

# Introducció de l'acord d'estudis a la plataforma OLA

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## 1. Recepció del correu i accés a la plataforma OLA

Abans de començar, heu d'esperar a rebre un correu electrònic de la plataforma OLA on se us convida a entrar a l'aplicació [www.learning-agreement.eu](http://www.learning-agreement.eu).

Dear Student,

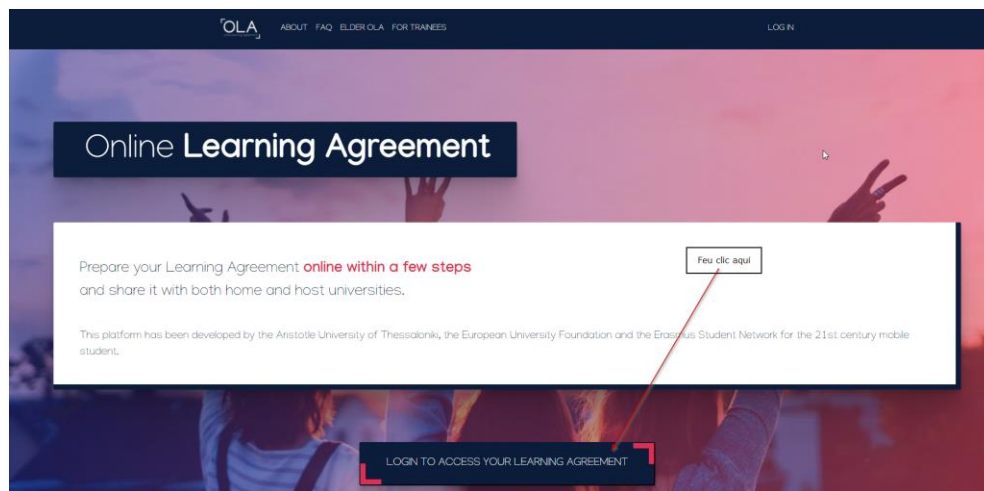
Your Sending Higher Education institution added a prefilled Online Learning Agreement to your account.

Login at [www.learning-agreement.eu](http://www.learning-agreement.eu) [1] to view and further edit your Learning Agreement to prepare for the Erasmus+ mobility.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>



Log in with MyAcademicID Feu clic aquí

Logging into your Online Learning Ag...  
Logging into your OLA online learning agreement  
Watch later Share  
Co-funded by the Connecting Europe Facility of the European Union  
Watch on YouTube ONLINELEARNINGAGREEMENT

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

## 2. Identificació i registre de MyAcademicID

Se us mostrarà una pantalla on heu de seleccionar la universitat d'on proveniu. Aquí, a la caixa de text, cal escriure "Universitat de Girona" i a sota ja us apareixerà el nom de la universitat, el qual heu de clicar. I llavors se us redirigirà a la pantalla d'autenticació de la UdG on us hi heu d'identificar.

Feu clic aquí

Universitat de Girona

Examples: University of Bologna, name@auth.gr, Unimib

Universitat de Girona udg.edu

or

Login with eIDAS

Login with Google

Autenticació centralitzada d'usuaris

USUARI u123456789

CONTRASENYA .....

ACCEPTAR

He oblidat la contrasenya

Per a desconnectar-te, recomanem que tanquis el teu navegador (tancant totes les finestres).

ALTRES MÈTODES D'AUTENTICACIÓ

Certificat digital

(c) PRISE

Després d'alguns redireccionaments, arribareu a la pantalla d'inici del registre del vostre usuari a MyAcademicID, el qual és imprescindible per accedir a l'aplicació OLA i a altres serveis online Erasmus.

eduTEAMS Registrar Form Submitted registrations Sign out

MyAcademicID Registration

Name\* Nom Cognoms

E-mail\* correu.electronic@udg.edu

MyAcademicID Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy\*

Confirm

Submit

Feu clic aquí

Heu de marcar aquest check

Ja venen informats

Feu clic aquí

Proceed to register on the MyAcademicID IAM Service

The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous ALA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

Un cop clicat el botó "Submit", us haureu registrat correctament i haureu de premer "Continue" a la següent pantalla:

MyAcademicID Registrar Form Submitted registrations Sign out

✓ You have been successfully registered

You are now a member of MyAcademicID.

Continue >

### 3. Entrada de dades personals a la plataforma OLA i accés a l'acord d'estudis

Heu d'omplir les vostres dades i clicar "Save". Si teniu dubtes amb algun dels camps, podeu consultar el glossary que trobareu a l'última pàgina de l'acord d'estudis que us ha fet arribar la UdG en PDF.

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Fill out the required fields to complete your profile. x

## My account

VIEW EDIT

### My Personal Information

Firstname \*  Lastname \*

Date of birth \*  Gender \*  Nationality \*

Field of education \*  Study cycle \*

I have read and agree to the [Terms and Conditions](#) and [Privacy Policy](#)

Un cop entrades les dades personals, entrareu a la pantalla d'accés als vostres acords d'estudis. Veureu que a sota de tot hi ha l'acord d'estudis que heu d'acabar d'omplir. Per fer-ho heu de clicar "Edit".

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

## My Learning Agreements

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

Sending Institution	Receiving Institution	Status	Created	View or Edit
UNIVERSITAT DE GIRONA	TECHNISCHE HOCHSCHULE BRANDENBURG	Ready to Edit	Tue, 06/09/2021 - 09:37	<input type="button" value="Edit"/> <input type="button" value="Download PDF"/> <input type="button" value="History"/>

## 4. Entrada de l'acord d'estudis

### Pas 1. Dades de l'estudiant

The screenshot shows the 'Student' section of the OLA application. It includes fields for: First name(s) (Nom), Last name(s) (Cognom1, Cognom2), Email (napbuf@gmail.com), Date of birth (08/06/1996), Gender (Female), Nationality (Spain (409)), Field of Education (Engineering (804)), Field of Education Comment, and Study cycle (Bachelor or equivalent first cycle (EQF level 5)). A 'Next' button is highlighted with a red arrow, and a 'Feu clic aquí' button is also visible.

### Pas 2. Dades de la universitat d'origen (Universitat de Girona)

Només cal que informeu el camp "Position" del responsable amb el valor "Responsible for International Relations". La resta de camps els heu de deixar tal com estan.

The screenshot shows the 'Sending Institution Information' section of the OLA application. It includes a progress bar with 6 steps: 1. Student Information, 2. Sending Institution Information (current step), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The form fields include: Academic year (2020/2021), Sending Institution (Country: Spain, Name: UNIVERSITAT DE GIRONA, Faculty/Department, Address: PLACA SANT DOMENEK 3, 17004 GIRONA, Erasmus Code: E GIRONA02), Sending Responsible Person (First name(s), Last name(s), Position, Email, Phone number), and Sending Administrative Contact Person (First name(s), Last name(s), Position, Email, Phone number). A 'Next' button is highlighted with a red arrow, and a 'Feu clic aquí' button is also visible.

### Pas 3. Dades de la universitat de destí.

Les dades del responsable les trobareu pre-omplertes excepte el camp "Position". Si no s'adiuen amb la informació que teniu, les podeu modificar.

Les dades de l'administratiu de contacte (columna dreta) no les modifiqueu.

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Select your host institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

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

Academic year \*  
2020/2021

**Receiving**

**Receiving Institution**

Country \*  
Germany x

Name \*  
TECHNISCHE HOCHSCHULE BRANDENBURG x

Faculty/Department

Address \*  
MAGDEBURGER STRASSE 50, 14770 BRANDENBURG

Erasmus Code \*  
D BRANDEN01

**Receiving Responsible Person**

First name(s) \*  
[Redacted]

Last name(s) \*  
[Redacted]

Position \*  
[Redacted]

Email \*  
[Redacted]

Phone number  
[Redacted]

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.

**Receiving Administrative Contact Person**

First name(s)  
[Redacted]

Last name(s)  
[Redacted]

Position  
[Redacted]

Email  
[Redacted]

Phone number  
[Redacted]

Previous Next **Feu clic aquí**

Pas 4. Entrada de les assignatures de destí (universitat de destí) i d'origen (UdG).

En aquest punt, heu de tenir a mà el PDF amb l'acord d'estudis que us ha facilitat la UdG perquè, en cada apartat, **haureu de transcriure el que apareix en aquest document.**

1. Primer de tot, cal que verifiqueu que les dates previstes de la vostra estada són correctes.

Planned start of the mobility \*

Planned end of the mobility \*

2. En segon lloc, cal informar les assignatures que cursareu a la universitat de destí. I això, ho heu de fer una a una. Per cada assignatura que es vulgui afegir cal fer clic a "Add Component to Table A".

**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 Component to Table A** Per afegir més assignatures

Les assignatures que s'han d'afegir aquí les trobareu a l'apartat Study Programme at the Receiving Institution Table A del vostre acord d'estudis tal i com es mostra a continuació:

+39 055 275 9031

The level of language competence in ..... that the student already has or agrees to acquire by the start of the study period is .....

**Estimated duration (to be confirmed by the Receiving Institution)**

Planned period of the physical mobility: from September to February

**Study Programme at the Receiving Institution**

	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
<b>Table A</b>	B004526	AGRICOLTURA E TURISMO RURALE	Autumn	6.00
	B028934	GESTIONE E MARKETING DELLE IMPRESE TURISTICHE (MODULO SINGOLO)	Autumn	6.00
	B028582	MARKETING INTERNAZIONALE	Autumn	9.00
	B029737	MERCEOLOGIA E QUALITA' DELLE RISORSE	Autumn	9.00
	B019055	FRENCH LAB	Autumn	6.00
				<b>Total: 36,00</b>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

**Recognition at the Sending Institution**

	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
	3108G01028	The Creation of Tourism Businesses		3.00	Yes

Un cop introduïdes totes les assignatures de destí, us quedarà una cosa així:

**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) \*

Agricoltura e turismo rurale

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.

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Component to Table A Remove

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

Gestione e marketing delle imprese turistiche

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.

3. En tercer lloc, cal informar la llengua i el nivell requerits per la universitat de destí.

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>

4. Finalment heu d'entrar les assignatures que se us reconeixeran a la Universitat de Girona. La mecànica és la mateixa que la que heu utilitzat per entrar les assignatures de destí. Les assignatures que heu d'entrar les trobareu a l'apartat Recognition at the Sending Institution Table B de l'acord d'estudis.

	<b>Total: 36,00</b>
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:	

Recognition at the Sending Institution					
	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
<b>Table B</b>	3108G01028	The Creation of Tourism Businesses		3.00	Yes
	3108G01047	Tour Guiding		3.00	Yes
	3108G01091	New Tourists		3.00	Yes
	3108G01092	Tourism Consumer Protection		3.00	Yes
	3108G01093	Social Tourism		3.00	Yes
	3108G01096	Event protocol		3.00	Yes
	3108G01190	Travel and travelers		3.00	Yes
	3108G01084	Creation of Itineraries and Packages		5.00	Yes
	3108G01082	Cultural Heritage Management		5.00	Yes
	3108G01165	Upper Intermediate French 2		6.00	Yes
				<b>Total: 37,00</b>	
<small>Provisions applying if the student does not complete successfully some educational components:</small>					

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field)	Number of ECTS credits to be awarded	Automatic recognition
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Un cop introduïdes totes les assignatures de la UdG, us quedarà una cosa així:

Table B - Recognition at the Sending institution \*

Component to Table B <span style="float: right;">Remove</span>		
Component title at the Sending Institution (as indicated in the course catalogue) *		
<input type="text" value="The Creation of Tourism Businesses"/>		
<small>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.</small>		
Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
<input type="text" value="3108G01028"/>	<input type="text" value="3"/>	<input type="text" value="First semester (Winter/Autumn)"/>
<small>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.</small>		
<input type="checkbox"/> Automatically recognised towards student degree		
Automatic recognition comment		
<input type="text"/>		
Component to Table B <span style="float: right;">Remove</span>		
Component title at the Sending Institution (as indicated in the course catalogue) *		
<input type="text" value="Tour Guiding"/>		
<small>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.</small>		
Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
<input type="text" value="3108G01047"/>	<input type="text" value="3"/>	<input type="text" value="First semester (Winter/Autumn)"/>
<small>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.</small>		
<input type="checkbox"/> Automatically recognised towards student degree		
Automatic recognition comment		
<input type="text"/>		

Pas 5. Entrada de les assignatures virtuals.

Aquest apartat **només l'heu d'omplir** si curseu assignatures de manera virtual i hi heu de transcriure el que teniu a l'apartat "If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution" Table C de l'acord d'estudis.

<b>Total: 5,00</b>
Provisions applying if the student does not complete successfully some educational components:

<b>If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution</b>					
<b>Institution</b>					
Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field)	Number of ECTS credits to be awarded	Automatic recognition
	B004526	AGRICOLTURA E TURISMO RURALE	AGRICOLTURA E TURISMO RURALE	6.00	Yes
				<b>Total: 6,00</b>	

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### Table C

Component to Table C [Remove](#)

Component title or description at the Sending Institution \*

Component Code \*

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*

Short description of the virtual component \*

Agricoltura e turismo rurale

Automatically recognised towards student degree

Automatic recognition comment

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.

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](#)

Quan finalitzem o no tinguem assignatures virtuals, fem clic aquí

## Pas 6. Signatura i enviament al responsable de la Universitat de Girona

Heu de signar i prèmer "Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review".

OLA  
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

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

Academic year \*  
2020/2021

### 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

Signatura

Botó per enviar l'acord d'estudis un cop omplert

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

Un cop arribats en aquest punt **ja no cal que feu res més**, el vostre acord d'estudis s'haurà enviat al responsable de la UdG perquè el validi i el signi.

En cas que aquest detecti algun error, rebreu un correu que us convidarà a modificar-lo des d'aquesta mateixa aplicació.