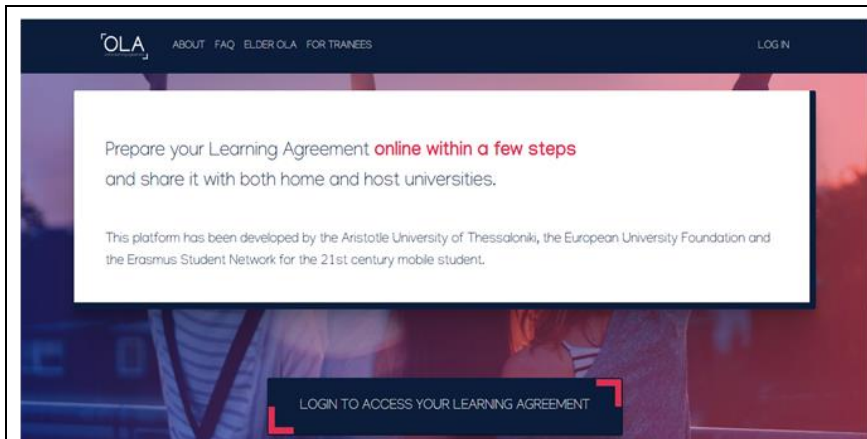
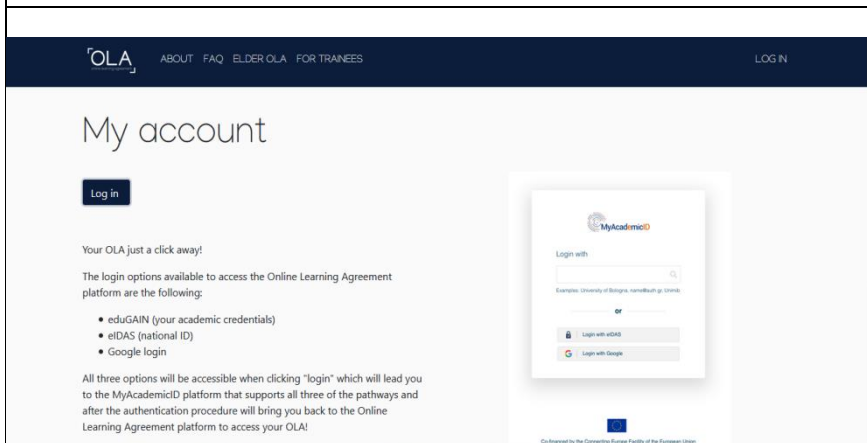


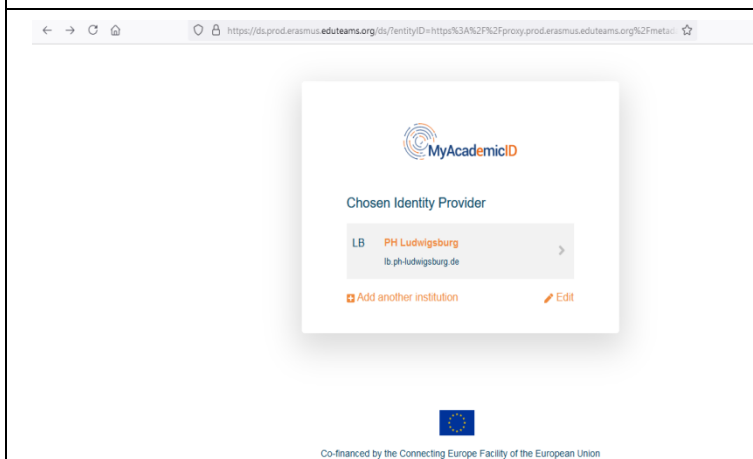
## Erstellung des OLAs (Online Learning Agreement)



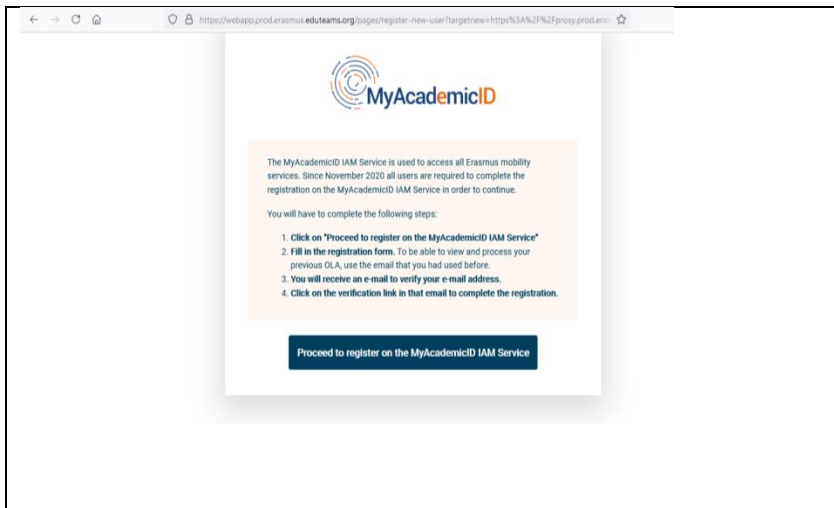
Sie erhalten eine E-Mail, in der Sie benachrichtigt werden, dass Sie Ihr Online Learning Agreement bearbeiten können. Klicken Sie auf den angegebenen Link ([www.learning-agreement.eu](http://www.learning-agreement.eu)) Klicken Sie auf LOG IN.



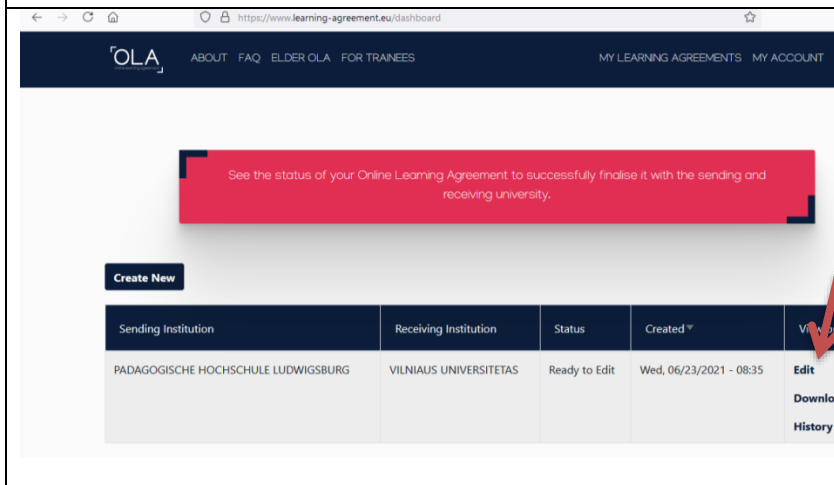
Wählen Sie die Log in Option „eduGAIN“.



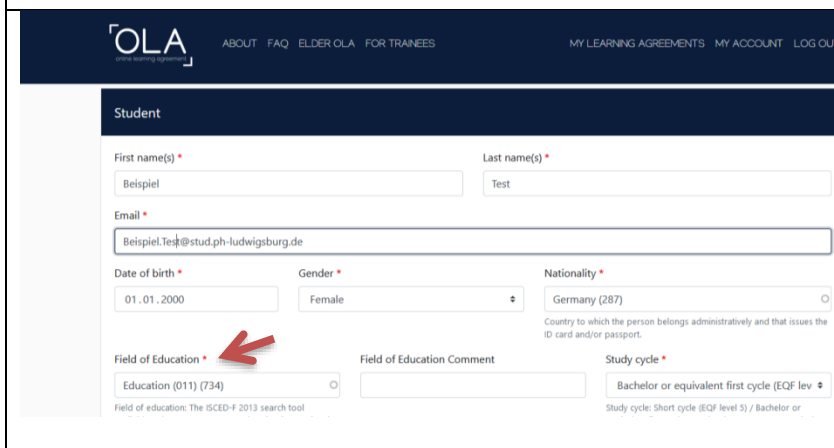
Sie werden auf folgende Seite weitergeleitet, auf welcher Sie sich über die PH Ludwigsburg mit Ihren Zugangsdaten einloggen müssen.



Anschließend müssen Sie sich bei MyAcademicID registrieren. Verwenden Sie hierfür bitte Ihre PH-E-Mailadresse. Sie erhalten daraufhin eine E-Mail, die Sie bestätigen müssen.



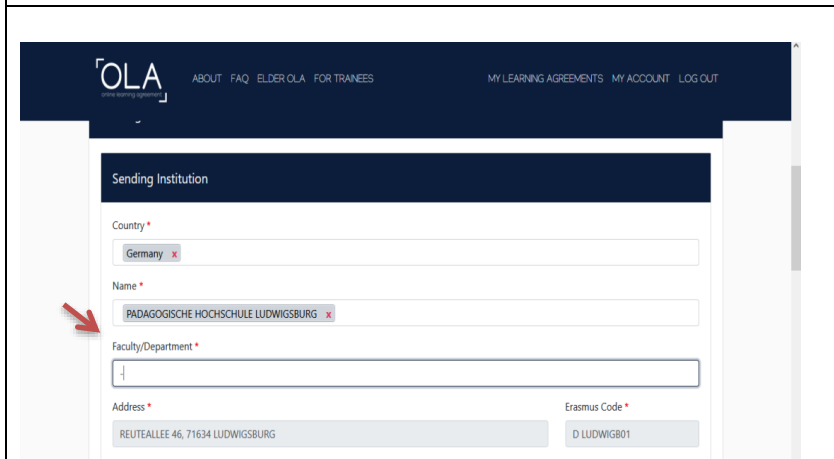
Wechseln Sie nun zu [www.learning-agreement.eu](http://www.learning-agreement.eu). Sie können unter „My Learning Agreements“ mit dem Ausfüllen des OLAs beginnen und Ihre persönlichen Daten eingeben. Klicken Sie hierfür auf „Edit“.



Prüfen Sie bitte Ihre Daten.

Geben Sie im Field of Education **Education 011** ein.

Klicken Sie dann auf weiter.



Einige Informationen sind schon vorausgefüllt. Sie müssen nur die Pflichtfelder ergänzen. Im Feld Faculty/Department können Sie einfach ein „-“ eingeben.

OLA online learning agreements ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

### Sending Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

### Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Im Feld „Position“ bei der „Sending Responsible Person“ geben Sie bitte einfach „coordinator“ ein.

OLA online learning agreements ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

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

Academic year \*

Receiving

Receiving Institution

Country \*

Name \*

Faculty/Department

Address \*

Erasmus Code \*

Bitte ändern Sie **nicht** den Inhalt des Felds „Faculty/Department“.

OLA online learning agreements ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

### Receiving Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

### Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Analog gehen Sie bitte auch bei der „Receiving Responsible Person“ vor und geben hier auch „coordinator“ ein.

OLA online learning agreement ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

**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 Receiving 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 \* - 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>

**Table B - Recognition at the Sending institution \***

No Component added yet.

Add Component to Table B

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

This must be an external URL such as <http://example.com>.

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>.

Anschließend müssen Sie Ihre Kurse eintragen. Hier sehen Sie Table A und Table B unausgefüllt.

OLA online learning agreement ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

2022/2023

Preliminary LA

Planned start of the mobility \* 01.10.2022

Planned end of the mobility \* 31.01.2023

**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) \* International Political Economy

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.

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \* 7.5

Component Code \* SE-111-1

Semester \* 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.

Geben Sie nun in Tabelle A die Daten Ihrer im Ausland gewählten Kurse ein. Falls Ihnen der Component Code (Kurs Code) nicht vorliegt, füllen Sie das Feld bitte mit „/“ aus.

Sofern vorhanden: bitte Link zum Kurskatalog einfügen.

OLA online learning agreement ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Add Component to Table A

Web link to the course catalogue at the Receiving 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 \* English

The level of language competence \* B2

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.

Im Regelfall ist die Arbeitssprache Englisch, es gibt aber auch Ausnahmen, wie den deutschsprachiger Raum und ggf. Frankreich und Spanien. Das hängt davon ab, in welcher Sprache Ihre gewählten Kurse abgehalten werden.

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

### Table B - Recognition at the Sending institution \*

Component to Table B Remove

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

Staat im Wirtschaftsgeschehen

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 \*

Automatically recognised towards student degree

Automatic recognition comment

Füllen Sie auch Tabelle B entsprechend Ihres Antrags auf Anerkennung aus.

Nun haben Sie alle Pflichtfelder ausgefüllt. Unterschreiben Sie das OLA digital.

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

### Table B - Recognition at the Sending institution \*

Component to Table B Remove

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

International Political Economy

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 \*

Automatically recognised towards student degree

Automatic recognition comment

Tragen Sie auch die im AaA genannten „sonstigen Leistungen“ mit dem gleichen Titel wie in Table A auch in Table B ein. Als Component Code tragen Sie in diesem Fall „-“ ein.

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Academic year \*

### 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

Unterschreiben Sie das OLA digital mit der Maus oder einem Tablet-Stift.

Das IO der PH Ludwigsburg erhält daraufhin automatisch eine Mail und wird über Ihre Fertigstellung des OLAs informiert.