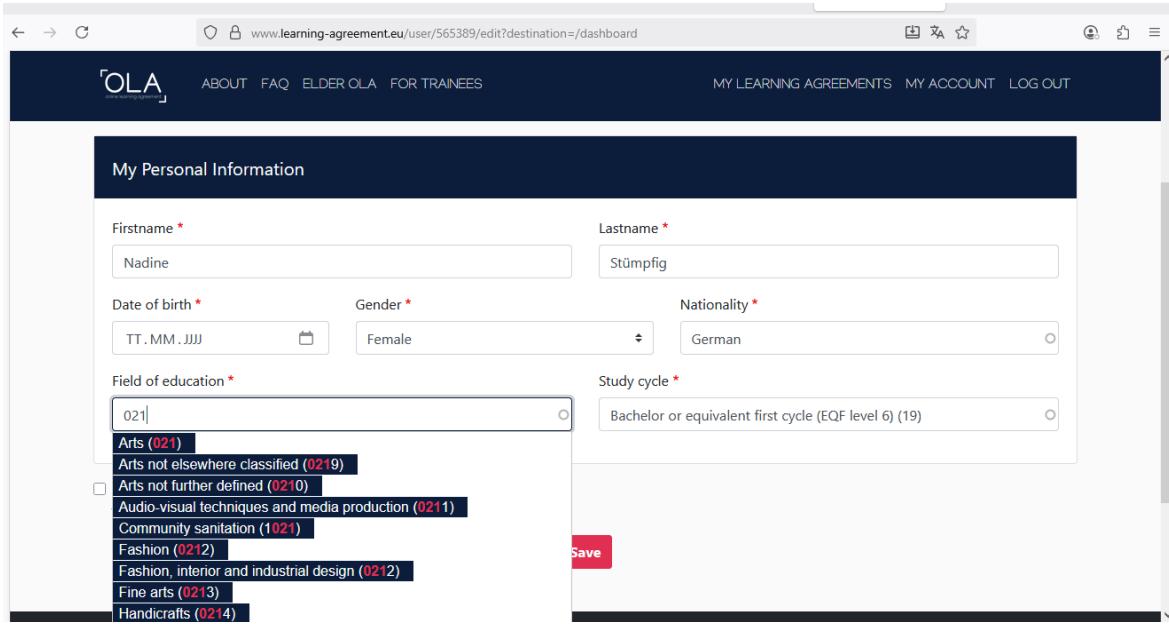


Anleitung zur Erstellung des Online Learning Agreements (OLA)Zugriff über die Homepage: <https://learning-agreement.eu/user/login>

Auf "Log in with MyAcademicID" klicken

Name und hfg-gmuend.de
Email eingeben

User Account erstellen:



The screenshot shows the 'My Personal Information' form on the 'OLA' website. The form includes fields for Firstname (Nadine), Lastname (Stümpfig), Date of birth (TT.MM.JJJJ), Gender (Female), Nationality (German), Field of education (021), and Study cycle (Bachelor or equivalent first cycle (EQF level 6) (19)). A dropdown menu for 'Field of education' lists various options, including 'Arts (021)', 'Arts not elsewhere classified (0219)', 'Arts not further defined (0210)', 'Audio-visual techniques and media production (0211)', 'Community sanitation (0211)', 'Fashion (0212)', 'Fashion, interior and industrial design (0212)', 'Fine arts (0213)', and 'Handicrafts (0214)'. A red 'Save' button is visible on the right.

Im Studiengang IG bitte „audio visual techniques and media production“ auswählen.

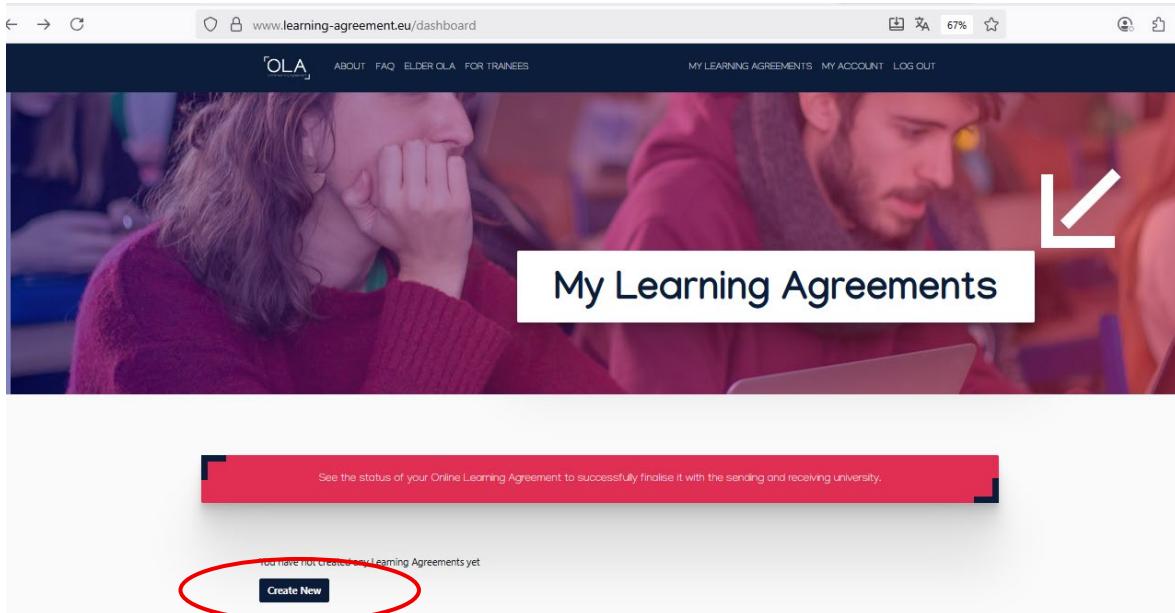
Im Studiengang KG bitte „art not further defined“ auswählen.

Im Studiengang PG bitte „fashion, interior and industrial design“ auswählen.

Study cycle: „Bachelor or equivalent first cycle“ auswählen

+ speichern [save]

Wenn user-Account erstellt, auf „create new“ klicken



„Semester Mobility“ auswählen:

Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.

- Semester Mobility**
- Blended Mobility with Short-term Physical Mobility**
- Short-term Doctoral Mobility**

Discover a new culture and gain new experiences by taking part in **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.

In case regular semester mobility is too long, it is also possible for you to 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**.

Develop your skills and find contacts by going for **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.

Persönliche Daten überprüfen (unbedingt HfG Email verwenden):

Academic year *

2025/2026

Student

First name(s) * Nadine

Last name(s) * Stumpfig

Email * nadine.stumpfig@hfg-gmuend.de

Date of birth * 30.11.1985

Gender * Female

Nationality * Germany (287)

Field of Education * Arts not further defined (0210) (894)

Study cycle * Bachelor or equivalent first cycle (EQF level 4)

Next

Akademisches Jahr **2025/2026**, Erasmus Code **D SCHWA-G02** sowie Studiengang (**Communication, Interaction oder Product Design**) eingeben und Daten zur „sending institution“ eingeben:

Sending

Country * Germany

Name * Hochschule für Gestaltung Schwäbisch Gmünd

Faculty/Department * Product Design

Address * Schwäbisch Gmünd

Erasmus Code * D SCHWA-G02

Verantwortliche Personen eingeben:

_Sending Responsible Person:

David Oswald für IG

Daniel Utz für KG

Matthias Held für PG

_Sending Administrative Contact Person

Nadine Stümpfig wie unten eingeben

Genaue Schreibweise Telefonnummer beachten, sonst wird Fehlermeldung angezeigt:

+497171602633

The screenshot shows the 'OLA' application interface. At the top, there is a navigation bar with links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, there is a search bar with the placeholder 'Schwabisch Gmünd' and a dropdown menu showing 'D SCHWAB-GUZ'. The main content area is divided into two sections: 'Sending Responsible Person' on the left and 'Sending Administrative Contact Person' on the right. Both sections require input for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. The 'Position' field for the Responsible Person is 'Departmental Coordinator' and for the Contact Person is 'International Coordinator'. The 'Email' field for the Responsible Person is 'matthias.held@hfg-gmuend.de' and for the Contact Person is 'nadine.stuempfig@hfg-gmuend.de'. The 'Phone number' field for both is '+497171602633'. A note below the Responsible Person section states: '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.' A note below the Contact Person section states: '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.' At the bottom of the page, there are 'Previous' and 'Next' buttons.

Daten zur Partnerhochschule eingeben.

Land und Partnerhochschule aus dem Drop Down Menü auswählen:

The screenshot shows the 'Receiving' section of the OLA application. At the top, there is a green notification bar stating 'Your Online Learning Agreement has been updated.' Below this, a red note box says: 'Select your host institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.' A horizontal progress bar at the bottom shows steps 1 through 6: 'Student Information', 'Sending Institution Information', 'Receiving Institution Information' (which is highlighted in red), 'Proposed Mobility Programme', 'Virtual Components', and 'Commitment'. Below the progress bar, there is a field for 'Academic year *' with the value '2025/26'. The 'Receiving' section contains a 'Receiving institution' field with sub-fields for 'Country *' (with placeholder 'Country of the institution') and 'Name *' (with placeholder 'Name of the institution').

Kontaktpersonen eingeben. Diese werden euch in den allermeisten Fällen von der Partnerhochschule kommuniziert, ansonsten bitte nachfragen.

OLA online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Name of the institution

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

Eingabe der Kurse, die ihr an der Partnerhochschule belegen wollt in der „Table A Study Programme at the Receiving Institution“

Eingabe der Kurse aus eurem regulären 6. Semester an der HfG in der „Table B Recognition at the Sending Institution“:

Product Design	component code	component title	ECTS
	3610	Product Design 5	7 ECTS
	3620	Process Design	7 ECTS
	3630	Design Theory	8 ECTS
	3640	Construction in Design	8 ECTS
Communication Design	component code	component title	ECTS
	2610	Project Communication Design 3	8 ECTS
	2620	Project Communication Design 4	12 ECTS
	2630	Design Theory	10 ECTS
Interaction Design	component code	component title	ECTS
	1610	Project Interaction Design 3	8 ECTS
	1620	Project Interaction Design 4	8 ECTS
	1630	Design Theory 4	8 ECTS
	1640	Related Sciences	6 ECTS

➔ Kurswahl unbedingt digital unterschreiben. Erst dann kann das Dokument an den Auslandsbeauftragten im Studiengang weitergeleitet werden.