

Online Learning Agreement (OLA) Guidelines

1. What is the purpose of the Online Learning Agreement?

The Online Learning Agreement ensures that the courses completed abroad are recognized and will count towards your studies at HSU/ UniBw H.

The OLA is also of central importance for having the Erasmus scholarship approved. You are responsible for completing the OLA **before** traveling abroad.

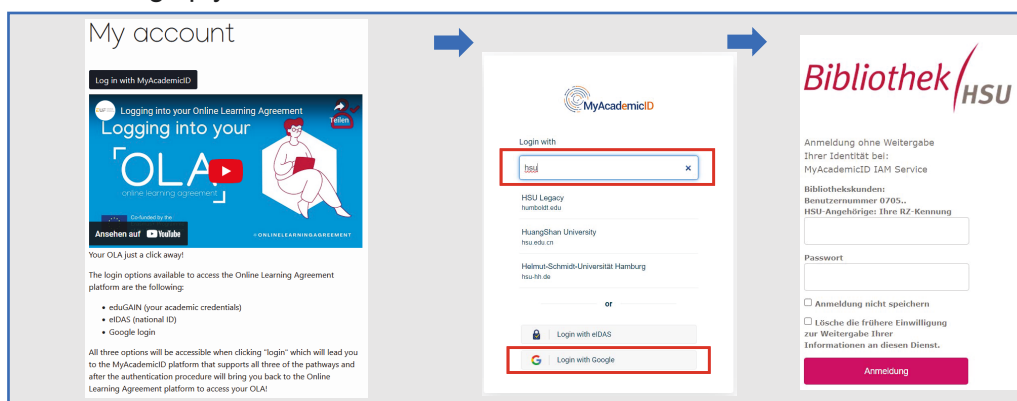
The OLA can be edited at any time in case you do not have enough time to finish it in one process.

2. How to set up your account for the Online Learning Agreement?

The OLA will be accessible via the [official OLA website](#). You can also connect your OLA with the ERASMUS+ App. Kindly note that you can only proceed with your registration by agreeing to & accepting the data privacy policy. Set up your account

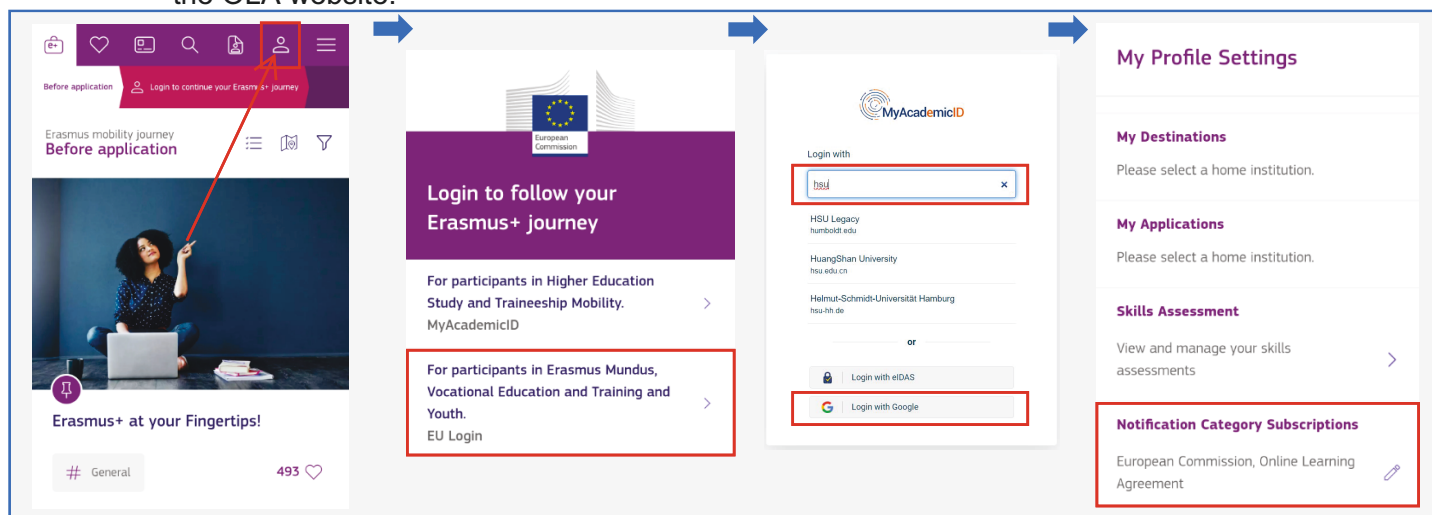
a) via the OLA-website

Click on the above-mentioned link and create your account through MyAcademicID by selecting HSU/ UniBw H and log in with your HSU/ UniBw H credentials. Alternatively, you can log in via a Googlemail account. Follow the steps to verify your identity, then start setting up your OLA.

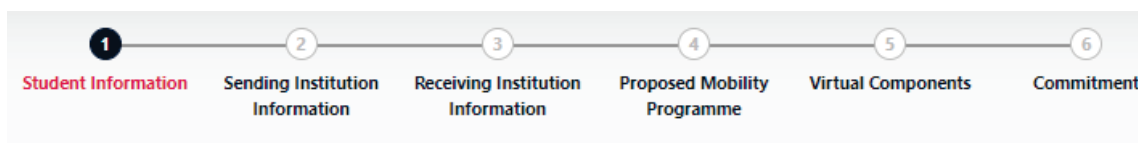


b) via the ERASMUS+ App

Click on your profile and select eduGAIN to log in with your HSU/ UniBw H credentials or a Googlemail account. Follow the steps to verify your identity. In your app profile enter the relevant information and make sure to select Online Learning Agreement in the subscription category to receive notifications. Set up your OLA via the OLA website.



Log in and click on “my Learning Agreements”. Via the button “create new”, you can initiate your OLA. <https://www.learning-agreement.eu/>



3.1 Complete your personal student information

Academic year *
2024/2025

Student

First name(s) *

Last name(s) *

Email *

Date of birth *
TT.mm.jjjj

Gender *
- Select a value -

Nationality *

Field of Education *
Business and administration (041) (769)

Field of Education Comment

Study cycle *
Master or equivalent second cycle (EQF level 2)

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.

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).

Country to which the person belongs administratively and that issues the ID card and/or passport.

Next

For “Field of education” type in your course of study and the course of study will appear in the drop-down menu.

For “Study cycle” select the degree you are aiming for. The degree will appear in the drop-down menu.

3.2 Fill in the sending institution’s information (HSU)

Academic year *
2024/2025

Sending

Sending Institution

Country *
Germany

Name *
HELMUT SCHMIDT UNIVERSITÄT UNIVERSITÄT DER BUNDESWEHR HAMBURG

Faculty/Department *
Economics And Social Sciences

Address *
Hamburg

Erasmus Code *
D HAMBURG08

Sending Responsible Person

First name(s) *
Linda

Last name(s) *
Weiß

Position *
Head of International Office

Email *
weissl@hsu-hh.de

Phone number
+494065412987

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)
Linda

Last name(s)
Weiß

Position
Head of International Office

Email
weissl@hsu-hh.de

Phone number
+494065412987

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.

Previous

Next

Once you have entered "Helmut Schmidt", the university will appear in the drop-down menu. Once you clicked on the university, "the address" and the "Erasmus Code" will be added.

Type in the "Department" (Fakultät) depending on your course of study

Add *Linda Weiß* as both the Responsible and Administrative Contact person

3.3 Fill in the receiving institution's information (your host university)

Academic year *
2024/2025

Receiving

Receiving Institution

Country *
Austria x

Name *
Theresianische Militärakademie Fachhochschul-Bachelorstudiengang Militärische Führung x

Faculty/Department

Address *
Wiener Neustadt

Erasmus Code *
A WIENER04

Receiving Responsible Person

First name(s) *
Last name(s) *
Position *
Email *
Phone number

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.

Receiving Administrative Contact Person

First name(s)
Last name(s)
Position
Email
Phone number

Previous Next

Your host university should have provided you with the respective contact person for your OLA. Please contact your host university if you are not sure who to enter. This information is crucial for the OLA to be signed correctly by the receiving institution

The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via the Erasmus Without Paper Network as of yet. Please refer to your mobility coordinator for advice on the next steps.

Should your host university not be ready to accept OLAs yet, you will receive this error after clicking "next".

Please contact Linda Weiß weissl@hsu-hh.de for further instructions.

3.3 Proposed mobility program; enter your courses – Table A

Academic year *
2024/2025

Preliminary LA

Planned start of the mobility *
Planned end of the mobility *

Table A - Study programme at the Receiving institution *

Component to Table A

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.

Add Component to Table A

Before entering your courses, you should have reached out to Linda Weiß weissl@hsu-hh.de to receive approval first.

Add each of your courses you would like to take during your semester abroad 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 <https://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>

3.4 Proposed mobility program; enter your courses – Table B

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 *

- Select a value -

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 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>.

Previous Next

Table B – course recognition at HSU.

For "component title" add the title of your module since the ECTS obtained abroad will be awarded to your study abroad module at HSU.

For "component code" the exam number can be used.

3.5 Virtual components of your mobility

Academic year *

2024/2025

Table C

No Paragraph added yet.

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

You do not have to add any courses here, even if you have virtual components at your partner university.


3.6 Commitment; sign your OLA

Academic year *

2024/2025

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

By clicking this button your Learning Agreement will be send to the International Office at HSU for the approving signature.

4. Approval Process of your Online Learning Agreement

- The approval process of the OLA is regulated as follows:

Signature and transmission by you ⇒ Sending Responsible Person (HSU-Linda Weiß) ⇒ Receiving Responsible Person (host university).

- If your OLA has been approved by the Sending Responsible Person (HSU-Linda Weiß), it will automatically be sent to the Responsible Person at the host university. You will receive an automated email by the OLA system or you can check the status of your OLA in your OLA account („Signed by Sending Inst. and sent to Receiving Inst.”)
- Should one of the two institutions have objections, you will receive a corresponding email. Your OLA status will then be set to “ready to edit”. You will be able to make changes and submit it again. The comments of both institutions can be found under the last step “commitment”.

Create New				
Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
HELMUT SCHMIDT UNIVERSITÄT UNIVERSITÄT DER BUNDESWEHR HAMBURG	Theresianische Militärakademie Fachhochschul-Bachelorstudiengang Militärische Führung	Ready to Edit	Thu, 10/17/2024 - 07:41	Edit Download PDF History