

# Læringsavtale for studier – Online Learning Agreement (OLA)

Det er en veileder for hvordan du oppretter og fyller ut en læringsavtale i forbindelse med utveksling gjennom Erasmus+. Vennligst følg alle instruksjonene nøye.

## Innhold

Læringsavtale for studier – Online Learning Agreement (OLA).....	1
Opprett bruker.....	2
Opprett ny læringsavtale .....	3
Fyll inn læringsavtalen .....	4
1. Student Information .....	4
2. Sending Institution.....	4
3. Receiving Institution.....	5
4. Proposed Mobility Programme .....	6
5. Virtual Components .....	8
6. Commitment .....	8
Etter at læringsavtalen er signert.....	9
Gjøre endringer i læringsavtalen .....	10
1. Contact People Information.....	10
2. Sending Mobility Programme Changes .....	10
3. Receiving Mobility Programme Changes.....	11
4. Virtual Component Changes.....	11
5. Commitment .....	11

## Opprett bruker

[Logg deg inn i portalen](#). Det anbefales at du logger deg på med din Feide-bruker. Merk at du må registrere deg første gang du logger inn.

Fyll inn personlig informasjon, studieprogram, og utdanningsnivå.

The screenshot shows the 'My account' page in the OLA system. 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 pink message bar states 'Fill out the required fields to complete your profile.' with a close button. The main heading is 'My account', with 'VIEW' and 'EDIT' buttons. The 'My Personal Information' section contains several form 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)), and 'Study cycle' (Bachelor or equivalent first cycle (EQF level 6) (19)). At the bottom, there is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy' and a 'Save' button.

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

Fill out the required fields to complete your profile. X

### My account

VIEW EDIT

#### My Personal Information

Firstname \* Lastname \*

Test Testesen

Date of birth \* Gender \* Nationality \*

01.01.2023 Female Norway (368)

Field of education \* Study cycle \*

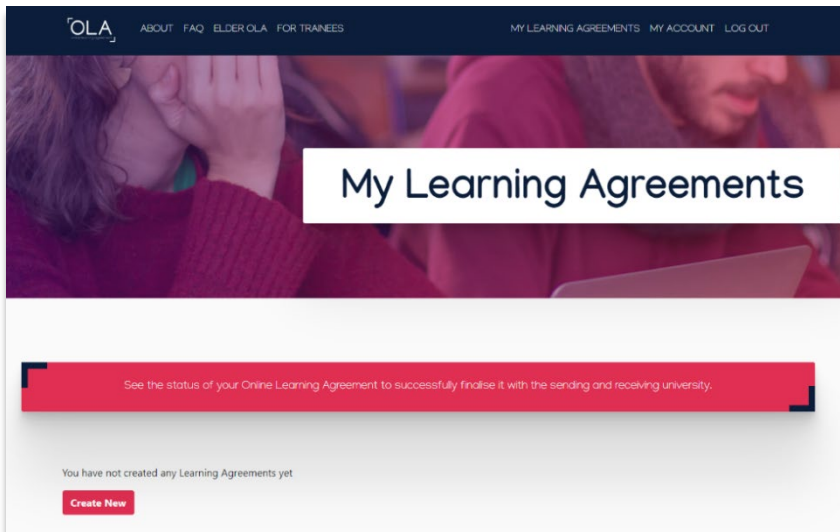
Business and administration not elsewhere classified (0419) (933) Bachelor or equivalent first cycle (EQF level 6) (19)

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

Save

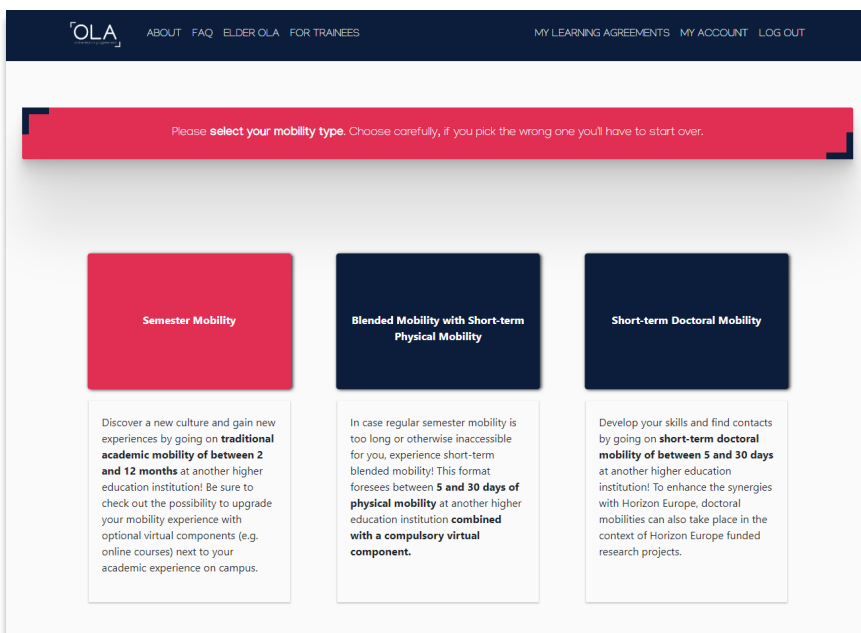
## Opprett ny læringsavtale

Etter at du har opprettet ny bruker kan du opprette selve læringsavtalen under «My Learning Agreements».



The screenshot shows the 'My Learning Agreements' page. At the top, there is a dark blue 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 large image of a person working on a laptop. A white box with the text 'My Learning Agreements' is overlaid on the image. Below the image, there is a red banner 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 button labeled 'Create New'.

Velg «Semester Mobility».



The screenshot shows the 'Select your mobility type' page. At the top, there is a dark blue 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 red banner with the text: 'Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.' Below the banner, there are three cards representing different mobility types:

- 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.

# Fyll inn læringsavtalen

## 1. Student Information

Fyll inn manglende personlig informasjon og gå videre.

The screenshot shows the 'Student Information' step of the OLA application process. The top navigation bar includes the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. A progress bar at the top indicates six steps: 1. Student Information (active), 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The form fields are as follows:

- Academic year: 2023/2024
- Student section header
- First name(s): Test
- Last name(s): Testesen
- Email: test.testesen@uis.no
- Date of birth: 01.01.2023
- Gender: Female
- Nationality: Norway (368)
- Field of Education: Business and administration not elsewhere
- Field of Education Comment: (empty)
- Study cycle: Bachelor or equivalent first cycle (EQF level 5)

A 'Next' button is located at the bottom of the form.

## 2. Sending Institution

Her skal du fylle inn informasjon om UiS. Legg inn land, navn på universitetet, og hvilket fakultet/institutt du tilhører.

The screenshot shows the 'Sending Institution' step of the OLA application process. The top navigation bar is identical to the previous step. The progress bar indicates six steps: 1. Student Information, 2. Sending Institution Information (active), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The form fields are as follows:

- Academic year: 2023/2024
- Sending section header
- Sending Institution section header
- Country: Norway
- Name: UNIVERSITETET I STAVANGER
- Faculty/Department: UIS Business School
- Address: Stavanger
- Erasmus Code: N STAVANG01

Fyll inn kontaktinformasjonen til personen som skal godkjenne og signere læringsavtalen din ved UiS. Dette skal være din [studiekonsulent](#).

Sending Responsible Person	Sending Administrative Contact Person
<p>First name(s) *</p> <input type="text" value="Navn"/>	<p>First name(s)</p> <input type="text" value="Navn"/>
<p>Last name(s) *</p> <input type="text" value="Navnesen"/>	<p>Last name(s)</p> <input type="text" value="Navnesen"/>
<p>Position *</p> <input type="text" value="Study advisor"/>	<p>Position</p> <input type="text" value="Study advisor"/>
<p>Email *</p> <input type="text" value="navn.navnesen@uis.no"/>	<p>Email</p> <input type="text" value="navn.navnesen@uis.no"/>
<p>Phone number</p> <input type="text" value="+"/> <small>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.</small>	<p>Phone number</p> <input type="text" value="+"/> <small>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.</small>
<input type="button" value="Previous"/>	<input type="button" value="Next"/>

### 3. Receiving Institution

Her skal du fylle inn informasjon om vertsinstitusjonen du skal på utveksling til. Legg inn land og navn på institusjonen.

**OLA** online learning agreement    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

**Receiving**

**Receiving Institution**

Country \*  
Portugal x

Name \*  
Iscte - Instituto Universitário de Lisboa x

Faculty/Department  
Business School

Address \*  
Lisboa | Lisbon

Erasmus Code \*  
P LISBOA07

Fyll inn kontaktinformasjonen til personen som skal godkjenne og signere læringsavtalen din ved vertsinstusjonen. Dette er ofte en ansatt ved deres internasjonale kontor eller tilsvarende. Du må selv ta kontakt med vertsinstusjonen og få tak i denne informasjonen dersom du ikke allerede har fått oppgitt denne personen i søknadsprosessen.

The screenshot shows two side-by-side form panels. The left panel is titled 'Receiving Responsible Person' and contains fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. The right panel is titled 'Receiving Administrative Contact Person' and contains fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. Below the forms, there are 'Previous' and 'Next' buttons. A small note at the bottom of the left panel 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

I denne seksjonen finner du to tabeller: **Table A** og **Table B**.

##### Table A

I Table A skal du oppgi hvilke emner du skal ta ved vertsinstusjonen.

The screenshot shows the OLA application form. 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, 3. Receiving Institution Information, 4. Proposed Mobility Programme (highlighted in red), 5. Virtual Components, and 6. Commitment. The 'Proposed Mobility Programme' section includes a form for 'Academic year' (2023/2024), 'Preliminary LA' with 'Planned start of the mobility' (01.01.2024) and 'Planned end of the mobility' (30.06.2024). Below this is a section for 'Table A - Study programme at the Receiving institution' with a note 'No Component added yet.' and a red button 'Add Component to Table A'. There is also a text area for 'Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]'. At the bottom, there are dropdown menus for 'The main language of instruction at the Receiving Institution' (English) and 'The level of language competence' (B2). A small note at the bottom right explains the language competence level: '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'.

Du må også oppgi hvilket språk du skal studere på og hvilket språknivå du har.

Karakter 4 fra videregående skole tilsvarer nivå B2.

Hver «component» tilsvarer ett emne. Du må legge inn både emnetittel og emnekode slik de står oppført i emnekatalogen til vertsinstitusjonen. Dersom et emne ikke har emnekode, kan du legge inn 1234.

Fyll inn hvor mange studiepoeng/ECTS emnet gir, og hvilket semester du skal ta emnet.

Læringsavtalen din skal normalt ha totalt 30 studiepoeng/ECTS i Table A. Alle emnene i Table A må være forhåndsgodkjent av ditt fakultet/institutt.

The screenshot shows the OLA system interface for Table A. At the top, there are navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below this, there are two date pickers: "Planned start of the mobility" (01.01.2024) and "Planned end of the mobility" (30.06.2024). The main section is titled "Table A - Study programme at the Receiving institution". It contains two identical form entries for components. Each entry has a "Remove" button in the top right. The form fields include: "Component title at the Receiving Institution (as indicated in the course catalogue)" with a text input field containing "Tittel på emne nummer 1"; "Component Code" with a text input field containing "Emnekode på emne nummer 1"; "Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion" with a text input field containing "10"; and "Semester" with a dropdown menu set to "Second semester (Summer/Spring)". A small explanatory text block is visible between the code and ECTS fields. At the bottom of the form area, there is a red button labeled "Add Component to Table A".

## Table B

I Table B skal du oppgi hvilke emner du skulle ha tatt ved UiS dersom du ikke hadde dratt på utveksling dette semesteret. Du legger inn emnene på samme måte som i Table A.

The screenshot shows the OLA system interface for Table B. It has the same top navigation as Table A. The main section is titled "Table B - Recognition at the Sending institution". It contains one form entry for a component. The form fields include: "Component title at the Sending Institution (as indicated in the course catalogue)" with a text input field containing "Emnetittel på emne nummer 1 ved UiS"; "Component Code" with a text input field containing "Emnekode på emne nummer 1 ved UiS"; "Number of ECTS credits (or equivalent) to be recognised by the Sending Institution" with a text input field containing "10"; and "Semester" with a dropdown menu set to "Second semester (Summer/Spring)". A checkbox labeled "Automatically recognised towards student degree" is checked. Below the checkbox is a text area labeled "Automatic recognition comment". At the bottom of the form area, there is a red button labeled "Add Component to Table B".

## 5. Virtual Components

Denne seksjonen er ikke relevant for vanlig semestermobilitet. Klikk «Next».

## 6. Commitment

For å fullføre læringsavtalen må du både signere og klikke på knappen nederst for å sende avtalen videre til studiekonsulent for neste signatur. Det er viktig at du fullfører begge disse stegene.

**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.

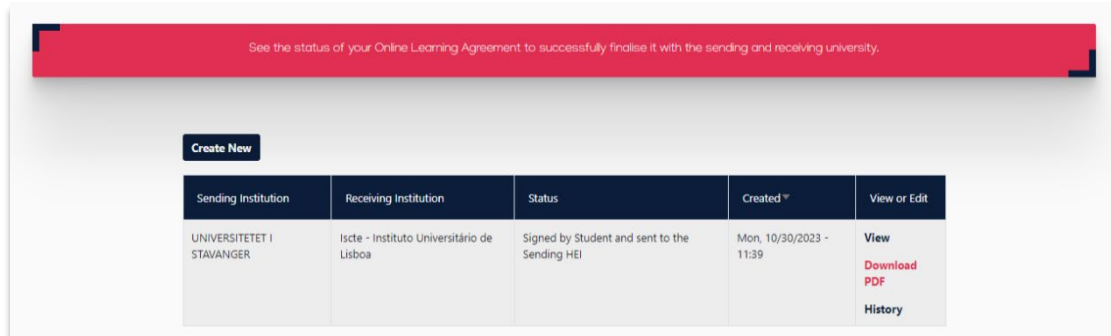
Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review



## Etter at læringsavtalen er signert

Du kan se status på dine fullførte læringsavtalen under «My Learning Agreements». Det er ditt ansvar å sørge for at denne blir signert av alle tre parter.

Vi anbefaler at du kontakter studiekonsulent og gir dem beskjed når du har signert avtalen selv.



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

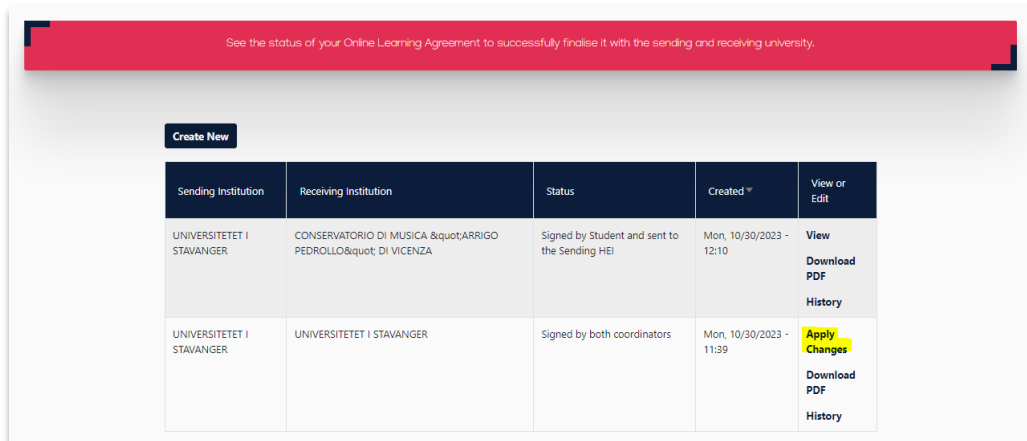
Create New

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	<a href="#">View</a> <a href="#">Download PDF</a> <a href="#">History</a>

## Gjøre endringer i læringsavtalen

Etter at alle tre parter har signert den opprinnelige læringsavtalen kan du gjøre endringer i emnevalg. Dette gjelder for eksempel dersom du har måttet legge til eller fjerne et emne ved vertsinstusjonen på grunn av overlapp i timeplanen.

Finn den signerte læringsavtalen under «My Learning Agreements». Klikk på «Apply Changes» i kolonnen til høyre.



Sending Institution	Receiving Institution	Status	Created	View or Edit
UNIVERSITETET I STAVANGER	CONSERVATORIO DI MUSICA &quot;ARRIGO PEDROLLO&quot; DI VICENZA	Signed by Student and sent to the Sending HEI	Mon, 10/30/2023 - 12:10	View Download PDF History
UNIVERSITETET I STAVANGER	UNIVERSITETET I STAVANGER	Signed by both coordinators	Mon, 10/30/2023 - 11:39	Apply Changes Download PDF History

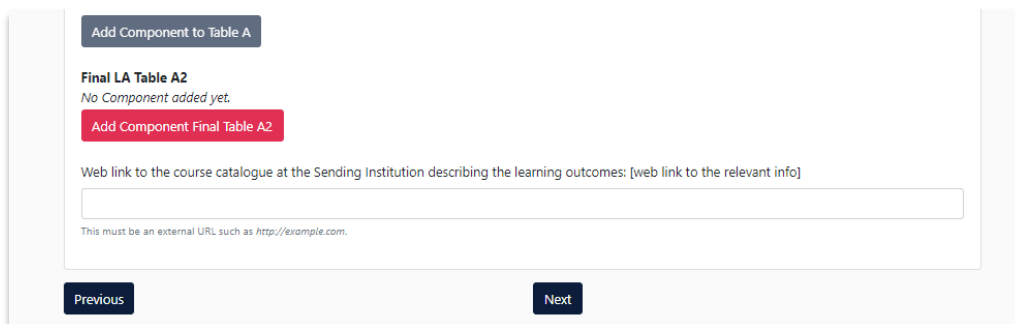
## 1. Contact People Information

Her kan du endre kontaktperson om nødvendig.

## 2. Sending Mobility Programme Changes

Bla ned på siden til du kommer til delen «Final LA Table A2», under emnene du allerede har lagt inn.

Klikk på «Add Component Final Table A2».



Add Component to Table A

**Final LA Table A2**  
No Component added yet.

Add Component Final Table A2

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>.

Previous Next

Fyll inn de obligatoriske feltene. Her må du indikere om du for eksempel har lagt til et emne (added) eller fjernet et av de opprinnelige emnene (deleted). Du må også legge inn grunnen for endringene.

Husk at dersom du skal erstatte et emne med et annet, må du både legge inn det opprinnelige emnet som «deleted» og det nye emnet som «added».

Tittelen og koden på det fjernede emner må stemme overens med Table A.

Add Component to Table A

---

**Final LA Table A2**

Component Final Table A2 Remove

Component Added or Deleted \*

Reason Change Added

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

Component Code \*

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

Semester \*

Add Component Final Table A2

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>.

Previous
Next

### 3. Receiving Mobility Programme Changes

I denne seksjonen kan du legge inn eventuelle endringer i emner du skulle ha tatt ved UiS. Dette gjør du på samme måte som i Table A.

Add Component to Table B

---

**Final LA Table B2**

*No Component added yet.*

Add Component Final Table B2

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

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

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 <http://example.com>.

Previous
Next

### 4. Virtual Component Changes

Denne seksjonen er ikke relevant for vanlig semestermobilitet. Klikk «Next».

### 5. Commitment

Du må signere læringsavtalen på nytt og deretter klikke på knappen nederst på siden for å sende den videre for signering.