

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

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

Most 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 FEIDE credentials (eduGAIN) on this page:

The image shows a two-part screenshot of the Online Learning Agreement (OLA) platform. The top part is a landing page with a dark blue header containing the 'Online Learning Agreement' logo. Below the header, a white box contains the text: 'Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.' and '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 part of the screenshot shows the 'My account' page with a dark blue header containing the 'OLA' logo and navigation links: 'ABOUT', 'FAQ', 'ELDER OLA', and 'FOR TRAINEES'. Below the header, the text '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 Google' button down to the 'Log in with your academic credentials (eduGAIN)' button.

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.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

OLA

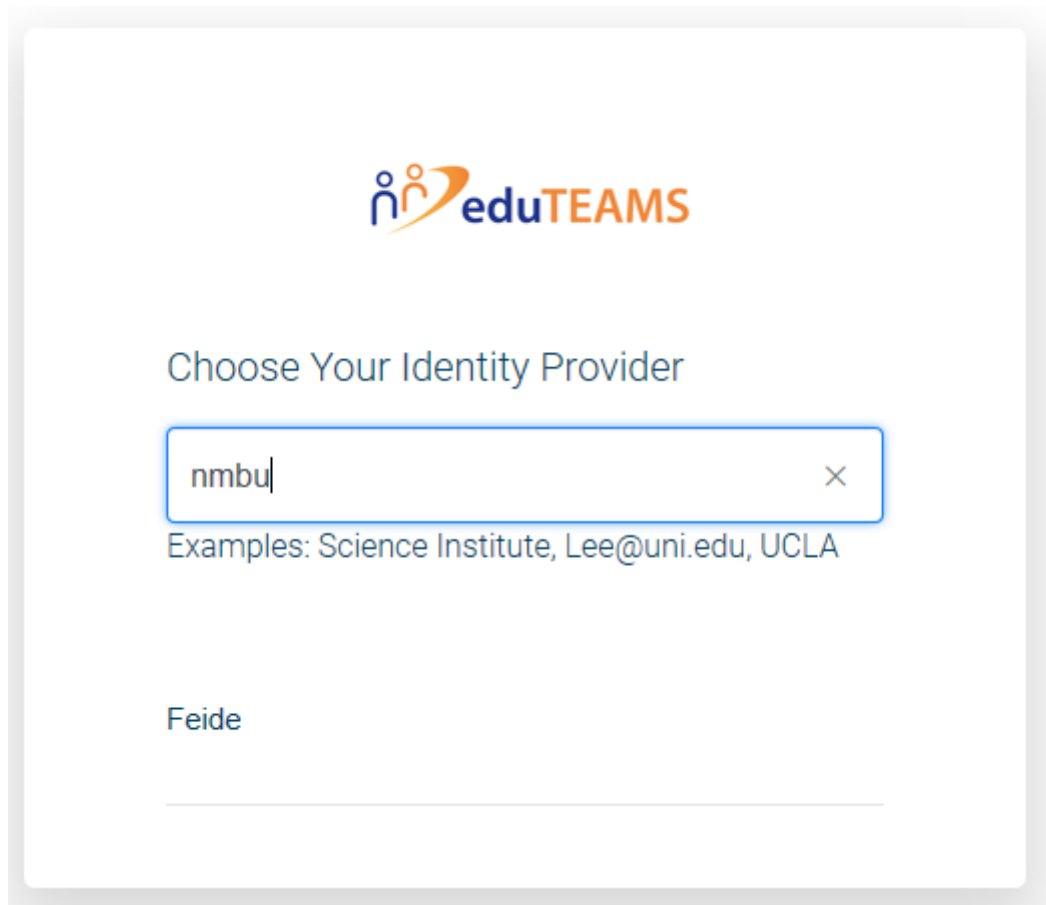
ABOUT FAQ ELDER OLA FOR TRAINEES

My account

Log in with Google

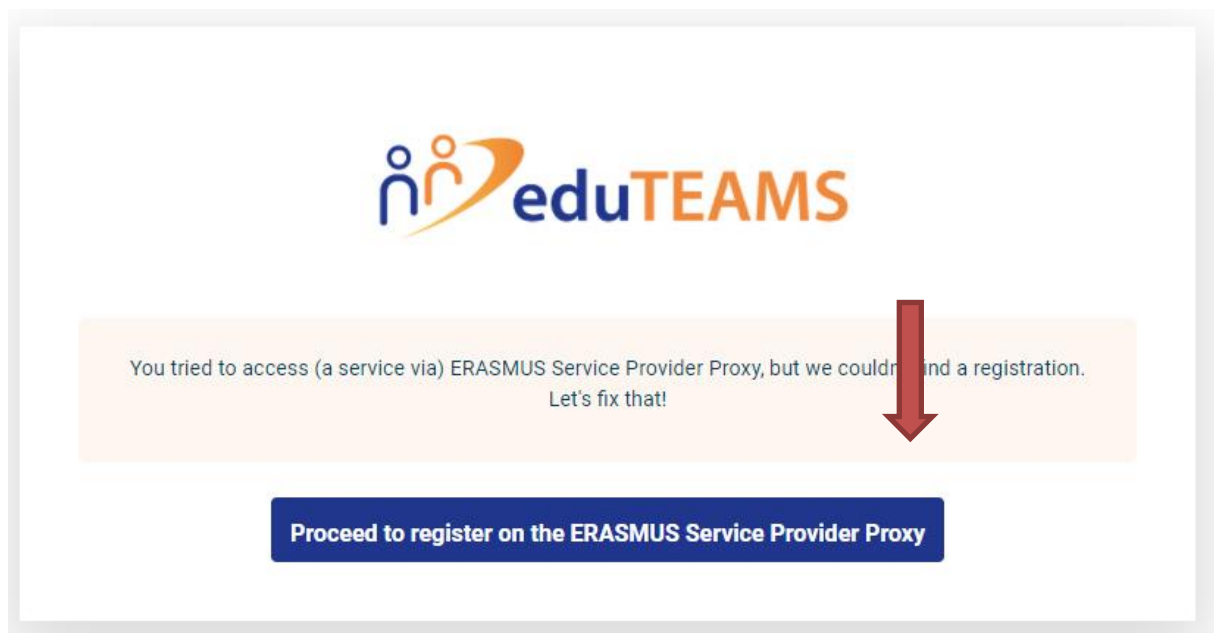
Log in with your academic credentials (eduGAIN)

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



The image shows the eduTEAMS login interface. At the top is the eduTEAMS logo, which consists of two stylized human figures in blue and orange followed by the text "eduTEAMS". Below the logo is the heading "Choose Your Identity Provider". Underneath this is a text input field containing the text "nmbu". To the right of the input field is a small "X" icon for clearing the text. Below the input field, there is a line of text providing examples: "Examples: Science Institute, Lee@uni.edu, UCLA". Further down, the word "Feide" is visible, indicating the selected identity provider. A horizontal line is positioned below "Feide".

Click to register:



The image shows a registration screen for the ERASMUS Service Provider Proxy. At the top is the eduTEAMS logo. Below the logo is a light orange rectangular box containing the text: "You tried to access (a service via) ERASMUS Service Provider Proxy, but we couldn't find a registration. Let's fix that!". A large red arrow points downwards from this box to a dark blue button at the bottom of the screen. The button contains the text "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*

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

Username* A username that will be provided to services.

ERASMUS Acceptable Use Policy

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

☐ Confirm

[Submit](#)

⚠ Email verification needed

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

[Re-send mail 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

ABOUT FAQ ELDER OLA FOR TRANEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My Learning Agreements

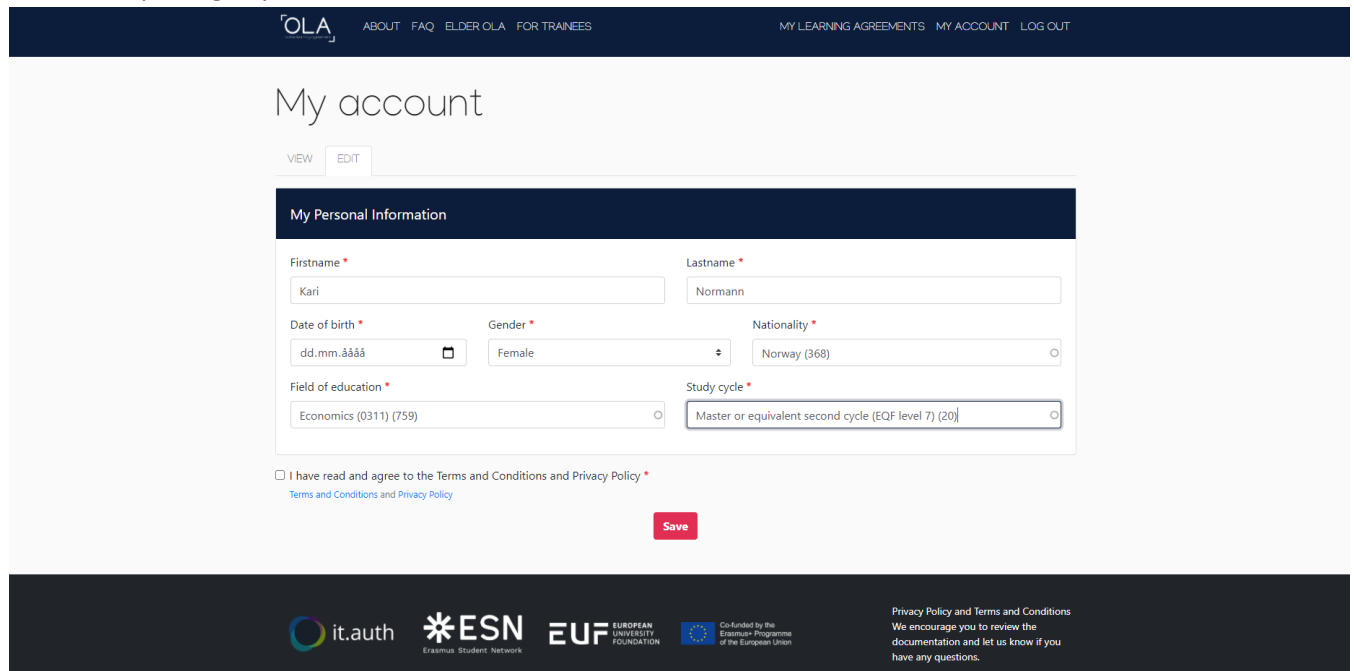
See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created *	View or Edit
Norwegian University of Life sciences	UNIVERSITETET I BERGEN	Ready to Edit	Wed, 10/21/2020 - 07:22	Edit Download PDF

My Personal information

You start by filling in your Personal Information.



The screenshot shows the 'My account' page with a dark blue header containing the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main content area is titled 'My account' and has 'VIEW' and 'EDIT' tabs. The 'EDIT' tab is active, showing the 'My Personal Information' form. The form includes fields for Firstname (Kari), Lastname (Normann), Date of birth (dd.mm.åååå), Gender (Female), Nationality (Norway (368)), Field of education (Economics (0311) (759)), and Study cycle (Master or equivalent second cycle (EQF level 7) (20)). Below the form is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy' with links to 'Terms and Conditions' and 'Privacy Policy'. A red 'Save' button is at the bottom right. The footer contains logos for it.auth, ESN (Erasmus Student Network), EUF (European University Foundation), and the European Union flag, along with a link to 'Privacy Policy and Terms and Conditions'.

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.

The screenshot shows the 'Preliminary LA' form in the OLA system. At the top, there is a navigation bar with the OLA logo and links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, a dropdown menu shows the academic year '2021/2022'. The main section is titled 'Preliminary LA'. It contains two date pickers: 'Planned start of the mobility' with the date '01.01.2021' and 'Planned end of the mobility' with the date '01.06.2021'. Below these is the section 'Table A - Study programme at the Receiving institution'. This section contains a table with the following fields and values:

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	BIO130	10	Second semester (Summer/Spring)

Red arrows point from the text instructions to the corresponding fields in the table: one arrow points to the 'Component title' field, another to the 'Component Code' field, a third to the 'Number of ECTS credits' field, and a fourth to the 'Semester' dropdown menu. A 'Remove' button is located at the top right of the table. Below the table, there is a footer section with the text 'Component to Table A' and another 'Remove' button. A small text box explains that ECTS credits are used in countries where the Bologna process is not in place, and provides a link to an explanation of the system.

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.

Table B - Recognition at the Sending institution *

Component to Table B

Remove

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

Elective courses

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 *

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

Semester *

ELECTIVE

30

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 B

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>.

Previous

Next

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 *

The level of language competence

English

C1

Level of language competence: a description available at: <https://europass.cedefop.europa.eu/resources/european-language-levels-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, but from 2022 it will become mandatory to use the OLA. 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.

Changes to Learning Agreement (during mobility)

If you need to make changes to your Online Learning Agreement after all parties have signed, you must use the part called Changes to Learning Agreement (during mobility), because it is not possible to make changes to an agreement that is already signed.

You delete courses you and/or add new courses in the same way as when you first set up your OLA.

During the Mobility

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY
+ ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS		
1300PSWSOR	Sociology of Organizations	X	-		5	set as deleted	unset
1300PSWSIQ	Sociology of inequalities	X	-		5	set as deleted	unset

Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!

When you have deleted/added courses, you sign and OLA will be sent to the same responsible person at Sending institution (NMBU) as in the first round. You will be notified when the document is signed and forwarded to the receiving institution. In the end you will be notified when the receiving institution has signed.