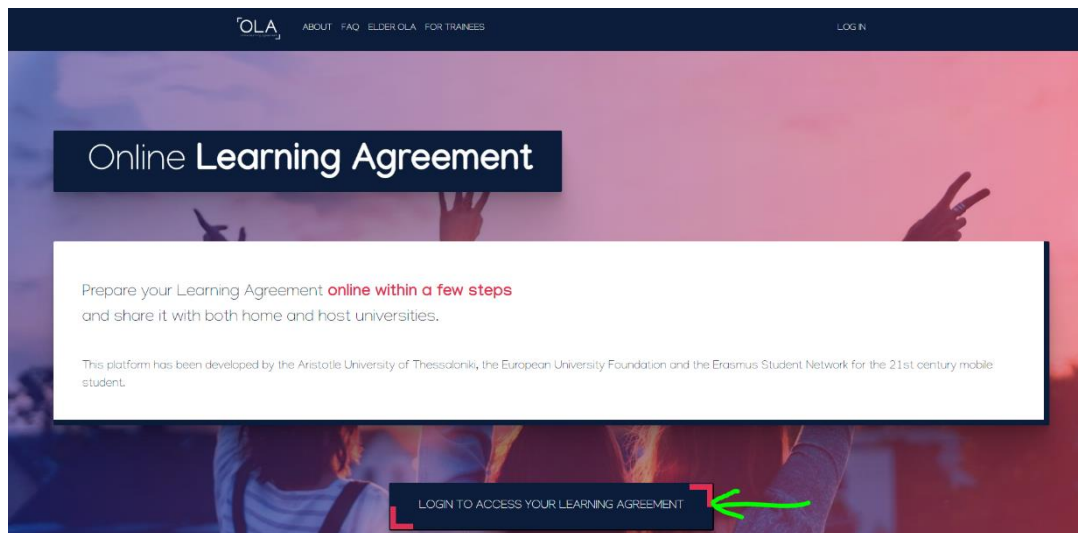


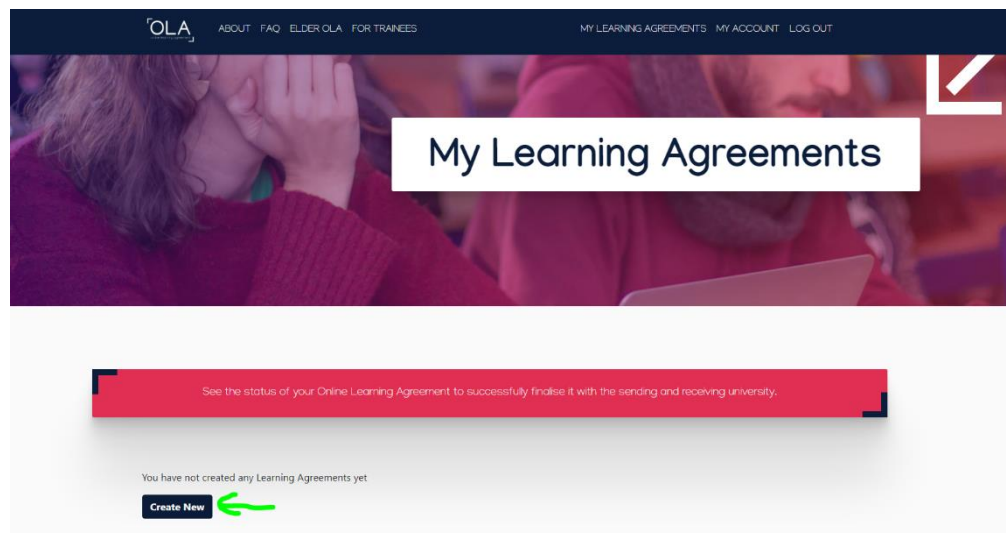
HOW CAN I GET MY ONLINE LEARNING AGREEMENT (OLA), duly sign by me and my home university in PDF?

- 1) Start by checking with your home institution on which platform should you do your Online Learning Agreement.
- 2) If no alternative is provided, then you can use the following web link: <https://www.learning-agreement.eu/> to directly access the OLA platform.
- 3) To log in, click on “Login to access your Learning Agreement”, as pointed out below:



Please note: if you are not yet a registered user, you will need to start by creating “MyAcademicID”. Also check with your home university with which information you should do this registration (personal email/institutional email/etc.).


- 4) Now that you are logged in, it is time to create your OLA. Click on “Create New” as shown:



And then, select your mobility type:

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

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

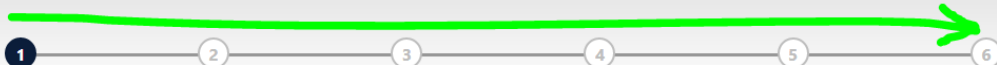
Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

5) Then you will follow and fill in, step by step, the several sections of your OLA:

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1 2 3 4 5 6

Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme Virtual Components Commitment



Please, be sure that all of your personal and academic details are correct. If not, you need to make the necessary corrections and adjustments. Be sure, also, to type in the correct academic year. And by correct academic year it is meant the academic year during which you will perform the mobility period.

Pay also close attention to the details that you are requested to add on section number 2 *“Sending Institution Information”*. We strongly advise you to check with your home institution what is the correct information to be used.

6) On section 3 *“Receiving Institution Information”* you should fill in accordance with the details below:

Receiving Institution

Country *

Name *

Faculty/Department

Address *

Erasmus Code *

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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)

Last name(s)

Position

Email

Phone number

7) When filling in your “Proposed Mobility Programme” (step 4) you should consult our [academic calendar](#) and [UMinho Course Catalogue](#). For your reference, when consulting the study plans: S1, stands for first semester; S2, stands for second semester and A, for annual.

During this stage, also bear in mind that, at UMinho, it is mandatory, for mobility students to comply with the following rules:

- a study plan of a minimum of 25 ECTS and a maximum of 35 ECTS per semester.
- at least 60% of the study plan ECTS workload must be within the students host area at UMinho (that is the area to which your university did your nomination in accordance with the signed interinstitutional agreement)

8) The main language of instruction at the Universidade do Minho is Portuguese. Nevertheless, the minimum recommended language levels for UMinho are B1 for Portuguese and B2 for English.

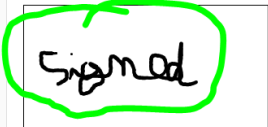
9) After completing Table B of section 3, in accordance with what has been defined with your home institution in what concerns the recognition of your mobility period, you are ready to proceed to section 6 “Commitment”.

10) Please note that section number 5 concerns only Virtual Components. If it does not apply (which is the vast majority), just click on “Next” without adding any information.

11) You have arrived to the last section of your OLA. It regards the commitment between all the parties involved. Therefore, you must start by signing it and then click on “Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review”:

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.



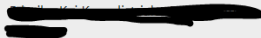


By clicking on “Sign and send” you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

12) After submitting your Online Learning Agreement (OLA), it will not be possible to perform any changes to the document. Your home institution will check if the document is properly filled in and, if approved, it will sign it. After that, the OLA will be automatically available at the platform, to be signed, by the hosting institution (Universidade do Minho).

13) Every time the OLA is declined or signed; you will receive a notification. Hence, you will be able to monitor closely the entire process through your login.

14) When you get the notification that your home university has also signed your OLA, you should login into your personal area and from there you will be able to download PDF:

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
	Universidade do Minho	Signed by 		View Download PDF ← History

15) You have now your ONLINE LEARNING AGREEMENT (OLA), duly sign by you and your home university in PDF and ready to be upload at [UMinho's application site!](#)