

Online Learning Agreement. How to use OLA website.

\*\*\*\*\*

Dear Student,

With the new Erasmus programme starting on 1 January 2021, Erasmus mobility management will go digital, it is mandatory to prepare, sign and review your Learning Agreement online. After filling out all information, please make sure to sign and send it this way to the next person /coordinator.

See the instruction below to learn how to use OLA platform to complete your Learning Agreement online. Be prepared to use all the necessary documents to fill out the paper.

## How to fill the Online Learning Agreement

1. Follow the link <https://www.learning-agreement.eu/> or [Erasmus app](#)

Download the [Erasmus app](#) to track your OLA and other useful information.

2. Please use your academic credentials (eduGAIN), unique email address ms00003@eka.edu.lv to access the platform. Do not use gmail and other alternative options to log in. You have to sign in only with MyAcademicID.

3. Fill in “My personal information” page:

- First name – as in your passport
- Last name– as in your passport
- Gender
- Date of birth– as in your passport
- Nationality– as in your passport, which citizenship do you hold
- Field of education – start typing first letters and choose from given options (e.g. Business, Business administration, Accounting and etc.)
- Study cycle - start typing first letters and choose from given options (e.g. Bachelor, Masters and etc.)
- Agree with user conditions and proceed.

4. Now create your Learning Agreement by pressing “Create New” in the bottom of the page.

- I. **Student information** – check the information and change the “Academic year” to the suitable one. (What is your exchange period?)
- II. **Sending Institution Information** – choose from given options, make sure you are using the OFFICIAL name of the University.
- III. **Responsible person at the Sending Institution** – Please fill in the **Program director (!)** is responsible person for your learning agreement:

Name, surname: .....

Email: .....

- IV. **Administrative contact person** – Please fill in the **Erasmus+ Institutional coordinator (!)** is contact person for your learning agreement:

Marina Tihomirova

Phone: +371 24429068

Email: [erasmus@eka.edu.lv](mailto:erasmus@eka.edu.lv)

**\*Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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.

**\*Administrative contact person:** 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.

- V. **Receiving Institution Information** – choose from given options, make sure you are using the OFFICIAL name of the receiving University.

**\*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.

- VI. **Proposed Mobility Programme** – Fill in your **curriculum** information as approved by your institution. Component – as a course chosen; if no “Component code” leave the gap empty or put N/A.

Two sections:

Table A – as for Study programme at the Receiving institution.

Table B – as for Study programme at the Sending institution.

- VII. **Commitment Preliminary** – read the conditions and proceed with a digital signature. Send to the Sending institution for review by clicking the following button.

Your OLA application had now been submitted and will be reviewed by the responsible person at your Sending Institution. If everything is correct, you will receive confirmation of approval.

\*In case if the submission does not contain required information or filled improperly, you will receive a “decline notice” with the following instructions for editing. Correct the mistakes and submit application again.

Should you have any questions or require any further assistance regarding the new online Learning Agreement, please do not hesitate to contact me.

Good luck! 😊