

Online Learning Agreement - OLA

– How to fill in your OLA

To students joining an Erasmus study abroad exchange within an EU/EEA country.

(OLA cannot be used for bilateral- and study abroad to countries OUTSIDE EU/EEA)



What is an OLA?

It is the agreement specifying the courses you have chosen during your study abroad semester. The Learning Agreement is an agreement between you as student, the home (sending) institution and the host (receiving) institution. The Agreement confirms the courses you have selected to join during your exchange with the receiving institution. The agreement is also Zealand's approval of your courses as having been approved by your home institution (Zealand). Further, that you will receive our full recognition towards the semester you do (replace) as an exchange abroad.

It is important that you notify the International Mobility Ambassador at your department if you make any changes to your OLA during the semester. E.g.: you replace courses with other courses upon arrival to the receiving institution or that one or more courses aren't offered and you need to replace those.



START

Your OLA can be made in two ways:

1. Either we (ZEALAND) start your OLA. You will receive an e-mail with a link to complete your OLA. When you log in to the system, Zealand will have filled in basic information for you in advance, and you will have to complete your OLA yourself with more information.
2. You can also choose to start your OLA yourself via [this link](#)

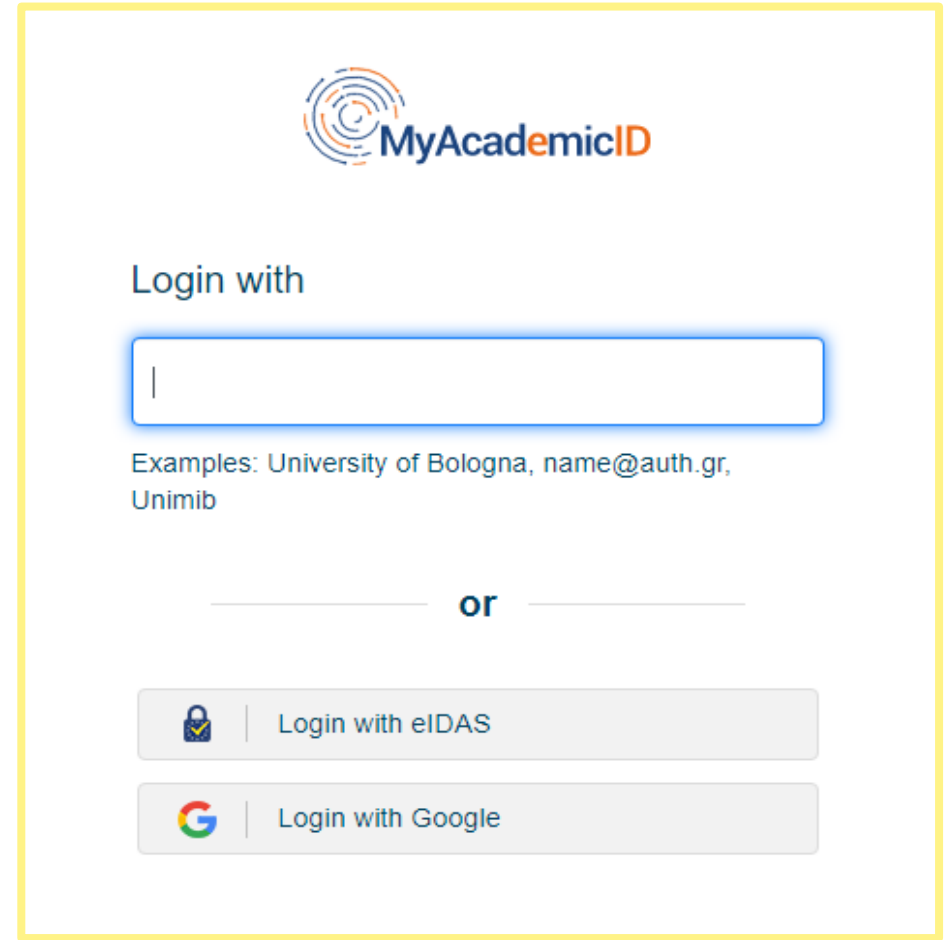
Before you start your OLA:


1. Before you start preparing the OLA, it is necessary that you know who will have to sign/confirm your OLA with the correct e-mail and name. You need to have this person confirmed by the receiving institution since the person in most cases won't be the contact person whom you are communicating. You are welcome to ask for assistance from the International Mobility Ambassador at your department.
2. At Zealand, it will always be the International Mobility Ambassador at your department, who will sign on behalf of home institution/Zealand.

OBS: You can always start fill-in your OLA (even also if the receiving institution is not ready to verify an LA online) and follow this step-by-step guide. When you get to step 6 and signature, download your OLA as a pdf file and send it directly to the receiving institution, for their signature of your OLA.

STEP 1

- You log in to the system here: <https://learning-agreement.eu/> where you will be offered various options to log in.
- You choose to log in with MyAcademicID (EduGAIN which in Denmark is WAYF)
- Write Zealand and select Zealand easj.dk. You now enter a Zealand WAYF login page, where you use your Zealand (@edu.easj.dk) edu-mail and password to log in to the system. The first time, they will receive an e-mail confirming you as a user (verification)





 MyAcademicID

Login with

Examples: University of Bologna, name@auth.gr, Unimib

or

 Login with eIDAS

 Login with Google

STEP 2

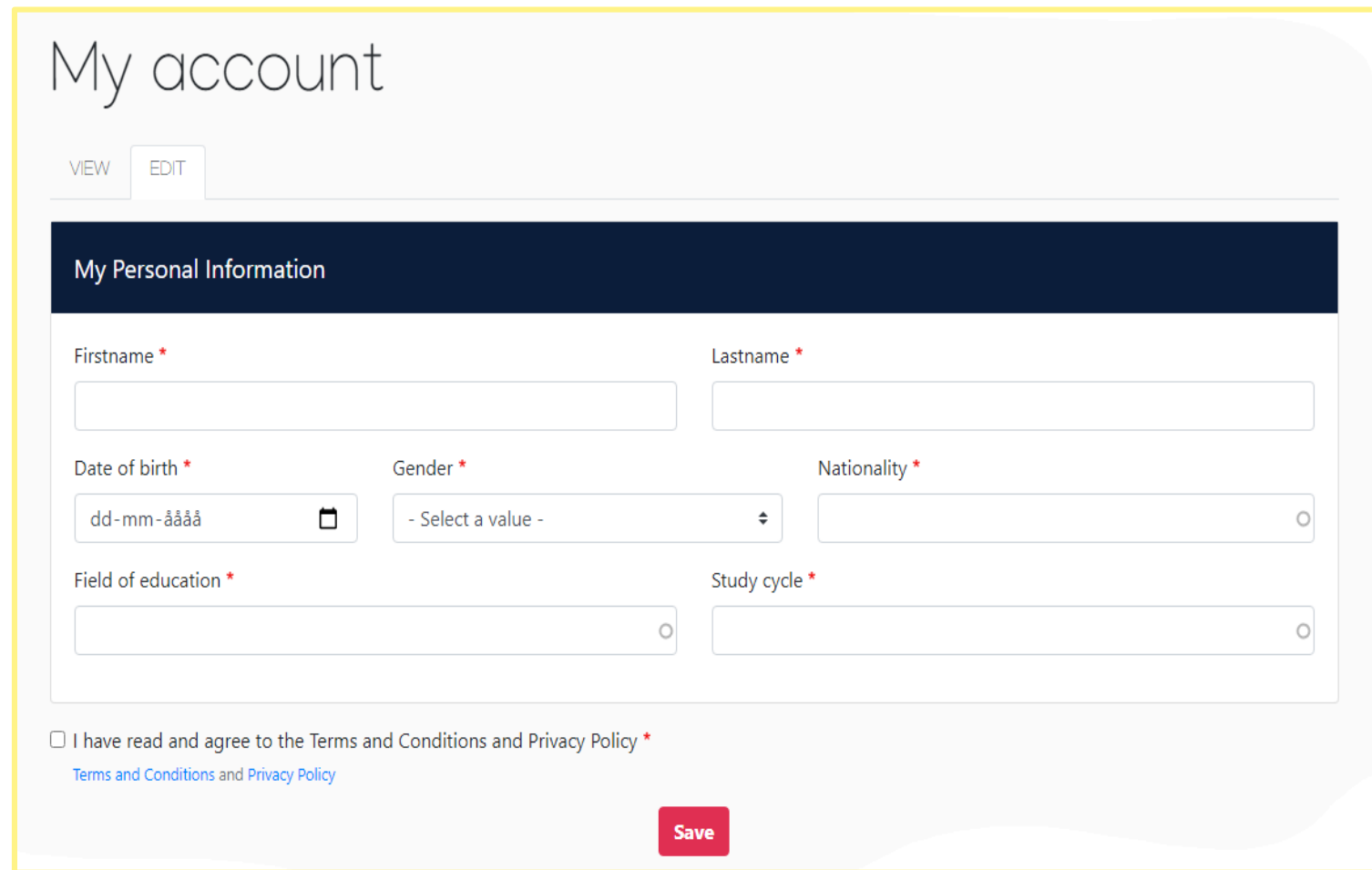
My account: You create your profile (personal information and information about your study)

Field of Education?:

Ask the International Mobility Ambassador

Study Cycle?:

If you study at AP degree program, it is a "Short cycle programme". If you study at full PBA or top-up PBA, you study a "First Cycle education"



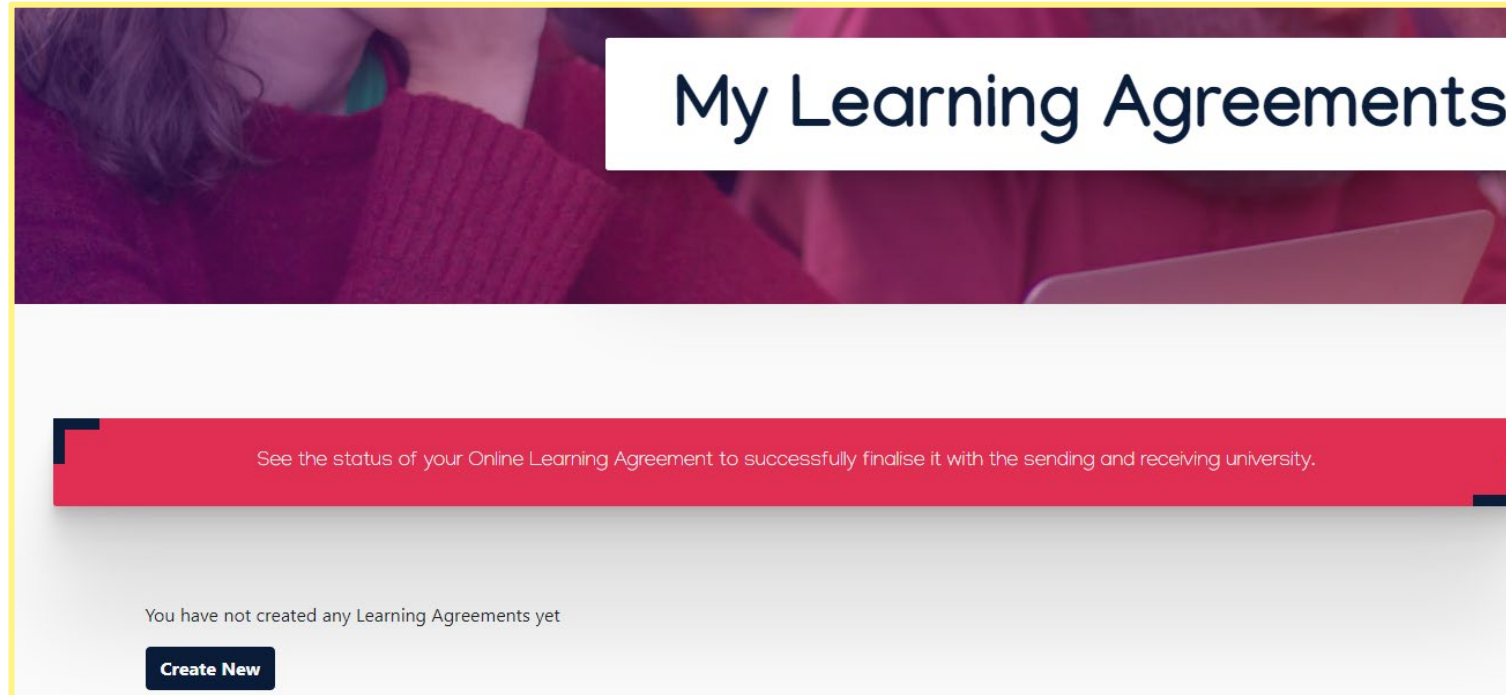
The screenshot shows a web interface for creating a user profile. At the top, it says "My account" with "VIEW" and "EDIT" buttons. Below is a dark blue header for "My Personal Information". The form contains several fields: "Firstname *" and "Lastname *" (text inputs), "Date of birth *" (calendar icon, format dd-mm-åååå), "Gender *" (dropdown menu with "- Select a value -"), "Nationality *" (dropdown menu), "Field of education *" (dropdown menu), and "Study cycle *" (dropdown menu). At the bottom, there is a checkbox for "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.

It is important to save your information before proceeding with your OLA!

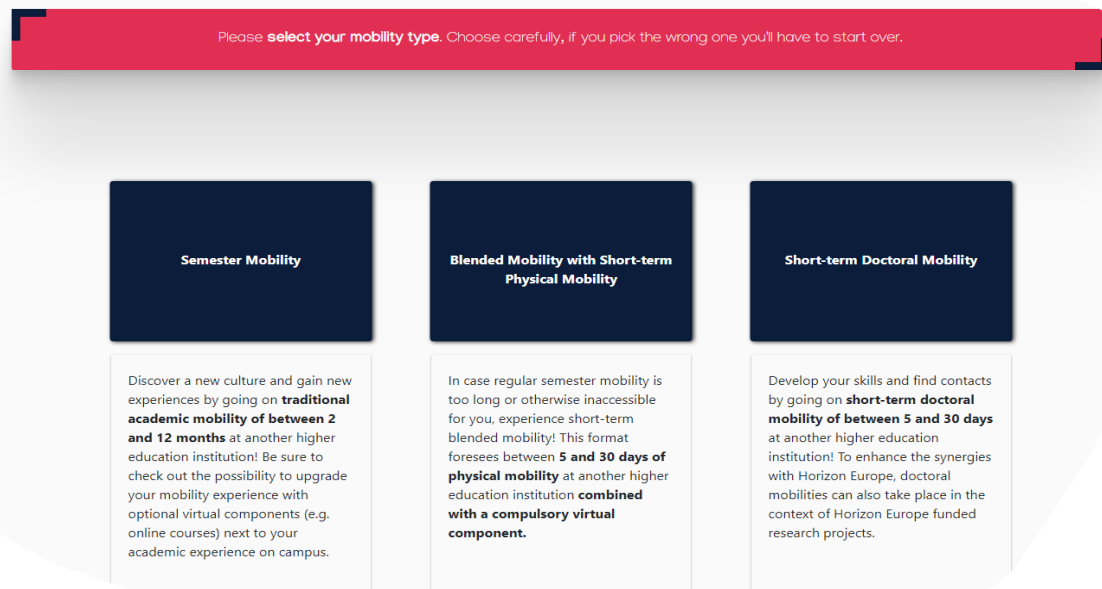
STEP 3

If you continue working on a draft, you will have to select the 'draft' option.

Usually, you would need to start a Learning Agreement; select "Create New".



Initially you first need to select which type of study abroad mobility you need to prepare a Learning agreement for. The page look like this:



IT IS IMPORTANT THAT YOU MAKE THE RIGHT CHOICE.

1. If your exchange is a physical semester exchange abroad you select **"Semester Mobility"**.
2. If your exchange is a short terms physical exchange abroad (between 5 and 30 days combined with a mandatory virtual component) then you select **"Blended Mobility with Short-term Physical Mobility"**. If this type of agreement it will follow same principles as elaborated on the following pages however may differ a bit.
3. The last type of agreement is **NOT** relevant to Zealand students!

You are directed to a page with the headline "Student". The page contains information about which academic year (check that it is correct, e.g. 2021/22) and information about you from "My Account" (check that It is correct)

You confirm and select "next"

STEP 4

(see next slide)

Information about the sending institution - Zealand

The webpage looks like this:

The screenshot shows a web form with a progress bar at the top. The progress bar has five steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, and 5. Comm... (partially visible). Below the progress bar, there is a form with the following fields:

- Academic year *
2019/2020
- Sending**
- Sending Institution**
- Country *
Country of the institution
- Name *
Name of the institution
- Sending Responsible Person**
- First name(s) *
- Sending Administrative Contact Person**
- First name(s)

STEP 4

(continued)

- Find Zealand: (search country/Denmark + Institution/Zealand Sjaellands erhvervsakademi)
- Faculty/Department: The department where you study at, e.g. "Zealand Department Køge/Roskilde/Næstved"
- **"Sending Responsible Person:** This is the person who will approve your OLA.
Here it is the International Mobility Ambassador at your Zealand department
- **"Sending Administrative Contact Person:** For ALL is:
 - Ole
 - Kolling
 - Institutional Erasmus+ Coordinator
 - +45 22476534
 - exchange@zealand.dk

STEP 5

(see next slide)

Information about the receiving institution - the host institution for your semester abroad

The webpage looks like this:

The screenshot shows a web form with a progress bar at the top. The progress bar has five steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Proposed Mobility Programme, and 5. Commitment. Below the progress bar, there is a text input field for 'Academic year *' with the value '2019/2020'. Below this is a dark blue header for the 'Receiving' section. Underneath, there is a dark blue header for 'Receiving Institution'. This section contains two text input fields: 'Country *' with the placeholder 'Country of the institution' and 'Name *' with the placeholder 'Name of the institution'. Below this, there are two columns. The left column has a dark blue header for 'Receiving Responsible Person' and a text input field for 'First name(s) *'. The right column has a dark blue header for 'Receiving Administrative Contact Person' and a text input field for 'First name(s)'. The entire form is enclosed in a yellow border.

STEP 5

(continued)

- Find the host institution: (search country/e.g. France + Institution/which can be a bit difficult to find as the institution is mentioned by the local name in that country).
PLEASE NOTE that OLA is ONLY for semesters abroad within the EU (not for semesters abroad outside the EU - even if it is an Erasmus exchange!)
- Faculty/Department: Here you specify the faculty/department, if possible”
- **Receiving Responsible Person:** It MUST be the person who will approve your OLA.
Contact with the host institution if you haven't been informed who it is.
- **”Receiving Administrative Contact Person:** It will be the person you are communicating with, often a person at the International Office of the receiving institution. If you do not know who this person is, you can leave it blank.

STEP 6 (see next slide)

”Proposed Mobility Programme” is the next step. This is where you need to enter:

- Semester period:** Start date (typically first day of study or introduction/registration date) and end date (typically the last day of the semester when all exams are over). It is important that you write the correct dates/days, as the size of your Erasmus scholarship will depend on how many days you are on an exchange. You can check both the start and end dates with the Academic Calendar at the host institution, if this is not stated in the OLA/form.
- Table A: Study programme at the Receiving institution** – that is, the courses that you have to study at the receiving institution (the host institution)

2019/2020

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-competence-framework-2018>

STEP 6 (continued)

In “Table A”, select the Add Component for **each course** that you have to study at the receiving institution. There is a box for each courses where you must enter: Component Code (if you cannot find it, you can add a number consecutively for each course, e.g. 001, 002, 003 etc.); number of ECTS for each course; which semester you are going to take (choose).

When you have finished filling in all courses, you will typically have a list of 5 to 6 courses that give a total of 30 ECTS points (ECTS = European Credit Transfer System Points).

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) *		
<input type="text"/>		
<small>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.</small>		
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
<input type="text"/>	<input type="text"/>	- Select a value - ▾
	<small>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.</small>	

Add Component to Table A

STEP 6 (continued)

Table B: Recognition at the Sending institution – that is, the courses that Zealand gives you credit for (recognition) when you have finished your semester abroad and have returned home.

In “Table B”, select the Add Component for each courses you receive credit for. Check your curriculum at your study for the semester you are going on an exchange. For each Courses/theme you get a box where you have to enter: Component Code (if you cannot find it, you can add a number consecutively for each course, e.g. 001, 002, 003 etc.); number of ECTS for each course; which semester you are in (select).

ALTERNATIVELY, you can choose to write “Mobility Window and the semester you get credits for” with a link to the curriculum for your study programme.

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>.

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

STEP 6 (continued)

Unfortunately, there is no easy way to do this part. So you have to go step by step until you have all the course registered in Table A and Table B.

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 *
<input type="text"/>	<input type="text"/>	- Select a value -

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

STEP 7 (see next slide)

The next step is "Commitment". This is where you (student), the sending institution (Zealand) and the receiving institution confirm the OLA/Online Learning Agreement. This is done with a digital signature.

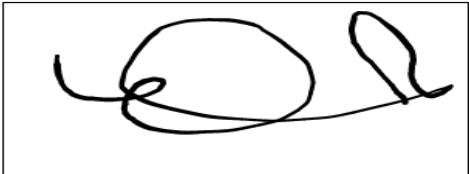
You get a box that looks like this. As a student, you are the FIRST to sign it. You use the mouse and make a signature in the blank box. It can appear a little "odd", e.g. as in the picture here:

Academic year *

2019/2020

Commitment Preliminary

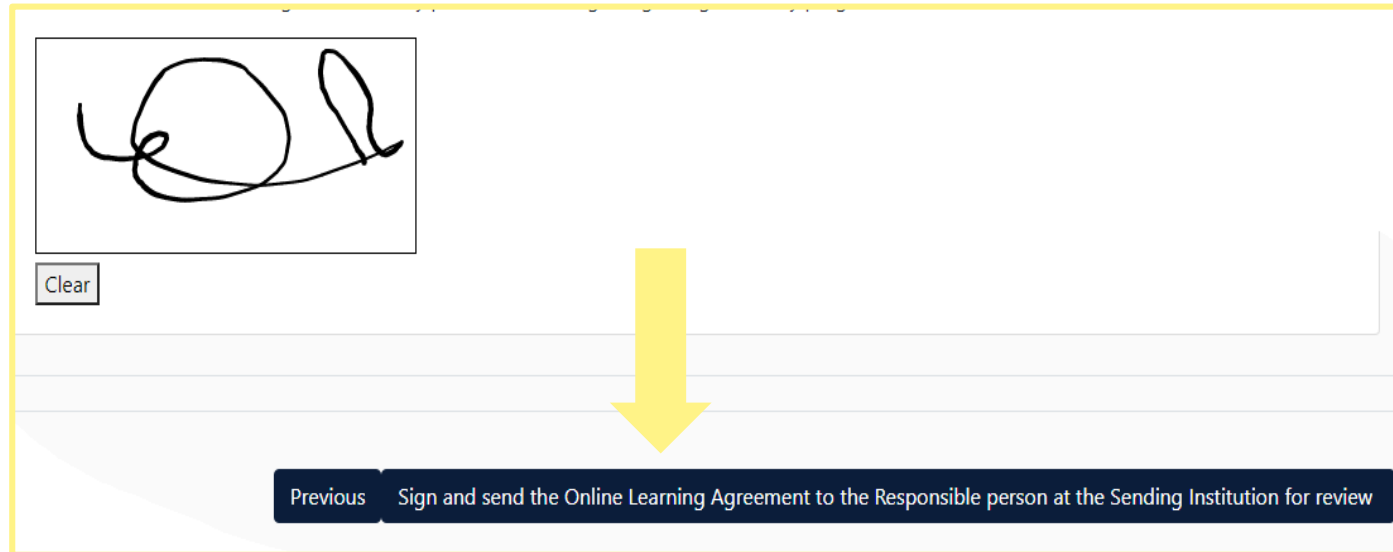
By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of 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

STEP 7 (continued)

Once you have signed, send to the next in the line - yellow arrow (therefore, it is important that you have the contact person/responsible person correct by e-mail in step 3 and step 4!)



Clear

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

Once you have received a signature from everyone who need to sign it, you will receive an e-mail with a confirmation. In this e-mail you must download the approved OLA into a PDF file with all signatures and send it to the International Mobility Ambassador.

Once this done you can pack your suitcases and start your journey😊!