Online Learning Agreement

The Online Learning Agreement allows you to:

- Create and finalise the list of courses you will take while on exchange;
- Introduce the needed changes if requested;

- The Online Learning Agreement is one of the required documents to receive your Erasmus+ Grant. The full list is outlined in the Erasmus Grant Instructions.

- **Deadline:** you have up to 4 weeks after your arrival to your host university to submit your OLA

- **If your host university does not use the OLA:**

When trying to submit your OLA, you will get a notification that your host university does not use the OLA platform. This means you will need to complete the process offline.

You should complete the following template and email it to your UCD Coordinator.

Once it is signed by your UCD Coordinator, you need to email it to your host university for signature.

Please make sure to submit the final copy to outgoing.erasmus@ucd.ie once it is signed by everyone.

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How to complete your Online Learning Agreement

- Start by creating an account through https://www.learning-agreement.eu/
- Then select [**LOG IN**] in the top right corner.
- Select **Login with Google or eIDAS.**
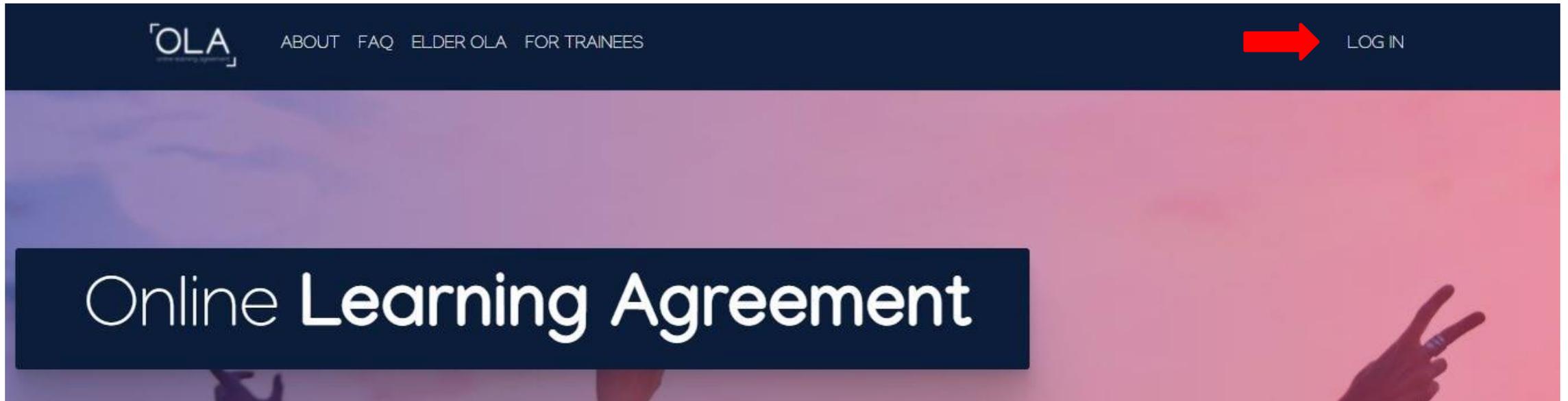
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Once logged in, complete the details as follows:

- Start by completing your personal details
- For the **Field of Education**, you will have to list the ISCED code. You can start typing your subject or search for the code closest to your field of studies on this list.
- For the **Study Cycle**, you should input Bachelor or Masters, depending on your current level.
- Tick the box to indicate you agree to the Terms and Conditions and Privacy Policy and click [**Save**].

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How to complete your Online Learning Agreement

On the next page, scroll down and click [**Create New**].

How to complete your Online Learning Agreement

Select Semester Mobility as your mobility type

How to complete your Online Learning Agreement

1- Student Information

Under Academic year, make sure to input the upcoming academic year = when you will be completing your exchange.

Review your personal details and if everything is correct, click [**Next**].

How to complete your Online Learning Agreement

2- Sending Institution information

Choose *University College Dublin* from the database, and most details will be filled in for you.

Under Faculty/Department, fill in your School.

Academic year *

2021/2022

Sending

Sending Institution

Country *

Ireland x

Name *

UNIVERSITY COLLEGE DUBLIN, NATIONAL UNIVERSITY OF IRELAND, DUBLIN x

Faculty/Department

|

Address *   Erasmus Code *

Dublin   IRLDUBLIN02

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How to complete your Online Learning Agreement

2- Sending Institution information

Sending Responsible Person

Complete the details of your UCD Academic Coordinator.

In the "Exchange Resources" section on SISweb, you can find a list with names and e-mail addresses, in case you do not know who your coordinator is.

As Position, please indicate: **Academic Coordinator**.

Sending Administrative Contact Person

Please input the following details:

First Name: Catherine
Last Name: Convery
Position: Global Mobility Manager
Email: outgoing.erasmus@ucd.ie
Phone number: Can be left blank

Click **[Next].**

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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.

Sending Administrative Contact Person

First name(s)

Catherine

Last name(s)

Convery

Position

Global Mobility Manager

Email

outgoing.erasmus@ucd.ie

Phone number

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.

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How to complete your Online Learning Agreement

3- Receiving Institution information

Receiving Institution
Select the country.
Start typing your host university's name and choose from the list. Most details will be filled in and you just need to input the relevant Faculty/Department. Note that the university names in the list come from the official Erasmus Charter list – and might not always be as straightforward.

Receiving Responsible Person
Fill in the details of your Academic Coordinator at the host university.

Receiving Administrative Contact Person
Fill in the details of the relevant contact in the International Office at the host university.

Click **[Next].**

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How to complete your Online Learning Agreement

4 – Proposed Mobility Programme

Planned Period of the Mobility
Fill in the Planned start and end dates of your mobility.

Table A: Study Programme at the Receiving Institution
Indicate the modules you plan to take on exchange; make sure it is a realistic overview you plan to do on exchange and matches the number of ECTS you are required to take.
Note that all details are mandatory, you should list:
- the Module Name = Component Title
- the Module code = Component Code
- the number of ECTS credits the module will be
- When it will take place = Semester

These details can be found on your host university's course catalogue.

You can add more modules by clicking on "Add Component to Table A".

This module selection should be based on the overview of courses your host university has available in 2021/22. If this is not available yet; base it on the 2020/21 availability.
Note that we at UCD do not have the overview of courses of all our partner institutions. Please check in with your host university for more information about the module options.

How to complete your Online Learning Agreement

4 – Proposed Mobility Programme

Table A: Study Programme at the Receiving Institution

You can leave the Link to course catalogue blank.

You will be required to indicate the main language of instruction at the host university and your level of language competence.Please note this is a mandatory field.

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: 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. Show less
- This must be an external URL such as *http://example.com*.

The main language of instruction at the Receiving Institution *

- Select a value -

The level of language competence *

- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

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How to complete your Online Learning Agreement

4 – Proposed Mobility Programme

Table B: Recognition at the Sending Institution

- **BA International**, **BSocSc International, Quinn School of Business and School of Law Students**:
- **Component title**: simply write ***Mobility Window***. This means that you have a built-in year for your time abroad and that there are no equivalent courses in UCD.
- **Component code**: as there is no official UCD Component Code (Module code), you can enter MOB00
- **ECTS:** List 30 ECTS for 1 semester, or 60 ECTS for the Full Year.

- **All Other Students**: List the courses that you would take if you were staying in UCD, i.e. the ones that you are replacing with your courses abroad. Complete all fields with UCD module names, codes and ECTS values.

You can leave the Link to course catalogue blank.

Once completed, click **[Next].**

How to complete your Online Learning Agreement

5 – Virtual Components

You do not need to complete Table C unless you are taking agreed additional virtual modules at your host university.

Click **[Next].**

Academic year *

2021/2022

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

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How to complete your Online Learning Agreement

6 – Commitment

Read the Commitment outlined and sign with the mouse of your computer – or on your screen if you have been using a touchscreen device.

Click on **Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review.**

Your Learning Agreement is automatically sent to your UCD Academic Coordinator for approval.

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.

Clear

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.

Previous   Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

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What happens next?

On the Home page of the platform, you can review the status of your Learning Agreement.

Once the document has been submitted, you will see that the Status will be updated to *Signed by Student and sent to the Sending HEI.*

Once the UCD Academic Coordinator has approved and signed the document, it will be <u>automatically</u> sent to the coordinator at the Receiving Institution. When this person has signed, the status will be updated to *Signed by both coordinators*.

If needed, you can download a PDF of the Learning Agreement through the View or Edit column at any point after the submission.

Note that the Coordinator of one of the two institutions can also reject your Learning Agreement, most likely based on the courses you selected. They can highlight why your Learning Agreement was not approved, and you will receive an e-mail about this. Make sure to review it, and then resubmit the Learning Agreement with the correct information.

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Questions? Contact outgoing.erasmus@ucd.ie

Changes to your Online Learning Agreement

You can only apply changes to your OLA once it has already been approved by both UCD and your host university.

To modify your OLA you need to:

1. Go to the page for the Table you want to apply changes to (either table A or B, or both, one after the other)
2. Click on "Add component Final Table A2" (the red button not the grey one.)
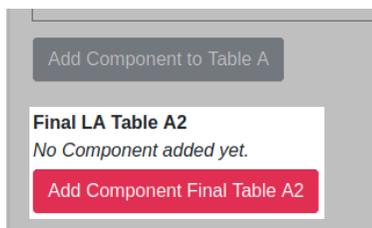
3. **Always Add**: It doesn't matter if you want to delete or add courses, you still need to click on **Add component**. You will be able to choose if you are adding or deleting courses later on.

I want to	
Add components	**Delete components**
1. Write in the name, code and number of ECTSs of the course(s) you want to add. 2. Choose the semester. 3. Choose Added from the dropdown menu. 4. Pick a reason for addition.	1. Copy and paste all data from the course you want to delete from Table A - Study programme at the Receiving institution to Final LA Table 2. 2. Choose Deleted from the dropdown menu. 3. Choose a reason for deletion.
Once you are done, you can either click on Add Component Final Table A2 to delete (or add) another course or you can simply click on Next if you are done.	

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