

Online Learning Agreement (OLA) for studies

This is a manual for how to complete an Online Learning Agreement for your exchange through Erasmus+. Please read all the instructions carefully.

Create new user

[Log in to the portal](#). We recommend that you log in using your Feide-ID. Please note that you have to register the first time you sign in.

Fill in your personal information, study program, and education level.

The screenshot shows the 'My account' page in the OLA portal. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, there is a message: 'Fill out the required fields to complete your profile.' The main heading is 'My account' with 'VIEW' and 'EDIT' buttons. The 'My Personal Information' section contains the following fields:

- Firstname: Test
- Lastname: Testesen
- Date of birth: 01.01.2023
- Gender: Female
- Nationality: Norway (368)
- Field of education: Business and administration not elsewhere classified (0419) (933)
- Study cycle: Bachelor or equivalent first cycle (EQF level 6) (19)

At the bottom of the form, there is a checkbox: 'I have read and agree to the Terms and Conditions and Privacy Policy' with a link to 'Terms and Conditions and Privacy Policy'. A red 'Save' button is located at the bottom right of the form.

Create new Learning Agreement

After creating your user you can create a new Learning Agreement under «My Learning Agreements».

The screenshot shows the 'My Learning Agreements' page in the OLA portal. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, there is a large banner with the text 'My Learning Agreements' and a red bar with the text 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' Below the banner, there is a message: 'You have not created any Learning Agreements yet' and a red 'Create New' button.

Select «Semester Mobility».

The screenshot shows the OLA (Online Learning Agreement) interface. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, a red banner contains the instruction: 'Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.' The main content area features three large, dark blue buttons with white text: 'Semester Mobility', 'Blended Mobility with Short-term Physical Mobility', and 'Short-term Doctoral Mobility'. Below each button is a white box containing descriptive text for that mobility type.

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

Fill in the Learning Agreement

1. Student Information

Fill in the remaining fields and click "Next".

The screenshot shows the 'Student Information' step of the OLA process. At the top, there is a progress bar with six steps: 1. Student Information (highlighted in red), 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Below the progress bar, the 'Academic year' field is set to '2023/2024'. The 'Student' section contains several fields: 'First name(s)' (Test), 'Last name(s)' (Testesen), 'Email' (test.testesen@uis.no), 'Date of birth' (01.01.2023), 'Gender' (Female), and 'Nationality' (Norway (368)). There are also dropdown menus for 'Field of Education' (Business and administration not elsewhere), 'Field of Education Comment', and 'Study cycle' (Bachelor or equivalent first cycle (EQF level 5)). A 'Next' button is located at the bottom of the form.

Academic year *

2023/2024

Student

First name(s) * Test

Last name(s) * Testesen

Email * test.testesen@uis.no

Date of birth * 01.01.2023

Gender * Female

Nationality * Norway (368)

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education * Business and administration not elsewhere

Field of Education Comment

Study cycle * Bachelor or equivalent first cycle (EQF level 5)

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

2. Sending Institution

In this section you must fill in information about UiS. Add the country, university name, and your faculty/department.

The screenshot shows the OLA system interface. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar is a progress indicator with six steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The main form area is titled 'Sending' and contains a section for 'Sending Institution'. This section includes several input fields: 'Academic year' (2023/2024), 'Country' (Norway), 'Name' (UNIVERSITETET I STAVANGER), 'Faculty/Department' (UiS Business School), 'Address' (Stavanger), and 'Erasmus Code' (N STAVANG01).

Fill in the contact information of the person who will sign your Learning Agreement on behalf of UiS. This should be your [study advisor](#).

The screenshot shows two side-by-side forms for contact information. The left form is titled 'Sending Responsible Person' and includes fields for 'First name(s)' (Navn), 'Last name(s)' (Navnesen), 'Position' (Study advisor), 'Email' (navn.navnesen@uis.no), and 'Phone number'. Below these fields is a small text box explaining the role of the responsible person. The right form is titled 'Sending Administrative Contact Person' and includes fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. Below these fields is a small text box explaining the role of the administrative contact person. At the bottom of the forms are 'Previous' and 'Next' navigation buttons.

3. Receiving Institution

In this section you must fill in information about the host institution. Add the country and the name of the institution.

The screenshot shows the OLA application form interface. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRANEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar is a progress indicator with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The main form area is titled 'Receiving' and contains a section for 'Receiving Institution'. This section includes the following fields: 'Academic year' (with '2023/2024' entered), 'Country' (with 'Portugal' selected), 'Name' (with 'Iscte - Instituto Universitário de Lisboa' entered), 'Faculty/Department' (with 'Business School' entered), 'Address' (with 'Lisboa | Lisbon' entered), and 'Erasmus Code' (with 'P LISBOA07' entered).

Fill in the contact information of the person who will sign your Learning Agreement on behalf of the host institution. This is usually a representative of the host institution's International Office, or equivalent. You must reach out to the host institution to get this information if you have not already received the relevant contact details during the application process.

The screenshot shows the OLA application form interface for contact information. It is divided into two main sections: 'Receiving Responsible Person' and 'Receiving Administrative Contact Person'. The 'Receiving Responsible Person' section includes fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. The 'Receiving Administrative Contact Person' section includes fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. At the bottom of the form, there are 'Previous' and 'Next' navigation buttons. A small note at the bottom of the 'Receiving Responsible Person' section states: '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.'

4. Proposed Mobility Programme

You will find two tables in this section: **Table A** and **Table B**.

Table A

In Table A you must add the courses you will attend during your exchange at the host institution.

You must also add the language of instruction and your language proficiency level. If you have a transcript from a Norwegian Upper Secondary School, the grade «4» equals B2.

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

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2023/2024

Preliminary LA

Planned start of the mobility *
01.01.2024

Planned end of the mobility *
30.06.2024

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 Receiving 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 <https://example.com>.

The main language of instruction at the Receiving Institution *
English

The level of language competence *
B2

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>

Each component represents one course.

You must add both the course title and the course code. These should be the same as in the host institution's course catalog. If a course does not have a code, you can fill in 1234.

You must also add how many ECTS the course is worth and which semester you will attend it.

The Learning Agreement should normally show a total of 30 ECTS in Table A. All the courses listed in Table A must be pre-approved by your faculty/department.

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

Planned start of the mobility *

Planned end of the mobility *

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) *

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.

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

Component Code * 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.

Component to Table A Remove

Component title at the Receiving 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.

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

Component Code * 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

Table B

In Table B you must add the courses you would have attended at UiS if you had not gone on exchange this semester. The courses are added in the same way as for Table A.

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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.

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

Component Code * 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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

5. Virtual Components

This section is not relevant for regular semester mobility. Please click «Next».

6. Commitment

To complete the Learning Agreement, you must first sign and then click the button at the bottom of the page to send the agreement to your study advisor for the next signature. You must complete both of these steps.

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

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2023/2024

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.

Sign

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

After signing the Learning Agreement

You can see the status of your completed Learning Agreement under "My Learning Agreements". It is your responsibility to ensure that the agreement is signed by all three parties. We recommend that you inform your study advisor once you have signed the agreement.

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
UNIVERSITETET I STAVANGER	Iscte - Instituto Universitário de Lisboa	Signed by Student and sent to the Sending HEI	Mon, 10/30/2023 - 11:39	View Download PDF History