

Technische Universität Darmstadt

Manual Version 1.1

13.09.23

Manual for completing the learning agreement via the
application portal

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What is the Online Learning Agreement and how it works:

The OLA, short for “Online Learning Agreement”, is a document that is needed to plan your stay abroad. In it, you agree with the TU Darmstadt and your host university which courses you are going to take abroad. You can also state in it which courses at TU Darmstadt correspond to the courses you take aboard if you want these to be credited at TU Darmstadt.

This manual provides a guide on how to do your Learning Agreement, what the necessary steps are and how it works.

We recommend that you use Chrome for the OLA to work properly. Also, please enable pop-ups to download the OLA!

Step-by-Step Manual Learning Agreement

1. How to start the Learning Agreement

Your OLA can be initiated once you receive an automatically generated Email by TU Darmstadt. This email states that you may now create a Learning Agreement for your mobility. You then have to fill out the OLA via the application platform of TU Darmstadt.

- a. Log into the Portal of TU Darmstadt. You can find this portal on the homepage of TU Darmstadt or simply click here: <https://tuda.moveon4.de/form/55b8851484fb967a2c000000/eng>



Herzlich willkommen im Bewerbungsportal für TU Darmstadt Outgoings

Portals

Ihre Bewerbungen

Im Folgenden finden Sie eine Übersicht der Bewerbungen, die Sie bereits angefangen oder abgeschickt haben. Anhand des Status können Sie erkennen, ob Sie Ihre Bewerbung bereits versandt haben oder sich diese noch im Bearbeitungsmodus befindet. **Bereits abgeschlossene Bewerbungen können nicht mehr bearbeitet werden.**

Hinweis für die Bewerbung um einen Austauschplatz der TU Darmstadt:

Bitte beachten Sie, dass Sie das vollständig ausgefüllte Formular am Ende des Bewerbungsprozesses ausdrucken und eigenhändig bei Ihrem Fachbereich einreichen müssen. Das alleinige Absenden der Bewerbung reicht nicht für eine vollständige Bewerbung aus! Informieren Sie sich bei Ihrem Fachbereich über einzureichende Unterlagen und Fristen!

Hinweis für die Bewerbung für die Förderung eines Erasmus+ Praktikums:

Sobald Sie Ihre Bewerbung abgeschickt haben, senden Sie bitte eine E-Mail an: europe-internships@zv.tu-darmstadt.de mit dem Betreff: SMP-Online-Bewerbung abgeschickt. WICHTIG: das betrifft nur Studierende, die sich für ein E+Praktikum bewerben, nicht Studierende, die sich um einen Austauschplatz der TU Darmstadt bewerben.

| Formular | Status | Gestartet am | Letzte Änderung | Link |
|----------------------------------|-------------|------------------|------------------|---------------------------------|
| Bewerbung für Outgoing Studenten | Abgeschickt | 09/11/2021 10:19 | 09/11/2021 10:19 | Eingabe ansehen |

Offene Bewerbungsformulare

Im Folgenden finden Sie unter "Formular" die Online-Formulare zum Starten einer Bewerbung für einen Auslandsaufenthalt (Bewerbung Semesteraufenthalte, Bewerbung Hessen-Landesprogramm, Bewerbung für Erasmus+ Praktika) als auch Formulare, die sich an Studierende richten, die sich in vergangenen Bewerbungsrunden bereits erfolgreich für einen Studienplatz in einem Austauschprogramm beworben haben (PROMOS, Bankdaten, Abschlussdokumente Overseas Outgoings, Learning Agreement).

Beachten Sie bitte: Sie können in der Regel Bewerbungen nur einmal absenden! Mehrere Bewerbungen für das gleiche Programm sind nicht möglich.

Hinweis: Die jeweiligen Bewerbungsformulare sind nur innerhalb der Bewerbungszeiträume freigeschaltet.

| Formular | Status |
|----------------------------------|---------------------------------|
| Bewerbung für Outgoing Studenten | Eingabe starten |

Lernvereinbarung

Die Lernvereinbarung (Learning Agreement) gilt nur für Erasmus+-Stipendiat*innen.
Lernvereinbarung

| Startsemester | Aufenthaltsmöglichkeit | Optionen | Bemerkungen |
|---------------|------------------------------------|---|---|
| 01/Sep/2021 | Erasmus+ SMS - UCM - 311 Economics | Mobilitätstyp auswählen Mobilitätstyp auswählen Semester Blended Doctoral | Learning Agreement initiieren |

footer

[Impressum](#)

[Datenschutzerklärung](#)

Select the mobility type. Please choose "Semester" as your mobility type. Then click on "Initiate LA" to start the Learning Agreement.

b. Please fill in the information

Please complete the Learning Agreement in English, as it is an international document! If you have not already done so, please change the language in the menu to English.

TECHNISCHE UNIVERSITÄT DARMSTADT

Welcome manuchao@yopmail.com [Ausloggen](#)

English Français Deutsch Español

Lernvereinbarung

Informationen

Details zum Austausch

Lernkomponenten -
Neuester Vorschlag

Informationen

Bitte füllen Sie das Formular aus, um Ihre Lernvereinbarung abzuschließen. Die gesammelten Daten werden sowohl an die Heimatinstitutionen als auch an die Gastinstitution weitergegeben.

Mobilitätsart

Status der Lernvereinbarung

Schüler Informationen

Nachname*

Vorname*

E-Mail*

Studierendenausweisnummer (ESI)*

Geburtsdatum* / /

Staatsangehörigkeit*

Geschlecht

Details des Aufenthalts

Aufenthalt Name

Aufenthalt Status

Aufenthalt Richtung

Rahmen

Studiengänge

Fächer

The information marked with * are mandatory.

Please check if your email address is correct

This information is automatically filled in.

c. After you have checked and entered all the Information, save it. You will be forwarded to the next Page "Exchange Details".

2. Fill in the Exchange Details

Lernvereinbarung

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Neuester Vorschlag

The information marked with * are mandatory.

Receiving Contact

- Select your contact of the university abroad here via drop-down-menu. If several contacts are displayed here, please simply select one. The rest (surname, name, email, telephone) will automatically be filled when choosing a contact from drop-down-menu.

- If you're not able to select your contact or if it's not in the list, please fill in the fields Surname, First name, Email and Phone manually.

Sending Contact

- Select your contact from your home university here by choosing a contact from the drop-down menu. The rest will then be filled out automatically.

- If you're not able to select your contact or if it's not in the list, please fill in the fields Surname, First name, Email and Phone manually.

Details zum Austausch

| | |
|------------------------------|-----------------------------|
| ISCED* | 0311 - Economics |
| ISCED Erläuterung | |
| Akademisches Jahr* | 2022/23 |
| Vollständige Datum verwenden | <input type="checkbox"/> Ja |
| Startdatum* | Sep / 2021 |
| Enddatum* | Dez / 2021 |
| EQF Niveau* | Level 6 |
| Sprache* | Englisch (EN) |
| CEFR* | B2 : Vantage |
| Vorlesungsverzeichnis (URL) | |
| Sonstige Bedingungen (URL) | |

This information is filled in automatically

Go to the next page for an explanation of these fields and what to choose.

Here you may copy and paste the link with the course catalogue. This field is NOT mandatory

This information is automatically filled in from your application.

Angaben zur Gastinstitution

| | |
|---|-----------------------------------|
| Gastinstitution* | Universidad Complutense de Madrid |
| Aufnehmende untergeordnete Institution | Bitte wählen |
| Verwaltungskontakt an der Gastinstitution | Jenifer, Buice |
| Nachname* | Jenifer |
| Vorname* | Buice |
| E - Mail* | qsu@qsu.com |
| Telefon | +49 711 25 35 91 88 |

Angaben zur Heimatinstitution

| | |
|---|-------------------|
| Heimatinstitution* | Hochschule Bremen |
| Sendende untergeordnete Institution* | Fakultät 1 |
| Verwaltungskontakt an der Heimatinstitution | Bitte wählen |
| Nachname | |
| Vorname | |
| E-Mail | |
| Telefon | |

Speichern

Exchange Details

| | |
|-------------------|---|
| Frameworks | ERASMUS+ studies (SMS) ✕ |
| Degree programmes | Select Some Options |
| Subject areas | Select Some Options |
| Academic Year* | 2020/21 |
| ISCED* | 041 - Business and administration |
| Start date* | Oct / 2021 |
| End date* | Mar / 2022 |
| EQF Level* | <div style="border: 1px solid red; padding: 2px;"> Please select Level 1 Level 2 Level 3 Level 4 Level 5 Level 6 Level 7 Level 8 </div> |
| Language* | |
| CEFR* | |

EQF Level

Serves as a translation guide to make national qualifications more readable across Europe.

- Level 6 = Bachelor
- Level 7 = Master
- Level 8 = Doctorate

Exchange Details

| | |
|--------------------------------------|--|
| Frameworks | ERASMUS+ studies (SMS) ✕ |
| Degree programmes | Select Some Options |
| Subject areas | Select Some Options |
| Academic Year* | 2020/21 |
| ISCED* | 041 - Business and administration |
| Start date* | Oct / 2021 |
| End date* | Mar / 2022 |
| EQF Level* | <div style="border: 1px solid red; padding: 2px;"> Please select <small>This field is mandatory and must be filled in.</small> </div> |
| Language* | <div style="border: 1px solid red; padding: 2px;"> Please select English (EN) German (DE) French (FR) Abkhazian (AB) Afar (AA) Afrikaans (AF) Akan (AK) Albanian (SQ) Amharic (AM) Arabic (AR) Aragonese (AN) Armenian (HY) Assamese (AS) Avaric (AV) Aymara (AY) Azerbaijani (AZ) Bambara (BM) Bashkir (BA) Basque (EU) </div> |
| CEFR* | |
| Receiving Institution Details | |
| Receiving Institution* | |
| Receiving Sub-Institution* | |
| Receiving Contact* | |
| Surname | |
| First name | |

Language

Choose the language in which the lectures will be held at the university during your stay abroad. If you chose lectures that will be held in more than one language, please select the national language here.

Exchange Details

| | |
|--------------------------------------|---|
| Frameworks | ERASMUS+ studies (SMS) ✕ |
| Degree programmes | Select Some Options |
| Subject areas | Select Some Options |
| Academic Year* | 2020/21 |
| ISCED* | 041 - Business and administration |
| Start date* | Oct / 2021 |
| End date* | Mar / 2022 |
| EQF Level* | <div style="border: 1px solid red; padding: 2px;"> Please select <small>This field is mandatory and must be filled in.</small> </div> |
| Language* | <div style="border: 1px solid red; padding: 2px;"> Please select <small>This field is mandatory and must be filled in.</small> </div> |
| CEFR* | <div style="border: 1px solid red; padding: 2px;"> Please select A1 : Breakthrough A2 : Waystage B1 : Threshold B2 : Vantage C1 : Effective Operational Proficiency C2 : Mastery </div> |
| Receiving Institution Details | |
| Receiving Institution* | |
| Receiving Sub-Institution* | |
| Receiving Contact* | |
| Surname | |
| First name | |

CEFR

Is an international standard for describing language ability.

Select your language level here for the language in which the lectures will be held.

After you have checked and entered all the information, click on “save” to secure your entries. You will be forwarded to the next page “Learning Components – Latest Proposal”.

3. Fill in the Learning Components

Before completing the Learning Agreement, please inform yourself about course options at your university abroad. Usually there are documents from each Faculty declaring which courses can be credited. Else contact your coordinator regarding your course selection.

Important information: Recognition of courses and their credits will be implemented according to the General Examination Regulations of Technische Universität Darmstadt.

If there are any changes in the course selection during the mobility, it is possible to change the course afterwards. In this case, please move to step 6.

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Details zum Austausch

**Lernkomponenten -
Neuester Vorschlag**

Lernkomponenten - Neuester Vorschlag

Semesterkomponente (Gastinstitution) (1)

Komponentencode

Titel der Komponente*

Akademisches Semester*

Punkte System*

Punkte*

+ Semesterkomponente (Gastinstitution)

Semesterkomponente (Heimatinstitution) (1)

Komponentencode

Titel der Komponente*

Akademisches Semester*

Punkte System*

Punkte*

Anerkennungsbedingungen

+ Semesterkomponente (Heimatinstitution)

Speichern
Neue Virtuelle Komponente

Stay (Receiving) Learning Component

- Enter the courses you wish to attend at your university abroad
- You can find these courses in the university calendar of your university abroad
- If you want these courses to be recognized at your home university, check the recognition conditions of the courses at your home university. Your faculty may already have a list of courses that can be recognized.

Click here to add more courses.

If you have taken courses that are only offered virtually, add them here as a **“Virtual Component”**

Home (Sending) Learning Component

- Match courses in your degree program: enter them under Home (Sending) Semester Component. For adding courses click +
- Recognition Conditions: You should only fill this field if the learning component will not be recognized automatically. To find out whether or not a component will be recognized contact your faculty. Some faculties have lists that state, which courses can be credited so that you can compare them with your selected courses.

- Double check your entries. If they're correct, click on "Save".
- After you've clicked on "Save", there will pop up a new symbol named "Approve LA". Please note that you do not have to fill out the LA all at once. You can save and edit the LA at any time before approving it.

| Lernvereinbarung | | | |
|------------------|------------------------------------|-------------------------------------|-------------|
| Startsemester | Aufenthaltsmöglichkeit | Optionen | Bemerkungen |
| 01/Sep/2021 | Erasmus+ SMS - UCM - 311 Economics | Lernvereinbarungsentwurf bearbeiten | |

4. Approving the Learning Agreement

The OLA needs to be approved by you, your home university and your host university. It might occur that either your host university or your home university is not content with your OLA. You will receive a notification and you then need to make changes in it. For further Information on this, please take a look at “6. How to change courses if you are requested to do so”.

| Semesterkomponente (Heimatinstitution) (2) ✕ | |
|---|---|
| Komponentencode | <input type="text"/> |
| Titel der Komponente* | Komponente2HI |
| Akademisches Semester* | 1. Semester ▼ |
| Punkte System* | ECTS |
| Punkte* | 2 |
| Anerkennungsbedingungen | <div style="border: 1px solid gray; height: 60px;"></div> i |

+ Semesterkomponente (Heimatinstitution)

📄 Speichern

📄 Lernvereinbarung genehmigen und teilen 👉

📄 Neue Virtuelle Komponente

- Important:** click on “Approve and share LA” to send the Learning Agreement to the contact person at your home university for approval.
- If the coordinator considers the Learning Agreement to be complete and correct, they will approve it and share it with the partner university.
- Please note that sending the Learning Agreement will be considered as a digital signature.

Lernvereinbarung 👁

✔ Die Learning Agreement wurde erfolgreich genehmigt ✕

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Details zum Austausch

Lernkomponenten -
Neuester Vorschlag

Lernkomponenten - Neuester Vorschlag

Studierendengenehmigung : Chao, Manu; 2021-11-09T10:38:54+00:00

Genehmigung der Heimatinstitution : Noch nicht genehmigt

Genehmigung der Gastinstitution : Noch nicht genehmigt

5. Where to find the current status of your Learning Agreement and check if it has been approved

a. Log into the portal and scroll down to the learning agreement section

Lernvereinbarung

Die Lernvereinbarung (Learning Agreement) gilt nur für Erasmus+-Stipendiat*Innen.
Lernvereinbarung

| Startsemester | Aufenthaltsmöglichkeit | Optionen | Bemerkungen |
|---------------|---------------------------------------|---|---|
| 01/Sep/2021 | Erasmus+ SMS - UCM - 311 Economics | Lernvereinbarungsentwurf bearbeiten Lernvereinbarung herunterladen | Letzte geteilte Version der Lernvereinbarung anzeigen |

Click here to check the current status of your Learning Agreement.

Lernvereinbarung

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Neuester Vorschlag

Informationen

Bitte füllen Sie das Formular aus, um Ihre Lernvereinbarung abzuschließen. Die gesammelten Daten werden sowohl an die Heimatinstitutionen als auch an die Gastinstitution weitergegeben.

Mobilitätsart

Status der Lernvereinbarung

Schüler Informationen

Nachname*

Vorname*

E-Mail*

Studierendenausweisnummer (ESI)*

Geburtsdatum* / /

Staatsangehörigkeit*

Geschlecht

Here you can see the current status of the Learning Agreement. In this example the student has to wait for the approval of the sending institution.

- b. Click on “Learning components – Latest Proposal” to see who has confirmed the Learning Agreement and when.

Lernvereinbarung

| Informationen | Lernkomponenten - Neuester Vorschlag |
|---|--|
| Details zum Austausch | <p><i>Studierendengenehmigung</i> : Chao, Manu; 2021-11-09T11:29:59+00:00</p> <p><i>Genehmigung der Heimatinstitution</i> : Noch nicht genehmigt</p> <p><i>Genehmigung der Gastinstitution</i> : Noch nicht genehmigt</p> |
| Lernkomponenten - Neuester Vorschlag | |
| Details zum Austausch | <p><i>Studierendengenehmigung</i> : Chao, Manu; 2021-11-09T10:59:51+00:00</p> <p><i>Genehmigung der Heimatinstitution</i> : User Admin; 2021-11-09T10:51:32+00:00</p> <p><i>Genehmigung der Gastinstitution</i> : Noch nicht genehmigt</p> |
| Nachrichten von Gastinstitution | |

The one on top shows the LA that has only been approved by the student, the other one shows that the LA has been approved by the student and the sending institution.

- c. You will receive an email when the Learning Agreement has been finally approved by all 3 parties. The *so called* first version will be your final document of the LA.

6. How to Download the OLA

You can convert the OLA into a PDF document and download it from the portal. Downloading the OLA is possible if it has been **signed by you and your home university**. Please note that your departmental coordinator is responsible for approving your OLA!

Please note that you need to **enable pop-ups** in your Browser (preferably **Chrome**) for the download to work properly.

Lernvereinbarung

Die Lernvereinbarung (Learning Agreement) gilt nur für Erasmus+-Stipendiat*innen.

Lernvereinbarung

| Startsemester | Aufenthaltsmöglichkeit | Optionen | Bemerkungen |
|---------------|---------------------------------------|---|---|
| 01/Sep/2021 | Erasmus+ SMS - UCM - 311 Economics | Lernvereinbarungsentwurf bearbeiten Lernvereinbarung herunterladen | Letzte geteilte Version der Lernvereinbarung anzeigen |

7. How to change courses if you are requested to do so

- a. You get an e-mail, must log into the portal and click on “Edit LA draft”.

Lernvereinbarung

Die Lernvereinbarung (Learning Agreement) gilt nur für Erasmus+-Stipendiat*innen.

Lernvereinbarung

| Startsemester | Aufenthaltsmöglichkeit | Optionen | Bemerkungen |
|---------------|---------------------------------------|---|---|
| 01/Sep/2021 | Erasmus+ SMS - UCM - 311 Economics | Lernvereinbarungsentwurf bearbeiten Lernvereinbarung herunterladen | Letzte geteilte Version der Lernvereinbarung anzeigen |

- b. A new field “Messages from Stay institution or Home institution” appears on the left side of the page. Click on it for the message to be displayed. The following Screenshot provides an example:

Lernvereinbarung

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Details zum Austausch

Lernkomponenten -
Neuester Vorschlag

Nachrichten von
Gastinstitution

Nachrichten von Gastinstitution

09/11/2021 11:23 hrs

zusätzliche Komponente hinzufügen

- c. To open and edit your courses, you simply click on “Propose changes to learning components”. This creates a new section where the changes can be made. Here you can change, add and remove courses. After you have changed the course details, click “approve” to approve your changes. The amended Learning Agreement will be send automatically to your coordinator for approval. Approval of the universities will follow.