

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.

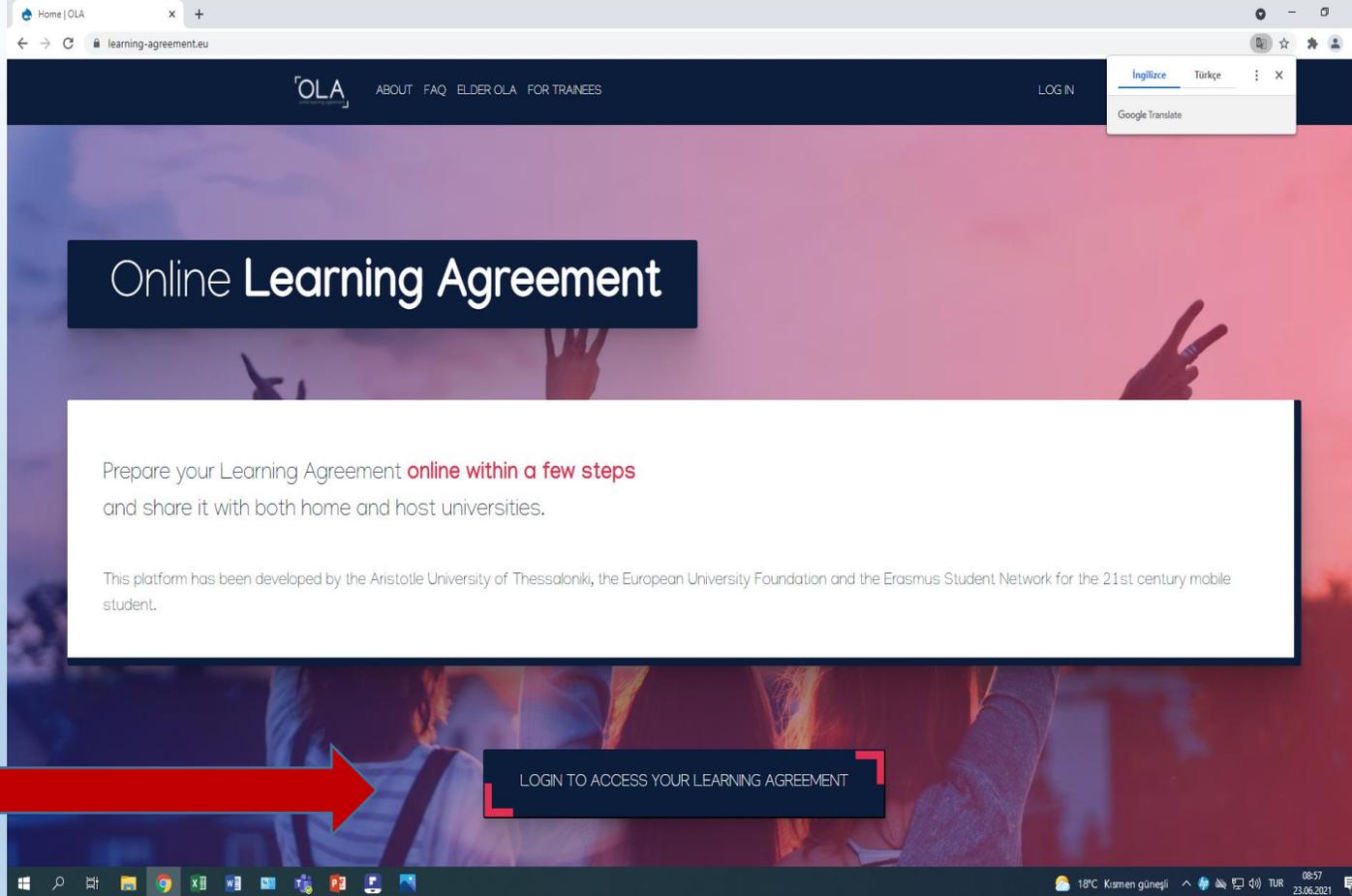


WHAT DOES OLA PROVIDE?

- 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/>



OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOGIN

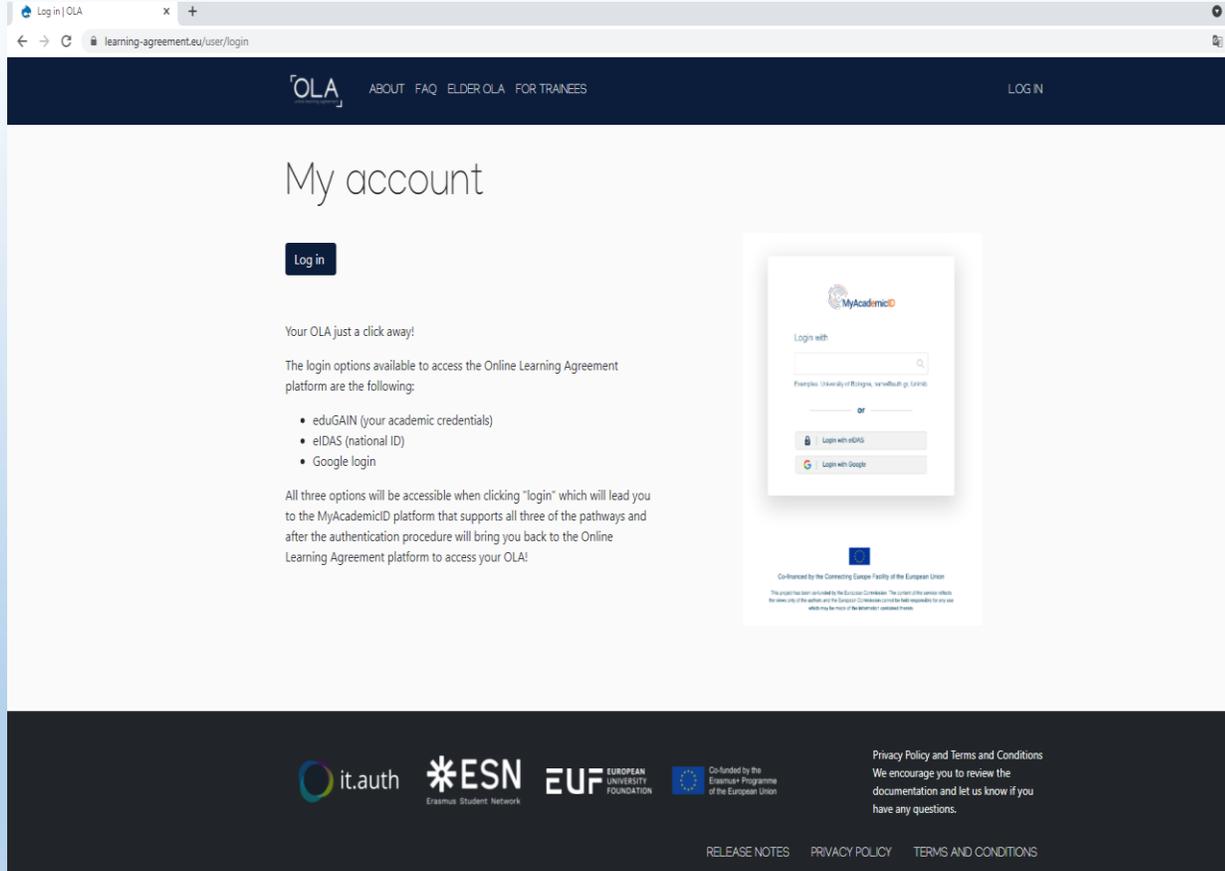
Online Learning Agreement

Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

How can I access OLA?



Log in | OLA

learning-agreement.eu/user/login

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

My account

[Log in](#)

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

Log in with

MyAcademicID

Examples: University of Bologna, universitat.gi.lisboa

or

Login with eIDAS

Login with Google

Co-funded by the Connecting Europe Facility 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.

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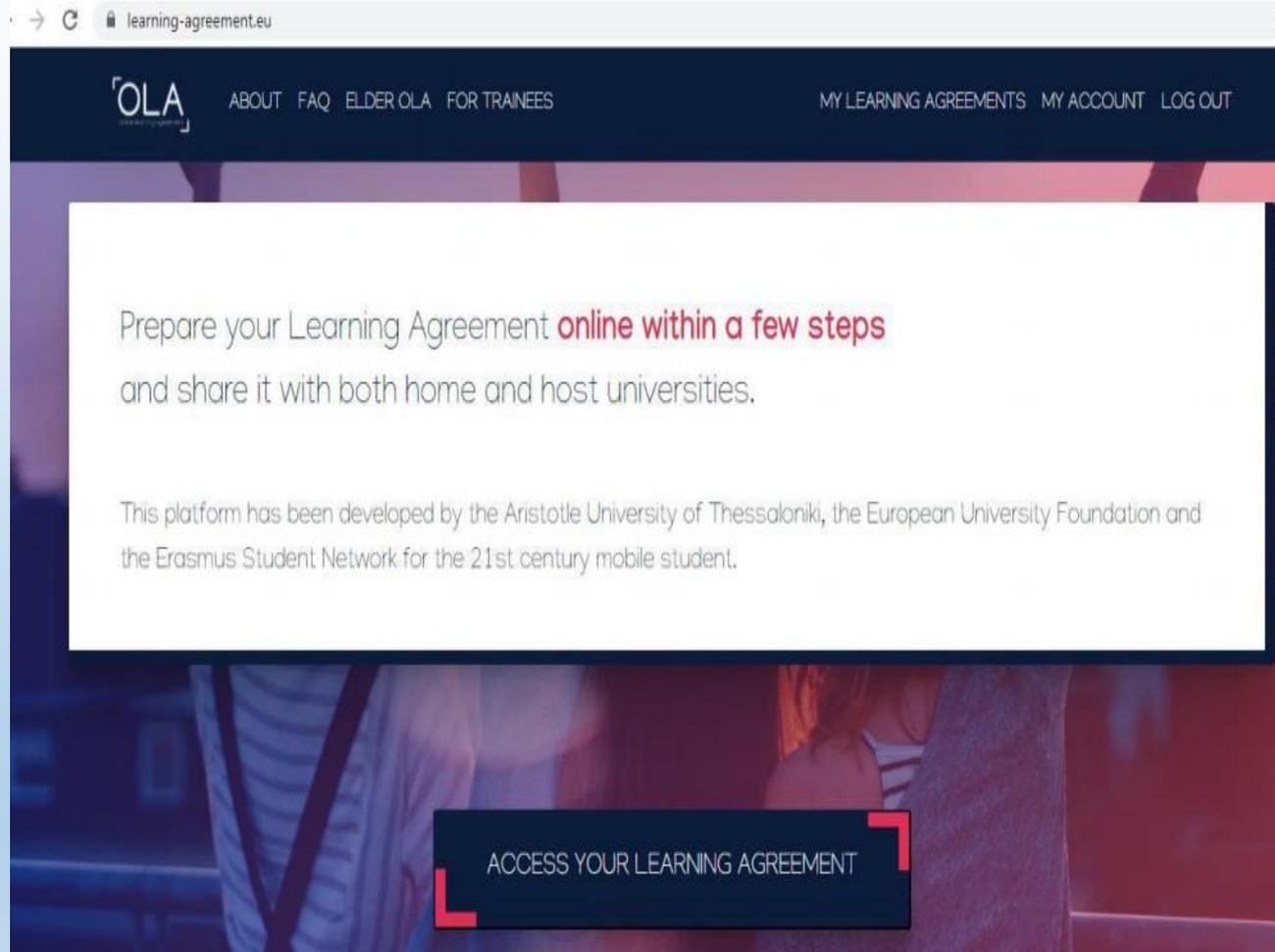
RELEASE NOTES PRIVACY POLICY TERMS AND CONDITIONS

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

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

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

OLA ACCESS



learning-agreement.eu

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

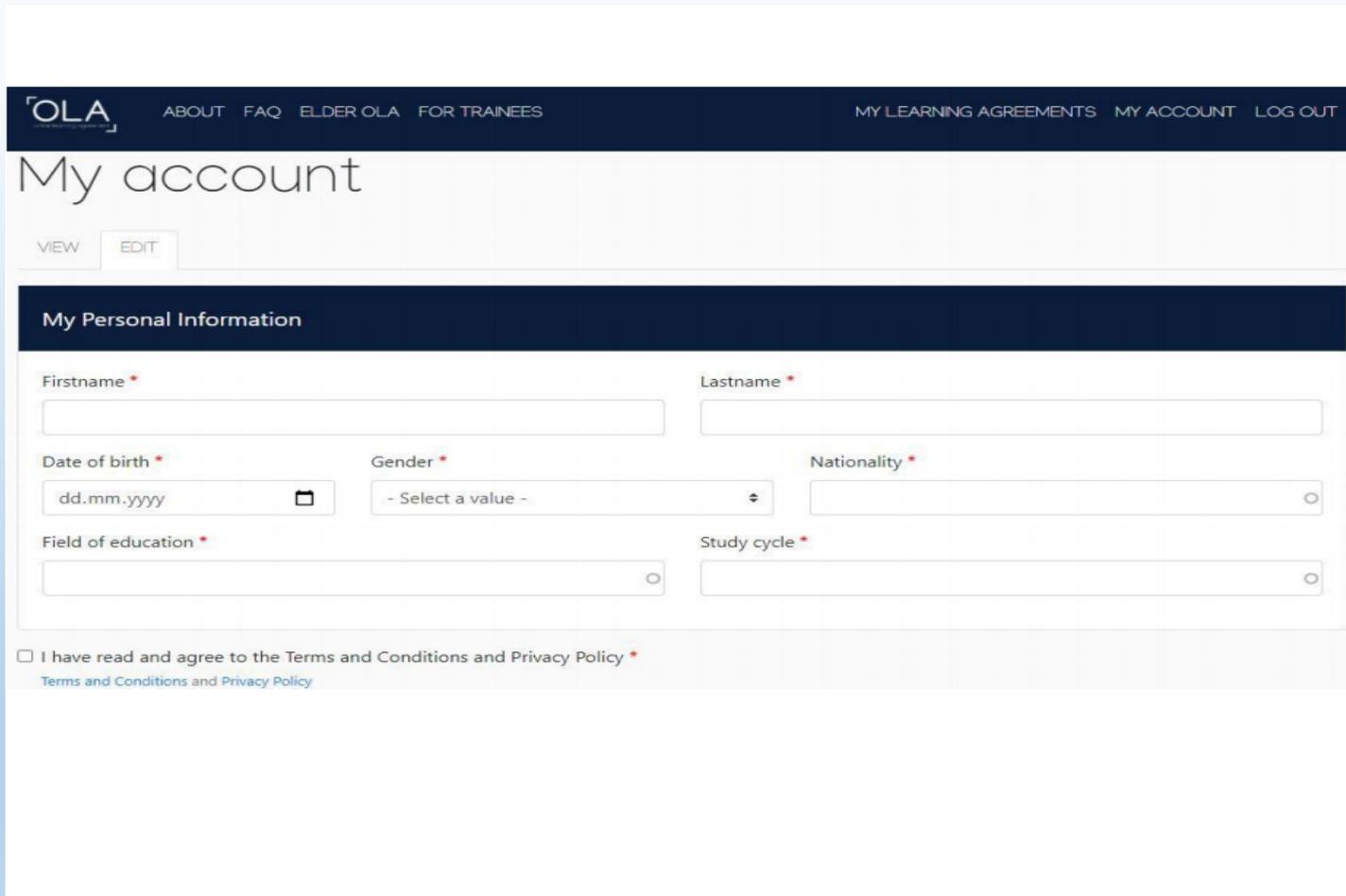
Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

ACCESS YOUR LEARNING AGREEMENT

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

OLA PROCEDURES



OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My account

VIEW EDIT

My Personal Information

Firstname *
Lastname *
Date of birth *
Gender *
Nationality *
Field of education *
Study cycle *

I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions and Privacy Policy](#)

- 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;

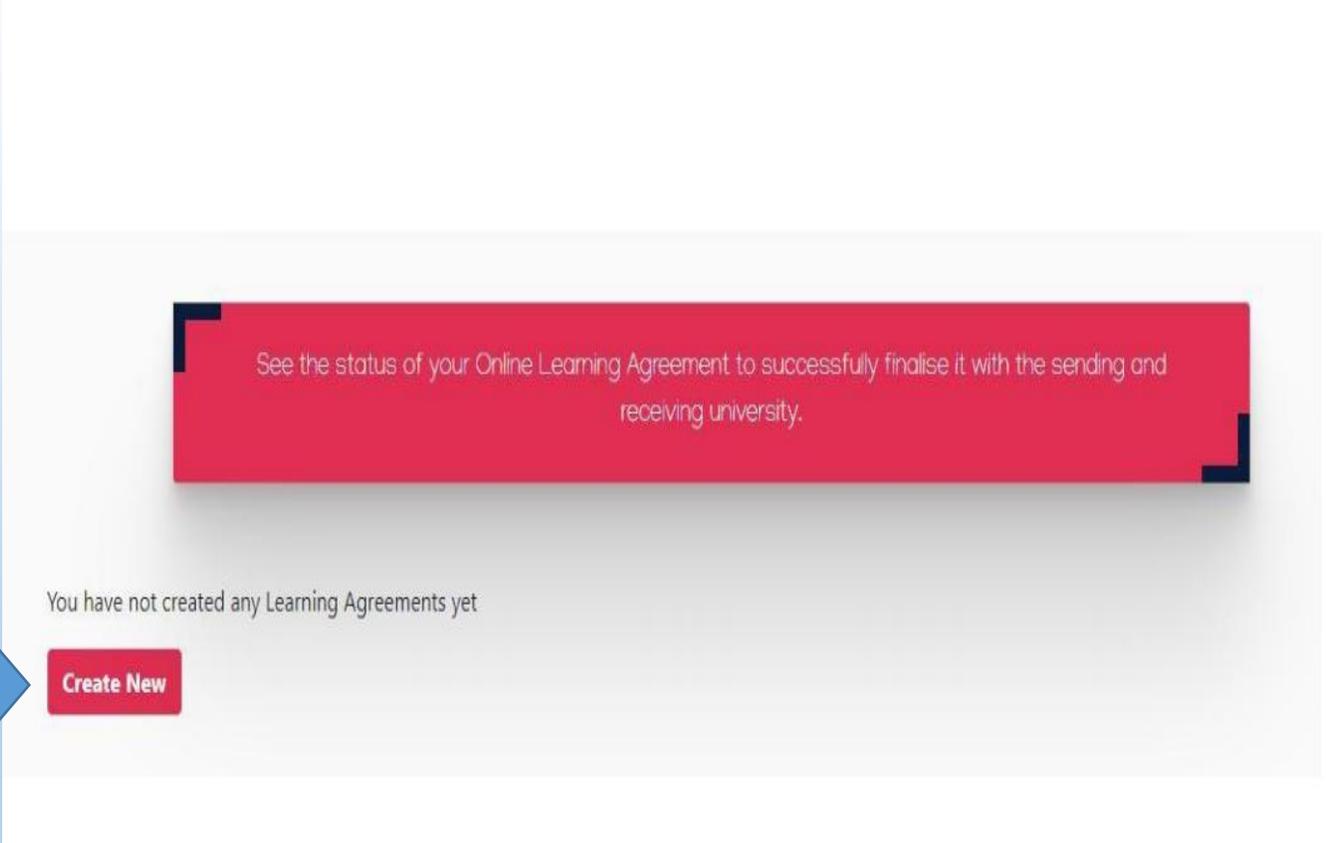
Undergraduate: Bachelor's degree

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"

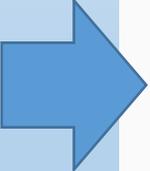
OLA PROCEDURES

- 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.



See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet



Create New

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

OLA
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

senang

Sending Institution

Country*
Turkey x

Name*
Omer HALISDEMIR University x

Faculty/Department*
Engineerin Faculty/ Civil Engineering

Address*
Nigde

Erasmus Code*
TR NIGDE01

- 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

OLA online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Sending Responsible Person

First name(s) *
[REDACTED]

Last name(s) *
[REDACTED]

Position *
Departmental Erasmus Coordinator

Email *
[REDACTED]

Phone number
[REDACTED]

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)
Hulya

Last name(s)
URUNDU

Position
Erasmus Institutional Coordinator

Email
hurundu@ohu.edu.tr

Phone number
+903882252148

Administrative contact person: 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.

Previous Next

- 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

OLA online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Receiving Institution

Country *
Poland x

Name *
UNIwersytet Technologiczno przyrodniczy im Jana i Jędrzeja Sniadeckich w Bydgoszczy x

Faculty/Department
Engineerin Faculty/ Civil Engineering

Address *
Bydgoszcz

Erasmus Code *
PL BYDGOSZ02

Receiving Responsible Person

First name(s) *
Jarosław

Last name(s) *
Górecki

Position *
Departmental Coordinator

Receiving Administrative Contact Person

First name(s)
Małgorzata

Last name(s)
Jaroszevska

Position
Erasmus Institutional Coordinator

- 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

OLA online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) * <input type="text" value="Jarosław"/>	First name(s) <input type="text" value="Małgorzata"/>
Last name(s) * <input type="text" value="Górecki"/>	Last name(s) <input type="text" value="Jaroszevska"/>
Position * <input type="text" value="Departmental Coordinator"/>	Position <input type="text" value="Erasmus Institutional Coordinator"/>
Email * <input type="text" value="gorecki@utp.edu.pl"/>	Email <input type="text" value="jaroszevska@utp.edu.pl"/>
Phone number <input type="text" value="+48 52 374 9961"/>	Phone number <input type="text" value="+48 52 3749299"/>

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

[Previous](#) [Next](#)

it.auth *ESN EUF EUROPEAN UNIVERSITY FOUNDATION 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

- 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.

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

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 *

The level of language competence *

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->



6. Step OLA

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

dd.mm.yyyy

dd.mm.yyyy

- 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 awarded by the Receiving Institution upon successful completion *

Semester *

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]

- 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 *

The level of language competence *

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) *

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 recognised by the Sending Institution *

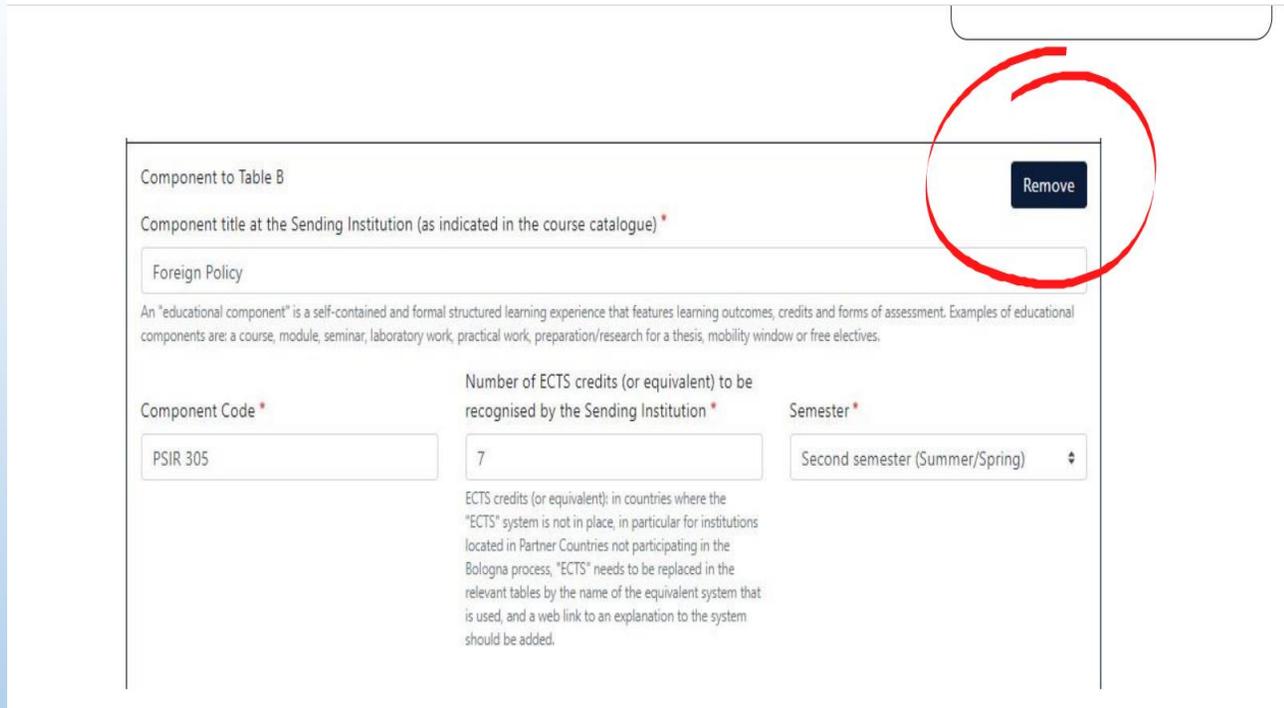
Semester *

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 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



Component to Table B

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

Foreign Policy

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 305

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

7

Semester *

Second semester (Summer/Spring)

Remove

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.

- 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.



- 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

OLA
www.ola.org.tr

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

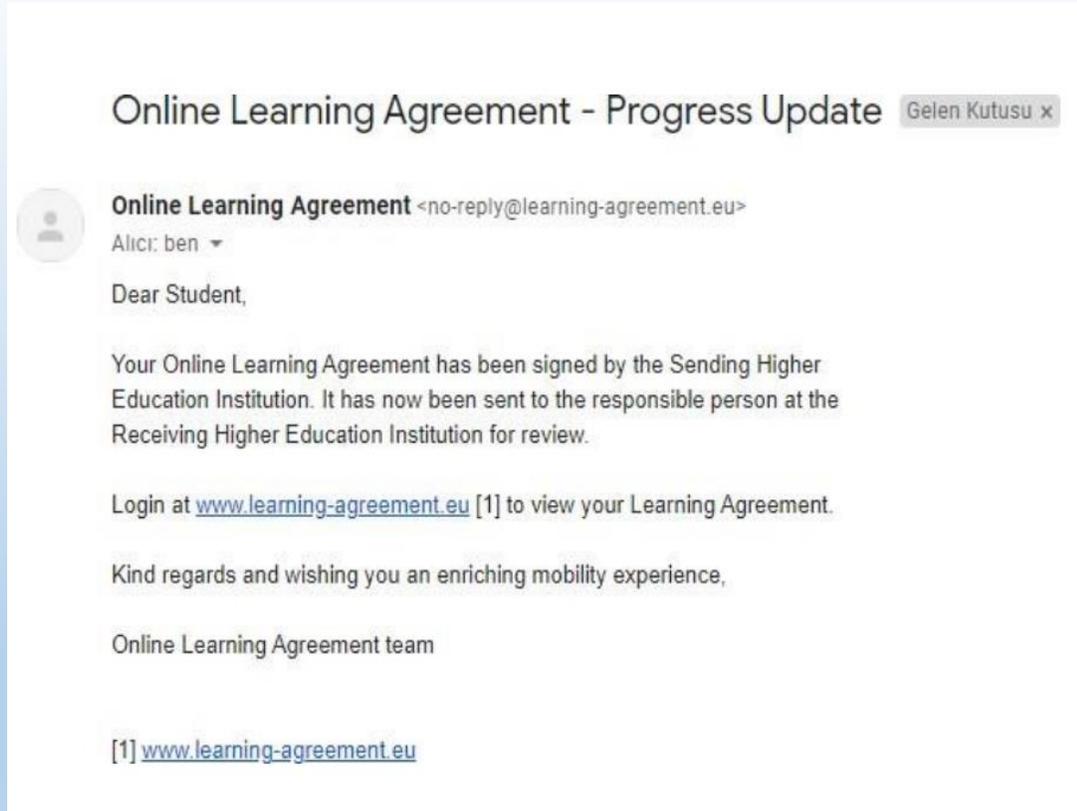
See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created	View or Edit
Omer HALISDEMIR University	AUDENCIA BUSINESS SCHOOL	Signed by Student and sent to the Sending HEI	Tue, 12/15/2020 - 11:45	View Download PDF

- 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.



Niğde Ömer Halisdemir University



International Relations ERASMUS Institutional Coordinatorate

erasmus@ohu.edu.tr



+90388 2252148



Adres: Uluslararası İlişkiler Ofisi

Merkez Yerleşke 51240

Niğde /Türkiye



Co-funded by the
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