

The Online Learning Agreement (OLA)

The OLA tool allows you to create a Learning Agreement (LA) online, just like you would have to do on paper before going abroad. The LA template is the same provided by the European Commission and used by all National Agencies. However, please check if your university has a different form available and if it accepts digital signatures before proceeding.

Below, you can find a few useful tips on how to manage your LA online.

Tip 1 – Create a new LA

Click on “New agreement” and then “edit”. For more information on how to complete your LA correctly, please check this [link](http://ec.europa.eu/education/opportunities/higher-education/doc/learning-studies_en.pdf). (http://ec.europa.eu/education/opportunities/higher-education/doc/learning-studies_en.pdf)

Tip 2 – Course selection

It's important to pay attention to the courses you choose in the host university. To make sure all courses are suitable, keep in good contact with your academic coordinator(s).

Tip 3 – Sign it!

After having completed the LA, you should sign it digitally. Click “send to home institution” to set the process in motion. The home institution coordinator will then receive an email notification to check the LA. If there are remarks and suggestions for changes the coordinator will probably contact you by email to discuss them.

Tip 4 – Status

Three status exist:

- “Ready to edit”: the agreement was sent, but the coordinator of the sending institution did not sign it yet. You can still make changes to the LA.



- “Approved or signed by sending inst. coordinator and sent to host inst. coordinator”: From the moment the home institution coordinator signs the LA you can no longer edit it (check **Tip 5**).
- “Signed or approved by both coordinators”: As in the previous point, you can no longer make changes to the LA, since it has been signed by all parties.

Tip 5 – Changes to the LA before going abroad

The system forwards the notifications automatically to the e-mails you provided in the LA. If you need to change the LA after the home coordinator signs it, a new agreement has to be done (**Tip 1**).

Tip 6 – Changes to the LA while you’re abroad

If you need to change the courses selected or the dates of the mobility after the LA has been approved it is possible to do so by clicking “create new agreement with changes” (at the bottom of the webpage).

Tip 7 – Download the LA

You and both coordinators can download the PDF of the LA at any time. For your convenience, the LA can also be downloaded in .doc but in this case the signatures are automatically removed.

Tip 8 – Thank you for your understanding!

This tool is in beta phase, so it is possible that some features are missing and others need to be improved. Your feedback and suggestions are welcomed! You can reach us at joao.bacelar@uni-foundation.eu.