

How to use the Online Learning Agreement (OLA)

Step 1: Create an account

Go to <https://www.learning-agreement.eu/student/home/login.php> (open in Google Chrome) and create an account with your private email address. (for example. Google, Hotmail, yahoo etc.)



Student login form (For HEI and Erasmus+APP users)

Email

Password

LOGIN

[I don't remember password send me reminder](#)

Click on the button "register"



Step 2: Fill in your OLA

Once you have logged in you need to click the button “new learning agreement”. Continue by clicking **Edit** under **Action**.

NEW LEARNING AGREEMENT

ACTION



EDIT



REMOVE



SAVE PDF

Step 2.1: Fill in your “Student Information”

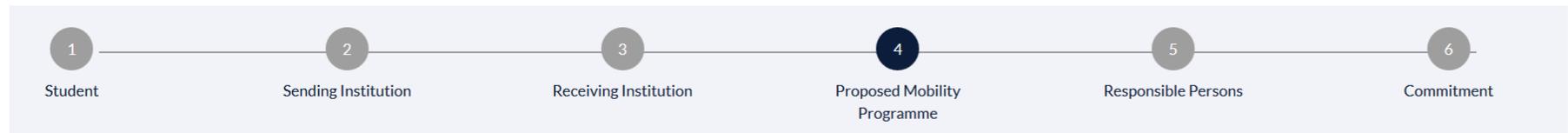
Step 2.2: Fill in information form the “Sending Institution”

(Erasmus University Rotterdam) The contact person is the exchange coordinator of your faculty. You can find their contact details [here](#).

Step 2.3: Fill in information form the “Receiving Institution”

Step 2.4: Fill in Proposed Mobility Programme. Click +Add Subject under Table A.

In Table A you can list the courses you will be following at the receiving institution during your study exchange. Select the semester and add the number of ECTS. Then click **Submit**.



▼ TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

Click **+Add Subject** under Table B. In Table B you can fill in the courses you were supposed to follow at Erasmus University Rotterdam, if you were not going on a study exchange.

▼ **TABLE B: RECOGNITION AT THE SENDING INSTITUTION** + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions

If the student does not complete successfully some educational components, the following provisions will apply.

To make it easier: you can fill in "Mobility Window". Then select the Semester, add the Number of ECTS and click **Submit**.

Sending institution component

An "educational component" is 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.

Component code (if any)

Mobility Window

Component title at the Receiving institution (as indicated in the course catalogue) *

Mobility Window

Component title: 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.

Semester (e.g. autumn/spring; term) *

First semester (Winter/Autumn)

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separators) *

30.0

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Link to course website

SUBMIT

CANCEL

The final step is to sign your OLA. Click **Sign Online** and create your signature in the Signature field:

You are that close to start your ERASMUS experience...

Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to: principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in a this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed programme, responsible persons and/or study period.

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

SIGN ONLINE

STUDENT'S SIGNATURE
Date:

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)

Clear

Sign Document

PREVIOUS

SEND TO SENDING INST. COORDINATOR

Then click **Send to Sending INST. Coordinator**. The exchange coordinator of your faculty will now review your OLA. **When it is approved, he/she will sign your OLA and it will automatically be send to the coordinator of the receiving institution.** You can check the status on the OLA homepage:

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
Accademia di Belle Arti di Firenze	Italy	Bachelor or equivalent first cycle (EQF 6)	09/2018	01/2019	Signed by Sending Inst. and sent to Receiving Inst.	...

NEW LEARNING AGREEMENT

Step 3: Download OLA and upload OLA in Osiris

Signed by both coordinators

When the OLA is signed by the coordinator of the receiving institution, the status will change to “signed by both coordinators”. You will also receive an e-mail about this in your spam folder.

Online Learning Agreement

Dear student,

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the [Online Learning Agreement](#) platform to view and download the signed LA.

Best regards,
Online Learning Agreement team

You can now download your completed OLA as a pdf file. Upload the OLA to your Osiris application.

Please notice that you upload the OLA that is signed by both coordinators. OLA's that are not signed by both coordinators will not be approved.