



Maynooth University

# Guide to completing the Online Learning Agreement

The screenshot shows the homepage of the Online Learning Agreement (OLA) platform. The background features a blurred image of students. At the top, a dark blue banner contains the text "Online Learning Agreement" in white. Below this is a navigation bar with the OLA logo and links for "ABOUT", "FAQ", "ELDER OLA", "FOR TRAINEES", and "LOG IN". The main content area is white and contains the following text: "Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities." Below this, a smaller line of text states: "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." A dark blue button with white text and a red outline says "LOGIN TO ACCESS YOUR LEARNING AGREEMENT". The footer is dark blue and contains logos for "it.auth", "ESN Erasmus Student Network", "EUF EUROPEAN UNIVERSITY FOUNDATION", and the European Union flag with the text "Co-funded by the Erasmus Programme of the European Union". To the right of the footer, there is a "Privacy Policy and Terms and Conditions" section with the text: "We encourage you to review the documentation and let us know if you have any questions." At the bottom right, there are links for "RELEASE NOTES", "PRIVACY POLICY", and "TERMS AND CONDITIONS".

## The Online Learning Agreement (OLA)

When accepted for an Erasmus Study Exchange all students must choose their modules and organise their own timetable in advance of departure. An **On-Line Learning Agreement (OLA)** is used to record and approve module choices.

The OLA is compulsory and is important as it is the contract of study between the student, the MU International Coordinator and the Host University. The OLA outlines the modules that you intend to study at the host university and the [ECTS](#) credit weighting for each module. You should research the courses/modules available along with the ECTS credit weighting for each module and this information is available on the host university website. The MU International Coordinator can advise and support on module selection and ECT credits. In some cases, the OLA is required as part of the application to the host university.

Students log on to the OLA platform with their MU account and complete each step of the Learning Agreement. The Learning Agreement must be signed by you, the MU International Coordinator and the Academic Coordinator at the host university prior to the start of the study exchange. We would advise that you have this document open to refer to when completing the OLA

Before you start completing the OLA you will need the following information:

- Name and email address of your MU International Coordinator as the system will send the approval and signature request to this person.
- Host University Contact details- this is the coordinator who has been in contact with you regarding your application. The contact details will be listed at the end of the application information email received from the host university.
- Name and email address of your Academic Coordinator at your host university which you will need to get from the host university.
- The start and end date of your study exchange.
- Title of each module you intend to study at the host university.
- Number of credits awarded for each module you intend to study.
- Link to the course information at your host university.
- Link to your MU course information.

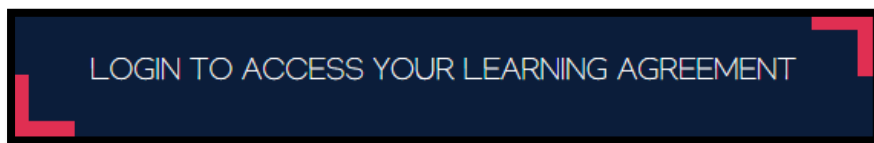
It is essential that you get the correct contact details as the system will not allow changes to contact details at a later stage. NB: It is essential that you enter the email addresses carefully and double check that there are no spelling mistakes. If an incorrect email address is entered, then the approval process will not take place. Video tutorials are available at the following links:



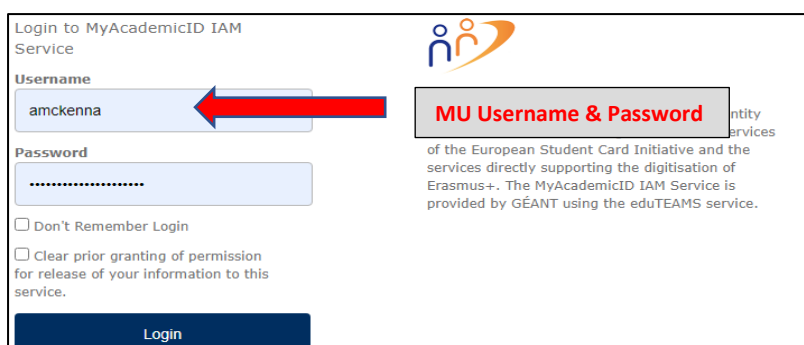
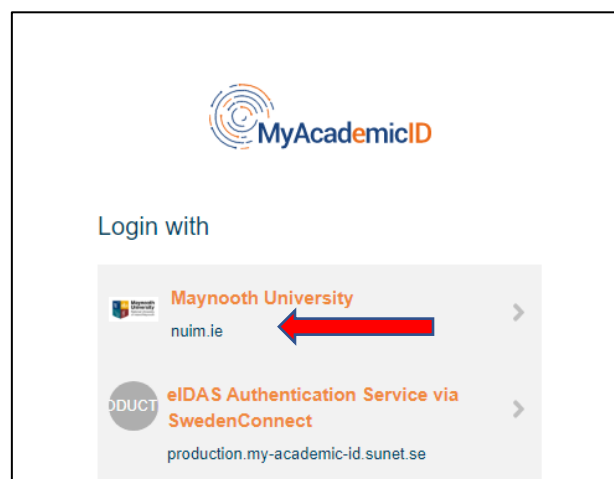
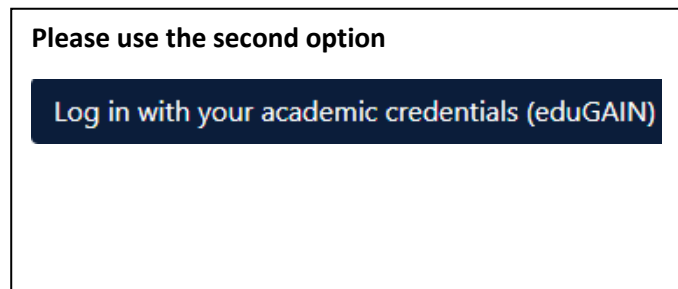
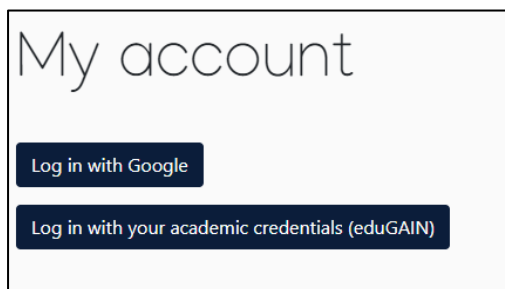
## Guide to completing the Online Learning Agreement (OLA)

Link to the OLA Platform: [Home | OLA \(learning-agreement.eu\)](#)

Please use Google Chrome, Firefox, or Microsoft Edge (not Internet Explorer)



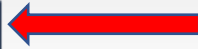
### ➤ My Account Screen



➤ Create a New Learning Agreement

You have not created any Learning Agreements yet

Create New



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

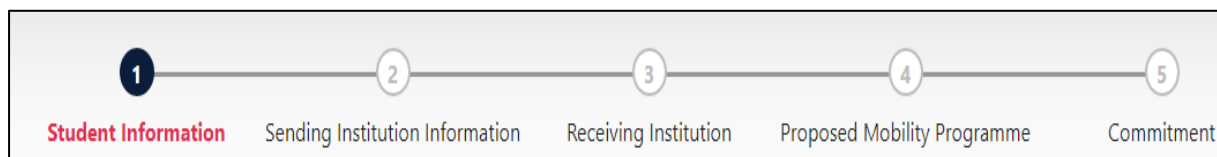
In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

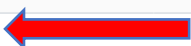
Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.



## ➤ Step 1 – Student Information




**Enter your information ensuring you enter your MUemail address. For Field of Education, choose a general field from the drop-down list that best describes your MU programme.**


Academic year \*  
2021/2022  **Ensure you enter 2022/2023**

**Student**

First name(s) \*  
Joe

Last name(s) \*  
Bloggs

Email \*  
joe.bloggs@mu.ie  **Ensure you enter your MUemail.**

Date of birth \* 08/12/2020 

Gender \* Male

Nationality \* Ireland (310)  
Country to which the person belongs administratively and that issues the ID card and/or passport.

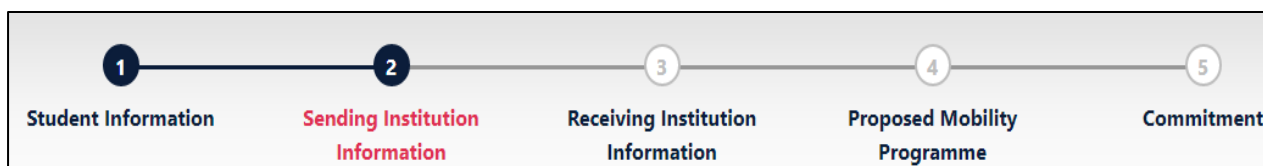
Field of Education \*  
Business (768)

Study cycle \*  
Bachelor or equivalent first cycle (EQF level 6)

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).

## ➤ Step 2 – Sending Institution Information – Maynooth University



- Select National University of Ireland Maynooth from the drop-down list.
- For Faculty/Department enter the name of the Lead **MU** Department you are studying with.
- Address and Erasmus Code will pre-populate.

Sending

**Sending Institution**

Country \*  
Ireland x

Name \*  
NATIONAL UNIVERSITY OF IRELAND MAYNOOTH x

Faculty/Department  
LAW

Address \*  
Maynooth

Erasmus Code \*  
IRLMAYNOOT01

- **Sending Responsible Person:** This is your [Department International Coordinator](#).
- **Sending Administrative Contact Person:** This is Angela McKenna, International Office

Sending Responsible Person	Sending Administrative Contact Person
First name(s) * <input type="text"/>	First name(s) Angela
Last name(s) * <input type="text"/>	Last name(s) McKenna
Position * <input type="text"/>	Position Erasmus Coordinator
Email * <input type="text"/>	Email angela.mckenna@mu.ie
Phone number <input type="text"/>	Phone number <input type="text"/>
<p>Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.</p>	<p>Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.</p>

## ➤ Step 3 – Receiving Institution Information – Host University



- Select the country from the drop-down list.
- Select your Host University from the drop-down list ensuring you choose the correct University.

Academic year \*

2021/2022

**Receiving**

**Receiving Institution**

Country \*

Country of the institution

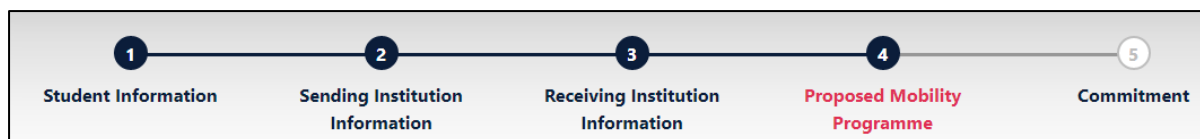
Name \*

Name of the institution

- **Receiving Responsible Person:** This is the Academic Coordinator in the host university. You will need to check with the host International Office as to whom this person is.
- **Receiving Administrative Contact Person:** This will be the Erasmus contact person either in the International Office or the Faculty. You will have received the general information from this contact by email. If the email does not mention the staff name but just the office name, then you can enter this information- example below.

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
<input type="text"/>	<input type="text" value="Exchange"/>
Last name(s) *	Last name(s)
<input type="text"/>	<input type="text" value="Office"/>
Position *	Position
<input type="text"/>	<input type="text" value="Erasmus"/>
Email *	Email
<input type="text"/>	<input type="text" value="exchange@NUI.com"/>
Phone number	Phone number
<input type="text"/>	<input type="text"/>
<p>Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.</p>	

## ➤ Step 4 – Proposed Mobility Programme



### Table A – what will you study at the host university.

- Enter the planned dates of your mobility period- check semester dates with your host university.
- Click Add Component to Table A to insert the list of modules that you wish to study at the host university- you need to do this for each of the modules you intend to study.
- Insert the link to the course catalogue at the host university.
- Insert language of instruction at the host university and your level of language competence- add A1 if you do not speak the language.

**Preliminary LA**

Planned start of the mobility \*

Planned end of the mobility \*

**Table A - Study programme at the Receiving institution \***

No Component added yet.

**Add Component to Table A** **Add modules you will be taking**

Web link to the course catalogue at the Sending 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 \*

The level of language competence \*

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>

### **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 \*

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 Module Title, Module Code, No. of Credits, and the Semester you will be taking the modules for each of the modules you intend to study.**



## Table B - Recognition at the Sending Institution

- Students are completing a mobility period abroad. Therefore, you do not enter modules, just enter '**Mobility Window**' and the number of credits – 30 for a semester, 60 for the full year.
- Enter the link to your course structure in the MU Course Finder- [Undergraduate Courses | Maynooth University](#)

### 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 \*

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>.

## ➤ Step 5 – Commitment



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



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

1. When you submit the learning agreement, the system will email the learning agreement link to your International Coordinator to review and sign.
2. If your International Coordinator does not sign the Learning Agreement within 5 working days, you should contact them to follow up.
3. If your International Coordinator approves and signs the agreement, the system will email the learning agreement link to the Host University Responsible Person to review and sign.
4. You must ensure that your Learning Agreement is signed by your International Coordinator and the Receiving Responsible Person before going abroad.

Note: If the learning agreement is rejected by your International Coordinator or the Host University Responsible person you will receive an email requesting you to amend the learning agreement. You will be given a reason for the rejection and you will need to amend the agreement and resubmit for approval.

You can follow the status of the learning agreement via your OLA account, and you will receive an email when your OLA is signed.

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
NATIONAL UNIVERSITY OF IRELAND MAYNOOTH	Pontifical University, St Patrick's College Maynooth	Signed by Student and sent to the Sending HEI	Fri, 01/08/2021 - 17:33	<b>View</b> <b>Download PDF</b> <b>History</b>
NATIONAL UNIVERSITY OF IRELAND MAYNOOTH	Pontifical University, St Patrick's College Maynooth	Signed by Sending HEI and sent to the Receiving HEI	Tue, 12/08/2020 - 17:25	<b>View</b> <b>Download PDF</b> <b>History</b>

## Changes to your OLA

Watch the video making change to your OLA: <https://youtu.be/DJQrbAD7038>.



If you need to make changes to your OLA after it has been signed by all parties, you can log in and do so. Once all changes are complete the documents needs to be signed again. You can delete courses you are no longer taking and/or add new modules in the same way as when you created the OLA and submit to your International Coordinator for signing.

