

## Online Learning Agreement – Guidelines for NAT Chemistry Students

Online Learning Agreement is used to agree on your planned course selection at the host university and the possible credit transfer at TUM before your departure. This agreement is confirmed by the signatures of both institutions. Therefore, the OLA must be completed and signed by all parties before the semester begins at the host university.

If permitted by your host university, you may still make changes to your course selection within the first five weeks after the semester starts. The indicated credit transfer should be seen as a preliminary possibility rather than a certainty, and it can be discussed in more detail after your return.

### ! About the Erasmus+ grant or SEMP

If you have questions regarding requirements, documents and deadlines related to the Erasmus+ grant or SEMP, please contact the person in TUM Global & Alumni Office responsible for your destination. At the TUM School of Natural Sciences, we can only provide you with information related to academic matters.

### Student information.

#### Field of Education

In general, the ISCED Code for

- NAT-Chemistry agreements is 0531 → „Chemistry (0531)“

#### Study Cycle

- Please select it according to the program you will be enrolled at TUM during your stay abroad: „Bachelor“- select "EQF level 6, „Master“- select "EQF level 7.

### Sending Institution

Dropdown lists are provided under "Country" and "Name" - please select the correct options. Enter the full and exact name of the faculty or department you plan to attend at the partner university. Please do not use acronyms or alternative wording, as the system will not recognize them and they cannot be assigned correctly; if in doubt, contact the partner university. "Address" and "Erasmus Code" will be filled in automatically.

### Sending Responsible Person

This is where you provide the contact information of the outgoing coordinator at TUM School of Natural Sciences for chemistry and physic study programs. The "Responsible Person" is the person who signs your Online Learning Agreement.

- Faculty/Department: TUM School of Natural Sciences
- Sending Responsible Person:  
First name: Eliza  
Last name: Dr. Gemel

- Position: Academic Advisor
- E-Mail: [global.ch@nat.tum.de](mailto:global.ch@nat.tum.de) (Chemistry), [global.ph@nat.tum.de](mailto:global.ph@nat.tum.de) (Physics)
- Tel.: +49 89 289 14610

The person responsible will only be notified and able to view your Online Learning Agreement if you enter the email address above.

Sending Administrative Contact Person (optional): Please leave this field empty

### Receiving Institution

The contact details of the Receiving Responsible Person can be found on the respective international/Erasmus incoming website of the partner university or in the e-mail communication received upon nomination.

### Table A: Study program at receiving institution

Please complete Table A in the same way as the checked and completed *Preliminary Approval of the Learning Agreement for the Exchange* you have received from the International Office of TUM NAT School.

Enter the courses you will be taking at the partner university here.:

- Component Title: enter the title of the course at the partner university.
- Component Code: first enter a **sequential numbering** and then (if known) enter the code of the course: e.g.: "1 - 25083, 2 - 25084, 3 - 25085"
- Number of ECTS credits: ECTS of the course at the partner university
- Semester: Then select the appropriate semester from the drop-down menu
- Repeat this process for each new course

If available, please enter the website of the universities or departmental course catalog.

### Table B: Possible credit transfer at sending institution

Here you indicate how the courses listed in Table A will be recognized at TUM.

Please complete Table B in the same way as the checked and completed *Preliminary Approval of the Learning Agreement for the Exchange* that you received from the International Office of the TUM School of Natural Sciences.

**Table B:** Each entry shall contain the following information: sequential numbering - module ID (if necessary), type of recognition, ECTS.

- **Component Title:** Enter the type of recognition at TUM for the corresponding course from Table A.
- **Component Code:** First enter a sequential number. Then, **only in the case of a 1:1 recognition**, enter the TUM course code, e.g., “1), 2), 3) WI000091,” etc.
- **Number of ECTS credits:** Enter the number of ECTS credits that will be recognized at TUM for the respective course.
- **Semester:** Specify the semester in which you will take the course.

### Waiver of prior recognition (Table B)

If one or more courses from Table A should not be recognized at TUM, or if you cannot or do not wish to clarify the recognition in advance, please proceed as follows:

- Click on “Add Component to Table B.”
- **Component Title:** Enter “Waiver of recognition” (if you do not want the course to be recognized) or “Waiver of recognition in advance” (if you cannot or do not wish to clarify recognition in advance).
- **Component Code:** Enter the consecutive number(s) of the course(s) from Table A for which recognition is not intended or has not been clarified, e.g., “2.”
- **Number of ECTS credits:** Enter 0.
- **Semester:** Specify the semester in which you take the course at the partner university.

### Commitment before Mobility

After signing up on the OLA Platform, the Online Learning Agreement is sent to the person responsible for review at the sending institution. Once approved, the OLA is automatically forwarded to the person responsible at you the receiving institution.

### Changes during Mobility

When you add new courses, their recognition at TUM must be verified. Please resend the Excel file “Preliminary Approval of the Learning Agreement for Exchange” to the coordinator at the International Office for review.