

Leitlinie: Erstellen eines Online Learning Agreements (OLA)

1. Schritt: Einloggen mit „MyAcademicID“ Verweis: Annex 1 (S. 2)	-> Erklärungsvideo bei Youtube: https://youtu.be/rplepEmQF3Y
2. Schritt: Erstellen eines OLA	-> Klicken Sie auf „My Learning Agreements“ und dann auf das Feld: „Create New“
3. Schritt: Wählen Sie den Mobilitätstypen aus	-> Klicken Sie auf das Feld „Semester Mobility“
4. Schritt: Füllen Sie die erforderlichen Angaben aus Verweis: Annex 2 (S. 3 ff.)	(1) Student Information (2) Sending Institution Information (3) Receiving Institution Information (4) Proposed Mobility Programme (5) Virtual Components (6) Commitments -> Ausfüllhilfen finden Sie auf Seite 3 ff.
5. Schritt: Hochladen im MoveOn-Portal	-> Nachdem neben dem Erasmus-Büro auch Ihre Gastuniversität unterschrieben hat, laden Sie das ausgefüllte OLA bitte im MoveON-Portal hoch.
6. Häufig gestellte Fragen Verweis: Annex 3 (Seite 9)	-> Finden Sie auf Seite 9

-> Wenn Sie noch weitere Fragen zu dem OLA haben sollten, schreiben Sie uns gerne eine E-Mail an erasmus@jura.uni-goettingen.de oder besuchen Sie unsere Sprechstunde jeden Donnerstag von 10 – 12 Uhr.

Annex 1:

-> My Personal Information:

My Personal Information

Firstname *	Max	Lastname *	Mustermann
Date of birth *	01.01.2000	Gender *	Male
		Nationality *	Germany (287)
Field of education *	Law (042) (777)	Study cycle *	Master or equivalent second cycle (EQF level 7) (20)

Bitte wählen Sie hier „**Law (042) (777)**“ aus.

Der „Study cycle“ beschreibt das **Niveau der Kurse**, die bei der **Gastuniversität** angeboten werden. Nähere Informationen dazu finden Sie in den **Verträgen** mit der jeweiligen Gastuniversität, die auf unserer Homepage verlinkt sind.

Annex 2:

(1) Student Information

Student

First name(s) *	Last name(s) *	
<input type="text" value="Max"/>	<input type="text" value="Mustermann"/>	
Email *		
<input type="text"/>		
Date of birth *	Gender *	Nationality *
<input type="text" value="01.01.2000"/>	<input type="text" value="Male"/>	<input type="text" value="Germany (287)"/>
<small>Country to which the person belongs administratively and that issues the ID card and/or passport.</small>		
Field of Education *	Field of Education Comment	Study cycle *
<input type="text" value="Law (042) (777)"/>	<input type="text"/>	<input type="text" value="Master or equivalent second cycle (EQF level 7)"/>
<small>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.</small>		
<small>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).</small>		

(2) Sending Institution Information

Sending Institution

Country *	
<input type="text" value="Germany"/>	
Name *	
<input type="text" value="Georg-August-Universitat Gottingen Stiftung Offentlichen Rechts"/>	
Faculty/Department *	
<input type="text" value="Juristische Fakultät"/>	
Address *	Erasmus Code *
<input type="text" value="Gottingen"/>	<input type="text" value="D_GOTTING01"/>

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.

(3) Receiving Institution Information

Beachte: Weitere Informationen über die Gastuniversitäten erhalten Sie zum einen über die „Factsheets“, die auf unserer Website verlinkt sind oder direkt über die **Website** der jeweiligen Gastuniversität.

(4) Proposed Mobility Programme

Planned start of the mobility *

Planned end of the mobility *

-> Hier geben Sie den geplanten Start sowie das Ende Ihres Aufenthaltes an

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>

Hier können Sie jeden Kurs **einzeln** zu Ihrem OLA hinzufügen.

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 *

- 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.

Der Component Code ist **nicht** zwingend erforderlich. Falls dieser nicht bekannt ist, genügt die Zahl 0.

Hier geben Sie bitten den jeweiligen **Kursnamen** ein. Auf der Homepage der Gastuniversität suchen Sie sich die Kurse raus, die Sie belegen möchten.

Zudem ist die Angabe der **ECTS** erforderlich.

Hier geben Sie bitte das **geplante** Auslandssemester an.

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 *

Hier geben Sie bitte die **Unterrichtssprache** der Gastuniversität an.

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>

Hier können Sie Ihre **Language Competence** nach Ihrer **persönlichen Selbsteinschätzung** eintragen.

Diese sollte jedoch **nicht** unter dem in dem Vertrag mit der Gastuniversität (alle Verträge finden Sie auf der unserer Homepage) geforderten Niveau liegen.

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>.

Bitte klicken Sie auf „Add Component to Table B“ um den Teil bzgl. der **Anrechnung** hinzuzufügen.

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.

Automatically recognised towards student degree

Automatic recognition comment

Eine garantierte Anrechnung von erbrachten Leistungen ist **nicht** möglich.

Bitte tragen Sie deshalb folgenden Satz bei der Tabelle B ein:

„The sending institution and the State Law Examination Office of the state of Lower Saxony acknowledge exams as far as possible according to §§ 4, 4a NJAG and § 9 SchwPrO. 8 hours per week of lectures have to be taken.”

Bitte geben Sie in dem rechten Feld Semester, dass **geplante Auslandssemester** (s.o.).

In den anderen Feldern genügt lediglich die Zahl 0, da der Tabelle B lediglich der Anrechnung dient.

(5) Virtual Components

Academic year *

2023/2024

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

Hier können Sie ggf. **virtuelle Veranstaltungen** ergänzen.

(6) Commitment

Academic year *

2023/2024

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

Bitte unterschreiben Sie
hier **digital** Ihr OLA.

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Hiermit wird das
unterschieden OLA zu
unserem **Erasmus Büro**
weitergeleitet.

Annex 3: Häufig gestellte Fragen

Frage	Antwort
Muss ich das OLA in einem Zuge ausfüllen?	Nein, dies ist nicht erforderlich. Es besteht die Möglichkeit, dass Ausfüllen des OLA jederzeit zu pausieren und später das OLA über „Edit“ zu ändern.