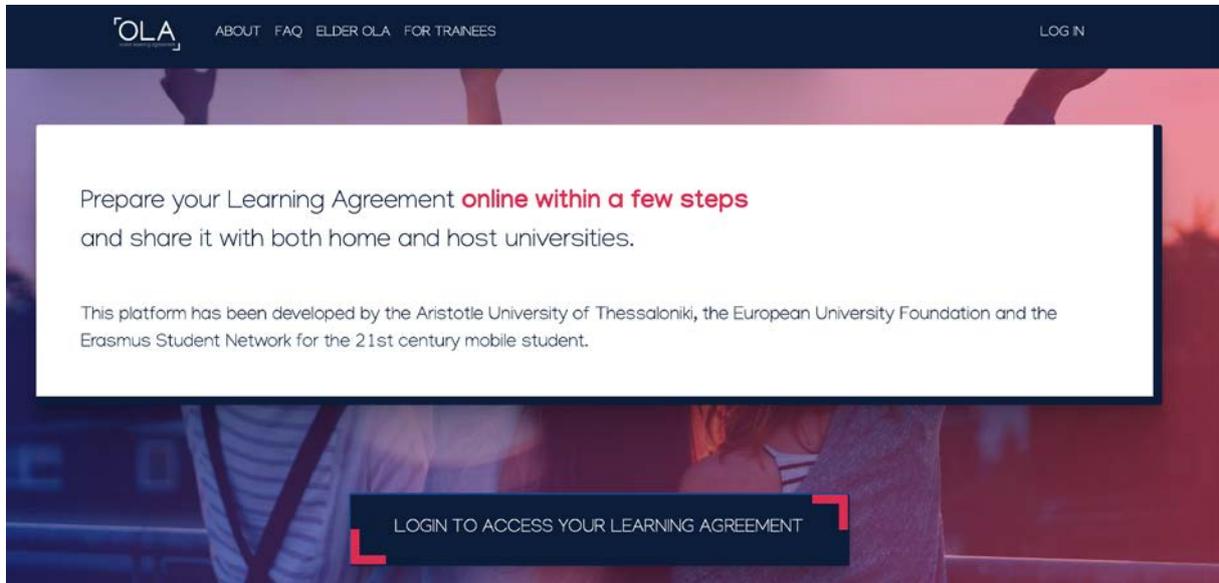


Guideline zum Ausfüllen des Online Learning Agreements (OLA)

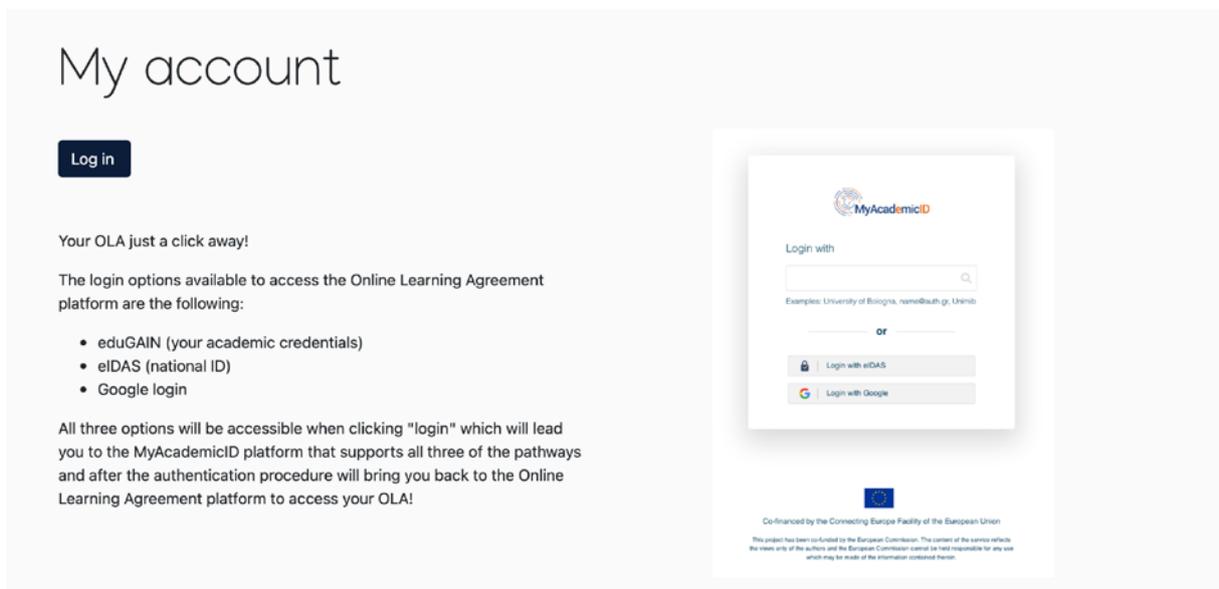
Schritt 1 OLA Website aufrufen über https://www.learning-agreement.eu	2
Schritt 2 Login-Button anklicken.....	2
Schritt 3 Login-Button anklicken.....	2
Schritt 4 „University of Bayreuth“ suchen und auswählen.	2
Schritt 5 Mit BT-Kennung und zugehörigem Passwort anmelden.	3
Schritt 6 Bei MyAcademicID registrieren und angegebene Schritte befolgen.	3
Schritt 7 Nach erfolgter Verifizierung der E-Mail-Adresse: Weiterleitung auf OLA-Website.	4
Schritt 8 Neues Learning-Agreement anlegen.	5
Schritt 9 Mobility Type auswählen.	6
Schritt 10 Student Information: Persönliche Angaben überprüfen/bearbeiten (s. Schritt 7).....	7
Schritt 11 Sending Institution Information	8
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Schritt 13 Allgemeine Angaben und Kurse auswählen.	10
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Schritt 17 Falls Belegung erwünscht: Virtuelle Kurse angeben (= Schritt 14).....	14
Schritt 18 Commitment Preliminary ausfüllen, digital unterschreiben und absenden.	15

Schritt 1 OLA Website aufrufen über <https://www.learning-agreement.eu> .

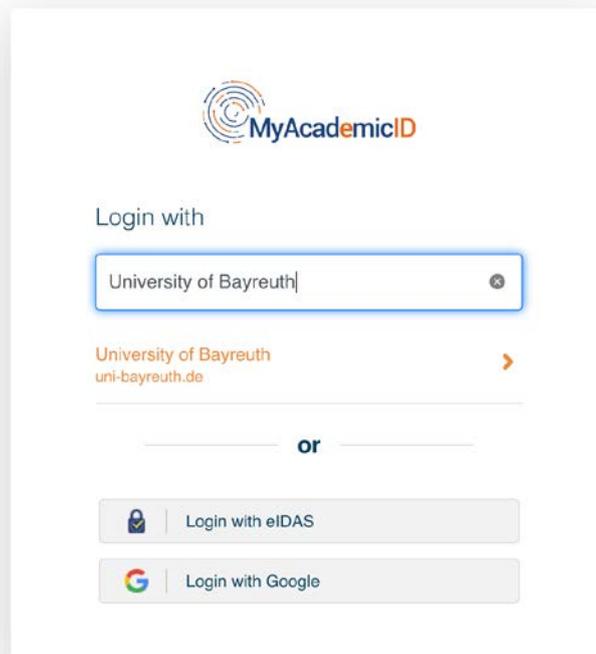
Schritt 2 Login-Button anklicken.



Schritt 3 Login-Button anklicken.

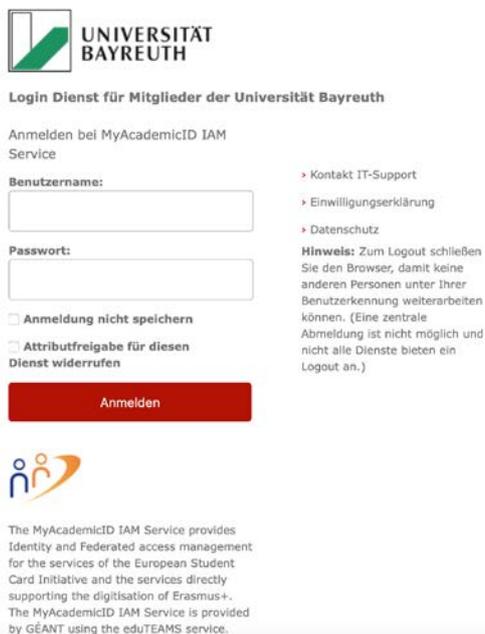


Schritt 4 „University of Bayreuth“ suchen und auswählen.



The image shows a login interface for MyAcademicID. At the top is the MyAcademicID logo. Below it, the text "Login with" is followed by a search box containing "University of Bayreuth". Below the search box, the text "University of Bayreuth" and "uni-bayreuth.de" is displayed with a right-pointing arrow. A horizontal line with the word "or" in the center separates this from two login buttons: "Login with eIDAS" (with a lock icon) and "Login with Google" (with the Google logo).

Schritt 5 Mit BT-Kennung und zugehörigem Passwort anmelden.



The image shows the login page for the University of Bayreuth. At the top left is the University of Bayreuth logo. Below it, the text "Login Dienst für Mitglieder der Universität Bayreuth" is displayed. The main content area is titled "Anmelden bei MyAcademicID IAM Service". It contains two input fields: "Benutzername:" and "Passwort:". Below the password field are two checkboxes: "Anmeldung nicht speichern" and "Attributfreigabe für diesen Dienst widerrufen". A red "Anmelden" button is located below the checkboxes. To the right of the input fields, there are three links: "Kontakt IT-Support", "Einwilligungserklärung", and "Datenschutz". Below these links is a "Hinweis" section with the text: "Zum Logout schließen Sie den Browser, damit keine anderen Personen unter Ihrer Benutzerkennung weiterarbeiten können. (Eine zentrale Abmeldung ist nicht möglich und nicht alle Dienste bieten ein Logout an.)". At the bottom left, there is a logo for MyAcademicID and a paragraph of text: "The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service."

Schritt 6 Bei MyAcademicID registrieren und angegebene Schritte befolgen.



The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

[Proceed to register on the MyAcademicID IAM Service](#)

E-Mail-Adresse über Link bestätigen.

MyAcademicID Registration

Name*

E-mail*

[Acceptable Use Policy](#)

I have read and agreed with the MyAcademicID Acceptable Use Policy* Confirm

[Submit](#)

Schritt 7 Nach erfolgter Verifizierung der E-Mail-Adresse: Weiterleitung auf OLA-Website.

- a. Persönliche Informationen eintragen
- b. Field of education: Relevantes Studienfach / Fachbereich auswählen
Beispiel: Volkswirtschaftslehre = Economics (0311)
Betriebswirtschaftslehre = Business and administration (0411)
- c. Study cycle: Studienniveau auswählen
Beispiel: Bachelor or equivalent first cycle / Master or equivalent second cycle

My account

VIEW
EDIT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

Study cycle *

I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions](#) and [Privacy Policy](#)

Save

Schritt 8 Neues Learning-Agreement anlegen.

My Learning Agreements

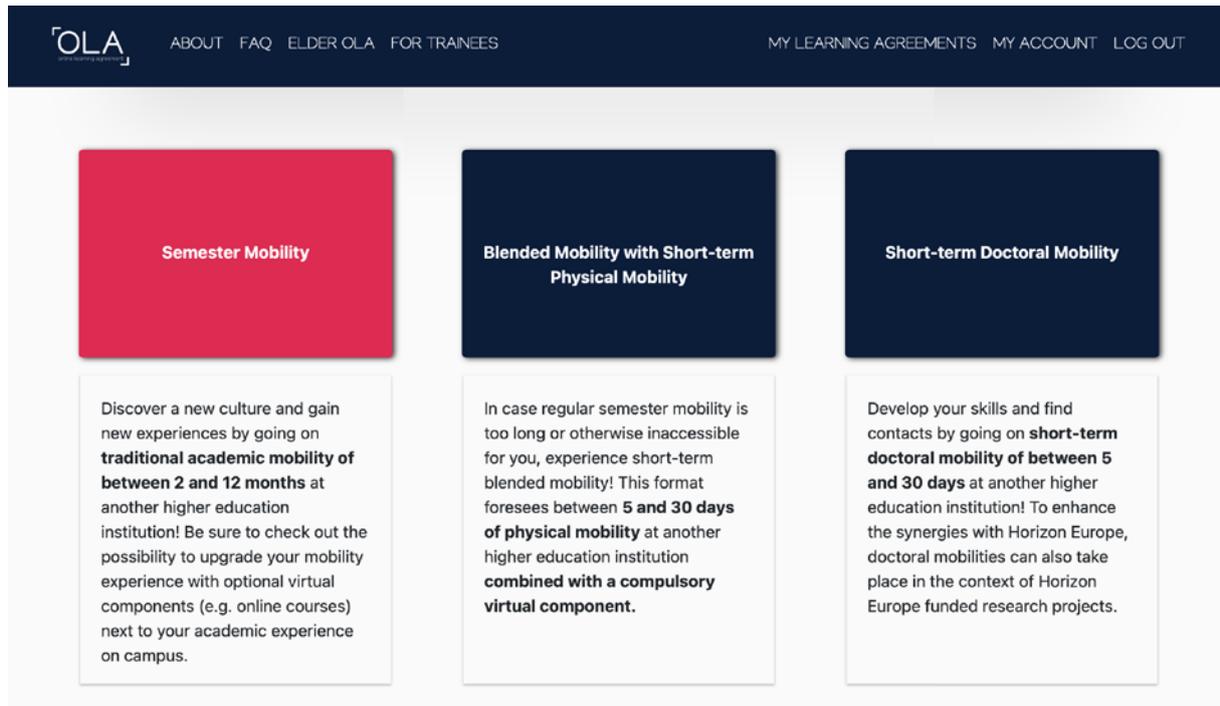
See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

Create New

Schritt 9 Mobility Type auswählen.

- a. Semester Mobility:
Akademischer Aufenthalt mit Dauer zwischen 2 und 12 Monaten
- b. Blended Mobility:
Akademischer Aufenthalt mit Dauer zwischen 5 und 30 Tagen
- c. Short-term Doctoral Mobility:
DoktorandInnen-Aufenthalt zwischen 5 und 30 Tagen



The screenshot shows the OLA (Online Learning Agreement) interface. At the top, there is a navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, there are three main sections, each with a colored header and a descriptive text box:

- Semester Mobility** (Red header): Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.
- Blended Mobility with Short-term Physical Mobility** (Dark Blue header): In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.
- Short-term Doctoral Mobility** (Dark Blue header): Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

Schritt 10 Student Information: Persönliche Angaben überprüfen/bearbeiten (s. Schritt 7).

1
2
3
4
5
6

Student Information
Sending Institution Information
Receiving Institution Information
Proposed Mobility Programme
Virtual Components
Commitment

Academic year *

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

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

Field of Education *

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.

Field of Education Comment

Study cycle *

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).

Schritt 11 Sending Institution Information

- a. Angaben zur Sending Institution
Name :Universität Bayreuth auswählen (Adresse/Erasmus Code erscheinen automatisch)
Faculty: Jeweilige Fakultät angeben: Beispiel: Rechts- und Wirtschaftswissenschaftliche Fakultät
- b. Angaben zur Sending Responsible Person
[Erasmus Fachverantwortliche](#) für das entsprechende Fach
- c. Angaben zur Sending Administrative Contact Person
Mariia Streltsova / Erasmus Coordinator (International Office)
outgoing-erasmus@uni-bayreuth.de / +49 (0)921/55-5320

1
Student Information

2
Sending Institution Information

3
Receiving Institution Information

4
Proposed Mobility Programme

5
Virtual Components

6
Commitment

Academic year *

Sending

Sending Institution

Country *

Name *

Faculty/Department *

Address * Erasmus Code *

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.

Schritt 12 Receiving Institution Information

- Angaben zur Receiving Institution: Land und Universität auswählen.
- Angaben zur Receiving Responsible Person: *Fachverantwortliche Person an der Gastuniversität*
- Angaben zur Receiving Administrative Contact Person: *International Office Kontakt der Gastuniversität*

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 *

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

a. →

b. →

← c.

Schritt 13 Allgemeine Angaben und Kurse auswählen.

- a. Geplantes Start- und Enddatum der Mobilität angeben.
- b. Hauptunterrichtssprache an der Receiving Institution und Sprachniveau angeben.
- c. Für Kursangaben an der Receiving Institution:
„Add Component to Table A“ (Schritt 14).
- d. fakultativ: Weblink zum Kurskatalog der Receiving Institution einfügen.

1 —
 2 —
 3 —
 4 —
 5 —
 6

Student
Information

Sending Institution
Information

Receiving
Institution
Information

Proposed Mobility
Programme

Virtual
Components

Commitment

Academic year *

2021/2022

Preliminary LA

Planned start of the mobility *

07.08.2021

Planned end of the mobility *

07.08.2021

Table A - Study programme at the Receiving institution * Date (e.g. 2021-08-07)

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>

a. →

c. →

d. →

b. →

Schritt 14 Study Programme an der Receiving Institution/Kursangaben

- Component Title, Component Code + ECTS-Punkte eingeben (wie im Kurskatalog angegeben) und Semester auswählen.
- Für weitere Kurse: „Add Component to Table A“.
- Zum Entfernen eines Kurses: „Remove“.

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.

<p>Component Code *</p> <input style="width: 100%;" type="text"/>	<p>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *</p> <input style="width: 100%;" type="text"/>	<p>Semester *</p> <div style="border: 1px solid gray; padding: 2px;">- Select a value - ▾</div>
-------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------

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.

a. →

← c.

b. →

Add Component to Table A

Schritt 15 Recognition at the Sending Institution/Anrechnung an der Universität Bayreuth

- a. Für anrechenbare Kurse an der Universität Bayreuth:
„Add Component to Table B“ (Schritt 16).
- b. fakultativ: Weblink zum Kurskatalog der Universität Bayreuth einfügen.

a. →

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]

b. →

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

Previous **Next**

Schritt 16 Anrechenbare Kurse an der Universität Bayreuth angeben.

- a. Component Title, Component Code + ECTS-Punkte eingeben (wie im Kurskatalog angegeben) und Semester auswählen.
- b. Für weitere Kurse: „Add Component to Table B“.
- c. Zum Entfernen eines Kurses: "Remove".

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.

<p>Component Code *</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>Semester *</p> <div style="border: 1px solid gray; padding: 2px;">- Select a value - ▾</div>
------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------

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

a. →

← c.

b. →

Add Component to Table B

Schritt 17 Falls Belegung erwünscht: Virtuelle Kurse angeben (= Schritt 14).

1 —
 2 —
 3 —
 4 —
 5 —
 6

Student
Information

Sending Institution
Information

Receiving
Institution
Information

Proposed Mobility
Programme

Virtual
Components

Commitment

Academic year *

Table C

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

Table C

Remove

Component title or description at the Sending Institution *

Component Code *

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

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.

Short description of the virtual component *

Automatically recognised towards student degree

Automatic recognition comment

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

Schritt 18 Commitment Preliminary ausfüllen, digital unterschreiben und absenden.

1 2 3 4 5 6

Student Sending Institution Receiving Proposed Mobility Virtual Commitment
Information Information Institution Programme Components

Information Information Information

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

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

Das OLA wird nun zur Unterschrift an die angegebenen Kontakte weitergeleitet. Sie können online den Status einsehen.

Bei Fragen und Problemen wenden Sie sich bitte an support@erasmusapp.eu.