



(Online) Learning Agreement

Incoming **Erasmus+** exchange students are now required to use the online version of the Learning Agreement (please ask your home university what tool/system they use here; we at h_da use MoveON by QSU).

Note: Other procedures apply for Erasmus students doing an Erasmus traineeship.

How to prepare your LA:

- Start preparing your OLA after you have been accepted as an exchange student at h_da.
- When all three parties (you, your home university and h_da) have signed the document, your LA is finished.

Help for filling in your LA:

1. Academic year

2. **Sending institution:** please provide the correct name and email address of the departmental coordinator at your home university

3. Receiving institution:

Name: Darmstadt University of Applied Sciences (Erasmus Code: **D DARMSTA02**)

Faculty/department: For which h_da department have you been accepted?



Responsible person at h_da:

Names and emails below

Position: Departmental coordinator

Faculty	Course	Name	E-Mail Adress
Architecture		Prof. Dita Leyh Prof. Michael Saldanha	dita.leyh@h-da.de ; michael.saldanha@h-da.de
Civil and Environmatal Engineering		Prof. Dr. Ulrich Burbaum	ulrich.burbaum@h-da.de
Chemical Engineering and Biotechnology		Prof. Dr. Richard Dehn	richard.dehn@h-da.de
Electrical Engineering and Information Technology		Prof. Dr. Ing. Athanasios Krontiris	athanasios.krontiris@h-da.de
Design		Prof. Dr. Ulla Marquardt Larry Holden	international.fbg@h-da.de
Social Sciences	Applied Social Sciences	Prof. Dr. Jan Barkmann	jan.barkmann@h-da.de
	Information Law; Global Licensing	Prof. Dr. Gisela Jung-Weiser; Prof. Dr. Thomas Wilmer	gisela.jung-weiser@h-da.de ; thomas.wilmer@h-da.de

	Risk Assessment and Sustainability Management (RASUM)	Prof. Dr. Martin Führ	martin.fuehr@h-da.de
	Business Psychology	Prof. Dr. Daniel Hanß	daniel.hanss@h-da.de
Computer Science		Prof. Dr. Thomas Horsch; Prof. Dr. Ron Moore	internationalrelations.fbi@ma.h-da.de
Mechanical and Plastics Engineering		Prof. Dr. Brita Pyttel	brita.pyttel@h-da.de
Mathematics and Natural Sciences	Applied Mathematics Data Science	Prof. Dr. Sebastian Döhler	sebastian.doehler@h-da.de
	Optical Technology and Image Processing	Prof. Dr. Adreas Weinmann	andreas.weinmann@h-da.de
Media	Animation and Game; Animation and Game Direction	Prof. Tilmann Kohlhaase	tilmann.kohlhaase@h-da.de
	Expanded Realities	Prof. Paul Grimm	paul.grimm@h-da.de
	Expanded Media	Prof. Sven Poguntke	Sven.poguntke@h-da.de
	Information Science	Prof. Dr. Margot Mieskes	margot.mieskes@h-da.de
	Interactive Media Design	Prof. Dr. Andrea Krajewski	andrea.krajewski@h-da.de
	International Media Cultural Work	Prof. Sabine Breitsameter	sabine.breitsameter@h-da.de



	Motion Pictures	Prof. Thomas Lauterbach	thomas.lauterbach@h-da.de
	Online Journalism; Online Communication; Media, Technology and Society	Prof. Dr. med. Silke Heimes	silke.heimes@h-da.de
	Sound and Music Production	Prof. Moritz Bergfeld	moritz.bergfeld@h-da.de
Social Work		Prof. Dr. Sara Hubrich	sara.hubrich@h-da.de
Business	Energy Management	Prof. Dr. Kerstin Hooß	kerstin.hooss@h-da.de
	International Business Administration; Master of Business Administration	Prof. Dr. Ralf Schellhaase	ralf.schellhase@h-da.de
	Business Administration; Logistics-Management; Public Management	Prof. Dr. Monika Futschik	monika.futschik@h-da.de

Receiving administrative contact:

Name: Marina Zielke and Ronja Schneider

Email: incoming.int@h-da.de

Position: Incoming students advisor



4. Proposed Mobility Programme

Table A: Study program at receiving institution: list all classes you will attend at the host institution

-Component codes (course number) and ECTS credits at h_da: to be found [here](#).

-**Table B:** Recognition at sending institution: list the classes at your home institution which will be *recognized*.

5. Commitment Preliminary

Please make sure you read the commitment and sign the OLA. Your home institution will then automatically receive your OLA via email.



FAQ

How long will it take to process the OLA?

During the semester, it may take up to 2 weeks.

How can I change my OLA?

If you need to adjust data (before or during your mobility), you need to inform yourself at your home institution, the process depends on the tool your home institution is using. After **all three parties have approved and signed it** and you need to change your courses, you can edit your LA → The process of signing then needs to be carried out anew.