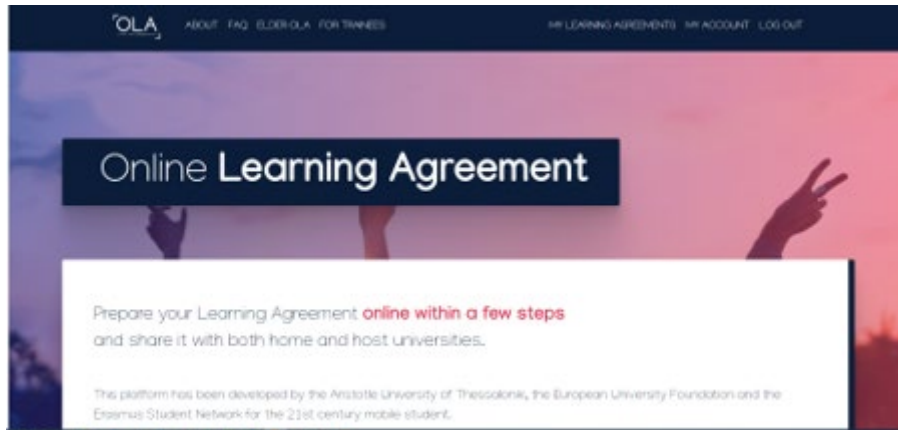# Instructions for an Erasmus+ Online Learning Agreement (OLA)

Erasmus scholarship holders need to complete a Learning Agreement.

Please follow the instructions below very carefully – it is important that all fields are filled in correctly.

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

2. After log in please select „NEW LEARNING AGREEMENT". A form is ready to be filled in. Please make sure that you start only 1 OLA in order to avoid confusions.

3. Work your way through the following screens, using the information below and please fill out the required fields:

Student

1. Nationality

2. Date of Birth

3. Gender

4. Your home Student ID

5. Phone number

6. Study Cycle from drop-down list

7. Academic year in which you will be studying abroad (2023/2024)

8. Field of Education

Sending Institution

1. Sending Institution name click "CHOOSE" and select your University

2. Your Faculty

3. Please fill in the contact person (name, email, phone) of your university who is responsible for your Learning Agreement

Receiving Institution

1. Receiving Institution name click "CHOOSE" and select GERMANY – **SRH Hochschule Heidelberg GmbH**

2. Faculty/Department of SRH Hochschule Heidelberg where you will be studying (Please note that you will be enrolled in the faculty you have chosen the majority of courses.)

3. **Contact person (= student exchange coordinator)** name + email + phone of SRH Hochschule Heidelberg

Student Exchange Coordinators of our University:

- **School of Business:** Stefanie Höltz (stefanie.hoeltz@srh.de) or Michelle Hett (michelle.hett@srh.de)

- **School of Information, Media and Design:** Elisa Löchel (elisa.loechel@srh.de or Bahar Gürbüz (bahar.guerbuez@srh.de)

- **School of Engineering and Architecture:** Nadine Heiss (Nadine.heiss@srh.de) or Frauke Taake (Frauke.taake@srh.de)

- **School of Social and Legal Sciences:** Michaela Kuhn (michaela.kuhn@srh.de) or Sina Preisser (sina.preisser@srh.de)

- **School of Applied Psychology:** Iris Ulbrich (erasmus.hshd@srh.de)

- **School of Therapeutic Sciences:** Iris Ulbrich (erasmus.hshd@srh.de)

Proposed Mobility Programme

1. Table A: Study Programme at the Receiving Institution

Click on "+ADD SUBJECT" button for each of the courses you will be studying at the host University.

Please note:

- Your course selection form must match the courses in your OLA.
- Your course selection might have to be updated upon arrival.

Receiving Institution Component

1. Component code (If there is no code, leave it blank)
2. Component Title
3. Enter the semester in which the course will be taken (First semester=winter semester, Second semester=summer semester, Full academic year)
4. ECTS credits
5. After choosing courses please enter the link of the course website (if you cannot find it add the link of your faculty instead)
6. Repeat the process for each additional course

2. Table B: Recognition at the Sending Institution

Click on "+ADD SUBJECT" button for each of the courses of your University

Sending Institution Component

1. Component code (If there is no code, leave it blank)
2. Component title
3. Enter the semester(s) you will be on Erasmus+ exchange (First semester, Second Semester, Full academic year)
4. ECTS Credits
5. Course Website of your University
6. Repeat the process for each additional course

Planned period of the mobility

Enter your start and end months of your Erasmus+ exchange at SRH Hochschule Heidelberg.
Important: We have 5 week blocks, so please first check with a student exchange coordinator for which blocks you can come (you can come at the start of each block)!
Academic Year 2022/2023: Summer semester: April 2023 – September 2023
Academic Year 2023/2024: Winter semester: October 2023 – March 2024
                                Summer semester: April 2024 – September 2024

Language competence and level of the student
Please select the level and the language in which you will be taught (not all courses are available in English!)

Responsible Persons

Responsible Person at the Sending Institution (Person who signs the Learning Agreement at your University)

1. Name

2. Position (e.g. Erasmus+ Coordinator)

3. Email

4. Phone Number

Responsible Person at the Receiving Institution

1. Name: Iris Ulbrich

2. Position: Erasmus+ Coordinator

3. Email: erasmus.hshd@srh.de

4. Phone Number: +49 6221 6799-912

Commitment of the three parties

1. Click the "SIGN ONLINE" button

2. Sign your signature in the box (either with your mouse, or with your finger if you are using the mobile app)

3. Click the "SIGN DOCUMENT" button

Please make sure that all fields are filled in correctly and click on "SENDING INST. COORDINATOR".

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 then download it.

Log in to the Online Learning Agreement website, click on the 3 red dots again, and select "SAVE PDF".

Online Learning Agreement

Dear student,

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the Online Learning Agreement platform to view and download the signed LA.

Best regards,
Online Learning Agreement team

Changes to your Learning Agreement while on exchange

If you have any changes to your course selection, these will need to be logged via the website too and signed off in the same way.

You will see that the second section of the online form is called "CHANGES TO LEARNING AGREEMENT (DURING MOBILITY)"

Click on the button on the left marked "NEW LEARNING AGREEMENT WITH CHANGES"

Click the "CREATE" button on the right

In the "TABLE A Section" click on the "SET AS DELETED" button to remove courses, and select a reason for removal in the drop-down box.

Click on "+ADD SUBJECT" to add new courses as you did when you first created the Learning Agreement.

Please don't change anything in Table B unless instructed by your home Exchange Coordinator.

Please have in mind that you cannot submit OLA if you only change courses in Table B.

Sign the form online, and click the "submit" button.

Once all parties have signed the changes, you can now download your OLA with changes.