

STUDENT GUIDE TO COMPLETE THE ONLINE LEARNING AGREEMENT (OLA)

Start by registering at the home page of Online Learning Agreement: <http://learning-agreement.eu>
Please use Google Chrome or Firefox (not Internet Explorer) to access the page.

We recommend that you start the process of completion considerably before the deadline of the Learning Agreement to be able to prepare all the information in time.

GENERAL INFORMATION

It is not mandatory to fill in all fields (e.g. administrative contact person). A red star indicates mandatory fields that you have to fill in. For now, it is not possible to save the document manually so we suggest that you have all the information ready. Alternatively, you can fill in something to make sure the data is saved before you move on to the next page, however, make sure that you fill in the correct information once you have it.

The OLA tool allows you to use Å, Ø and Ä.

How OLA WORKS:

1. The first time you create an OLA, you need to login choosing between google login and eduGAIN (Feide) login. We would prefer you to choose eduGAIN/Feide once it is operational (from November 1st 2020). If you need to create an OLA before that you may use Google-login.
2. Once you have completed and signed the OLA, the OLA is automatically sent to Sending responsible person at the sending university (University of Bergen).
3. After the Sending responsible person has signed, the OLA is automatically sent to the Receiving responsible person at the receiving university (Host University).
4. Once the three parties have signed the LA, they receive an automatic e-mail notification informing that the document is ready, as well as a secure link to download it. You can check the status of the process on the OLA website at any moment and receive automatic notifications when steps 2 and 3 are completed.

How to OLA

After registration, you can start creating your OLA by clicking on the field “Create New”. Then, these are the steps guiding you through the OLA document:

Academic year *

2020/2021

Remember to fill in the correct academic year.

I. STUDENT

You will begin with filling in your personal information.

Field of Education and Study Cycle will fill in automatically once you start typing.

II. THE SENDING INSTITUTION

The respective information about the University of Bergen is automatically filled in once you select it as a home university.

Sending Institution

Country *

Norway X

Name *

UNIVERSITETET I BERGEN X

Faculty/Department

Address *

Bergen

Erasmus Code *

N BERGEN01

You should then fill in your respective faculty/department, as well as the contact details of the Sending responsible person at UiB (name, e-mail and position). Please note that the responsible person is not the Institutional Erasmus coordinator but the coordinator at your faculty/department. It is not mandatory to fill in Sending Administrative Contact Person.

If you are unsure about who the responsible person is in your case, please contact the info centre at your faculty/department.

III. THE RECEIVING INSTITUTION

You must fill in the country and name of your host university (additional information will again be entered automatically) and the corresponding faculty/department.

You then proceed to fill in the contact details of the Receiving responsible person at your host institution (name, e-mail and position). If you do not know who the responsible person is, please contact your responsible person at UiB or the host institution directly.

IV. PROPOSED MOBILITY PROGRAMME (BEFORE THE MOBILITY)

Please enter the proposed start and end date of your mobility. Usually, you can find the semester dates of your host institution on their website and use these for orientation.

Table A: Study programme at the Receiving institution

Before beginning Table A, you must find the course catalog on the website of your host university and gather information concerning the courses you would like to take. If your host university does not provide an updated course catalogue for the upcoming semester, you can usually use last year's course catalog. Please keep in mind that you must register for at least 30 credits (1 studiepoeng = 1 ECTS) in total.

First, you must select the box "Add component to table A". Then you must fill in the respective fields with the information you found in the course catalogue, i.e. component title of the course, component code (f.ex. ADM1234), number of ECTS and the semester the course is offered in. Please make sure that the courses you choose correspond to the mobility period you have selected (if you are going in the spring semester, make sure to choose courses that are offered in the spring semester).

Table A - Study programme at the Receiving institution *

Component to Table A	<input type="button" value="Remove"/>
Component title at the Receiving Institution (as indicated in the course catalogue) *	
<p>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.</p>	
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *
<input type="text"/>	<input type="text"/>
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.	
<input type="button" value="Add Component to Table A"/>	

Repeat the steps for each course you are planning to take, using the box "Add component to Table A". Thereafter, you can enter the website of the host university's course catalog that you used.

Next, please make sure to enter the main language of instruction at the receiving institution, as well as your level of competence in the respective language that you intend to have when the exchange semester starts. To assess your current language level, you can either use the "Common European Framework of Reference for Languages" (<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>) or the Online Linguistic Support - Erasmus Language Test (if you have taken it).

Table B: Recognition at Sending Institution

In this table, you enter the courses at UiB for which the courses taken abroad are to be recognised at UiB. You proceed in the same way as with table A, the only difference is that you fill in the information from the courses that are offered at UiB for which you seek accreditation. You can also fill in 30 free credits/frie studiepoeng, which can be entered as "Mobility window" and 30 ECTS should you not want a direct accreditation of the courses you are planning to take abroad. Feel free to link the website to the course catalogue at UiB as well, in the corresponding field below table B.

V. COMMITMENT

When everything is completed, the Learning Agreement must be signed by you in the corresponding field (use your mouse/cursor to sign the document).

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.



Please keep in mind that you will no longer be able to make changes to the document after you sign it, as it will then automatically be sent to the Sending responsible person at UiB that you filled in step 2 of the process. Of course, you can log in and check the status of your OLA-process at any time. However, you will automatically be notified when the document is approved by UiB and sent to the host university as well as once the host university has approved it.

If you have further questions about the Online Learning Agreement, please contact erasmus@uib.no or the responsible person of your faculty!