

Tutorial

OLA – *Online Learning Agreement*

<https://www.learning-agreement.eu/>

Online Learning Agreement

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.



LOGIN TO ACCESS YOUR LEARNING AGREEMENT

My account

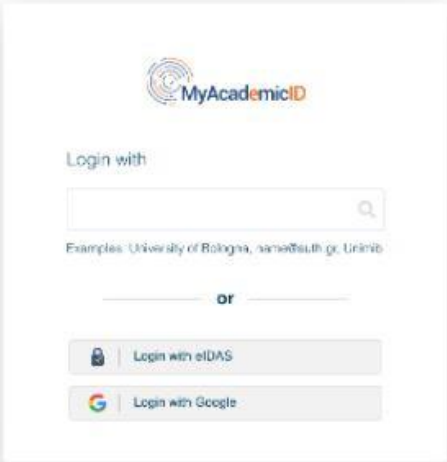
[Log in](#)

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!



The screenshot shows the MyAcademicID login page. At the top is the MyAcademicID logo. Below it is the text "Login with" followed by a search input field with a magnifying glass icon. Underneath the input field, it says "Examples: University of Bologna, name@univ.it, univ.it". In the center, there is a horizontal line with "OR" in the middle. Below this are two buttons: "Login with eIDAS" (with a lock icon) and "Login with Google" (with the Google logo).

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This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.



Login with

Examples: University of Bologna, name@aut

or



Login with eIDAS



Login with Google



Escolha "Login with Google" e utiliza o seu email institucional (xxxxxx@campus.fct.unl.pt)



The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. **Click on "Proceed to register on the MyAcademicID IAM Service"**
2. **Fill in the registration form.** To be able to view and process your previous OLA, use the email that you had used before.
3. **You will receive an e-mail to verify your e-mail address.**
4. **Click on the verification link in that email to complete the registration.**



Proceed to register on the MyAcademicID IAM Service



Registrar

Form

Submitted registrations

Sign out

MyAcademicID Registration

Coloca o seu nome



Name*

Nome do Estudante

Coloca o seu email institucional



E-mail*

xxxxxx@campus.fct.unl.pt

Email with verification link will be sent to provided email address.

Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy*

Confirm



Clica em "Confirm"

> Submit



Email verification needed

Please check your mailbox [REDACTED] and click the link to verify your email address. Without verification it is not possible to approve your application.

[Re-send mail verification message](#)

[Continue >](#)

**Irá receber no seu endereço de email, um email com o assunto: “[MyAcademicID] Email verification”.
Clica no link que consta no email.**

 Email verification

Your email address was verified.

Continue >



My Personal Information

Firstname *

Ana

Lastname *

Dallot

Date of birth *

10/02/2022



Gender *

Female



Nationality *

Portugal (380)



Field of education *

Physics (0533) (791)



Study cycle *

Master or equivalent second cycle (EQF level 7) (20)



I have read and agree to the Terms and Conditions and Privacy Policy *

[Terms and Conditions](#) and [Privacy Policy](#)

Save

Coloca a área de estudo do acordo através do qual ficou selecionado(a)



Coloca os seus dados e clica em "Save"



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](#)



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.

Student

First name(s) *

Ana

Last name(s) *

Dallot

Email *

xxxx@campus.fct.unl.pt

Date of birth *

10/02/2022



Gender *

Female

Nationality *

Portugal (380)

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *

Physics (0533) (791)

Field of Education Comment

Study cycle *

Master or equivalent second cycle (EQF le

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

Verifica se os seus dados estão corretos e clica em "Next"

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Student Information

2

**Sending Institution
Information**

3

Receiving Institution
Information

4

Proposed Mobility
Programme

5

Virtual Components

6

Commitment

Academic year *

2022/2023

Sending

Sending Institution

Country *

Portugal x

Name *

Universidade Nova de Lisboa x

Faculty/Department *

Faculdade de Ciências e Tecnologia

Address *

Lisboa / Lisbon

Erasmus Code *

P LISBOA03

Coloca estes dados

Consulta a lista de Coordenadores a colocar na OLA, de acordo com o Departamento (disponível [aqui](#)):

- Consoante o seu Departamento coloca o nome do Coordenador do seu Curso ou o nome do Coordenador Departamental Erasmus do seu Curso
- Em "Position":
 - se for o Coord. Curso, escreva "Academic Coordinator"
 - se for o Coord. Erasmus, escreva "Erasmus Departamental Coordinator"
- No email, coloca o email do Coord. Curso ou Coord. Erasmus, conforme o caso (ver [aqui](#))
- No telefone, coloca o telefone direto do Departamento ou o geral da FCT.

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.

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Coloca estes dados

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6

Commitment

Academic year *

Coloca o ano letivo em que vai realizar a mobilidade

Receiving

Receiving Institution

Country *

Netherlands x

Name *

Universiteit Twente x

Faculty/Department

Address *

Enschede

Erasmus Code *

NL ENSCHED01

Coloca os dados da
Universidade onde
ficou colocado

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Previous

Next



Pode obter as informações da Universidade de Acolhimento (UA):

- através da consulta do acordo no qual ficou colocado(a) e que está disponível [aqui](#);
- na página de internet da UA;
- ou, solicitar-lhes por email.

Your Online Learning Agreement has been updated. ×

Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.



Academic year *

Preliminary LA

Planned start of the mobility *

dd/mm/yyyy

Planned end of the mobility *

dd/mm/yyyy

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 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>.

The main language of instruction at the Receiving Institution *

- Select a value -

The level of language competence *

- Select a value -

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>

Coloca o dia de início das aulas ou sessão de boas vindas

Clica em "Add Component to Table A" (ver exemplo na página seguinte)

Coloca a língua em que vai ter maioritariamente as aulas

Coloca o último dia da época de exames na UA

Coloca o link da UA onde viu as unidades curriculares que colocou na Tabela A

Coloca o nível linguístico que tem (deverá corresponder ao exigido pela UA)

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) *

XPTO

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 *

0

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

5

Semester *

First semester (Winter/Autumn) ⇅

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

Clica em "Add Component to Table A", para acrescentar as unidades curriculares que pretende realizar na UA

Coloca o nome, código, ECTS e semestre da unidade curricular que pretende fazer na UA

Se a unidade curricular não tiver código, pode colocar 0 (zero)

Clica em "Add Component to Table B" (ver exemplo na página seguinte)

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

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

<https://www.fct.unl.pt/en/international/student-mobility-outgoing/erasmus-studies-programme-sms/erasmus-studies-sms-2023-2024-formalization-applicati-4>

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

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

<https://guia.unl.pt/en>

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

Coloca

Coloca

Table B - Recognition at the Sending institution *

Component to Table B

Remove

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

Análise de Matemática

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 *

1234

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

6

Semester *

First semester (Winter/Autumn) ▾

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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Coloca o nome, código, ECTS e semestre da unidade curricular que terá creditação na FCT NOVA

Para preencher corretamente esta tabela deverá acordar primeiramente as creditações com o Coordenador do seu Curso ou Coordenador Departamental Erasmus (conforme for o seu caso)

Clica em "Add Component to Table B", para acrescentar as unidades curriculares que terá creditação na FCT NOVA, caso complete com sucesso as unidades curriculares que colocou na Tabela A

Para enviar para verificação da DRI, não assina, não submete. Faz “LOG OUT”. De seguida, faz “LOG IN” e aparece-lhe a opção “Download PDF”, clica e envia o LA-BM para a DRI, por email (div.ri.outgoing@fct.unl.pt).

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

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Academic year *

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

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

Não assina



Não Submete



Após verificação da DRI, se necessário o estudante efetua as correções que lhe foram indicadas pela DRI. Assina e submete o LA-BM. A Plataforma envia automaticamente o LA-BM para assinatura do Coordenador do Curso/Departamental Erasmus da FCT NOVA, conforme o caso.

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Clear

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Assina aqui



Clica aqui

