

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 partially 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)» ~~from~~ on this page:

The image shows a screenshot of the Online Learning Agreement (OLA) website. The top section features the title "Online Learning Agreement" in a dark blue header. Below this, a white box contains the text: "Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities:". A smaller text block below states: "This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus student." A large blue arrow points from this text down to a dark blue button labeled "LOGIN TO ACCESS YOUR LEARNING AGREEMENT".

The bottom section of the screenshot shows a dark blue navigation bar with the "OLA" logo and links for "ABOUT", "FAQ", "ELDER OLA", and "FOR TRAINEES". Below the navigation bar, the heading "My account" is displayed. Two dark blue buttons are shown: "Log in with Google" and "Log in with your academic credentials (eduGAIN)". A large red arrow points from the "Log in with your academic credentials (eduGAIN)" button down to the "Log in with your academic credentials (eduGAIN)" button.

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



Choose Your Identity Provider

Examples: Science Institute, Lee@uni.edu, UCLA

Feide

Click to register:



You tried to access (a service via) ERASMUS Service Provider Proxy, but we couldn't find a registration.
Let's fix that!

[Proceed to register on the ERASMUS Service Provider Proxy](#)

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

Application for ERASMUS Account Registry

Name*

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

Username* A username that will be provided to servers.

ERASMUS Acceptable Use Policy

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

Confirm

[Next](#)

⚠ Email verification needed

Please check your mailbox kari.nordmann@nmbu.no and click the link to verify your email address. Without verification it is not possible to approve your application.

[Go back to email verification message](#)

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

OLA

My Learning Agreements

For the status of your OLA, always log on to [OLA](#) with the correct login details.

[Create New](#)

Hosting Institution	Receiving Institution	Status	Created*	Expires	Actions
Bergen University of the Ocean	UNIVERSITETET I BERGEN	Ready to start	2024-10-22 09:00	2025-01-22	Edit Download PDF

My Personal information

You start by filling in your Personal Information.

The screenshot shows the 'My account' page on the OLA website. The 'My Personal Information' section contains the following fields:

- First name ***: Text input field.
- Last name ***: Text input field.
- Sex**: Radio buttons for 'Male' and 'Female'.
- Date of birth ***: Text input field with a calendar icon.
- Gender ***: Dropdown menu with 'Person' selected.
- Nationality ***: Dropdown menu with 'Norway (2001)' selected.
- Field of education ***: Text input field with 'Economics (BSc) (2018)' entered.
- Study cycle ***: Dropdown menu with 'Master or equivalent second cycle (BSc level) (2018)' selected.

Below 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.

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

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 received a partially 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 at your faculty.

The receiving institution

If you have a partially prefilled OLA, the contact person/responsible person will also automatically be there. You will have to fill in the position for the responsible person at the receiving institution. It can vary from institution to institution who is signing, but if you are unsure of their position you may write “study 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 **must select** 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.

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

2021/2022

Preliminary LA

Planned start of the mobility * 01.01.2021

Planned end of the mobility * 01.06.2021

Table A - Study programme at the Receiving institution *

Component title at the Receiving institution (as indicated in the course catalogue) *	Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
Marine biology <small>An "educational component" is a self-contained and formal structured learning experience that has clear learning outcomes, credits and forms of assessment. Examples of educational components are a course module, seminar, laboratory work, practical work, internship/research for a thesis, mobility window or free elective.</small>	BIO130	3	Second semester (Summer/Spring)
Component to Table A			

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.

Table B Recognition at the Sending Institution

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.

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.

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 *

English

The level of language competence

C1

Level of language competence: a description available at: <https://europass.cedefop.europa.eu/cefr>

Table B - Recognition at the Sending institution *

Signatures

When everything is filled in, the OLA **must** 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, tonie.nore@nmbu.no.