Online Learning Agreement
(OLA)

What is OLA?

- OLA is the new green, paperless version of Learning Mobility Agreement. It is the simplest and most convenient online way to complete the Erasmus+ Learning Agreement as online; just, get it signed, get feedback/approval from the sending and destination institutions and access the final version of the document.

- OLA can be used by students participating in Erasmus+ mobility within the scope of study or internship mobility between Higher Education Institutions holding Erasmus Charter.
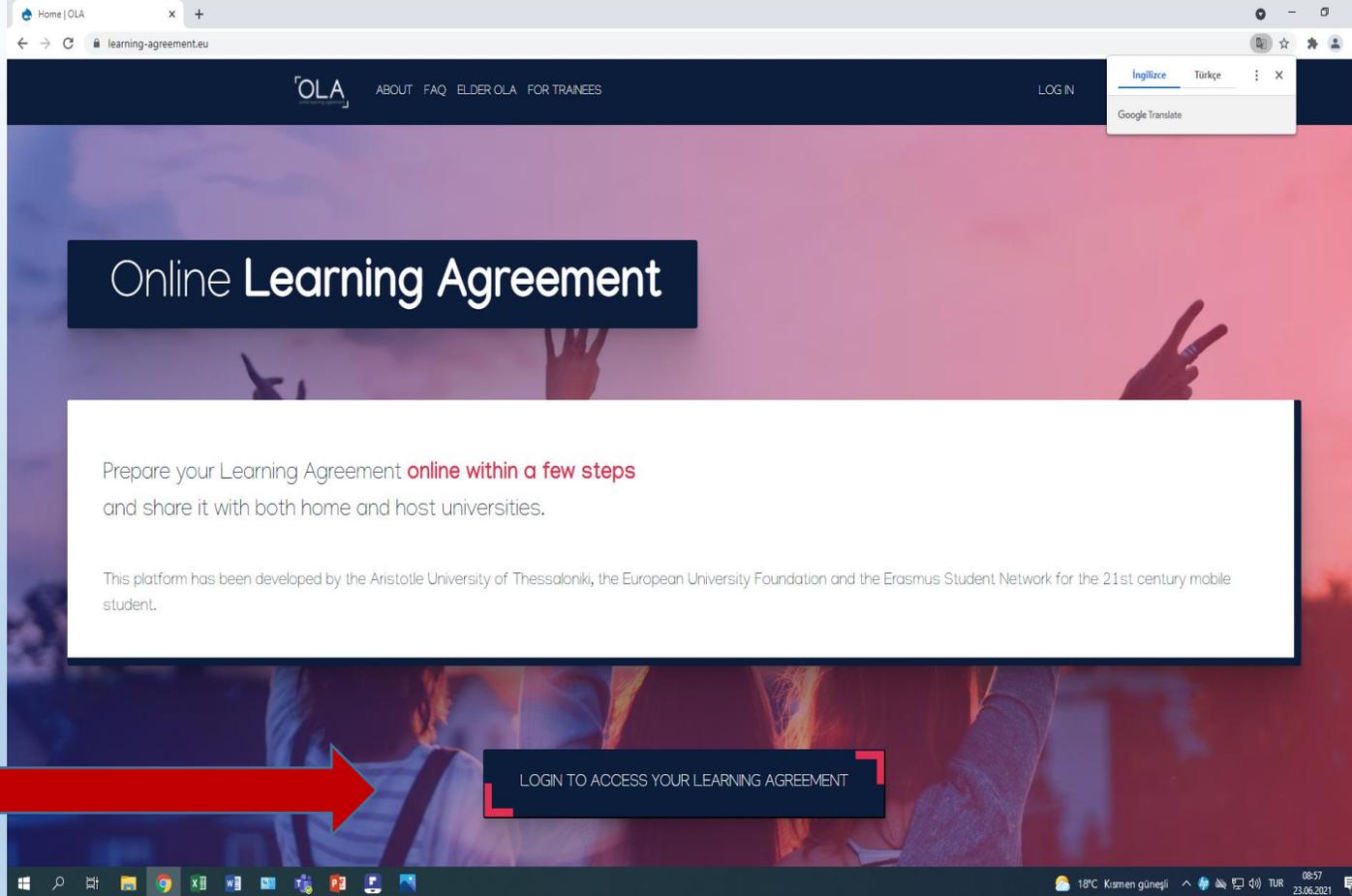
WHAT DOES OLA PROVIDE?

- OLA provides digital access to all sections of the Erasmus Learning Mobility Learning Agreement document. Students can simply log in to the system via their gmail account and complete the Learning Agreement by following the steps and submit it automatically to the relevant Erasmus department Coordinators.

- Course changes that the student can make during the mobility can also be easily completed through the system and submitted to the relevant department Erasmus coordinator for approval.

- The stage of the document can be easily tracked through the system.

How Can I Access OLA?

- For OLA System entrance click on: https://www.learning-agreement.eu/

How can I access OLA?

https://www.learning-agreement.eu/

Click on the button: "**LOGIN TO ACCESS YOUR LEARNING AGREEMENT**"

*Please use just **Google accounts (gmail)**

OLA ACCESS

- After entering the system click on : "ACCESS LEARNING AGREEMENT"

OLA PROCEDURES
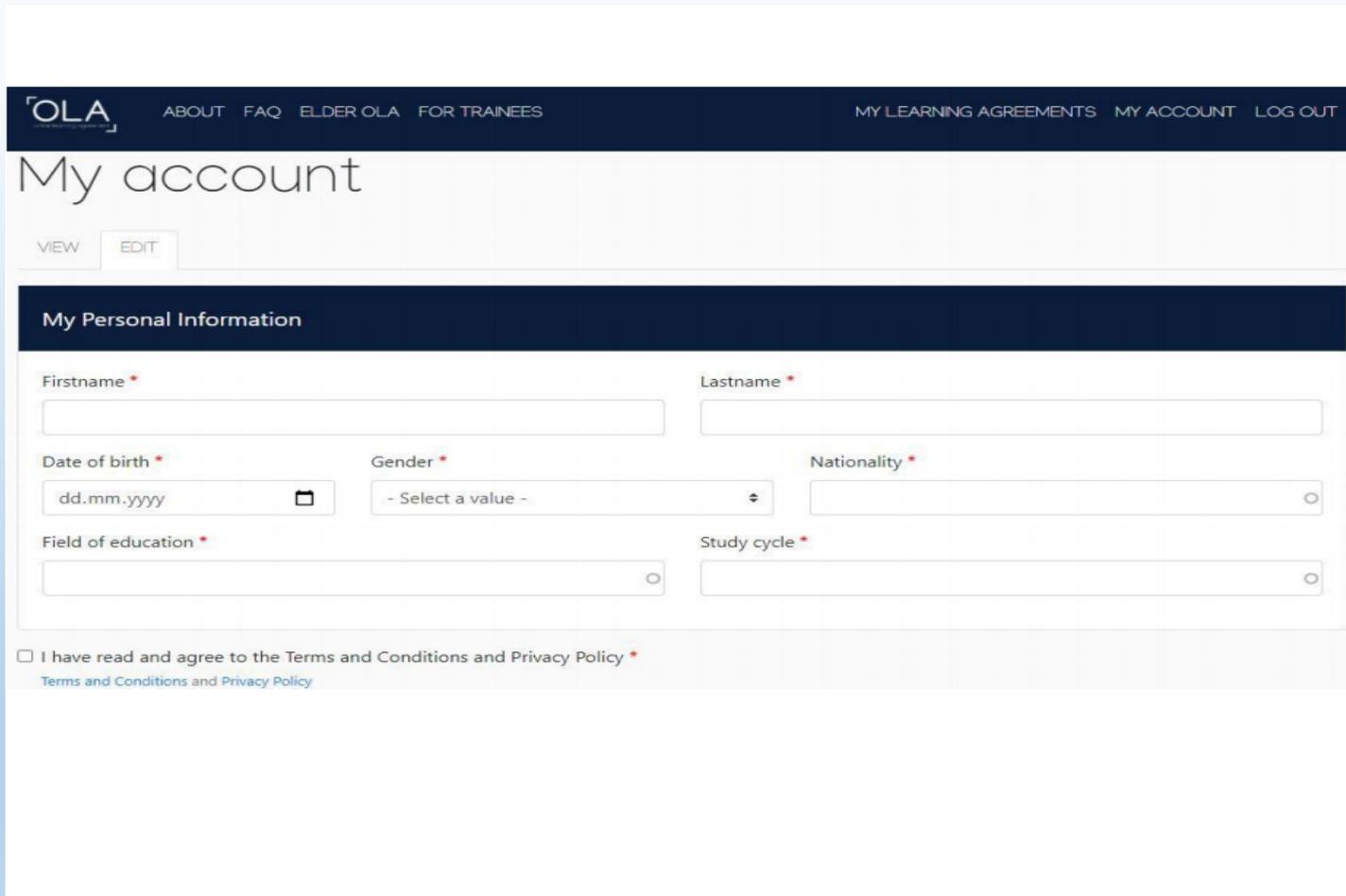
- In the first step, you should fill in your personal information.
- In the Field of education section, you should write your department.
- In the Study cycle section;

Undergraduate: Bachelor's degree

Master's degree Master's degree Doctorate: Doctorate degree.

*In the box at the bottom you must check the box "*I have read and accept the terms and conditions and privacy policy*"

OLA PROCEDURES

- After completing your personal information, the system will redirect you back to the home page. You can start creating your learning agreement by clicking on the "Create New" button at the bottom of the page.
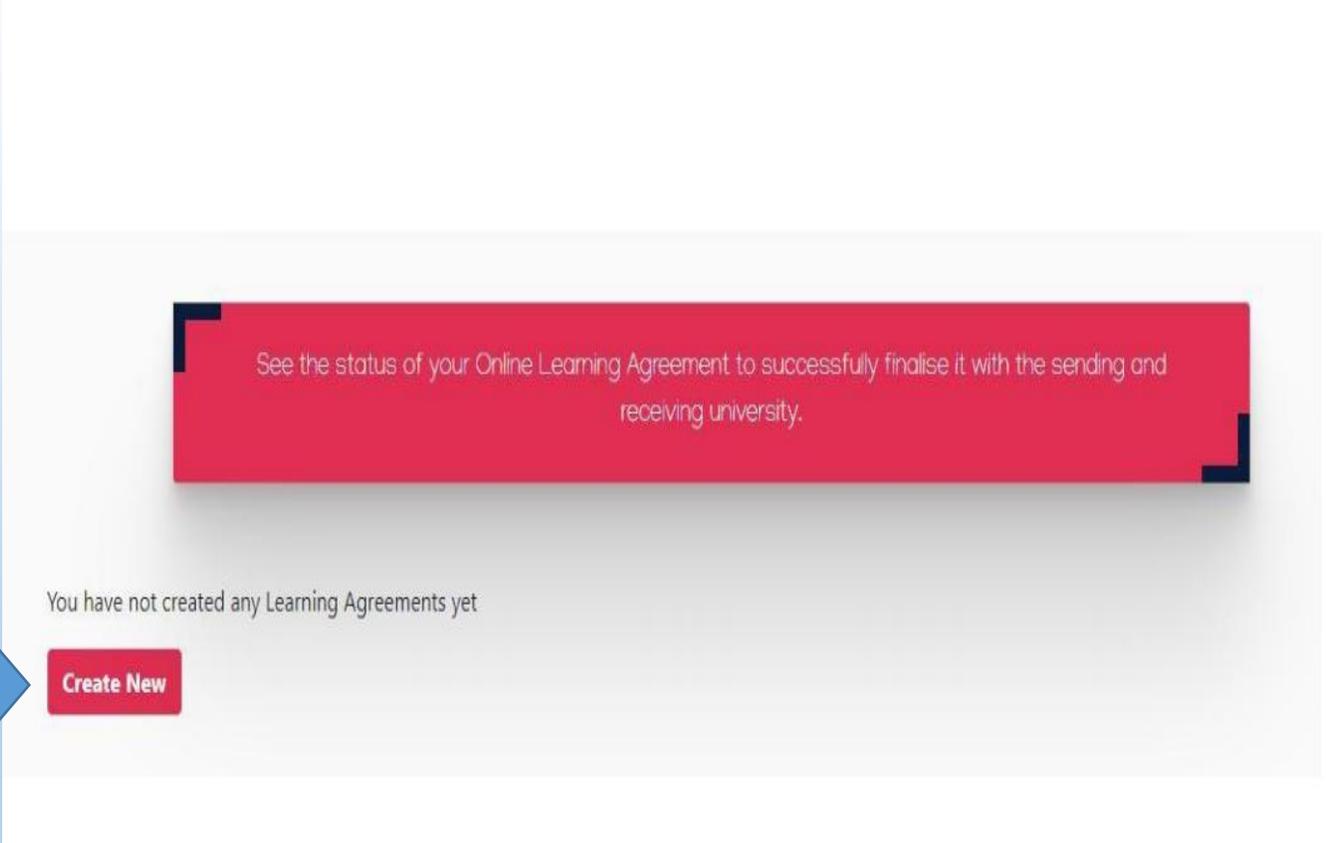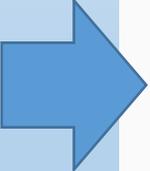
STEP BY STEP OLA

- When you click on the "Create New" button, you will see the page with your personal information again.

- Since you have already filled in this page, you can proceed to the second step by pressing the "next" button at the bottom.

1. STEP OLA

- In the second step, "Sending Institution Information", you must first write the academic year and then NOHU information as the sending university.

2. STEP OLA

- **For Sending Responsible Person, you should enter the details of the *NOHU Erasmus department coordinator.***

- **For Sending Administrative Contact Person, you should enter the details of *NOHU Office of International Relations Erasmus institution coordinator*.**

3. STEP OLA

- In the third step, "Receiving Institution Information", you must first write the academic year and then write the information of the partner university where you will carry out your mobility..

4. Step OLA

- **For Receiving Responsible Person,** you should enter the details of the *Erasmus department coordinator* at the partner university.

  - **For Receiving Administrative Contact** Person, you should enter the details of the *Erasmus Officer of the International Relations Office of the partner university*.

5. Step OLA

- In the fifth step, you will select the courses you would like to take at the partner university through the Learning Agreement that are considered equivalent at NOHU.

6. Step OLA

- In the first part of the sixth step, you need to write the semester dates in the Letter of Acceptance sent by the partner university or (if available) the dates of the semester you will attend from the academic calendar on the partner university's website.

- If you cannot reach the semester date information, you can send an e-mail to the Erasmus Office of the partner university and get information.

7. Step OLA

Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: 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. Show less
- This must be an external URL such as *http://example.com*.

The main language of instruction at the Receiving Institution *

- Select a value -

The level of language competence *

- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-

- In this step, when you click on the "Add Component to Table A" button, you will be able to add the courses you want to enroll in at the partner university one by one.

- Please be in contact with your Department Coordinator while doing this.

8. Step OLA

Table A - Study programme at the Receiving institution *

Component to Table A   Remove

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

Introduction to International Relations

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 *   Number of ECTS credits (or equivalent) to be   Semester *
                          awarded by the Receiving Institution upon
                          successful completion *

INT 101   5   Second semester (Summer/Spring)

                          ECTS credits (or equivalent): in countries where the
                          "ECTS" system is not in place, in particular for institutions
                          located in Partner Countries not participating in the
                          Bologna process, "ECTS" needs to be replaced in the
                          relevant tables by the name of the equivalent system that
                          is used, and a web link to an explanation to the system
                          should be added.

Add Component to Table A

As seen in the example;

- Start typing the name of the course at the partner university in the "Component title at the Receiving Institution" section, specify the course code, ECTS credit and fall/spring semester at the bottom, and select the course by clicking the "Add Component to Table A" button.

9. Step OLA

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

https://www.audencia.com/en/

- Course catalogue: 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. Show less
- This must be an external URL such as *http://example.com.*

The main language of instruction at the Receiving Institution *

English

The level of language competence *

B1

Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

- Once you have completed all the courses you wish to enroll in at the partner university, click on the " Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]" by typing the link to the course catalog of the partner university, if the course catalog is not available on the website, you can type the link to the homepage of the partner university.

- In the Language section, select the language and level of education of the partner university and proceed to Table B.

10. Step OLA

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as http://example.com.

- You have completed the process of defining the courses you want to enroll in your Learning Agreement at the partner university.
- Now you need to add the courses at NOHU that are equivalent to these courses to your Learning Agreement.
- As it was done in Table A, you can add your courses in NOHU in the same way by pressing the "Add Component to Table B" button.

11. Step OLA

Table B - Recognition at the Sending institution *

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Introduction to International Relations

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 *

PSIR 105

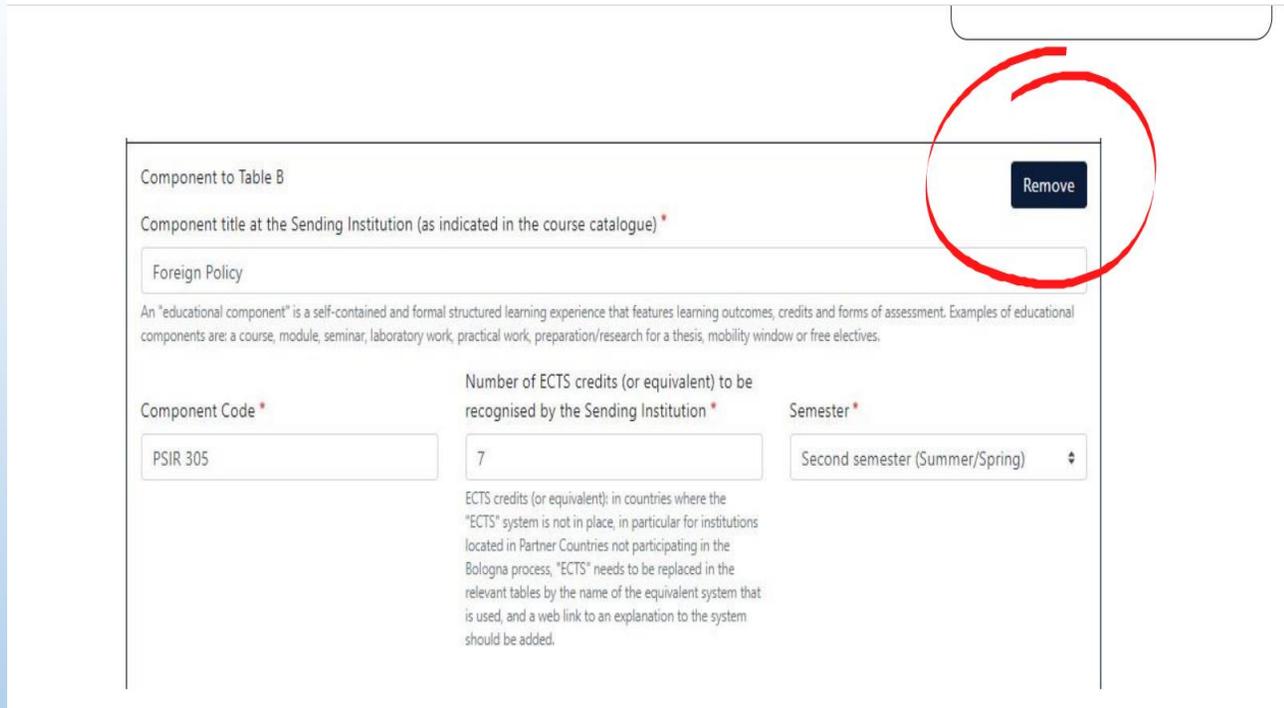Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

5

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Semester *

Second semester (Summer/Spring)

Add Component to Table B

- As seen in the example; by starting to write the name of the course in the "Component title at the Sending Institution" section, specifying the course code, ECTS credit and fall/spring semester at the bottom, the course should be selected by pressing the "Add Component to Table B" button.

12. Step OLA

- In order to edit the courses you have selected from both tables (A and B) (if you want to remove the course you have taken and replace it with another course), you can click the "Remove" button to remove the course from your Learning Agreement.

13. Step OLA

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

https://www.ohu.edu.tr/internationalrelationsoffice/page/course-catalogues-course-contents

- When filling in Table B, you can proceed to the last step by adding the course catalog link at NOHU at the bottom.

14. Step OLA

Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

• After completing your signature in the last step "Commitment" section, your OLA is automatically submitted to the approval of your Erasmus department Coordinator through the system.

15. Step OLA

- After your OLA is completed, you can view the document you have prepared from "My Learning Agreement" section

16. Step OLA
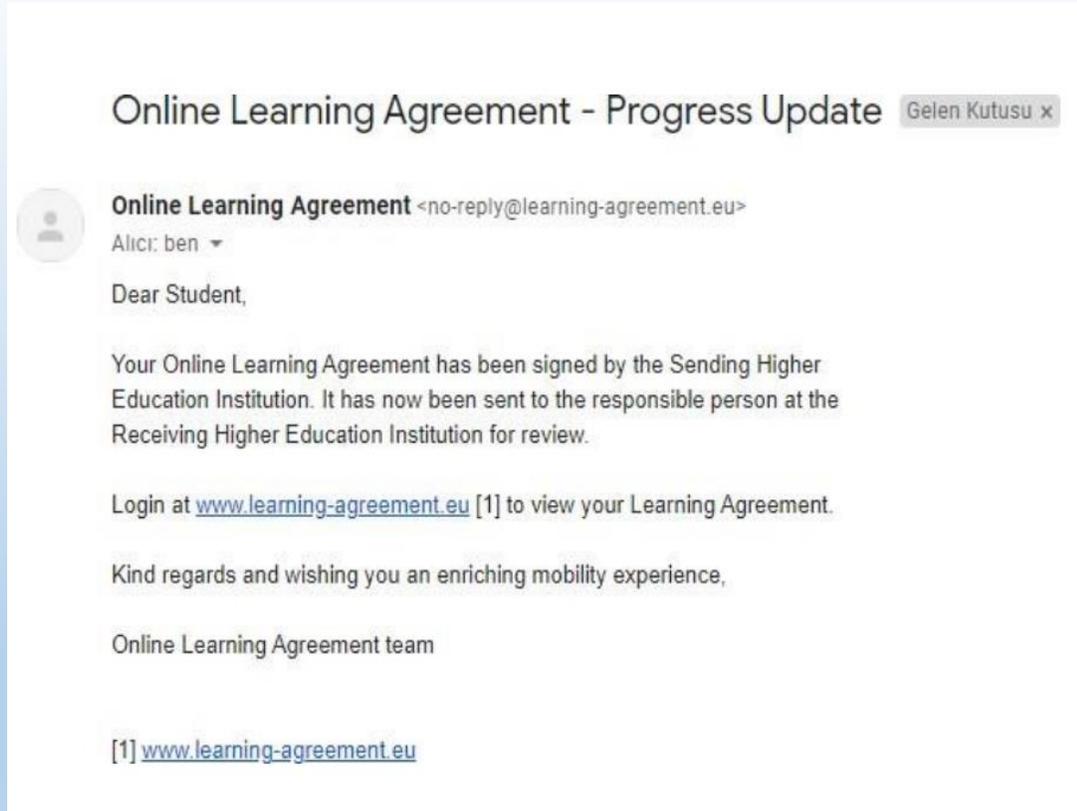
- When the OLA document you prepared in the last step is automatically sent to your NOHU Erasmus department coordinator by the system, you will be waiting for your coordinator's approval.

- When your coordinator signs the document, you will receive a notification e-mail to your e-mail address as in the example.

OLA is at Partner University !!

- At the last stage, your OLA will be automatically forwarded to the partner university through the system and when the signature section of the partner university is completed, your document will be completed with 3 signatures.

- You will not need to print out your Learning Agreement and submit it to the Erasmus Coordinator-ship of the International Relations Office because we, as the administrative department, will be tracking the document through the system.

- After the semester starts at the partner university, if you need to change courses, you will be able to log in through the system and complete the "During the Mobility" form by following the same steps. The document will be automatically sent to the relevant coordinators for signature distribution.

- At the end of your mobility, you can easily complete the "After the Mobility" form on the system and fill in all 3 sections of the Learning Agreement (Before the mobility, During the Mobility, After the Mobility) on the system.

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