

# Online Learning Agreement (OLA) for blended short-term mobility

This is a manual for how to complete an Online Learning Agreement for your short-term 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 red notification bar that says '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 for 'I have read and agree to the Terms and Conditions and Privacy Policy' and a red 'Save' button.

## 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 image of a person with the text 'My Learning Agreements' overlaid. Below the image, there is a red notification bar that says 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' Below the notification bar, there is a message: 'You have not created any Learning Agreements yet' and a red 'Create New' button.

## Select «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.

## Fill in the Learning Agreement

### 1. Student Information

Fill in the remaining fields and click "Next".

**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 2)

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](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

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

The screenshot shows the OLA application form with a progress bar at the top indicating five steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Mobility Programme, and 5. Commitment. Below the progress bar, the 'Academic year' is set to 2023/2024 and 'Mobility Type' is 'Blended mobility with short-term physical mobility'. The 'Sending' section is active, showing the 'Sending Institution' details: Country (Norway), Name (UNIVERSITETET I STAVANGER), Faculty/Department (Faculty of Performing Arts), 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 form sections for contact information. The 'Sending Responsible Person' section includes fields for First name(s) (Navn), Last name(s) (Navnesen), Position (Study advisor), Email (navn.navnesen@uis.no), and Phone number (+). The 'Sending Administrative Contact Person' section includes fields for First name(s) (Navn), Last name(s) (Navnesen), Position (Study advisor), Email (navn.navnesen@uis.no), and Phone number (+). Below the forms, there is a 'Previous' button on the left and a 'Next' button on the right.

### 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 with a progress bar at the top indicating five steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Mobility Programme, and 5. Commitment. Below the progress bar, the 'Academic year' is set to 2023/2024, and the 'Mobility Type' is 'Blended mobility with short-term physical mobility'. The 'Receiving' section is expanded, showing the 'Receiving Institution' form. The 'Country' is 'Italy', the 'Name' is 'CONSERVATORIO DI MUSICA "ARRIGO PEDROLLO" DI VICENZA', the 'Faculty/Department' is empty, the 'Address' is 'Vicenza', and the 'Erasmus Code' is 'VICENZA03'.

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 someone involved in the short-term mobility activity.

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 'Receiving Responsible Person' and 'Receiving Administrative Contact Person' sections of the OLA application form. Both sections have identical fields: 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. The 'Receiving Responsible Person' section has a note: '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.' At the bottom of the form, there are 'Previous' and 'Next' buttons.

## 4. Mobility Programme

In the preliminary LA, you must input the start and end date of the physical part of your mobility. This should be the dates when you are physically attending activities at the host institution. Do not include the dates for the virtual/online part of the mobility.

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

**Preliminary LA**

Planned start of the mobility \* 01-01-2024  
Planned end of the mobility \* 05-01-2024

**Study Programme at Receiving Institution and recognition at the Sending Institution**  
No Component added yet.  
**Add Component**

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-efl>

**Previous** **Next**

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.

Each component represents one activity. You must add both the title, the related code, and the number of ECTS awarded. If an activity does not have a code, you can fill in 1234.

You must also add a description of the virtual part of the mobility. This section can be short, but it should provide details on what types of virtual activities you will participate in and the learning outcome.

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**Preliminary LA**

Planned start of the mobility \* 01-01-2024  
Planned end of the mobility \* 05-01-2024

**Study Programme at Receiving Institution and recognition at the Sending Institution**

**Remove**

Component title or description at the Receiving Institution \*  
Tittel på aktiviteten / emnet

Component Code \*  
Emnekode for aktiviteten / emnet

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*  
3  
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.

Short description of the virtual component  
Kort beskrivelse av den virtuelle/nettbaserte delen av aktiviteten. Her må du fylle inn hva som skal gjøres, og hva formålet er.

Automatically recognised towards student degree

Automatic recognition comment

## 5. 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 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

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