

## KPJ-OLA Tutorial

Medizinische Universität Wien

Forschungsservice  
**International Office  
for Student & Staff Affairs**

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internationalmobility

Dr. Human Salemi  
Hochschulkoordinator für  
Internationale Mobilitätsprogramme

Das OLA-System bietet Unterstützung beim Mobilitätsmanagement für ECHE-Inhaber (Erasmus Charter for Higher Education) in ganz Europa.

Mit OLA wird auch das Traineeship/Placement-Management erleichtert, indem die OLA-Plattform zur Interaktion mit den LAs online genutzt wird. Sowohl sendende Institutionen als auch empfangende Organisationen/Unternehmen können die LAs überprüfen und unterzeichnen sowie die endgültige Version des Dokuments herunterladen.

Das OLA für Praktika wird im Rahmen des Folgeprojekts des Online Learning Agreement (bekannt als OLA+1) mit finanzieller Unterstützung der Europäischen Kommission entwickelt.



Co-funded by the  
Erasmus+ Programme  
of the European Union

Übersetzt mit [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (kostenlose Version)



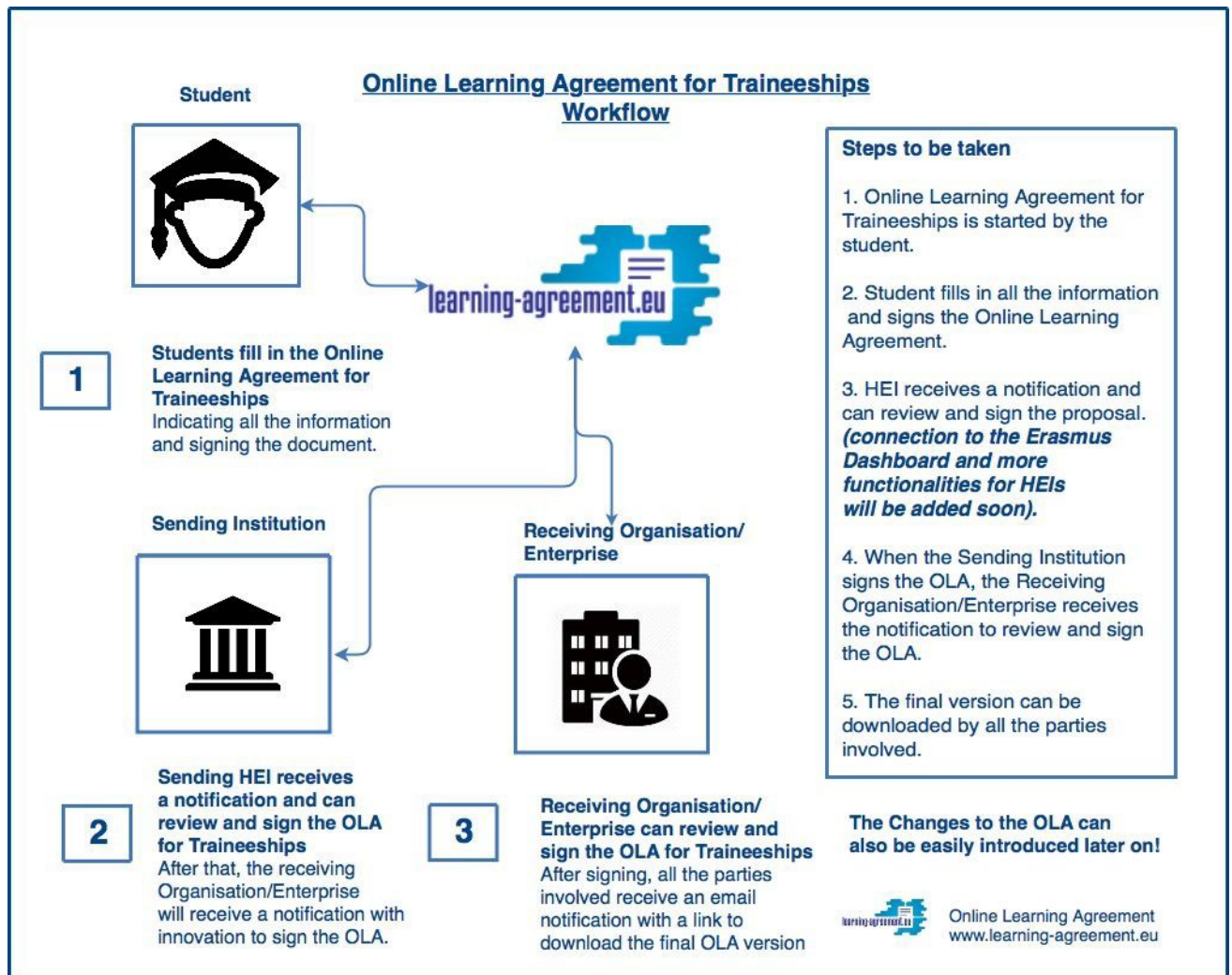
## Zugang

Online Learning Agreement - <https://www.learning-agreement.eu>.

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<sup>1</sup> EUF (coordinating institution), 8 universities (University of Luxembourg (Luxembourg), Lodz University of Technology (Poland), University of Vienna (Austria), University of Marburg (Germany), University of Alcala (Spain), University of Bergen (Norway), Erasmus University of Rotterdam (The Netherlands), Pantheon-Sorbonne University (France) and the Erasmus Student Network.

## Funktionsprinzip



## Funktionen für Studierende

Das OLA für Praktika bietet Studierenden folgende Möglichkeiten:

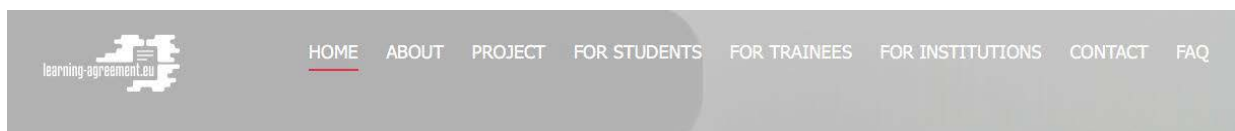
- Erstellen und finalisieren des LA.
- Unterschreiben des LA online.
- Herunterladen des LA.
- Änderungen des LA (während der Mobilität) durchführen und die Aktualisierungen mit der sendenden Institution und der empfangenden Organisation/Enterprise online abschließen.

## Online Learning Agreement for Traineeships - Schritt für Schritt

### Registrierung

Studierende können ihre bestehenden Zugangsdaten für die OLA-Plattform oder Erasmus+App verwenden oder sie registrieren sich auf <https://www.learning-agreement.eu/trainee/home/login.php>. Bei der Registrierung wird ein Erasmus-Profil erstellt, und die Anmeldeinformationen ermöglichen den Zugriff auf beide Tools:

- OLA-Plattform [www.learning-agreement.eu](http://www.learning-agreement.eu)
- Erasmus+ App (verfügbar in Google Play und Apple Store)



Füllen Sie die Felder LA für Praktika aus und unterschreiben Sie das LA online.

Learning Agreement (before mobility)

RECEIVING ORGANISATION/ENTERPRISE	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
						***
						***
						***

Changes to learning agreement (during mobility)

RECEIVING ORGANISATION/ENTERPRISE	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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NEW LEARNING AGREEMENT

NEW LEARNING AGREEMENT WITH CHANGES

EUF EUROPEAN UNIVERSITY FOUNDATION | ESN Erasmus Student Network | Co-funded by the Erasmus+ Programme of the European Union | Privacy Policy and Terms and Conditions. We encourage you to review the documentation and let us know if you have any questions. 2015-2020 European University Foundation



## Trainee Information

Nationality\*

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth\*

Sex\*



Nationality\*

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth\*

Sex\*



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Short cycle or equivalent (EQF 5)

Bachelor or equivalent first cycle (EQF 6)

**Master or equivalent second cycle (EQF 7)**  '+' symbol are accepted

Doctorate or equivalent (EQF 8)

Academic Year\*



Field of education \*

The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) 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 Trainee by the Sending Institution.

0812 - Horticulture

082 - Forestry

0821 - Forestry

083 - Fisheries

0831 - Fisheries

084 - Veterinary

0841 - Veterinary

088 - Interdisciplinary programmes involving broad field 08

0888 - Interdisciplinary programmes involving broad field 08

09 - Health and welfare

091 - Health

0911 - Dental studies

0912 - Medicine

0913 - Nursing and midwifery

0914 - Medical diagnostic and treatment technology

0915 - Therapy and rehabilitation

0916 - Pharmacy

0917 - Traditional and complementary medicine and therapy

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The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) 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 Trainee by the Sending Institution.



## Sending institution

Sending institution name \*

MEDIZINISCHE UNIVERSITAET WIEN

CHOOSE

Address

SPITALGASSE 23, Vienna, 1090, Austria

Country

Austria

Erasmus Code

A WIEN64

Faculty/Department \*

Medicine

Contact person name \*

Hofrat Dr. Human Salemi

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.

Contact person email \*

exchange-outgoings@muv.ac.at

Contact person phone

+43-40160-21023

Numbers, spaces and '+' symbol are accepted

*Bitte übernehmen Sie obige Textbausteine!*

## Receiving Organisation/Enterprise

Receiving Organisation/Enterprise name \*

Ludwig-Maximilians-Universität München LMU

Department \*

Klinik Augustinum München

Address \*

Wolkerweg 16, 81375 München, Deutschland

Website \*

<https://www.augustinum-kliniken.de/startseite/>

Country \*

Germany

Size:

The organisation has more than 250 employees:



Contact person name \*

Dr. med. M. Mustermann

Person who can provide administrative information within the framework of Erasmus+ traineeships.

Contact person email \*

Max.Mustermann@med.uni-muenchen.de

Contact person phone

089/4400-33333

Numbers, spaces and '+' symbol are accepted

Contact person position \*

PJ-Beauftragter LMU

Mentor name \*

Erika Musterfrau

Person who provides support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

Mentor email \*

Max.Mustermann@med.uni-muenchen.de

Mentor phone

089/4400-66666

Numbers, spaces and '+' symbol are accepted

Mentor position \*

Oberärztin

*Obige Information sind im Zuge Ihrer Bewerbung von der aufnehmenden Einrichtung zu einzuholen!*

## Proposed Mobility Programme (before the mobility)

▼ TABLE A: TRAINEESHIP PROGRAMME AT THE RECEIVING ORGANISATION/ENTERPRISE

Traineeship title \* Working hours per week \*

KPJ A, KPJ B oder KPJ C & FACH! 35

Detailed programme of the traineeship \*

Clinical Practical Year students will have the opportunity to participate regularly in the following events:

- Routine meetings/reviews of an educational nature (morning reviews, ward rounds, radiological reviews, tumor boards, case reviews, midday reviews etc.)
- Hospital in-house training and professional development (e.g. intern training, journal clubs, conference reports etc.)

Tasks/deliverables to be carried out by the trainee, with their associated timing.

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes) \*

Fulfilment of the learning objectives contained in the enclosed "Austrian Competence Level Catalogue for Medical Skills" (in the scope defined by MedUni Vienna for the relevant subject of the Clinical Practical Year (CPY). <https://kpj.meduniwien.ac.at/>)

Knowledge, intellectual and practical skills and competences (Learning Outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

Monitoring plan \*

- Performance and assessment of oral examinations (Mini-CEX and DOPS), including feedback.
- Holding of a personal introductory meeting defining the realisation of a training plan.
- Holding of a personal mid-term meeting with the student after 4 or 8 weeks.
- Holding of a personal final meeting with the student at the end of the training.

How and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

Evaluation plan \*

- Confirmation of learning objectives achieved in the logbook.
- Confirmation of learning progress in the portfolio.

Assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

Planned period of the mobility From \* 03/2021 To \* 06/2021

*Textbausteine zum „Proposed Mobility Programme (before the mobility)“:*

### **Detailed programme of the traineeship:**

Clinical Practical Year students will have the opportunity to participate regularly in the following events:

- Routine meetings/reviews of an educational nature (morning reviews, ward rounds, radiological reviews, tumor boards, case reviews, midday reviews etc.)
- Hospital in-house training and professional development (e.g. intern training, journal clubs, conference reports etc.)





**Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**

Fulfilment of the learning objectives contained in the enclosed "Austrian Competence Level Catalogue for Medical Skills" (in the scope defined by MedUni Vienna for the relevant subject of the Clinical Practical Year (CPY)). <https://kpj.meduniwien.ac.at/>

**Monitoring plan:**

- Performance and assessment of oral examinations (Mini-CEX and DOPS), including feedback.
- Holding of a personal introductory meeting defining the realisation of a training plan.
- Holding of a personal mid-term meeting with the student after 4 or 8 weeks.
- Holding of a personal final meeting with the student at the end of the training.

**Evaluation plan:**

- Confirmation of learning objectives achieved in the logbook.
- Confirmation of learning progress in the portfolio.

▼ LANGUAGE COMPETENCE OF THE TRAINEE

The level of language competence in **German** [the main language of instruction] that the Trainee already has or agrees to acquire by the start of the study period is: **Native Speaker**

Language \*  Level \*

*Das erforderliche Sprachniveau – falls kein Native Speaker – schreibt die aufnehmende Einrichtung vor!*

TABLE B: RECOGNITION AT THE SENDING INSTITUTION

Please use only one of the following three boxes (click to expand):\*

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award the following amount of ECTS credits (or equivalent):  **9,85 / 8 Wochen**

Give a grade based on:  Traineeship certificate  Final report  Interview

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document:  Yes  No

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):  Yes  No

The accident insurance covers:

Accidents during travels made for work purposes:  Yes  No

Accidents on the way to work and back from work:  Yes  No

TABLE C - RECEIVING ORGANISATION/ENTERPRISE

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship:  Yes  No

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship:  Yes  No

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution):  Yes  No

The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):  Yes  No

The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

**Ad Versicherungen:**

- Studierende der MedUni Wien sind über die ÖH **unfall- und haftpflichtversichert.**: Ein entsprechender Versicherungsnachweis wird von der ÖH ausgestellt. **Es besteht KEIN Versicherungsschutz für Haftpflicht-Schäden in den USA, Australien und Kanada:** für diese Länder wird empfohlen, über die ÖH eine Zusatzversicherung abzuschließen. <https://www.meduniwien.ac.at/web/studierende/international/studierendenversicherung-der-oh/>
- In Europa gilt zudem die **Krankenversicherung** über die E-Card, außerhalb der EU muss eine Krankenversicherung abgeschlossen werden.

## Responsible Persons

### Responsible person at the Sending institution

This person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 2.

Name \*

Hofrat Dr. Human Salemi

Position \*

Institutional Mobility Coordinator

Email \*

exchange-outgoings@muv.ac.at

Phone Number

+43-40160-21023

Numbers, spaces and '+' symbol are accepted

### Supervisor at the Receiving Organisation/Enterprise

This person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned in Step 3.

Name \*

Dr. med. M. Mustermann

Position \*

PJ-Beauftragter

Email \*

Max.Mustermann@med.uni-muenchen.de

Phone Number

+4989440033333

Numbers, spaces and '+' symbol are accepted

## Commitment of the three parties

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period

The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement.

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

TRAINEE'S SIGNATURE

Date:

< PREVIOUS

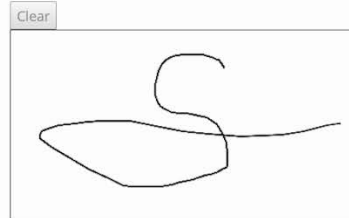
SEND TO SENDING INST. COORDINATOR

*Bitte übernehmen Sie obige Textbausteine sowie die Angaben der aufnehmenden Einrichtung!*

### Signature field

This field works best on touch screen (ex. on mobile phones or laptop with touch screen)

If you experience difficulties signing please use other browser (i.e. Google Chrome)



By signing below you accept the Learning Agreement and agree to the Terms and Conditions and Privacy Policy of this Platform.

Sign Document

### Commitment of the three parties

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

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Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE



TRAINEE'S SIGNATURE  
Date: 2019-11-28 22:58:09

< PREVIOUS

SEND TO SENDING INST. COORDINATOR

Learning Agreement signed successfully

Message sent to sending institution coordinator with email: exchange-outgoings@muv.ac.at

#### Learning Agreement (before mobility)

NEW LEARNING AGREEMENT

RECEIVING ORGANISATION/ENTERPRISE	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
Ludwig-Maximilians-Universität München LMU	Germany	Master or equivalent second cycle (EQF 7)	03/2021	06/2021	Sent to Sending inst. coordinator	...

#### Changes to learning agreement (during mobility)

NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING ORGANISATION/ENTERPRISE	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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