

Læringsavtale (OLA) for korttidsmobilitet

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

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.

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 * 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)

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».

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My Learning Agreements

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

Velg «Blended Mobility with Short-term Physical Mobility».

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

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.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Mobility Programme 5 Commitment

Academic year *
2023/2024

Mobility Type *
Blended mobility with short-term physical mobility

Student

First name(s) * Last name(s) *
Test Testesen

Email *
test.testesen@uis.no

Date of birth * Gender * Nationality *
01.01.2023 Male Norway (368)

Field of Education * Field of Education (clarification) Study cycle *
Music and performing arts (0215) (747) Master or equivalent second cycle (EQF level 6)

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

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

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

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 five steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Mobility Programme, and 5. Commitment. The main form area is titled 'Sending' and contains a 'Sending Institution' section. This section has several input fields: 'Country' (filled with 'Norway'), 'Name' (filled with 'UNIVERSITETET I STAVANGER'), 'Faculty/Department' (filled with 'Faculty of Performing Arts'), 'Address' (filled with 'Stavanger'), and 'Erasmus Code' (filled with 'N STAVANG01').

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

The screenshot shows two side-by-side forms for contact information. The left form is titled 'Sending Responsible Person' and has fields for 'First name(s)' (filled with 'Navn'), 'Last name(s)' (filled with 'Navnesen'), 'Position' (filled with 'Study advisor'), 'Email' (filled with 'navn.navnesen@uis.no'), and 'Phone number' (filled with '+'). The right form is titled 'Sending Administrative Contact Person' and has fields for 'First name(s)' (filled with 'Navn'), 'Last name(s)' (filled with 'Navnesen'), 'Position' (filled with 'Study advisor'), 'Email' (filled with 'navn.navnesen@uis.no'), and 'Phone number' (filled with '+'). Below the forms is a 'Previous' button on the left and a 'Next' button on the right.

3. Receiving Institution

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

The screenshot shows the OLA web application 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 five steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Mobility Programme, and 5. Commitment. The main form area contains the following fields:

- Academic year *: 2023/2024
- Mobility Type *: Blended mobility with short-term physical mobility
- Receiving Institution section:
 - Country *: Italy
 - Name *: CONSERVATORIO DI MUSICA "ARRIGO PEDROLLO" DI VICENZA
 - Faculty/Department: (empty)
 - Address *: Vicenza
 - Erasmus Code *: I VICENZA03

Fyll inn kontaktinformasjonen til personen som skal godkjenne og signere læringsavtalen din ved vertsinstitusjonen. Dette er ofte en ansatt ved deres internasjonale kontor eller en person involvert i aktiviteten du skal delta på.

Du må selv ta kontakt med vertsinstitusjonen 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 sections for contact information:

- Receiving Responsible Person:**
 - First name(s) *
 - Last name(s) *
 - Position *
 - Email *
 - Phone number
- Receiving Administrative Contact Person:**
 - First name(s)
 - Last name(s)
 - Position
 - Email
 - Phone number

At the bottom of the forms, there are 'Previous' and 'Next' buttons. A small note at the bottom of the 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. Mobility Programme

Under planlagte start- og sluttdatoer skal du kun legge inn datoer for den fysiske delen av oppholdet ditt. Dette er datoene hvor du skal være til stede ved vertsinstusjonen og delta fysisk i aktiviteter. Ikke inkluder datoene for den virtuelle/nettbaserte delen av oppholdet.

The screenshot shows the OLA web 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 five steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Mobility Programme (highlighted in red), and 5. Commitment. The main form area contains the following fields: Academic year (2023/2024), Mobility Type (Blended mobility with short-term physical mobility), Preliminary LA section with Planned start of the mobility (01-01-2024) and Planned end of the mobility (05-01-2024), Study Programme at Receiving Institution and recognition at the Sending Institution (No Component added yet, with an Add Component button), The main language of instruction at the Receiving Institution (English), and The level of language competence (B2). There are Previous and Next buttons at the bottom.

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" representerer en aktivitet. Du må legge inn tittel, kode og antall studiepoeng/ECTS. Dersom en aktivitet ikke har kode, kan du legge inn 1234.

Fyll inn en kort beskrivelse av den virtuelle delen av oppholdet. Beskrivelsen skal inkludere format og læringsutbytte, samt annen relevant informasjon.

The screenshot shows the OLA web interface, specifically the 'Preliminary LA' section. It displays the Planned start of the mobility (01-01-2024) and Planned end of the mobility (05-01-2024). The main section is titled 'Study Programme at Receiving Institution and recognition at the Sending Institution'. It contains a table with one row for a component. The fields for this component are: Component title or description at the Receiving Institution (Tittel på aktiviteten / emnet), Component Code (Emnekode for aktiviteten / emnet), and Number of ECTS credits (or equivalent) to be recognised by the Sending Institution (3). Below the table is a text area for a Short description of the virtual component, with a note: 'Kort beskrivelse av den virtuelle/nettbaserte delen av aktiviteten. Her må du fylle inn hva som skal gjøres, og hva formålet er.' There is also a checkbox for 'Automatically recognised towards student degree' and a text area for 'Automatic recognition comment'.

5. 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 Mobility Programme 5 Commitment

Academic year *
2023/2024

Mobility Type *
Blended mobility with short-term physical mobility

Commitment

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	View Download PDF History