

# HOW TO FILL IN OLA CHANGES TO LEARNING AGREEMENT (DURING MOBILITY) SECTION

UNIVERSITY POLITEHNICA OF BUCHAREST

INCOMING STUDENTS

**ERASMUS+ OFFICE**

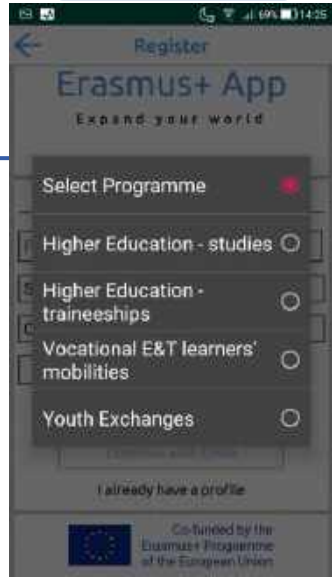
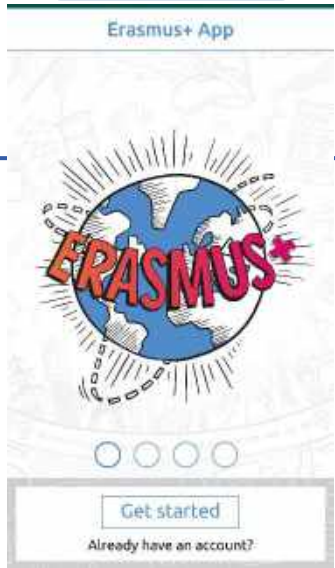


# HOW TO LOG IN? Smartphone App

1 Download & Open [the App](#)

2 Register

3 Choose the mobility type



Scroll the HOME and find OLA sublist

4



Push **Enter** button

Push **More info** button



5

Desktop view

6

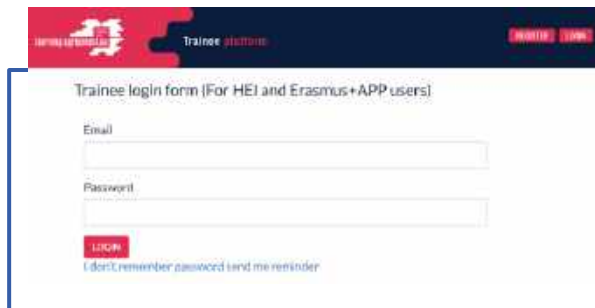


- ⌚ For mobility study choose **Higher Education – studies**
- ⌚ For placement mobility choose **Higher Education – traineeships**
- ⌚ You can check after logging in the rest of the options.

# HOW TO LOG IN? Desktop Interface

1

6



Trainee login form (For HEI and Erasmus+APP users)

Email

Password

LOGIN

I don't remember password send me reminder



**Register**

Student login form (For HEI and Erasmus+APP users)

Email

Password

LOGIN

I don't remember password send me reminder



Google login is for registered users only!



Create an Erasmus+ profile ?

First name

Last name

Email

Password, 8+ chars + Capital + number

Confirm password

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

REGISTER

Or you can just create the profile directly on:

<https://www.archive.learning-agreement.eu/student/home/login.php>

After you register you can download the phone App, it works like this also.

The important step is to create the account. After you create the account you will need to confirm it via the e-mail received.

NEW LEARNING AGREEMENT

## Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSITATEA POLITEHNICA DIN BUCURESTI	Romania		/0	/0	Ready to edit	...
			/0	/0	Ready to edit	

 EDIT  
 REMOVE  
 SAVE PDF

NEW LEARNING AGREEMENT WITH CHANGES

## Changes to learning agreement (during mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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**GOOD TO KNOW!**

- After semester starts you must use the second type of Learning Agreement: **OLA during the mobility**, you can see the option under the OLA – before mobility.
- You can fill OLA during the mobility in just one step, if you have not finalised it correctly remove the wrong version and create another.
- On the right side under **Action**, there are 3 dots, if you click on them you will be able to see 3 actions: **Edit**, **Remove** or **Save PDF**;
- The Erasmus Office can see all your OLA versions, try to keep only the 3 parties signed ones after the process of completion.
- The system will send the document for signature to the Responsible Persons mentioned in the form, if one does not sign, the process is stuck. Make sure all parties are signing the document.

# WHAT IS OLA (ONLINE LEARNING AGREEMENT)

The screenshot shows the 'STUDENT platform' interface. At the top, there is a navigation bar with the logo, 'STUDENT platform', and user information 'Hello, Andreea' with 'HOME' and 'LOGOUT' buttons. Below this, the main content area is titled 'Learning Agreement (before mobility)'. It features a table with columns: RECEIVING INSTITUTION, COUNTRY, LEVEL, FROM, TO, STATUS, and ACTION. A 'NEW LEARNING AGREEMENT' button is visible in the top right corner of this section.

The screenshot shows the 'STUDENT platform' interface with a progress bar titled 'You are that close to start your ERASMUS experience...'. The progress bar consists of six numbered steps: 1 Student, 2 Sending Institution, 3 Receiving Institution, 4 Proposed Mobility Programme, 5 Responsible Persons, and 6 Commitment. The first step, 'Student', is highlighted with a blue circle, indicating the current stage.

The Learning Agreement is the study contract between student the host and the home institutions.

OLA allows the Learning Agreement to be prepared online, shared with both the home and host universities and be signed using a touchscreen.

6 parts to fill in:

- ☑ Information about the student;
- ☑ Information about the sending institution (**your home institution**);
- ☑ Information about the receiving institution (**UPB**);
- ☑ The activities undertaken in mobility (**study program**);
- ☑ Responsible Persons for ECTS recognition and mobility;
- ☑ Student signature.

# CHANGES TO LEARNING AGREEMENT (DURING MOBILITY)

learning agreement.eu STUDENT platform Hello, Andreea [REDACTED] HOME LOGOUT

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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Changes to learning agreement (during mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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**Changes during mobility**

NEW LEARNING AGREEMENT WITH CHANGES

Changes to learning agreement (during mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSIDADE DO PORTO	Portugal	Bachelor or equivalent first cycle (EQF 6)	02/2022	07/2022	Ready to edit	... EDIT REMOVE SAVE PDF

The changes during the mobility must be done after the start of the mobility within the first 4 weeks of the semester.

Push *New Learning Agreement with changes* if you have the need to make changes in your OLA.

After that you need to create the form clicking the *Create* button, for further changes. The base agreement is the OLA already signed before the mobility by all parts.

Select base agreement for creating changes agreement

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	ACTION
UNIVERSIDADE DO PORTO	Portugal	Bachelor or equivalent first cycle (EQF 6)	02/2022	07/2022	CREATE

BACK

# OLA CHANGES IN MOBILITY PROGRAMME

2 parts to fill in:

- ☑ Changes in the Mobility Programme;
- ☑ Commitment.

## During the Mobility

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY + ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
12 D 00 O 001	Innovation and entrepreneurship		-		6	set as deleted    unset
12 D 00 O 002	Software Development Methods	X	-	Timetable conflict	6	set as deleted    unset

Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!

- Option 1 for adding a course: push **Add Subject** button. A window will appear. The information needs to be introduced for the new subject.
- After you click **Add subject**, this window will appear.
- Choose the semester you study at UPB and make sure it is compatible with the course period.
- In the place you will find the course code and name, for sure you will find the **ECTS** correlated with the course. **Do not forget to add them!**
- The link for the course website is not mandatory but is helpful.
- Click submit to save and return to the general overview for the Exceptional changes to table A.



### Receiving institution component

An "educational component" is a self-contained and formal structural 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 (if any)

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

Component title: 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 approach, 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.

Semester (e.g. autumn/spring/term)\*

Number of ECTS credit (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separator)\*

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.

Reason for adding a component \*

Link to course website

# OLA CHANGES IN MOBILITY PROGRAMME

2 parts to fill in:

- ☑ Changes in the Mobility Programme;
- ☑ Commitment.

## During the Mobility

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY						+ ADD SUBJECT	
CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS		
12 D 00 O 001	Innovation and entrepreneurship		-		6	set as deleted	unset
12 D 00 O 002	Software Development Methods	X	-	Timetable conflict	6	set as deleted	unset

Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!



- Option 2 for deleting a subject: push button **Set as deleted** the subject , and a new window will appear with the following options:
- When you set as deleted, you will be able to choose the reason why the subject will be deleted.
- After choosing the reason push SUBMIT button.
- In order to unset the reason for change push UNSET button.

### Receiving institution component

Reason for deleting a component \*

SUBMIT

CANCEL

### Receiving institution component

Reason for deleting a component \*

Previously selected educational component is not available at the Receiving Institution  
Component is in a different language than previously specified in the course catalogue  
**Timetable conflict**  
Other (please specify)



# EXCEPTIONAL CHANGES TO TABLE B - DURING THE MOBILITY (IF APPLICABLE)

▼ EXCEPTIONAL CHANGES TO TABLE B - DURING THE MOBILITY (IF APPLICABLE) + ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
52105	Innovation in industry		-		5	<input type="button" value="set as deleted"/> <input type="button" value="unset"/>
52107	Software development		-		7	<input type="button" value="set as deleted"/> <input type="button" value="unset"/>

Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!

**Contact Data**

**The Sending Institution**

- Contact person name: Bla bla bla
- Contact person e-mail / phone: student.erasmus@upb.ro /

**The Receiving Institution**

- Contact person name: Test
- Contact person e-mail / phone: [REDACTED]

**Responsible Persons**

Responsible person at the Sending institution:

- Name: Bla bla bla
- Position: Faculty E+ coordinator
- Phone Number:
- Email: student.erasmus@upb.ro

Responsible person at the Receiving institution:

- Name: Test
- Position: Department coordinator
- Phone Number:
- Email: [REDACTED]

- Complete table B if applicable.
- Same completion process as table A is applied for table B.

- **The Contact Data cannot be changed at this stage of the process!**

## STEP 2 - COMMITMENT

- After clicking **Next step** button from **Step 1 Changes in Mobility Programme**, you will be directed towards the Commitment page, where you (student) must sign.
- After signing you must click **Send to home Coordinator** (the one appearing at the Contact data).

HOME LOGOUT

- If you click the HOME button on the up-right corner, you will be redirected towards the main page where you find your OLAs (before and during the mobility).
- There you are able to Edit and/or remove the forms you have filled in. Please if you want to remove OLA during the mobility because is not filled correctly you are the only one able to delete it.

NEW! LEARNING AGREEMENT WITH CHANGES

Changes to learning agreement (during mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSIDADE DO PORTO	Portugal	Bachelor or equivalent first cycle (EQF 6)	02/2022	07/2022	Ready to edit	<div style="border: 2px solid red; padding: 2px;"><a href="#">EDIT</a> <a href="#">REMOVE</a> <a href="#">SAVE PDF</a></div>

### Learning Agreement Changes



### Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

STUDENT'S SIGNATURE  
Date:

PREVIOUS

SEND TO HOME INST. COORDINATOR

THANK YOU FOR YOUR ATTENTION!

STAY CALM AND BE ERASMUS.

**Contact ERASMUS+ OFFICE:**

Office number: R401

Phone number: +4021 402 92 84

E-mail: [erasmus@upb.ro](mailto:erasmus@upb.ro) and  
[student.erasmus@upb.ro](mailto:student.erasmus@upb.ro)

Rectorate, 4th floor, in front of the elevators!

