Online Learning Agreement (OLA) Creation Guide

learning-agreement.eu

What is a Learning Agreement?

The learning agreement is a compulsory document in the framework of your Erasmus+ exchange and must be signed before the beginning of your mobility by you, and both universities participating in the exchange. It includes the list of courses (title, code, number of ECTS / number of hours). In order to facilitate the administrative procedures, the learning agreement is now to be filled in and signed via the Erasmus + mobile application or on the online platform Online Learning Agreement. The following guide will help you to register on this platform, to fill in the learning agreement and sign it. Once signed by you, it will automatically be sent to the indicated coordinator at your home university for validation and signature.

Step 1. Create your Erasmus+ Profile.

To begin, follow this link: https://www.learning-agreement.eu/. This is the platform for creating and managing your learning agreement.

1.1 On the landing page, click either "Login" button.
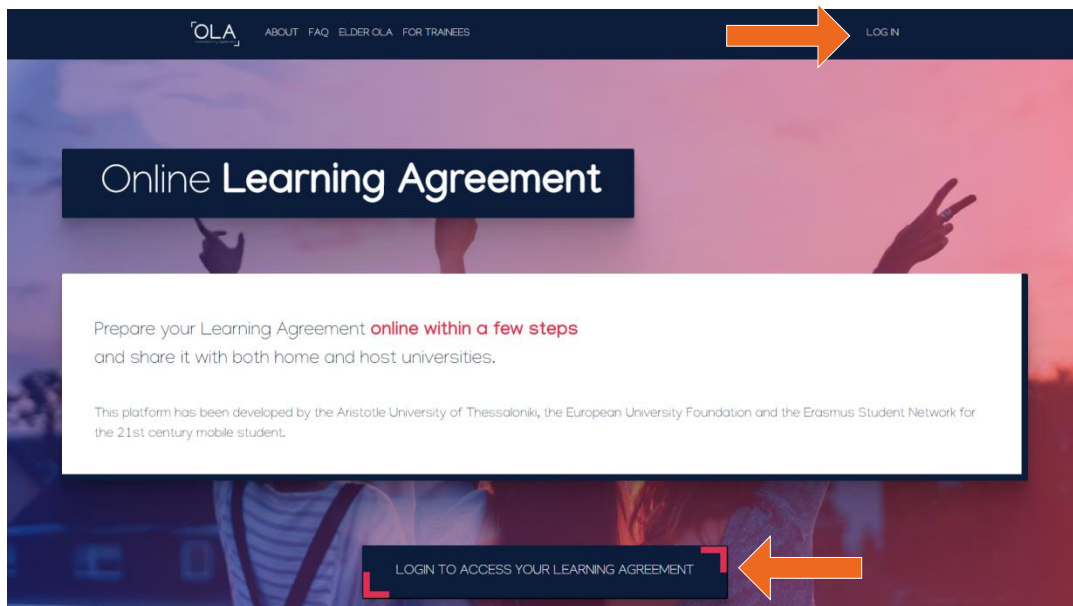
1.2 Press "Log in with MyAcademicID" and, on the next page, register using Google or by searching for your university in the list (*TSI is not in the list, please use Google*).
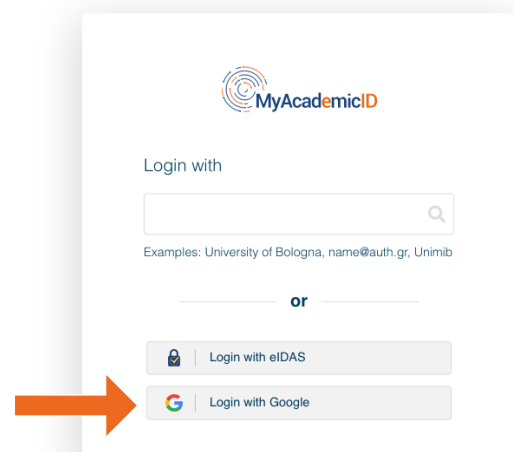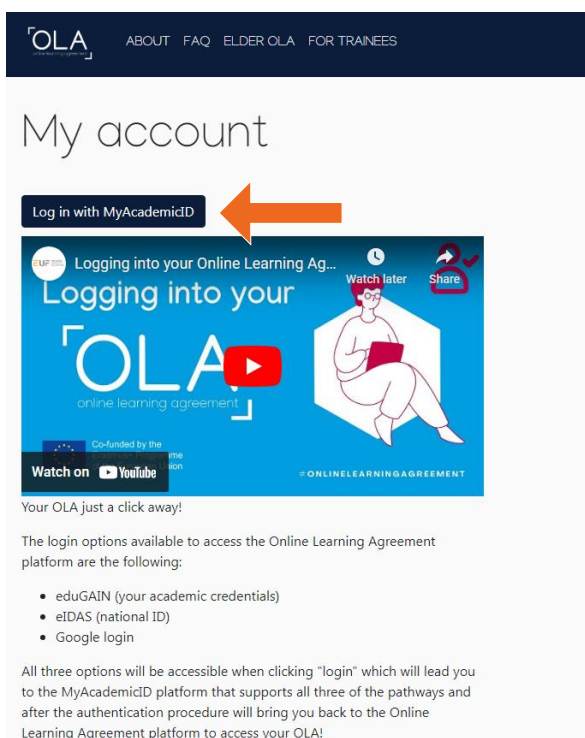
1.3 Follow the instructions on screen and enter the requested information. *Note: your name should be the same as it is in your passport/ID!*

Enter your Field of education according to the following classification:

- Computer Science & IT programmes, choose *"Information and Communication Technologies (06)"*;
- Electronics, Robotics, and Engineering programmes, choose *"Engineering and engineering trades (071)"*;
- Business and Management programmes, choose *"Business and administration (041)"*;
- Transport and Logistics programmes, choose *"Transport services (104)"*.

In the Study cycle, enter and select your study level, e.g. Bachelor, Master, Doctorate.

Step 2. Create your OLA.

After creating and filling out your profile, you will be directed to the following page.
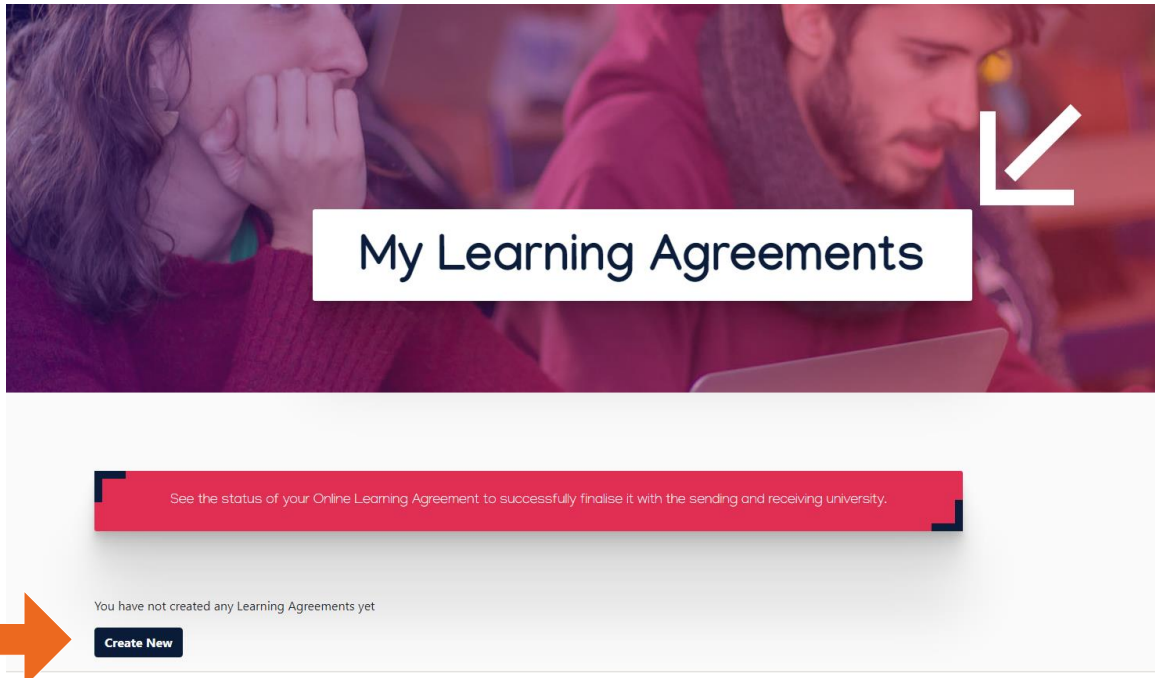
2.1 To create the OLA, click "Create New", and choose the correct mobility type.

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

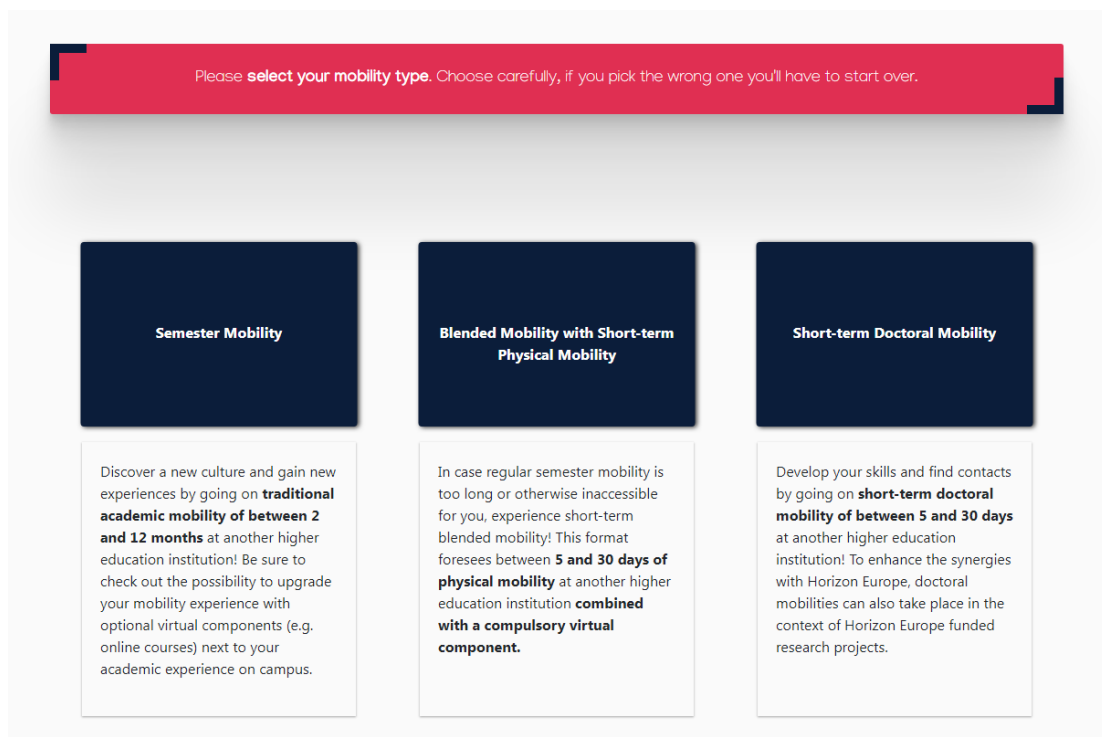In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component.**

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.

Next, you will have to enter the information about both universities and your programme. The student information should be pre-filled for you.
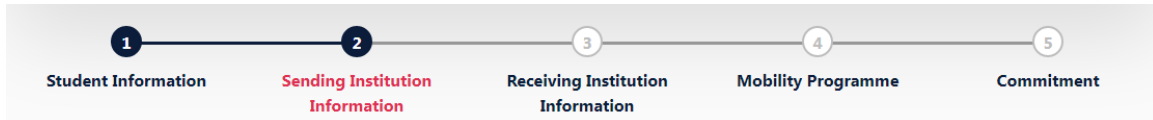
2.2 On the steps 2 and 3, you will have to enter the information about the sending and receiving institutions, accordingly.

To find TSI in the list, enter the full name "**Transporta un Sakaru Instituts**".
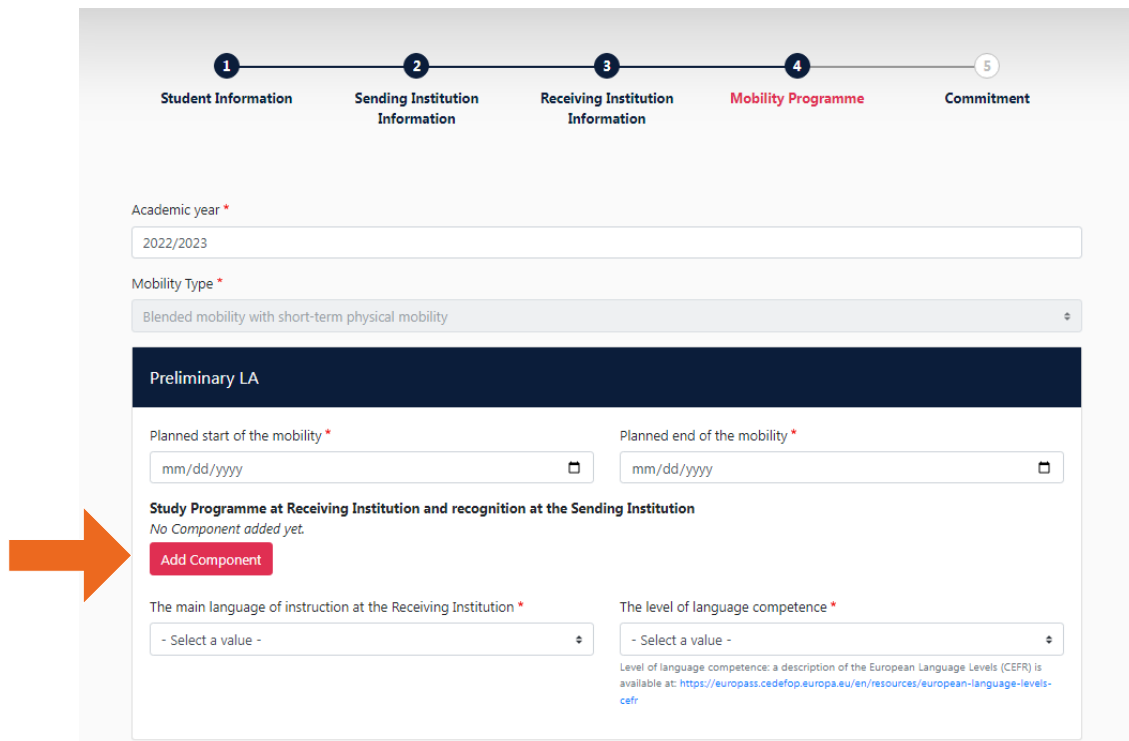
The Responsible Person at TSI is:
Juris Kanels, Erasmus+ Institutional Coordinator, erasmus@tsi.lv

The Contact Person at TSI is:
Rita Pastere, Erasmus+ Students Mobility Coordinator, erasmus@tsi.lv

2.3 Next, you will have to enter the details of your exchange programme. Enter the preliminary information and click "Add Component" to start adding courses to the agreent.

As the main language at TSI, enter English, B1.

Next, you have to enter the information about each course you are going to take during the exchange. *Each course is a separate component, you have to Add each component to the table.*

In the *Table A - Study programme at the Receiving institution*, add all the courses you are going to take during the exchange. In the *Table B - Recognition at the Sending institution*, add the according courses at your institution that will be replaced by the exchange.
If you are taking part in a blended mobility, you will only have to fill the programme at the Receiving institution!

The document listing the available courses (with codes and ECTS values) for Erasmus+ students at TSI is available here: https://tsi.lv/study/erasmus/erasmus-for-students-mobility/incoming-students/

If you need information about the Sending Institution Recongintion, please contact the responsible person at your university.

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 *	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.

Add Component to Table A

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
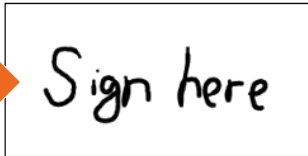
Add Component to Table B

(for semester mobility only, *optional*). If there will be any virtual components in your exchange in addition to the physical mobility, you may add them to Table C on the next step.

2.4 Put your signature in the field using your mouse or touchscreen and click "Sign and Send".

Academic year *

2022/2023

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.

Sign here

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

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

Your Learning Agreement is now complete and sent. You can relax and wait for the confirmation!

We wish you a great Erasmus+ experience!

If you have any questions or need help, feel free to contact our International students coordinator at erasmus@tsi.lv