LEARNING AGREEMENT GUIDE FOR ERASMUS+ STUDENTS
LEARNING AGREEMENT BEFORE THE MOBILITY THROUGH THE OLA PLATFORM

Prepare your Learning Agreement online within a few steps and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.
STEP 1

Login on the OLA platform following instructions by your home university. The first step is to choose the mobility type.

Click here to create your LA
STEP 2

Fill in all required entry fields with student information.

![Image of the OLA platform for student information entry]
STEP 3

Fill in all required entry fields with **Sending Institution information**. Introduce the details of your Home University: Country, Name of home University and Faculty. The address and Erasmus code will appear automatically.
Then also fill out the following fields:

**Sending Responsible Person**: Introduce the data of the person who is going to sign your learning agreement in your home University.

**Sending Administrative Contact Person**: Ask your home University.

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**Sending Responsible Person**

- **First name(s)**
- **Last name(s)**
- **Position**
- **Email**
- **Phone number**

*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.*

**Sending Administrative Contact Person**

- **First name(s)**
- **Last name(s)**
- **Position**
- **Email**
- **Phone number**

*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.*
STEP 4

Fill in all required entry fields with **Receiving Institution information**. Introduce the details of your Host University: Country, Name and the Faculty you were nominated for.
### Receiving Responsible Person

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name(s)</td>
<td></td>
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<tr>
<td>Last name(s)</td>
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<tr>
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**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.

Ask your host institution for this information. The contact and responsible person can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.
STEP 5

Proposed Mobility Programme: create your study plan.

Add the exams you plan to take at the host university by clicking here

Add the equivalences at your home University by clicking here
STEP 6

Table C: virtual components

Please, do not fill in this table
STEP 7

Commitment and Signature

After signing the document, click here to obtain your coordinators’ signatures.
You can check the status of your LA from your account and download a pdf copy of it.
Once the document is signed, you will receive a confirmation email.

ATTENTION: the OLA can be rejected by the coordinators. In this case, you will receive an email to update the document and will have to repeat the procedure.
All done!

Please keep an eye on your Learning Agreement every now and then to see if you receive notifications from your coordinators.
Do you want to *change* your Learning Agreement? Then fill out the:

**LEARNING AGREEMENT DURING THE MOBILITY PDF VERSION**

![Erasmus+ logo]
Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Component Code *
MechEng1

Semester *
Second semester (Summer/Spring)

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

Final LA Table A2
No Component listed 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.
PLEASE NOTICE

1. The changes to the Learning Agreement need to be presented **within five weeks** after the **beginning of the semester**
2. The changes need to be written down in the Tables A2 and B2

⚠ **Do not modify Table A and B** ⚠

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AN EXAMPLE: Let’s suppose that you do not want to take anymore **HISTORY OF CHINA 1** (LT0420): tick the box under ‘**Deleted Component**’.

Are you interested in the Middle Ages? Add **HISTORY OF MEDIEVAL ART** (CT0347) and tick the box ‘**Added Component.**’
Final LA Table A2

<table>
<thead>
<tr>
<th>Component Final Table A2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component Added or Deleted *</td>
</tr>
<tr>
<td>- Select a value -</td>
</tr>
<tr>
<td>Added</td>
</tr>
<tr>
<td>Deleted</td>
</tr>
</tbody>
</table>

Component Code *

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

Semester *
| - Select a value - |

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.
N.B.:
The Table B2 needs to be filled out only if the changes in the Table A2 affect the ones in Table B

<table>
<thead>
<tr>
<th>Table B2 During the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
Signature
Again, the document needs to be signed by all coordinators.

Signature of the Departmental Coordinator (home institution)

Signature of the Departmental Coordinator (host institution)

Once you have it signed by all parties, the procedure is over!
THANK YOU FOR THE ATTENTION!
For any doubts contact us at incoming.mobility@unive.it