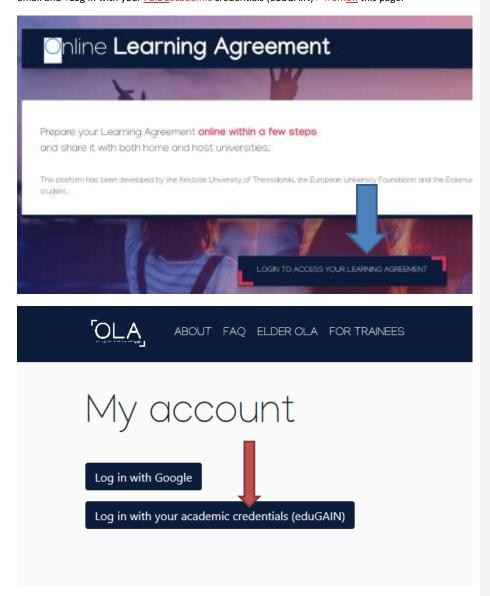
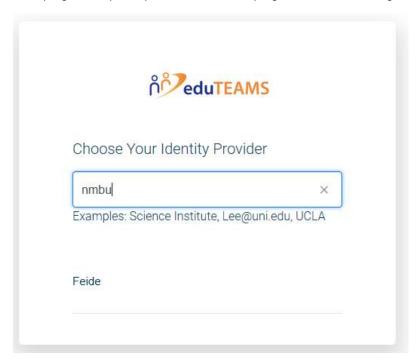
User Manual for Students Completing the Online Learning Agreement (OLA)

NB! Always use Google Chrome or Firefox (not Internet Explorer).

Most students from NMBU students will get a partlyially prefilled OLA sent to their nmbu email account from no-reply@learning-agreement.eu. If this applies to you, please follow the link in the email and «Log in with your FEIDEacademic credentials (eduGAIN)» fromon this page:



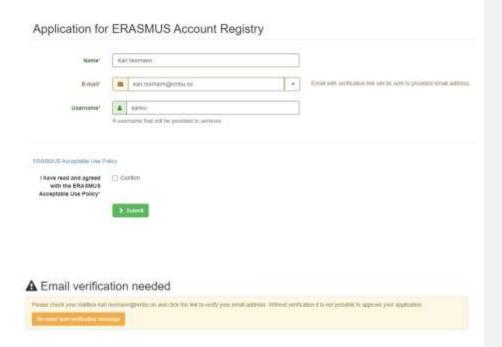
When you get to this picture you fill in «NMBU», and you get connected to FEIDE login



Click to register:



Remember to use your nmbu-email and to register your complete username (kari.nordmann@nmbu.no)

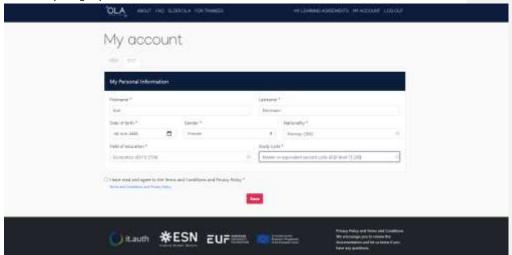


When you have verified your email (it may take some time before it shows up in your inbox), you are ready to log in to your OLA again. Don't forget to click on EDIT on the OLA which is prefilled for you



My Personal information

You start by filling in your Personal Information.



Field of education- not all study fields will be represented in the menu. <u>Select</u> a study field that is <u>closest</u> to your <u>NMBU program</u>.

Study cycle – fill in bachelor or master

You can save the document and get back to it later if you want. You don't have to complete the OLA all at once.

The sending institution

If you <u>received</u> a part<u>ially</u> prefilled OLA, the Norwegian University of Life Sciences is automatically your sending institution. The same goes for Contact person and responsible person, which will be the study coordinator <u>at</u> your faculty.

The receiving institution

If you have a part<u>ially</u> prefilled OLA, the contact person/responsible person will <u>also</u> automatically be there. You will have to fill in <u>the</u> position for <u>the</u> responsible person <u>at</u> the receiving institution. It can vary from institution to institution who is signing, but if you <u>are unsure of</u> their position you may write <u>"study</u> coordinator".

You are now going to fill in **Table A in Preliminary LA**, and you need to find the courses you are interested in at the receiving institution (the host university).

Click on Add component to Table A

Add Component to Table A

Now you can fill in courses with title, component code, number of ECTS and semester.

You <u>must select</u> courses for a minimum of 30 ECTS/stp (1 stp = 1 ECTS). Click on *Add* component to Table A for every course you add.

Some universities are slow when it comes to publishing courses for the coming semester (in particular in Germany and Austria where the semesters start later), but you can select courses from last year's list/catalogue if it exists.

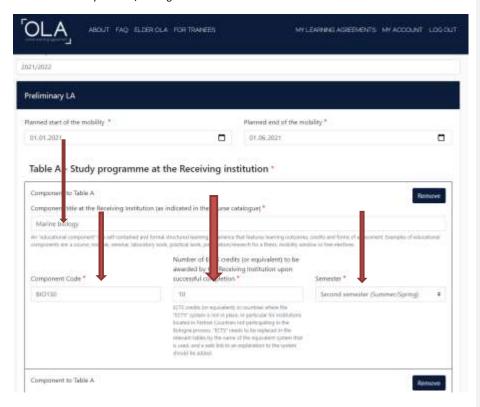
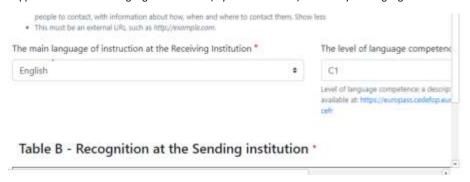


Table B Recognition at the Sending Institution

<u>List the courses you want to replace in your study program by specifying each course such as MATH100, etc. If you are only taking elective courses this can be registered simply as "mobility window" or "elective courses" and 30 ECTS.</u>

The main language of instruction at the Receiving Institution:

Fill in the main language of instruction, and the level you consider yourself to have when the mobility semester starts. Use CEFR (Common European Framework of Reference for Languages) http://europass.cedefop.europa.eu/resources/european-language-levels-cefr or Online Linguistic Support – the Erasmus language assessment (if you have done it) to assess your language level.



Signatures

When everything is filled in, the OLA <u>must</u> be signed by you. Make sure you use most of the signature field when signing with the mouse pointer.

You will receive an email when the document is signed by your study coordinator at NMBU, and the OLA proceeds to the receiving institution. You will also receive an email when it is signed by the receiving institution. You can also log in and check the-status during the process or download the Erasmus+ mobile app and check status there.

Erasmus + mobile app



PDF-version of OLA?

You may download a PDF version of Online Learning Agreement if the receiving institution prefers a paper version. Not all universities are connected to the digital OLA yet. Due to this it might be that you will have to download and print your OLA, and send it to the receiving institution to be signed as a temporary solution.

If

this is the case, you need to send a scanned copy signed by all three parties to Erasmus coordinator, tonje.nore@nmbu.no.