

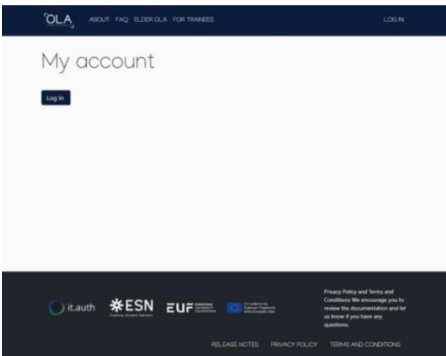
# INSTRUCCIONES PARA ACCEDER A OLA (Online Learning Agreement)

## 1.- ¿CÓMO CREAR SU USUARIO?

1.1. Acceda a la plataforma OLA (Online Learning Agreement): <https://www.learning-agreement.eu>



1.2. Pulse “Log In”: <https://learning-agreement.eu/user/login>

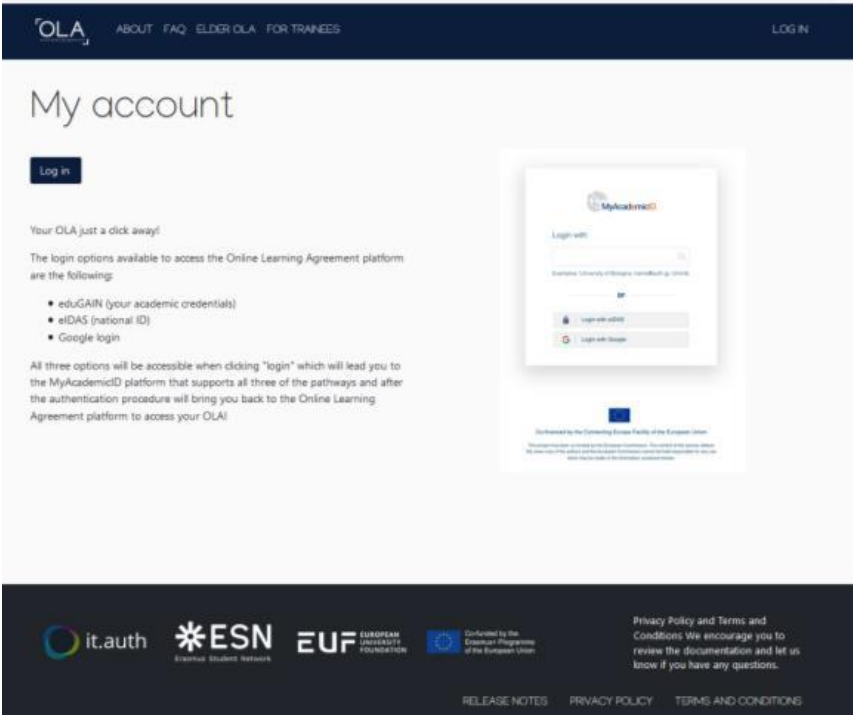


1.3. Pulse “Log with Google” . Entrar con email de Google

## 2.- ¿CÓMO ACCEDER A OLA?

2.1. Acceda de nuevo a: <https://learning-agreement.eu/user/login>

2.2. Pulse “Login”



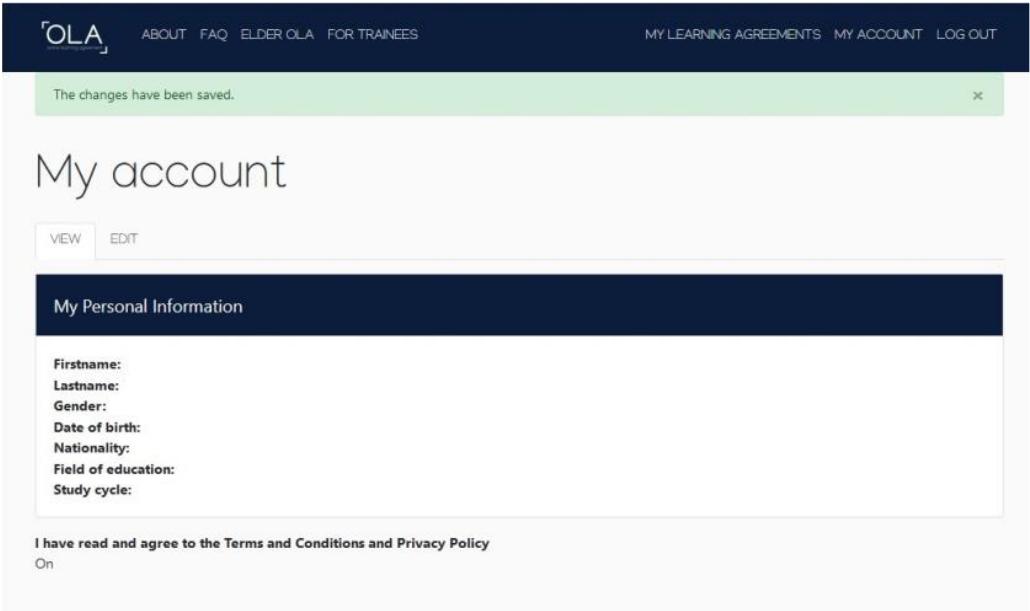
2.3. Cumplimente todos los datos tal y como se indica. Acepte las condiciones y pulse “Save”

No apartado “Study Cycle” tienes que escribir “Bachelor or equivalent first cycle (EQF level 6)” en caso de que seas estudiante de Grado. Los estudiantes de Máster deben escoger “Master or equivalent second cycle (EQF level 7)”

This screenshot shows the 'My account' profile completion form. At the top, there is a dark blue navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. A pink banner at the top of the form area says 'Fill out the required fields to complete your profile.' with a close button. The main heading is 'My account'. Below it, there are 'VIEW' and 'EDIT' buttons. The form is titled 'My Personal Information' and contains several input fields: 'Firstname \*', 'Lastname \*', 'Date of birth \*' (with a date picker), 'Gender \*' (with a dropdown menu), 'Nationality \*' (with a dropdown menu), 'Field of education \*' (with a dropdown menu), and 'Study cycle \*' (with a dropdown menu). At the bottom of the form, there is a checkbox labeled '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 located at the bottom right of the form. The footer of the page is identical to the one in the previous screenshot, featuring logos for 'it.auth', 'ESN', and 'EUF', and links for 'RELEASE NOTES', 'PRIVACY POLICY', and 'TERMS AND CONDITIONS'.

### 3.- ¿CÓMO CONFECCIONAR EL LEARNING AGREEMENT?

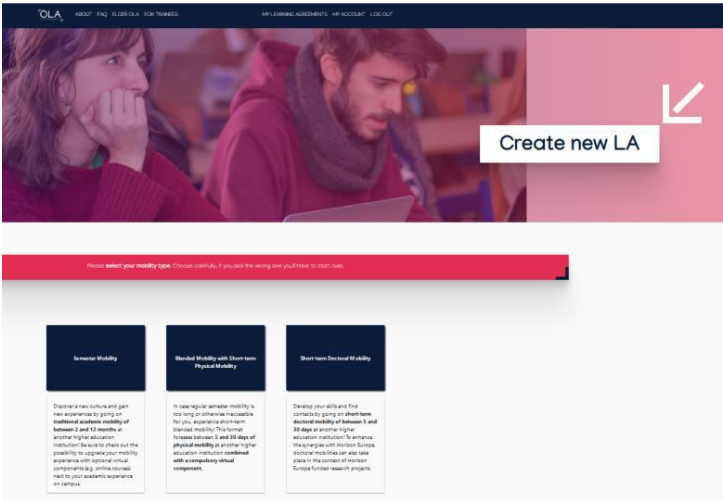
3.1. Aparecerá la siguiente pantalla con sus datos. Pulse “MY LEARNING AGREEMENTS”



3.2. Pulse “Create New”

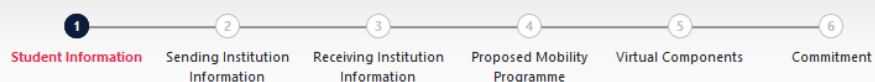


3.3. Elija el tipo de movilidad “Semester Mobility”:



3.4. Aparecerá esta pantalla con los pasos a seguir:

Please make sure that all your personal and academic details are correct. You can edit this information in My Account.



A. Información del estudiante

B. Información de la Institución de origen

C. Información de la Institución de destino

D. Propuesta de programa de movilidad

E. Componentes virtuales

F. Compromiso

**Atención: Cada vez que rellene una página debe pulsar NEXT para que se guarde su avance.**

## A. INFORMACIÓN DEL ESTUDIANTE

A.1. Los campos aparecerán cumplimentados con sus datos. Revíselos por si es necesario corregir alguno.

A.2. En “Academic year” debe indicarse: **año en el que va a realizar la movilidad**

A.3. Si todo está correcto pulse “Next”.

Academic year \*

## Student

First name(s) \*

Last name(s) \*

Email \*

Date of birth \*

Gender \*

Nationality \*

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

Field of Education \*

Field of Education Comment

Study cycle \*

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](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

**B. INFORMACIÓN DE LA INSTITUCIÓN DE ORIGEN**

Cumplimente los datos tal y como se indica a continuación:

**B.1. Sending Institution:**

**Country:** Spain

**Name:** UNIVERSIDAD DE SEVILLA

**Faculty/Department:** ESCUELA TECNICA SUPERIOR DE INGENIERIA

**Address:** Sevilla

**Erasmus Code:** E SEVILLA01

**B.2. Sending Responsible Person**

(MUY IMPORTANTE: Deberá indicar los datos del **Subdirector/a de Relaciones Exteriores y Movilidad** de la ETSI.

**First name(s), Last name(s), Position, Email, Phone number**

**JUAN JOSE MURILLO FUENTES, Vice Dean International Relations and Mobility,**  
[gestionmovilidad-etsi@us.es](mailto:gestionmovilidad-etsi@us.es) , +34954486120

**B.3. Sending Administrative Contact Person:**

**First name(s):** Víctor

**Last name(s):** Perez

**Position:** Erasmus Officer

**Email:** [gestionmovilidad-etsi@us.es](mailto:gestionmovilidad-etsi@us.es)

**Phone number:** 0034954486120

**B.4. Una vez cumplimentado correctamente, pulse “Next”**

The screenshot shows a web application for Erasmus mobility. At the top, there's a navigation bar with 'OLA' logo and links like 'ABOUT THE UNIVERSITY OF SEVILLE', 'ERASMUS MOBILITY', 'ERASMUS+', and 'CONTACT'. Below this is a progress indicator with five steps: Student Information, Sending Institution Information, Sending Institution Information, Proposed Mobility Programme, and Other Components. The 'Sending Institution Information' step is currently active. The form is divided into two main sections: 'Sending Institution' and 'Sending Responsible Person'. The 'Sending Institution' section has fields for 'Country of the institution' (pre-filled with 'Spain'), 'Name' (pre-filled with 'UNIVERSIDAD DE SEVILLA'), and 'Address of the institution'. The 'Sending Responsible Person' section has fields for 'First name' (pre-filled with 'JUAN JOSE'), 'Last name' (pre-filled with 'MURILLO FUENTES'), 'Position' (pre-filled with 'Vice Dean International Relations and Mobility'), 'Email' (pre-filled with 'gestionmovilidad-etsi@us.es'), and 'Phone number' (pre-filled with '0034954486120'). At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

### C. INFORMACIÓN DE LA INSTITUCIÓN DE DESTINO

Cumplimente los datos tal y como se indica a continuación:

### C.1. Receiving Institution:

**Country:** (País de destino)

**Name:** (Nombre de la Institución de destino)

**Faculty/Department:** (Indique la Facultad o Escuela en la que estudiará en su Institución de destino)

**Address:** (Aparecerá cumplimentado)

**Erasmus Code:** (Aparecerá cumplimentado)

## C.2. Receiving Responsible Person

**(MUY IMPORTANTE: Deberá indicar los datos de la Persona Responsable de firmar el Learning Agreement en su Institución de destino. Contacte con ellos para obtener la información)**


First name(s), Last name(s), Position, Email, Phone number

### C.3. Receiving Administrative Contact Person

**(MUY IMPORTANTE:** Deberá indicar los datos de la **Oficina de Relaciones Internacionales u Oficina Erasmus de su Institución de destino**. Contacte con ellos para obtener la información)

**First name(s), Last name(s), Position, Email, Phone number**

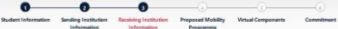
C.4. Una vez cumplimentado correctamente, pulse “Next”


[ABOUT](#)
[FAQ](#)
[ABOUT OUR FUNDRAISERS](#)
[HELP](#)
[CONTACT](#)

[NEW LEARNING AGREEMENTS](#)
[MY ACCOUNT](#)
[LOG OUT](#)

Your Online Learning Agreement has been updated.

Please pay your institution from the fee schedule on the contract and responsible person. It can be the same person but it is the responsible one who sends the inclusion to review and sign the agreement.



Accepted? ☐

Signing

Receiving Institution

Country \*

Country of the Institution

Signat \*

Name of the Institution

Receiving Responsible Person

First name(s)

Last name(s)

Position \*

Email

Phone number

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Responsible person on the Receiving Institution: the person who will be the responsible person for the mobility on the Receiving Institution. This person must be the one who will be the contact person for the mobility on the Receiving Institution.

[Previous](#)
[Next](#)

D. PROPUESTA DE PROGRAMA DE MOVILIDAD

D.1. Creación del documento “Learning Agreement”. Antes de proceder, debe tener la información tanto de las asignaturas de la US que cursará a través de su movilidad Erasmus+ como de las asignaturas que cursará en su Institución de destino.

OLA

ABOUTFAQSUPPORTOLAFOR TEACHERS

MY LEARNING AGREEMENTSMy ACCOUNTLogout

Your Online Learning Agreement has been updated.

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

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year \*

Preliminary LA

Planned start of the mobility \*

dd / mm / aaaa

Planned end of the mobility \*

dd / mm / aaaa

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)

\* You must complete several, but not all, of the following steps in the Learning Agreement. The purpose of the Learning Agreement is to provide a transparent presentation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad. The purpose of the Learning Agreement is to provide a transparent presentation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad. The purpose of the Learning Agreement is to provide a transparent presentation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.

The main language of instruction at the Receiving Institution \*

Select a value \*

The level of language competence \*

Select a value \*

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)

The maximum number of ECTS credits to be repeated \*

Web link to the course catalogue at the Sending Institution describing the learning outcomes (web link to the relevant info)

The maximum number of ECTS credits to be repeated \*

Previous

Next

D.2. Indique las fechas provisionales de su periodo de movilidad:

Planned start of the mobility:

Planned end of the mobility:



- D.3. Table A. Study programme at the Receiving institution.-** Se refiere a las asignaturas que cursará en la Institución de destino (Receiving institution).
- D.4. Pulse “Add Component to Table A” para añadir cada una de las asignaturas a cursar en destino.
- D.4.1. Campos a cumplimentar en esta tabla por cada asignatura:
- D.4.2. Component title at the Receiving Institution (as indicated in the course catalogue):**  
Nombre de la asignatura de destino
- D.4.3 Component Code:** Código de la asignatura de destino
- D.4.4. Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion:** Número de créditos ECTS de la asignatura de destino
- D4.5. Semester:** Semestre en el que se impartirá la asignatura en destino
- D.5. NO debe pulsar “**REMOVE**” ya que se borrará todo el documento, y no se podrá recuperar de ningún modo.

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) \*

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 awarded by the Receiving Institution upon successful completion \*

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.

Semester \*

- Select a value -

⌵

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>

D.6. Cumplimente la siguiente información:

**D.6.1.The main language of instruction at the Receiving Institution** (idioma en el que recibirá las clases en destino)

**D.6.2. The level of language competence** (nivel que tiene de dicho idioma)

**D.6.3. Table B. Recognition at the Sending institution.-** Se refiere a las asignaturas de la US que serán reconocidas en su expediente académico cuando regrese de su movilidad Erasmus+.

D.7. Pulse “Add Component to Table B” para añadir cada una de las asignaturas de la US a cursar durante su movilidad Erasmus+.

D.7.1. Campos a cumplimentar en esta tabla por cada asignatura:

**D.7.2. Component title at the Sending Institution (as indicated in the course catalogue):**

Nombre de la asignatura de la US

**D.7.3. Component Code:** Código de la asignatura de la US

**D.7.4. Number of ECTS credits (or equivalent) to be recognised by the Sending Institution:**

Número de créditos ECTS de la asignatura de la US

**D.7.5. Semester:** Semestre en el que se imparte la asignatura en la US

D.8. NO debe pulsar “**REMOVE**” ya que se borrará todo el documento, y no se podrá recuperar de ningún modo.

Table B - Recognition at the Sending institution \*

Component to Table B

Remove

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

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 \*

- Select a value -

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

D.9. Una vez que haya introducido todas las asignaturas que deben aparecer en su Learning Agreement (tanto de destino como de la US) pulse “Next”

E. COMPONENTES VIRTUALES

- E.1. Cumplimentar **sólo** en el caso de que su Institución de destino oferte asignaturas 100% virtuales y desee cursar alguna de ellas.
- E.2. Pulse “Add Component to Table C” para añadir la asignatura y cumplimente los campos que se soliciten.

OLA

ABOUTFAQELDER OLAFOR TRAINEES

MY LEARNING AGREEMENTSMY ACCOUNTLOG OUT

Your Online Learning Agreement has been updated.

X

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year \*

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next

- E.3. Pulse “Next” para pasar al siguiente paso.

F. COMPROMISO

F.1. Una vez que se hayan cumplimentado los apartados anteriores, el Learning Agreement deberá ser aprobado, mediante firma, por las tres partes implicadas: el estudiante, la Institución de origen y la Institución de destino.

OLA

ABOUTFAQGLOBAL FOR TRAINERS

MY LEARNING AGREEMENTSMY ACCOUNTLOG OUT

Your Online Learning Agreement has been updated.

All three parties signing the Learning Agreement consent to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

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

Previous

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

F.2. Firma del estudiante: Dibuje dentro del recuadro con el ratón su firma de su Documento Nacional de Identidad (DNI). En el caso de que no aparezca bien, pulse “Clear” e inténtelo de nuevo hasta que sea total y correctamente visible.

F.3. Tras finalizar, pulse “Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review”.

OLA

ABOUTFAQGLOBAL FOR TRAINERS

MY LEARNING AGREEMENTSMY ACCOUNTLOG OUT

Your Online Learning Agreement has been updated.

My Learning Agreements

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

Create New

Sending Institution	Receiving Institution	Status	Created*	View or Edit
UNIVERSIDAD DE CADIZ	XXXXXXXXXXXX	Signed by Student and sent to the Sending IRI	Thu, 04/15/2021 - 08:52	View Download PDF History

F.4. Su Learning Agreement se ha creado correctamente.

#### 4.- ¿CÓMO DESCARGAR EL LEARNING AGREEMENT?

4.1. Puede descargar el Learning Agreement en cualquier momento pulsando “Download pdf”. No obstante, **no será válido hasta que esté firmado por las tres partes implicadas:** el estudiante, la Institución de origen y la Institución de destino.

OLA

ABOUTFAQSUPPORTOLAFOR TRAINERS

MY LEARNING AGREEMENTSMY ACCOUNTLOG OUT

Your Online Learning Agreement has been updated.

My Learning Agreements

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

Create New

Sending Institution	Receiving Institution	Status	Created	View or Edit
UNIVERSIDAD DE CADIZ	XXXXXXXXXXXX	Signed by Student and sent to the Sending HEI	Thu, 04/15/2021 - 08:52	<a href="#">View</a> <a href="#">Download PDF</a> <a href="#">History</a>

#### 5.- ACEPTACIÓN/RECHAZO DEL LEARNING AGREEMENT

- 5.1. Una vez que el Learning Agreement llega al Responsable de Movilidad Internacional de su centro de la US es revisado y firmado si está aprobado.
- 5.2. El estudiante recibirá un email con la aprobación o rechazo de su Learning Agreement.
- 5.3. Si el Learning Agreement es aceptado, el Responsable de la Movilidad Internacional de su centro de la US lo firmará y se mandará automáticamente al responsable de firma de su Institución de destino.
- 5.4. Si el Learning Agreement es rechazado, recibirá en ese mismo email una explicación de por qué ha sido rechazado y que información debe modificar. Una vez que haya hecho los cambios, vuelva a firmar el documento y le llegará de nuevo al Responsable de Movilidad Internacional de su centro de la US para su revisión y firma.
- 5.5. El Learning Agreement puede ser rechazado tantas veces como sea necesario.
- 5.6. La Institución de destino también podrá rechazar el Learning Agreement. Si esto ocurre, le dirán que información debe modificar.

## **6. Modificación del OLA por cambio de asignaturas una vez que llegues a la Universidad de destino.**

En el caso que quieras cambiar asignaturas (añadir o borrar), tanto de la tabla A (Receiving Institution) o de la tabla B (Sending Institution), deberás logearte como te hemos explicado en el primer paso y proceder a editar el OLA desde el menú “My Learning Agreements” (esquina superior derecha de la página). Desde ahí podrás editar el OLA y rellenar el apartado de Cambios (Changes) en las tablas correspondientes, bien añadiendo (add) o suprimiendo (delete) asignaturas. Una vez realizados los cambios, debes firmarlo de nuevo y se procederá a enviar un correo al Coordinador correspondiente para su aprobación/rechazo.

## 7.- OTROS DATOS DE INTERÉS

6.1. Existe la APP Erasmus+, que se puede descargar tanto en dispositivos móviles como en tablets.

6.2. Para cumplimentar el Learning Agreement le recomendamos que utilice el ordenador.

6.3. Puede usar la APP para visualizar el contenido y consultar el Learning Agreement cada vez que sea necesario.

