



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

Online Learning Agreement (OLA)

- **Step 1**
- LOG IN: <https://www.learning-agreement.eu/>

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

Online Learning Agreement

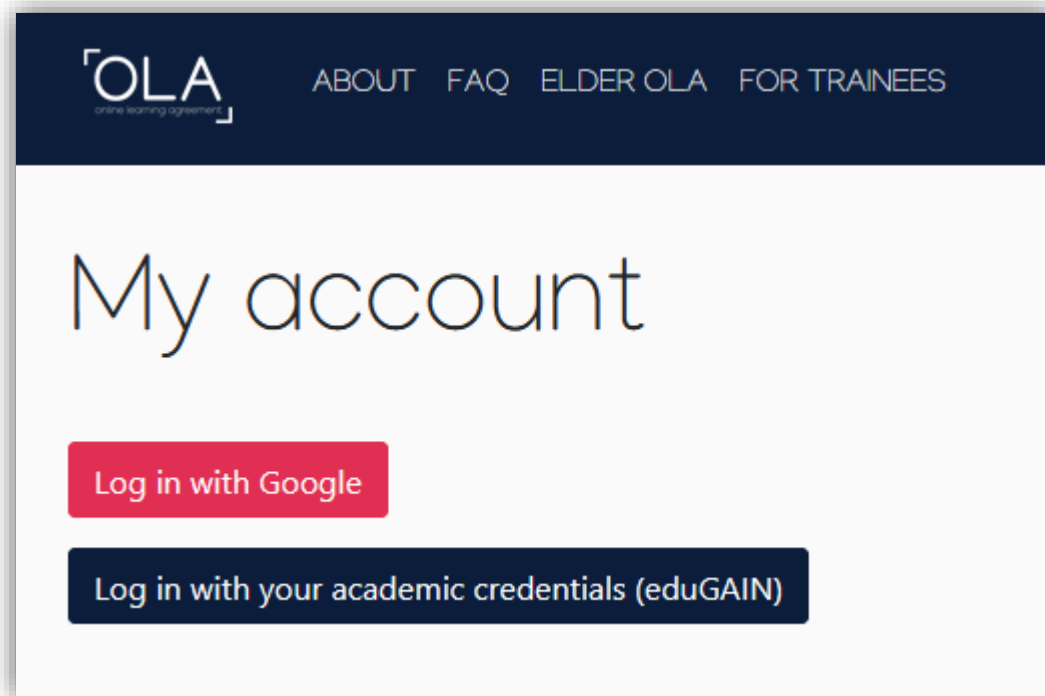
Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

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

Step 2

- Log in with Google OR with eduGAIN





Step 3

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

Fill out the required fields to complete your profile. ×

My account

VIEW EDIT

My Personal Information

Firstname *	[Text Input]		Surname *	[Text Input]	
Date of birth *	[Calendar Icon]	Gender *	- Select a value -	Nationality *	[Dropdown]
Field of education *	[Dropdown]		Study cycle *	[Dropdown]	

I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions](#) and [Privacy Policy](#)

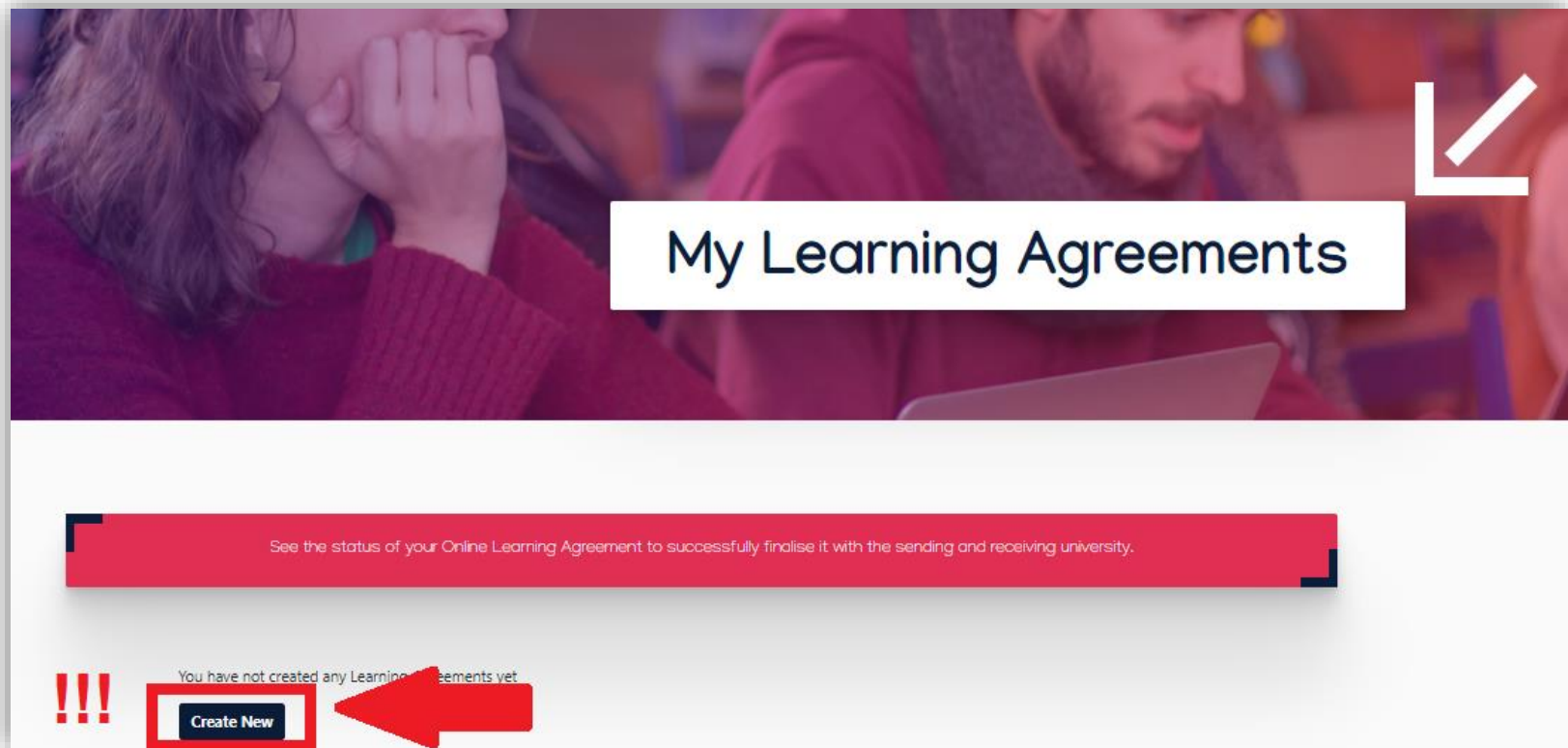
Save



Step 3 – *My account*

- Fill out your **personal information**
- *Field of education is usually 0112, 0113, 0114, etc but doublecheck this with your home university*
- And then click on 'Save'

- Click on **'Create new'**



Click on „Semester Mobility”

The screenshot shows the OLA user interface with a dark blue header. The header contains the OLA logo, navigation links (ABOUT, FAQ, ELDER OLA, FOR TRAINEES), and user account links (MY LEARNING AGREEMENTS, MY ACCOUNT, LOG OUT). Below the header are three dark blue cards with white text. The first card, 'Semester Mobility', is highlighted with a red arrow and a red box. The second card is 'Blended Mobility with Short-term Physical Mobility' and the third is 'Short-term Doctoral Mobility'. Each card has a descriptive paragraph below it.

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

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.



Sending Institution Information

1 Student Information 2 **Sending Institution Information** 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Commitment

Academic year *

Sending

Sending Institution

Country *

Name *

Sending Responsible Person **Sending Administrative Contact Person**

First name(s) * First name(s)



Sending Institution Information

- Fill out your **Sending Institution** information
- Make sure to add the **correct** contact e-mail addresses!
- And then click on 'Next'

USER MANUAL - OLA



1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Commitment

Academic year *

2020/2021

Receiving

Receiving Institution

Country *

Hungary x

Name *

EÖTVÖS LORAND TUDOMÁNYEGYETEM x

Faculty/Department

Bárczi Gusztáv Faculty of Special Needs Education

Address *

Budapest

Erasmus Code *

HU BUDAPES01



Receiving Institution Information

- Country: **Hungary**
- Name: **EÖTVÖS LORÁND TUDOMÁNYEGYETEM**
- Faculty/Department: **Bárczi Gusztáv Faculty of Special Needs Education**
- Address: **Budapest**
- Erasmus Code: **HU BUDAPES01**



Step 8 – *Receiving Institution Information*

Receiving Responsible Persons & Administrative Contact Person

- First Name: **Gréta**
- Last Name: **KÖVECSES**
- Position: **Erasmus+ Coordinator**
- Email: erasmus@barczi.elte.hu
- Phone number: **+361 358 5503**

- And then click on 'Next'



Step 9 – *Proposed Mobility Programme*

- Planned start of the mobility: **1st September 2022**
- Planned end of the mobility: **3rd February 2023**
- **Table A** → add your Erasmus courses here by clicking on "*Add Component to Table A*"
- Link to course catalogue: <https://barczy.elte.hu/en/content/information-for-exchange-students.t.1009>
- **Table B** → add your courses recognized by your home university by clicking on "*Add Component to Table B*"
- And then click on 'Next'

Commitment

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



Previous

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review



Commitment

- Sign the agreement on a touchscreen or on your PC with your mouse
- And then click on *"Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review"*



Congratulations! You're done 😊

- After you signed it, the system automatically forwards the agreement first to your home university contact person and finally to your receiving university coordinator, to me 😊
- If we, coordinators see errors, we can decline the agreement so you can edit whatever you need to change
- If everything is filled out correctly, we sign it
- After all three parties has signed, you can download and save the Learning Agreement in pdf format
- **It was easy, wasn't it? 😊**

