Online Agreement to the Responsible Person at the Sending Institution for review“.

Die Responsible Person Sending Institution, die Sie in Step 2 angegeben haben, wird dann automatisch benachrichtigt.

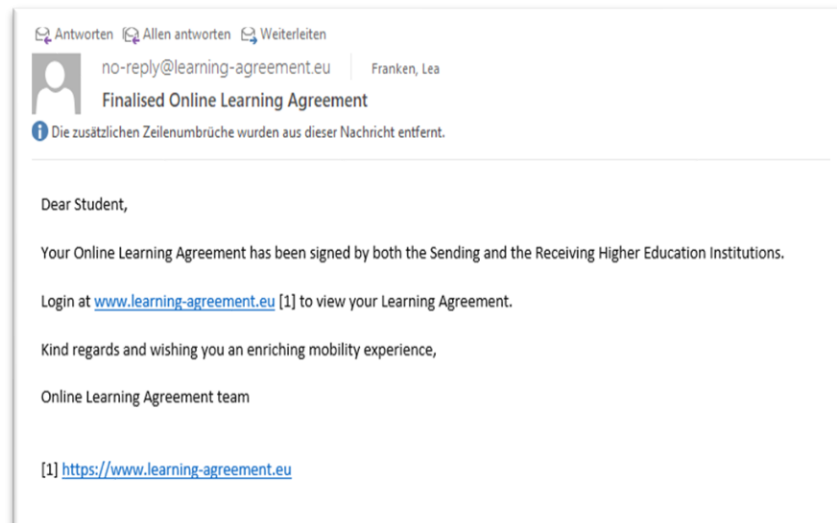


# 3. Learning Agreement bestätigen



Wenn die „Responsible Person Sending Institution“ (FachkoordinatorIn an der Universität Trier) das Learning Agreement Changes virtuell unterzeichnet hat, wird automatisch die „Responsible Person Receiving Institution“ an der Gasthochschule benachrichtigt.

Wenn die Responsible Person der Gasthochschule das Learning Agreement Changes unterzeichnet hat, erhalten Sie eine Benachrichtigung per E-Mail und können die finale Version downloaden.

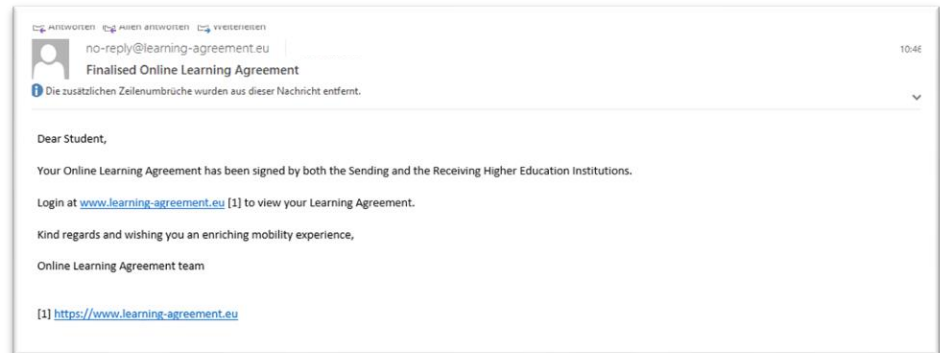


Bitte senden Sie im Anschluss die finale PDF Version des Learning Agreements an [anne.schneider@uni-trier.de](mailto:anne.schneider@uni-trier.de)

# 3. Learning Agreement bestätigen



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Bitte senden Sie im Anschluss die finale PDF Version des Learning Agreements an [anne.schneider@uni-trier.de](mailto:anne.schneider@uni-trier.de)