

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

Auf "Log in with MyAcademicID" klicken

**My account**

**Log in with MyAcademicID**

Logging into your Online Learning Agreement

**OLA** online learning agreement

Go-funded by the

Ansehen auf YouTube

ONLINELEARNINGAGREEMENT

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

**MyAcademicID**

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**

**MyAcademicID Registrar** | Form | Submitted registrations | Sign out

### MyAcademicID Registration

Given name\*

Surname\*

E-mail\*

[Acceptable Use Policy](#)

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

**Submit**

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' is open, showing options like 'Arts (021)', 'Arts not elsewhere classified (0219)', 'Arts not further defined (0210)', 'Audio-visual techniques and media production (0211)', 'Community sanitation (1021)', 'Fashion (0212)', 'Fashion, interior and industrial design (0212)', 'Fine arts (0213)', and 'Handicrafts (0214)'. A red 'Save' button is visible at the bottom right of the form.

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

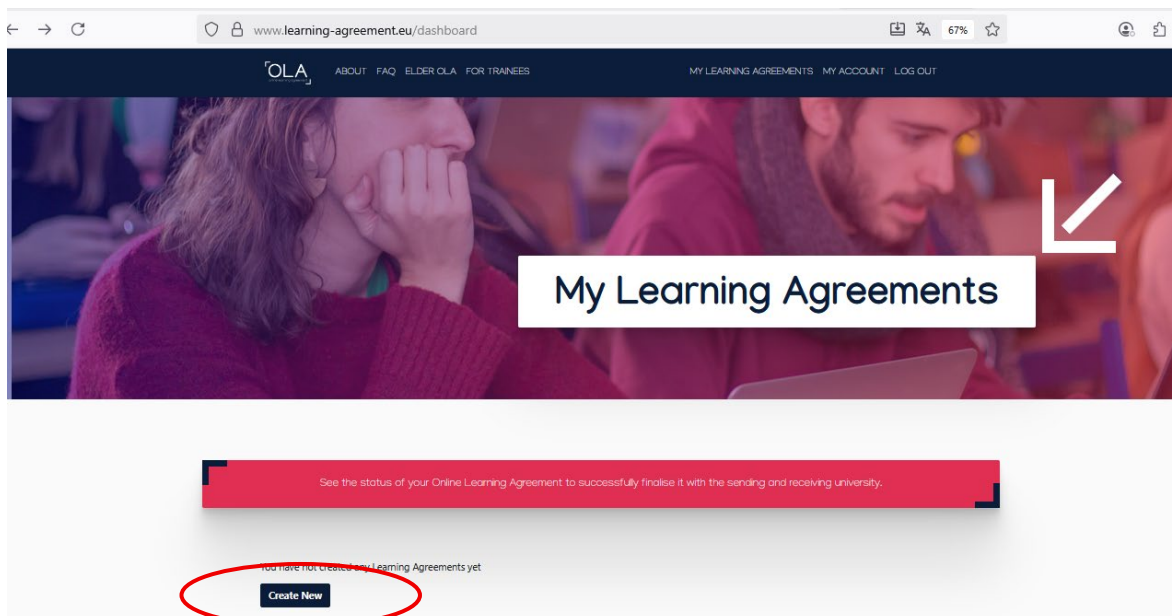
Im Studiengang KG bitte „art not further defined“ auswählen.

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:

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

**Semester Mobility**

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**

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**

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.

## Persönliche Daten überprüfen (unbedingt HfG Email verwenden):

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year \*  
2025/2026

**Student**

First name(s) \*  
Nadine

Last name(s) \*  
Stumpf

Email \*  
nadine.stumpf@hf-gmuend.de

Date of birth \*  
30.11.1985

Gender \*  
Female

Nationality \*  
Germany (287)

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

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

Field of Education Comment

Study cycle \*  
Bachelor or equivalent first cycle (EQF level 6)

Field of education: The SCED 2013 search tool available at <http://ec.europa.eu/education/international-standards/identification-of-education-nodes> should be used to find the SCED 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.

Study cycle: Short cycle (SC2 level 5) / Bachelor or equivalent first cycle (SC2 level 6) / Master or equivalent second cycle (SC2 level 7) / Doctorate or equivalent third cycle (SC2 level 8).

Next

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

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1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year \*  
2025/2026

**Sending**

**Sending Institution**

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 eingegeben

Genaue Schreibweise Telefonnummer beachten, sonst wird Fehlermeldung angezeigt:

+497171602633

The screenshot shows the OLA (Online Learning Agreement) form. The header includes the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The form is divided into two main sections: 'Sending Responsible Person' and 'Sending Administrative Contact Person'. The 'Sending Responsible Person' section includes fields for First name(s) (Matthias), Last name(s) (Held), Position (Departmental Coordinator), Email (matthias.held@hfg-gmuend.de), and Phone number (+). The 'Sending Administrative Contact Person' section includes fields for First name(s) (Nadine), Last name(s) (Stümpfig), Position (International Coordinator), Email (nadine.stuempfig@hfg-gmuend.de), and Phone number (+497171602633). Below the form, there are 'Previous' and 'Next' buttons.

Daten zur Partnerhochschule eingeben.

Land und Partnerhochschule aus dem Drop Down Menü auswählen:

The screenshot shows the OLA form with a progress bar at the top indicating the current step: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Below the progress bar, there is a message: 'Your Online Learning Agreement has been updated.' followed by a red box with instructions: '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.' The 'Academic year' field is set to 2025/26. The 'Receiving' section is expanded, showing the 'Receiving Institution' section with fields for Country (Country of the institution) and Name (Name of the institution).

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

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.