

# Online Learning Agreement (OLA)

Erasmus+ exchange students coming to UPE must use the Online Learning Agreement (OLA).

## How to prepare and approve your OLA

1. Prepare your OLA after you have been accepted as a student at UPE and we have published the courses
  2. You **fill out your OLA** and sign it online.
  3. Your home university will automatically receive a notification by e-mail to sign your OLA once you have signed it.
  4. We (UPE) will automatically receive a notification by e-mail to sign your OLA once your home university has signed it.
  5. Once UPE has signed it, your OLA is complete.
  6. Download the Erasmus+ App to track your OLA and other useful information,
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## Details to fill in your OLA

### Step 1: Student

- Academic year: 2020/2021

### Step 2: Sending institution

- Make sure the email address of your contact person is correct.

### Step 3: Receiving institution

- Receiving institution name: UNIVERSITY OF PHYSICAL EDUCATION (HU BUDAPES42)
- Faculty/department: -
- Contact person: Benjamin Tompai; tompai.benjamin@tf.hu

### Step 4: Proposed Mobility Programme

- *Table A*: Study programme at the receiving institution: list the courses you will take at the host institution
  - Course codes and course names at UPE: Courses for exchange students
- *Table B*: Recognition at the sending institution: list the courses at your home university that will be substituted
- Planned period of the mobility:
  - Autumn semester: 31 August 2020 - 29 January 2021

- Full academic year: 31 August 2020 - 11 July 2021
- Spring semester: 1 February 2021 - 11 July 2021

### **Step 5: Responsible Person**

- Benjamin Tompai; tompai.benjamin@tf.hu.

### **Step 6: Commitment**

Make sure that you sign your OLA. It is only when you have signed it that the coordinator at your home university will be able to sign it. The signature field works best on touch screen, but you can also sign your OLA using a regular computer and pointer/mouse. Your home university will then receive your OLA by email from the Erasmus Dashboard.

*If your home university requires to have the Learning Agreement as a PDF/in paper version, you can download a PDF of the OLA after it has been signed by all parties and give to your home university.*

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### **During mobility**

It is also possible to adjust the OLA during the mobility period if your home university requires this. Sign in to the OLA system and fill out the section under *New learning agreement with changes*.

This section can only be filled out if your original OLA (Before the mobility) is complete and signed by you, your home university and UiA.

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### **For partners**

#### **All Erasmus students must use the Online Learning Agreement (OLA) system**

All incoming Erasmus students at UPE, must use the **OLA system**. We will no longer sign paper versions of the Learning Agreement.

### **How it works**

**The student** starts the process by creating a learning agreement in the OLA system and signing it online. Be sure to provide your students with the correct name and email for the responsible person at your institution (responsible for signing the Learning Agreement).

**The sending institution** (the responsible person listed by the student) automatically receives an email from dashboard@uni-foundation.eu with a link to sign it online. All you need in order to sign the OLA, is a regular computer and pointer/mouse. You use the mouse to "draw" your signature in the field

called "Sign OLA". You should make sure that the signature covers most of the signing box, otherwise it may not be accepted by the system. Then click "Confirm".

**The receiving institution** will then automatically receive an email from dashboard@uni-foundation.eu and we will sign the OLA as soon as we can.

It is also possible to adjust the OLA during the mobility period.

### **Create an Erasmus Dashboard account**

Higher education institutions can choose to create an Erasmus Dashboard account. This is not compulsory for using the OLA system, but it is a great way to manage the OLAs from both your incoming and outgoing Erasmus students.

### **Learn more about the OLA**

We consider the OLA as a major step forward towards a paperless Erasmus. More than 700 universities are registered users of the OLA tool and 22 000 OLAs have been downloaded.