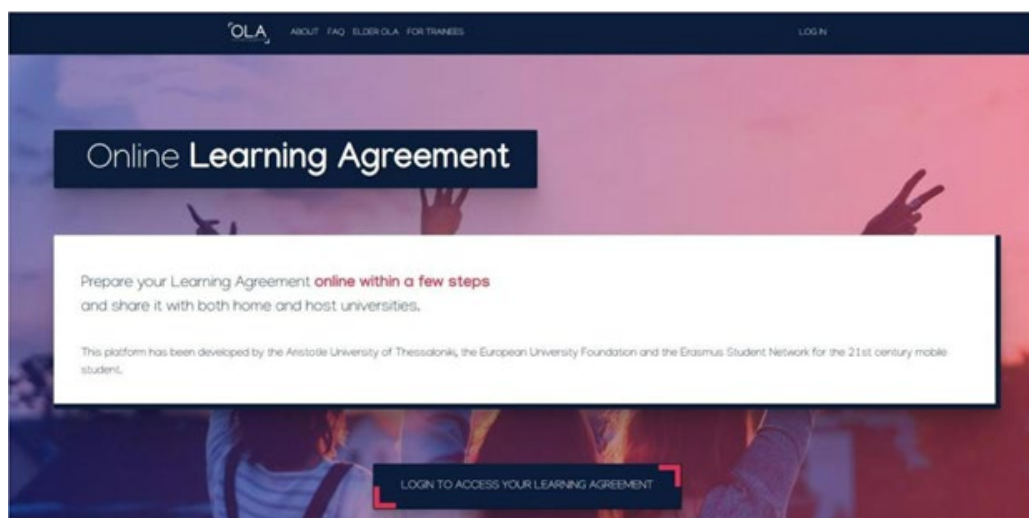


ONLINE LEARNING AGREEMENT GUIDE

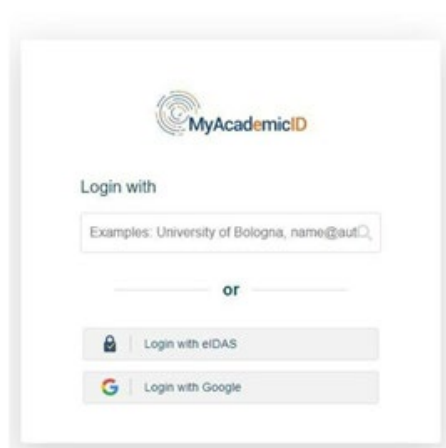
This step-by-step guide will help you to prepare your Online Learning Agreement (hereafter referred to as OLA). Please follow the instructions to prepare your OLA and have it signed by your sending and receiving institutions.

1. Registration

You can generate OLA either at <https://www.learning-agreement.eu> or by using the mobile *Erasmus+ App*, which is available to download for Android or iOS.



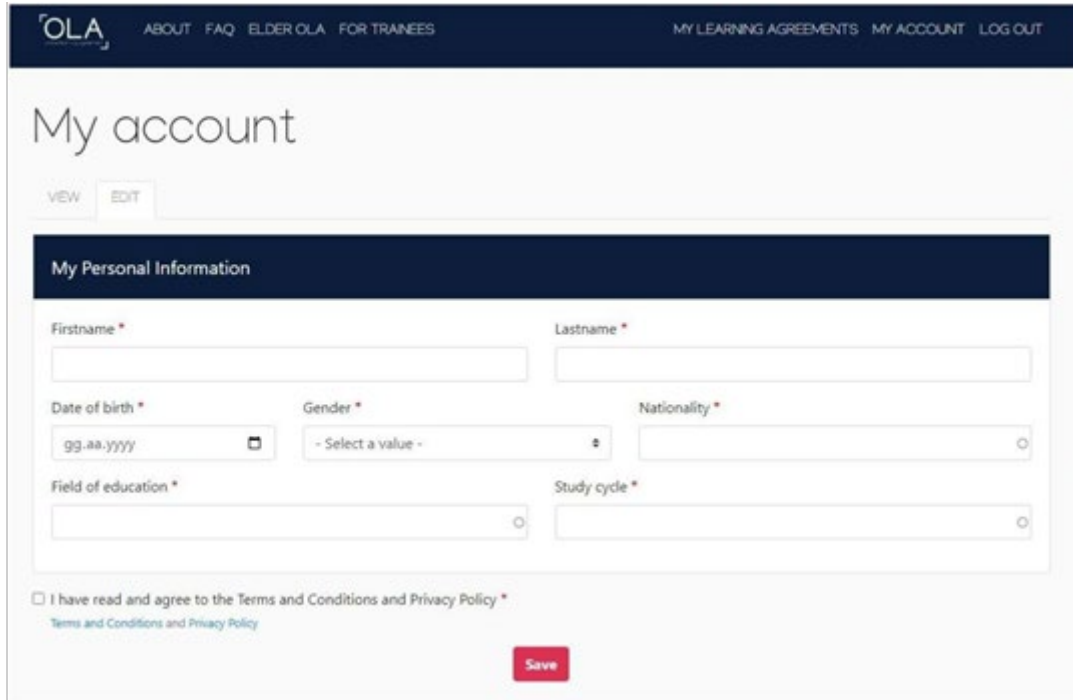
There are several ways to connect. Select the one suitable to you after contacting the International Programs Office. You can use either *MyAcademicID* or *Google Account* to register.



After completing the registration, you can use your login credentials for both the app and the website.

2. Creating Your Account

After logging in, submit the necessary information to create your account, and click **“Save”**:

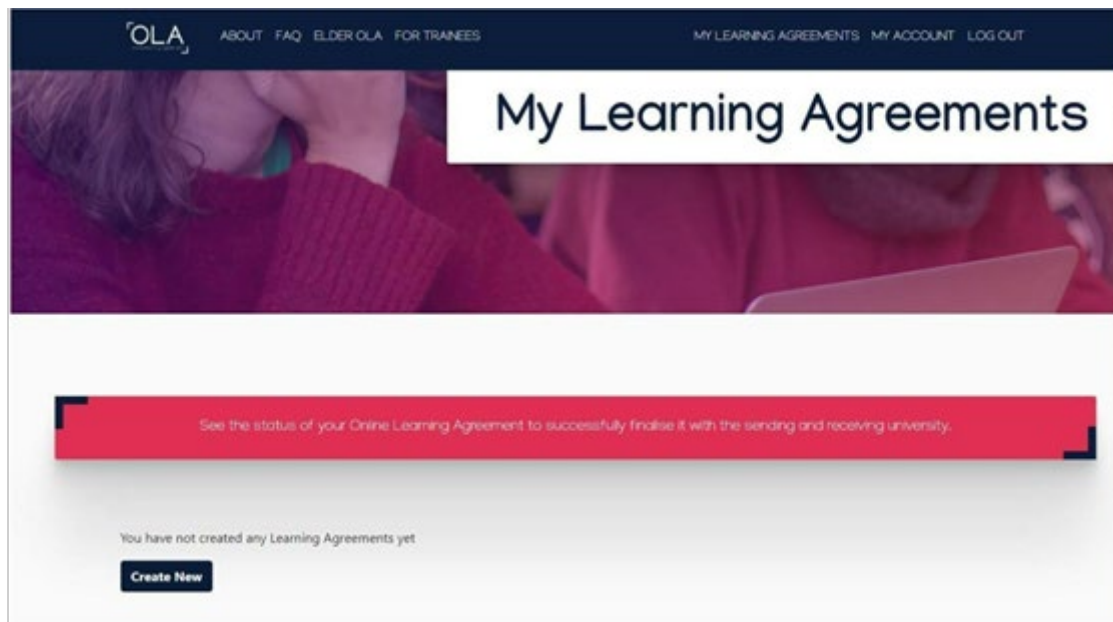


The screenshot shows the 'My account' page with a dark blue header containing the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main heading is 'My account' with 'VIEW' and 'EDIT' buttons. Below is a 'My Personal Information' section with a form containing the following fields:

- Firstname * (text input)
- Lastname * (text input)
- Date of birth * (text input with mask 'gg.aa.yyyy' and a calendar icon)
- Gender * (dropdown menu with '- Select a value -')
- Nationality * (dropdown menu)
- Field of education * (text input)
- Study cycle * (text input)

At the bottom of the form, there is a checkbox: I have read and agree to the Terms and Conditions and Privacy Policy * with a link to 'Terms and Conditions and Privacy Policy'. A red 'Save' button is located at the bottom right of the form.

Choose **“My Learning Agreements”**, and click on **“Create New”**:



The screenshot shows the 'My Learning Agreements' page with a dark blue header containing the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main heading is 'My Learning Agreements' over a background image of students. Below the heading is a red banner with the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' At the bottom, there is a message: 'You have not created any Learning Agreements yet' and a dark blue 'Create New' button.

Then select your mobility type, which should be **“Semester Mobility”**:

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

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.

3. Student Information

Please fill in all the required information:

Academic year *

2023/2024

Student

First name(s) *

Name

Last name(s) *

Surname

Email *

your.email@tedu.edu.tr

Date of birth *

12/17/1995

Gender *

Undefined

Nationality *

Turkey (428)

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

Field of Education *

Political sciences and civics (0312) (760)

Field of education: The ISCED-F 2013 search tool available at 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.

Field of Education Comment

Study cycle *

Bachelor or equivalent first cycle (EQF level 4)

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

4. Sending Institution

Fill in the country, institution, and faculty/department information. Then, enter the contact information of the **Sending Responsible Person**, which is your [Erasmus+ Departmental Coordinator](#). Add a **Sending Administrative Contact**, who is the [Erasmus+ Programme Specialist](#). Always contact [International Programs Office](#) when in doubt.

Sending Institution

Country *

Name *

Faculty/Department *

Address *

Erasmus Code *

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

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.

Sending Responsible Person: 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. [Click here](#) to view the Erasmus+ Departmental Coordinator list.

Sending Administrative Contact Person: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, works at the International Office or equivalent body within the institution:

Berkay Altunbaş

Erasmus+ Programme Specialist

erasmus@tedu.edu.tr

+90 (312) 585 0396

5. Receiving Institution

Fill in the host country, institution, and faculty/department information. Then, enter the contact information of the **Receiving Responsible Person**, who has the authority to approve the Learning Agreement. Add a **Receiving Administrative Contact**, a person who provides a link for administrative information and who works at the International Office or equivalent body within the institution. Please contact your **Receiving Institution** to get the contact information.

Receiving Institution	
Country *	<input type="text" value="Netherlands"/>
Name *	<input type="text" value="Stichting Christelijke Hogeschool Windesheim"/>
Faculty/Department	<input type="text" value="Ask the Host University about your Faculty/Department"/>
Address *	<input type="text" value="Zwolle"/>
Erasmus Code *	<input type="text" value="NL ZWOLLE05"/>

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Name"/>	<input type="text"/>
Last name(s) *	Last name(s)
<input type="text" value="Surname"/>	<input type="text"/>
Position *	Position
<input type="text" value="Position"/>	<input type="text"/>
Email *	Email
<input type="text" value="test@email.com"/>	<input type="text"/>
Phone number	Phone number
<input type="text" value="+"/> <small>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.</small>	<input type="text" value="+"/> <small>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.</small>

6. Proposed Mobility Programme

Enter the start and end months of your Erasmus+ exchange at the **Receiving Institution**. Please contact the **Receiving Institution** for the Academic Calendar.

Preliminary LA

Planned start of the mobility *	Planned end of the mobility *
<input type="text" value="09/01/2023"/>	<input type="text" value="01/31/2024"/>

Table A – Study Programme at the Receiving Institution

Click on **Add Component to Table A** button for each of the courses you will be studying at the Receiving Institution.

Please keep in mind that International Offices are not authorised to guide students with course selections. You must contact your Departmental Coordinator directly.

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 *
<input type="text" value="BDKmlR.PRJ2.01"/>	<input type="text" value="5"/>	<input type="text" value="First semester (Winter/Autumn)"/>

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

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 *

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>

Receiving Institution - Component to Table A

- i. Component title (Course name)
- ii. Component code (Course code)
- iii. The Semester (First Semester: Winter/Autumn; Second Semester: Spring/Summer)
- iv. Number of ECTS credits
- v. Web link to the course catalogue at the **Receiving Institution**
- vi. The main language of instruction and level of competence
- vii. Repeat the process for each additional course.

Please note:

- You have to select the majority of courses from your department at the **Receiving Institution**.
- You may have to update your course selection upon your arrival at the **Receiving Institution**.

Table B – Recognition at the Sending Institution

Click on **Add Component to Table B** button for each of the courses that will be recognised at **TED University** upon successful completion.

Please remember that International Offices are not authorized to guide students with course selections. You must contact your Departmental Coordinator directly.

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 *
<input type="text" value="PSIR 291_01"/>	<input type="text" value="6"/>	<input type="text" value="First semester (Winter/Autumn)"/>

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

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

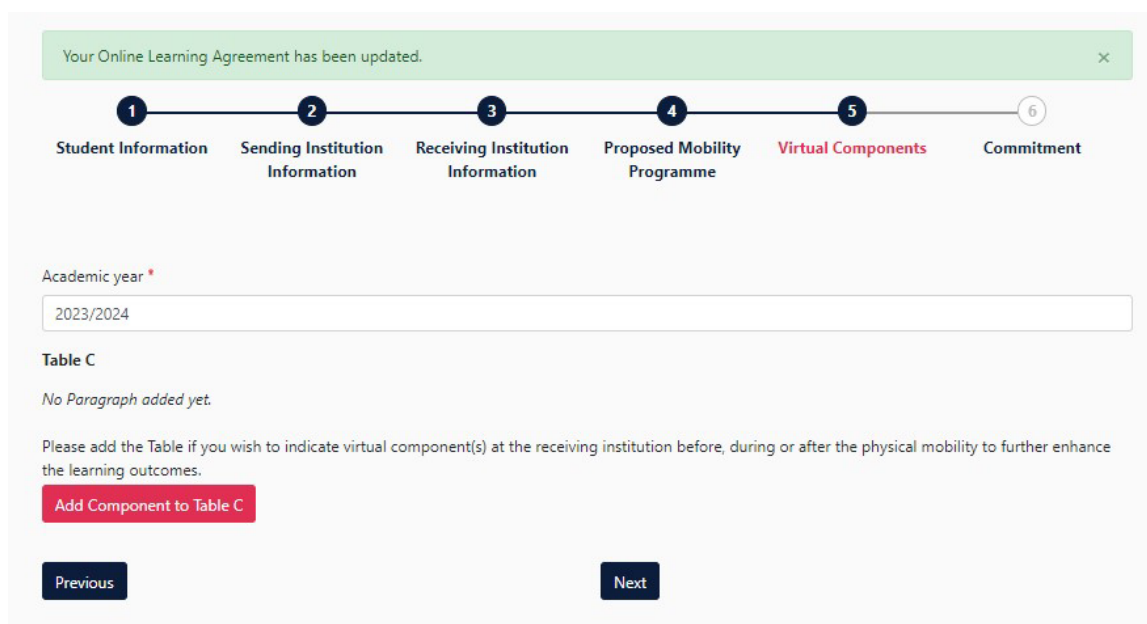
This must be an external URL such as <http://example.com>.

Sending Institution - Component to Table B

- i. Component title (Course name)
- ii. Component code (Course code)
- iii. The Semester (First Semester: Winter/Autumn; Second Semester: Spring/Summer)
- iv. Number of ECTS credits
- v. Web link to the course catalogue of the relevant department at **TED University**
- vi. Repeat the process for each additional course.

7. Virtual Component

It is not obligatory to fill a Table C. You may add it if you would like to enhance your learning outcomes or skip it.



Your Online Learning Agreement has been updated. ×

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 **Virtual Components** 6 Commitment

Academic year *
2023/2024

Table C
No Paragraph added yet.

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](#)

8. Commitment

Digitally sign the document (either with your mouse or with a touchpad), then click **Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review** button.

Check your email account for any notifications of review, approval, or decline.

Once the responsible people at the **TED University and Receiving Institution** sign your OLA, you can download the duly signed PDF copy.

- 1 Student Information
- 2 Sending Institution Information
- 3 Receiving Institution Information
- 4 Proposed Mobility Programme
- 5 Virtual Components
- 6 **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

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](#)

Useful Videos for OLA

Logging into OLA: <https://www.youtube.com/watch?v=rplepEmQF3Y>

Creating your OLA: <https://www.youtube.com/watch?v=palKpHJvTlg>

Making changes to OLA: <https://www.youtube.com/watch?v=DJQrbAD7038>

Erasmus Mobile App: <https://www.youtube.com/watch?v=3Rsu4mm1FG0>

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