

**Online Learning Agreement Preparation Form**

**Student Mobility for Studies**

**IMPORTANT INFORMATION: Learning Agreements must be managed online. This form is only for internal use.**

**Please fill out this form and collect the necessary signatures for course authorization.**

**This form has to be forwarded to the responsible person who will sign off the OLA before submitting the OLA.**

**(cf. Table S below)**

**All information in the OLA must agree with the information on this form.**

**Note that course authorization by a Prüfungsauschuß requires complementary information on course contents at the host institution. It is good practise to collect this information before applying at any Prüfungsauschuß.**

**General information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | | **Nationality** | | **Gender** |
|  |  |  | |  | |  |
| **ESI** | | **Study cycle** | | **Field of education**  **(ISCED)** | | **Field of education  (clarification)** |
|  | |  | |  | |  |
| **Sending Institution** | **Name** | **Faculty/Department** | | **Erasmus code** | **Country** | **Administrative contact person name; email; phone** | |
|  |  | |  |  |  | |
| **Receiving Institution** | **Name** | **Faculty/Department** | | **Erasmus code** | **Country** | **Administrative contact person name; email; phone** | |
|  |  | |  |  |  | |
| The level of language competence in \_\_\_\_\_\_\_\_ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:  *A1*  *A2*  *B1*  *B2*  *C1*  *C2*  *Native speaker* | | | | | | | |

**Mobility type and duration**

|  |  |
| --- | --- |
| **Mobility type (select one)** | **Estimated duration (to be confirmed by the Receiving Institution)** |
| * Semester(s)  / Virtual component *(only if applicable)* * Blended mobility with short-term physical mobility * Short-term doctoral mobility  / Virtual component *(only if applicable)* | Planned period of the physical mobility:   * from [day (optional)/month/year] ……………. * to [day (optional)/month/year] …………… |

**Study Programme at the Receiving Institution**

***Mobility type: Semester(s)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | | |
| **Table A** | **Component****code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | **Total: …** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] | | | | |

**Recognition at the Sending Institution**

***Mobility type: Semester(s)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | | |
| **Table B** | **Component code**  (if any) | **Component title at the Sending Institution** (as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** | **Automatic recognition** |
|  |  |  |  |  | *Yes*  *No* |
|  |  |  |  |  | *Yes*  *No* |
|  |  |  |  |  | *Yes*  *No* |
|  |  |  |  |  | *Yes*  *No* |
|  |  |  |  |  | *Yes*  *No* |
|  |  |  |  |  | *Yes*  *No* |
|  |  |  |  |  | *Yes*  *No* |
|  |  |  |  | **Total: …** |  |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]* | | | | | |

**If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution**

***Mobility type: Semester(s)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table C** | **Component**  **code (if any)** | **Component title or description of the study**  **programme at the Receiving Institution** | **Short description of the virtual component**  **(obligatory field):** | **Number of ECTS credits to be awarded** | **Automatic recognition** |
|  |  |  |  | *Yes*  *No* |
|  |  |  |  | *Yes*  *No* |
|  |  |  |  | *Yes*  *No* |
|  |  |  | **Total: …** |  |

**Automatic recognition authorization**

***The responsible faculty members sign here***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table S** | **Surname, name** | **Function**  **(i.e. PA CS,**  **PA MATH, etc.)** | **Course IDs or Course names**  **authorized for automatic**  **recognition** | **Remarks** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |