

HOW TO FILL IN THE ONLINE LEARNING AGREEMENT (OLA)

UNIVERSITY POLITEHNICA OF BUCHAREST

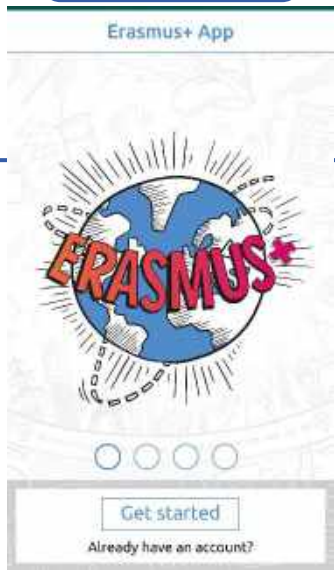
INCOMING STUDENTS

ERASMUS+ OFFICE



HOW TO LOG IN? Smartphone App

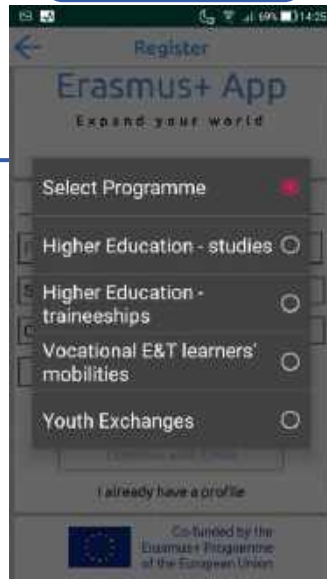
1 Download & Open [the App](#)



2 Register



3 Choose the mobility type



Scroll the HOME and find OLA sublist

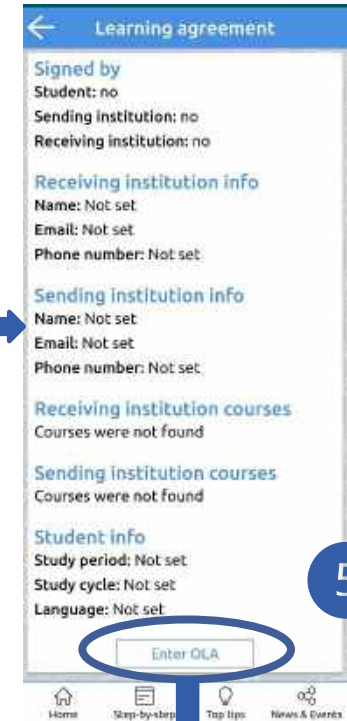
4



Push **Enter** button

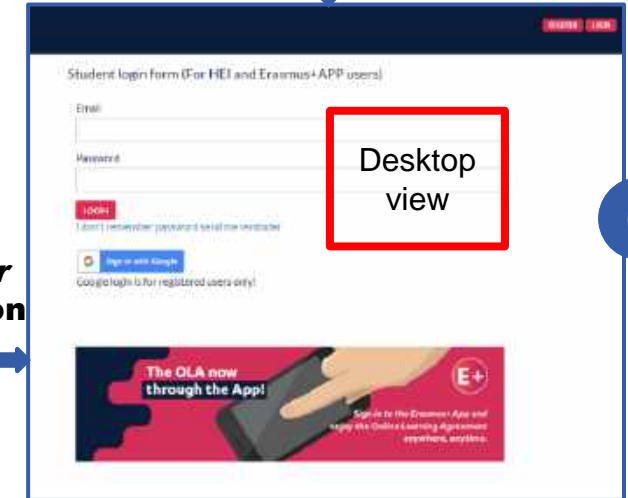
Push **More info** button

5



Desktop view

6

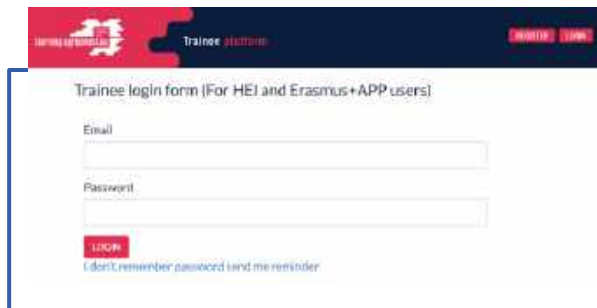


- 🕒 For mobility study choose **Higher Education – studies**
- 🕒 For placement mobility choose **Higher Education – traineeships**
- 🕒 You can check after logging in the rest of the options.

HOW TO LOG IN? Desktop Interface

1

6



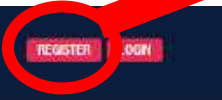
Trainee login form (For HEI and Erasmus+APP users)

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.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.

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 the navigation bar, there are two main sections: 'Learning Agreement (before mobility)' and 'Changes to learning agreement (during mobility)'. In the 'before mobility' section, a 'NEW LEARNING AGREEMENT' button is highlighted with a red circle and a red arrow pointing to a 6-step process flow diagram. The diagram is titled 'You are that close to start your ERASMUS experience...' and consists of six numbered steps: 1. Student, 2. Sending Institution, 3. Receiving Institution, 4. Proposed Mobility Programme, 5. Responsible Persons, and 6. Commitment.

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.



STEP 1 – INFORMATION ABOUT THE STUDENT (YOU)

Student Information

Nationality*

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth* Sex* Male Female

Student ID number
At student's home/sending institution

Phone Number
Numbers, spaces and '+' symbol are accepted

Study cycle* Academic Year*

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.

SAVE

NEXT STEP >

- The **red star** indicates a mandatory field;
- If you do not have a student ID number is not necessary to fill in the field;
- Indicate the **academic year** when the mobility will take place;
- Choose a **field of education** from the list as closest as possible for your area of study.
- **Save** after completing each section and of course go to **Next step**.
- It is not required to fill in OLA in the sections order (1-2-3-4-5), you can skip a section and go to another by just clicking the number of the section. However in the end, before clicking **Commitment** make sure you filled everything.



STEP 2 – INFORMATION ABOUT SENDING INSTITUTION

Sending institution

Sending institution name *

Faculty/Department *

Contact person name *

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.

Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

- The **red star** indicates a mandatory field;
- Write your Faculty or department name depending on your faculty organizational structure.
- For the contact person you need to add the ***Person who provides a link for administrative information***, depending on the structure of the higher education institution (departmental coordinator/ international relations officer or equivalent body within the institution).

← PREVIOUS

SAVE

NEXT STEP >



STEP 3 – INFORMATION ABOUT UNIVERSITY POLITEHNICA OF BUCHAREST (UPB)

Receiving institution

Receiving institution name *

After choosing the name of the university, the address will appear filled in.

Address:

Country:

Erasmus Code:

Faculty/Department *

All Faculties can be found here: <https://upb.ro/en/erasmus/responsible-for-faculties/>

Contact person name *

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.

Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

- The **red star** indicates a mandatory field;
- Before submitting the form for signature make sure the name of the receiving faculty you will carry on your mobility activity is written at **Faculty/Department** field.
- The contact person is the person who is providing you the application information (the administrative information, e.g. how to apply). Usually the contact person may be one of the Erasmus+ Office employees or a mobility coordinator.

ERASMUS+ Office contact:

- E-mail: erasmus@upb.ro
- Phone no. [+4021 402 92 84](tel:+40214029284)



STEP 4 – PROPOSED MOBILITY PROGRAMME

TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS		
			0	edit	delete
			Total: 0		

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

C) Preparation Procedure for Courses Selection

Faculty	ISCED code	Course catalogue	Faculty Responsible
FAC	0714	https://acs.pub.ro/en/partnerships/international-relations/	prof. Dan STEFANOIU
FIIR	0710	http://imst.pub.ro/index.php/en/studenti/grading-system	prof. Irina SEVERIN
FIM	0710	Master	prof. Izabela-Cristina STANCIU
FILS	0710	Bachelor	prof. Camelia STANCIU
	0710	Master	prof. Camelia STANCIU

- The **red star** indicates a mandatory field;
- To add the course title and other information click *Add subject*;
- Depending on the UPB faculty, you choose the courses independently for each faculty directly from their website and study plans. For all information regarding on **how to apply** check this webpage: <https://upb.ro/en/erasmus/study-mobility/> and table **C) Preparation Procedure for course Selection** for the list of faculties which provide study programmes in English or other languages.
- We suggest to take courses from maximum 2 different faculties because during the semester may happen course overlapping.



STEP 4 – PROPOSED MOBILITY PROGRAMME

- After you click **Add subject**, this window will appear.
- On the right side you can find an example for filling the form for one subject.
- Try to add the **Component code**, because it shows the faculty you chose the courses. 12 shows the faculty number, in this case Faculty of Engineering in Foreign Languages (FILS). And 06 is the semester of study, in this case, the course is from the second semester of the 3rd year.

Receiving institution component

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 (if any)

12.D.06.0012

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

Software Development Methods

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 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.

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

Second semester (Summer/Spring)

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

3.0

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.

Link to course website

http://ing.pub.ro/wp-content/uploads/2020/03/12_CTI_L-II-EN_2018-2022.pdf

SUBMIT

CANCEL



STEP 4 – PROPOSED MOBILITY PROGRAMME

- Choose the semester you plan to study at UPB and make sure it is compatible with the course period.
- In UPB's case you have 3 options: autumn semester, spring semester and full academic year.
- 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 proposed mobility programme.

Receiving institution component

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 (if any)

12 D 06 0012

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

Software Development Methods

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 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.

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

Second semester (Summer/Spring)

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

3.0

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.

Link to course website

http://ing.pub.ro/wp-content/uploads/2020/03/12_CTI_L-II-EN_2018-2022.pdf

SUBMIT

CANCEL



STEP 4 – PROPOSED MOBILITY PROGRAMME

TABLE B: RECOGNITION AT THE SENDING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue
Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions
If the student does not complete successfully some educational components, the following provisions will apply.

Planned period of the mobility

Language competence of the student
 The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language

- Same completion process as table A is applied for table B;
- Very important! For the Planned period mobility check the webpage mentioned in **slide 8**. There you will find the updated information, still if there are any doubts contact the ERASMUS+ Office through the e-mail address;
- Usually the autumn semester starts on the last week of September and ends at beginning of February and spring semester starts mid-February and ends mid-June;
- We do not request a language certificate, but you need to have a medium B skills level of the language you will study in.



STEP 5 – RESPONSIBLE PERSONS

- The **red star** indicates a mandatory field;
- For the **sending institution** (your home institution) add the Responsible person which will take care of your courses recognition after returning home. And make sure that person will sign OLA.
- For the **receiving institution** (UPB), the Responsible Person varies depending on the faculty you took the courses from, because each faculty has their own management and administration.
- Make sure you complete OLA for each faculty you took courses from. In case you have courses from 2 faculties you will complete 2 OLA's (check slide 4 for how to create a New Learning Agreement).
- ERASMUS+ Office employees cannot sign the Learning Agreement; they are not able to sign it.
- Check the following link: <https://upb.ro/en/erasmus/responsible-for-faculties/> and find each UPB faculty Responsible (Vice-Dean & coordinator) and their contacts, this person will sign the Learning Agreement.

Responsible Persons

Responsible person at the Sending institution

Responsible person at the Sending 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 in Step 2.

Name *

Position *

Email *

Phone Number

Numbers, spaces and '+' symbol are accepted

Responsible person at the Receiving institution

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 in Step 3.

Name *

Position *

Email *

Phone Number

Numbers, spaces and '+' symbol are accepted

Do not forget to save the changes!!!





STEP 5 – COMMITMENT

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:

SEND TO SENDING INST. COORDINATOR

- Click **Sign Online**;
- **Signature Field** will appear;
- Sign in **the square**, click **Clear** if you want to change the signature.
- After signing click **Sign Document**;
- The signature will appear in the box under **Sign Online** button and the date will be added.
- If you want to go back from **Signature Field**, try to open it before in another window or click the back arrow of the browser.
- Next person to sign after you will be the Responsible from the sending institution.

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!

- You can fill OLA in more steps, you can start once and then come back another times to finish it;
- 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 version of OLA, so please 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.
- After semester starts you can use the second type of Learning Agreement: **LA during the mobility**, you can see the option under the LA – before mobility.