



Erasmus+

# Online Learning Agreement Student Mobility for Studies

**IMPORTANT INFORMATION:** For the Erasmus+ 2021-2027 programme, Learning Agreements must be managed online. Higher Education Institutions can do this by using the [Online Learning Agreement platform](#) or an equivalent system connected to the Erasmus Without Paper Network. Therefore, this template is provided by the European Commission for information purposes only and must not be used to manage Learning Agreements for studies. Please visit the Erasmus Without Paper Competence Centre for a more detailed data standard, to which all equivalent systems need to adhere. For further guidance on how to manage Online Learning Agreements – Please read the [Guidelines on how to use the Learning Agreement for studies](#).

## General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
					M/F/X
	ESI <i>see glossary below</i>		Study cycle	Field of education (ISCED) <i>see glossary below</i>	Field of education (clarification)
	Check this code with your home university		Bachelor/Master/PHD	04	Business, administration and law
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
			Check this code with your home university		Name, email and phone number of your home university coordinator
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	WU (Vienna University of Economics and Business)	n/a	A WIEN 05	Austria	Name, email and phone number of your WU coordinator. Please check the signature in emails you received from your WU coordinator or WU's International Office website
The level of language competence in e.g. English [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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

## Mobility type and duration

Mobility type (select one) <i>see glossary below</i>	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> <li>Semester(s) <input type="checkbox"/> / Virtual component (<i>only if applicable</i>) <input type="checkbox"/></li> <li>Blended mobility with short-term physical mobility <input type="checkbox"/></li> <li>Short-term doctoral mobility <input type="checkbox"/> / Virtual component (<i>only if applicable</i>) <input type="checkbox"/></li> </ul>	<b>Planned</b> period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)/month/year] .....</li> <li>to [day (optional)/month/year] .....</li> </ul>

Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.

**Please note: Not all of the following tables are relevant. Only fill out the ones fitting your selection above.**

## 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
	Refer to WU course catalog for incoming students	Refer to WU course catalog for incoming students & make sure you use the correct and complete title	winter/summer	Refer to WU course catalog for incoming students
				<b>Total: e.g. 30</b>

[Click here for the Course Catalog](#)

## 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 <small>see glossary below</small>
		Title of the course at the Sending Institution	winter/summer	Number of credits of the course at home	Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				<b>Total: e.g. 25</b>	

Provisions applying if the student does not complete successfully some educational components:  
[Include the link to your home university course catalog.](#)

## 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 <small>see glossary below</small>
	Refer to WU course catalog for incoming students	Title of the WU course you listed in line one above accredited for at your home university	see glossary below	Refer to WU course catalog for incoming students	Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				<b>Total: e.g. 10</b>	

## Study Programme at Receiving Institution and recognition at the Sending Institution

### *Mobility type: Blended mobility with short-term physical mobility*

Component code (if any)	Component title or description of the mobility programme	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition <i>see glossary below</i>
Refer to WU course catalog for incoming students	Title of the WU course you listed in line one above accredited for at your home university	see glossary below	Refer to WU course catalog for incoming students	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
			<b>Total: e.g. 10</b>	

## Study Programme at Receiving Institution and recognition at the Sending Institution

### *Mobility type: Short-term doctoral mobility*

Component code (if any)	Component title or description of the mobility programme	Short description of the virtual component (optional field):	Number of ECTS credits to be awarded	Automatic recognition <i>see glossary below</i>
Refer to WU course catalog for incoming students	Title of the WU course you listed in line one above accredited for at your home university	see glossary below	Refer to WU course catalog for incoming students	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
			<b>Total: e.g. 10</b>	

## Commitment of the three parties

### Any Mobility type

<p>By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online 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. 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 or as agreed otherwise 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.</p>					
Commitment	Name	Email	Position	Date	Digital Signature
Student			Student		
Responsible person at the Sending Institution	Name of your home university coordinator	Email of your home university coordinator	e.g. Exchange Coordinator	To be completed by your home university coordinator	To be completed by your home university coordinator
Responsible person at the Receiving Institution	Name of your WU coordinator	Email of your WU coordinator	Exchange Coordinator	To be completed by your WU coordinator	To be completed by your WU coordinator

## Changes to the learning agreement

### Mobility type: Semester(s)

Exceptional changes to Table A						
(to be digitally approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change see glossary below	Number of ECTS credits (or equivalent)
	Refer to WU course catalog for incoming students	Title of the WU course you dropped as compared to Table A (before the mobility)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	Refer to WU course catalog for incoming students
	Refer to WU course catalog for incoming students	Title of the WU course you are taking but is not listed in Table A (before the mobility)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	Refer to WU course catalog for incoming students

Exceptional changes to Table B (if applicable)							
(to be digitally approved by the student and the responsible person in the Sending Institution)							
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change see glossary below	Number of ECTS credits (or equivalent)	Automatic recognition see glossary below
		Title of the course you dropped as compared to Table B (before the mobility)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	Number of credits of the course at home	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Title of the course you are taking but is not listed in Table B (before the mobility)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	Number of credits of the course at home	Yes <input type="checkbox"/> No <input type="checkbox"/>

Exceptional changes to Table C (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Reason for change	Number of ECTS credits to be awarded	Automatic recognition see glossary below
	Refer to WU course catalog for incoming students	Title of the WU course you listed in line one above accredited for at your home university	see glossary below	see glossary below	Refer to WU course catalog for incoming students	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

- In case of changes to the learning agreement for mobility types: Blended mobility with short-term physical mobility or Short-term doctoral mobility, please create a new learning agreement***

## Glossary

Term	Definition/Explanation
<b>Nationality</b>	Country to which the person belongs administratively and that issues the ID card and/or passport.
<b>The European Student Identifier (ESI)</b>	A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App and/or the desktop version of the app to fill in and sign their online learning agreement. If the sending institution does not issue an ESI for its students an alternative mechanism for identifying and authenticating students can be accepted. For more information, visit the <a href="#">Erasmus Without Paper Competence Centre</a> .
<b>Study cycle</b>	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).
<b>Field of education</b>	The <a href="#">ISCED-F 2013 search tool</a> available at <a href="http://ec.europa.eu/education/international-standard-classification-of-education-isced_en">http://ec.europa.eu/education/international-standard-classification-of-education-isced_en</a> 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.
<b>Erasmus code</b>	A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
<b>Administrative Contact person</b>	A 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.
<b>Mobility type: Semester(s)</b>	A study period abroad lasting at least one academic term/trimester or 2 months to 12 months
<b>Blended mobility</b>	Any mobility can be carried out as a “blended mobility” by combining the study period abroad with on virtual component at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.
<b>Short description of a virtual component</b>	An indication of whether the virtual component is an online course(s), embedded in an course(s) selected at the receiving institution, embedded in a blended intensive programme and/or other type of online activity at the receiving institution along with component title(s) or short description of the online activity.

<b>Blended mobility with short term physical mobility</b>	If a long-term physical mobility is not suitable, the student may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component to facilitate an online learning exchange and/or teamwork.
<b>Short-term doctoral mobility</b>	A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes.
<b>ECTS credits (or equivalent)</b>	In countries where the <a href="#">"ECTS" system</a> 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.
<b>Automatic recognition</b>	All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the "Yes" check box. If the "No" check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students' <a href="#">diploma supplement</a> or <a href="#">Europass</a> Mobility Document.
<b>Educational component</b>	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.
<b>Level of language competence</b>	A description of the European Language Levels (CEFR) is available at: <a href="https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a>
<b>Course catalogue</b>	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.
<b>Responsible person at the Sending Institution</b>	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.
<b>Reasons for deleting a component</b>	<ol style="list-style-type: none"> <li>1. Previously selected educational component is not available at the Receiving Institution</li> <li>2. Component is in a different language than previously specified in the course catalogue</li> <li>3. Timetable conflict</li> <li>4. Other (please specify)</li> </ol>
<b>Reason for adding a component</b>	<ol style="list-style-type: none"> <li>5. Substituting a deleted component</li> <li>6. Extending the mobility period</li> <li>7. Adding a virtual component</li> <li>8. Other (please specify)</li> </ol>