

## (Online) Learning Agreement

Incoming **Erasmus+** exchange students are now required to use the online version of the Learning Agreement.

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

### How to prepare your Online Learning Agreement:

- 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	<a href="mailto:dita.leyh@h-da.de">dita.leyh@h-da.de</a> ; <a href="mailto:michael.saldanha@h-da.de">michael.saldanha@h-da.de</a>
Civil and Environmatal Engineering		Prof. Dr. Ulrich Burbaum	<a href="mailto:ulrich.burbaum@h-da.de">ulrich.burbaum@h-da.de</a>
Chemical Engineering and Biotechnology		Prof. Dr. Richard Dehn	<a href="mailto:richard.dehn@h-da.de">richard.dehn@h-da.de</a>
Electrical Engineering and Information Technology		Prof. Dr. Ing. Athanasios Krontiris	<a href="mailto:athanasios.krontiris@h-da.de">athanasios.krontiris@h-da.de</a>
Design		Prof. Dr. Ulla Marquardt Larry Holden	<a href="mailto:international.fbg@h-da.de">international.fbg@h-da.de</a>
Social Sciences	Applied Social Sciences	Prof. Dr. Jan Barkmann	<a href="mailto:jan.barkmann2@h-da.de">jan.barkmann2@h-da.de</a>
	Information Law; Global Licensing	Prof. Dr. Gisela Jung-Weiser;	<a href="mailto:gisela.jung-weiser@h-da.de">gisela.jung-weiser@h-da.de</a> ;

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

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

Receiving *administrative* contact:

**Name:** Marina Zielke and Ronja Schneider

**Email:** [incoming.int@h-da.de](mailto: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

##### 1. How long will it take to process the OLA?

During the semester, it may take around two weeks. Please note, that the professors might not get automatic notifications, so you should also let them know that you have sent your OLA to them online.

##### 2. 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.