

Erasmus+ Student Mobility for Studies

Outgoing Students

Your Guide to preparing the Online Learning Agreement

The Online Learning Agreement platform is an online tool which helps you prepare your learning agreement. It has been developed as part of the Erasmus Without Paper and contributes to the Digital Education Action Plan (2021-2027) that has been set up by the European Commission.

The Online Learning Agreement is a compulsory document for students who are proceeding on an Erasmus+ Study Mobility Semester or Year abroad. A finalised Online Learning Agreement will need to be filled in and signed by yourself, the responsible person at the UM (faculty/institute/school and/or departmental administrative staff) and the responsible person at the host university.

This guide explains how to fill out the Online Learning Agreement step-by-step. Please do not fill in the Online Learning Agreement before you have read all the instructions below.

Step 1: Before you start filling in your OLA, please ensure that you have completed the following steps:

1. Obtain approval for the Programme of Studies Form

Ensure that you have completed and signed the Programme of Studies and have also obtained the necessary approvals from your Head of Department (HoD) or Erasmus+ Academic Coordinator (EAC). In case of more than one study area, ensure that you have obtained the signatures from the HoD or EAC of each study area.

E.g.

(i) B.A. (Hons) Music Studies – one signature required by the HoD or EAC of Music Studies

(ii) B.A. Music Studies and Theatre studies – two signatures required by both the HoD or EAC of Music Studies and Theatre Studies

It is important that the faculty/institute/school and/or departmental administrative staff who will be signing your Online Learning Agreement receives a copy of the approved Programme of Studies. The Online Learning Agreement will not be signed by the responsible administrator at the UM if the Programme of Studies is not yet approved, or if a copy of the document is not provided to the responsible signatory.

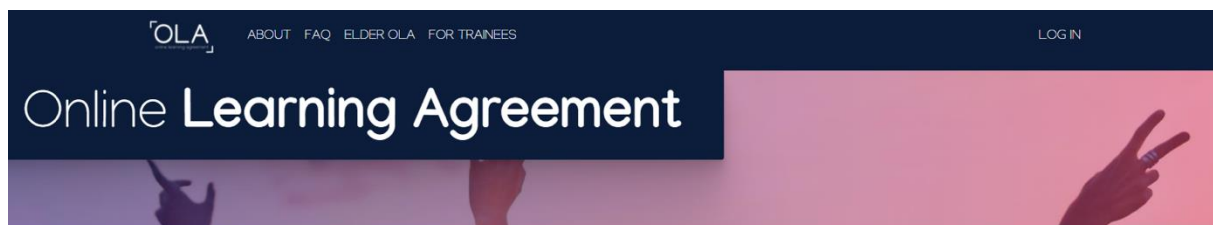
The list of UM administrators responsible for signing your OLA and the contact details is enclosed in the Pre-Departure email.

2. Fill in the correct information of the signatories of the OLA for the sending and the receiving institutions

Carefully fill in the details of the signatories (names and email addresses), both for the sending (UM) and the host university. The host university should inform you who is the 'responsible person at the receiving institution'. If you do not have this information, kindly e-mail the contact person at the host university who has been guiding you with the mobility processes at the host institution. In case of difficulties, please get in touch with the [UM Erasmus Office](#). This information is important as the OLA system will automatically send an email to the responsible persons at both the home and the host universities for their signatures after you sign and submit the OLA yourself. Including incorrect information will result in delays in finalising the process.

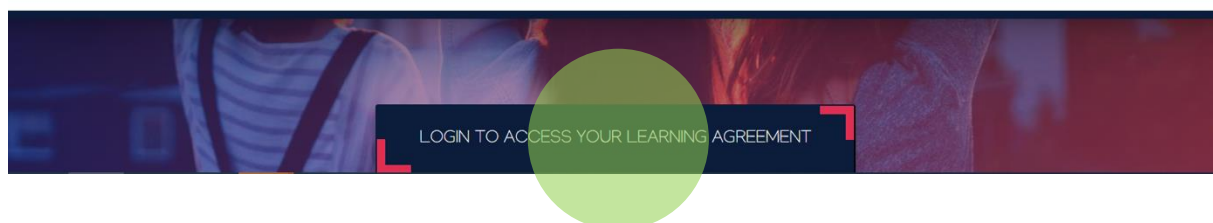
Step 2: Logging on to the OLA Platform and signing in

- i. To start preparing your OLA, you need to log on to the [Learning Agreement EU website](#) enter the following link:



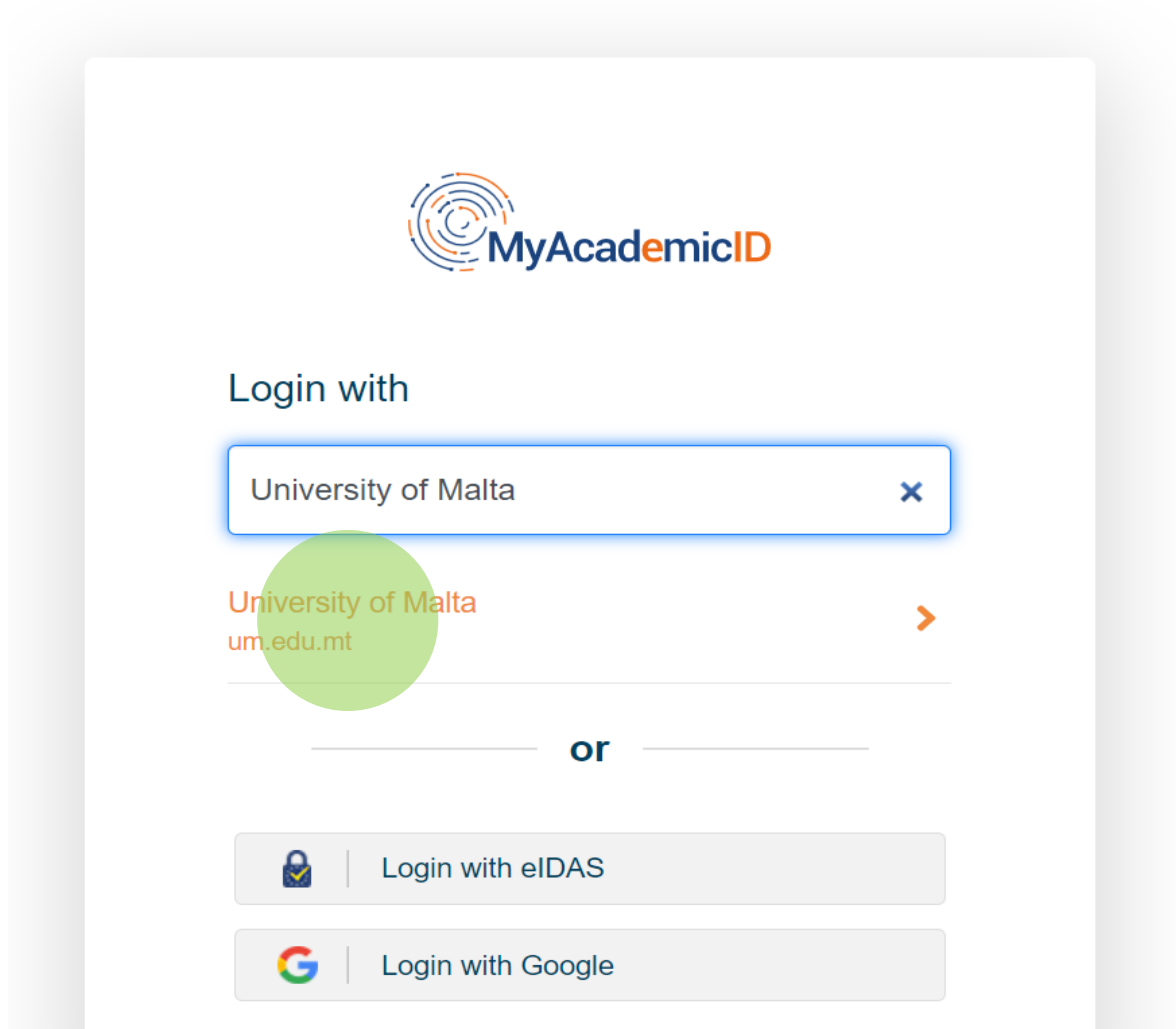
Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.



- ii. When the following screen appears, click on 'Login to Access your Learning Agreement'. Then, click on 'Log In'.

- iii. Type 'University of Malta' until a field with the same name appears, and log in with 'MyAcademicID'.



Step 3: Creating a New Learning Agreement

- i. This can be done by clicking on 'Create New' and then selecting 'Semester Mobility'.



See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created**	View or Edit
UNIVERSITA TA MALTA	UNIVERSITA TA MALTA	Ready to Edit	Thu, 05/13/2021 - 07:05	Apply Changes Download PDF History



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.

- ii. In 'Student Information', you are required to input the following:
- Academic Year during which the mobility is to take place;
 - First name;
 - Last name;
 - Email;
 - Date of birth;
 - Gender;
 - Nationality;
 - Field of Education (check your subject's ISCED-F code using the link provided in the OLA);
 - Field of Education Comment (specify area of study or degree; e.g. Philosophy, or, Nursing);
 - Study cycle.

OLA
online learning agreement

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1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *

2021/2022

Student

First name(s) * Last name(s) *

Email *

Date of birth * Gender * Nationality *

dd/mm/yyyy Female mal

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education * Field of Education Comment Study cycle *

- Select a value -

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.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

- iii. In 'Sending Institution Information', you are required to input the following:
- a. Academic Year (automatically filled in from data inputted in earlier sections);
 - b. Country (tip: allow the field 'Malta' to appear first, and then click on it);
 - c. Name of the sending institution (tip: allow the field 'Universita ta Malta' to appear first, and then click on it);
 - d. Faculty/Department;
 - e. Address and Erasmus Code (these should appear automatically);
 - f. Sending Responsible Person.

Please refer to the list attached to the Pre-Departure Email to confirm who is the **responsible person for signing from your faculty/institute/ school or department**. This is usually the faculty officer or departmental staff;

- g. Sending Administrative Contact Person – this can be any Institutional Erasmus+ Coordinator from the International Office (Janice Mercieca / Bernard Cachia Zammit / Jeremy Gatt).

The screenshot shows the OLA (Online Learning Agreement) form. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, the 'Academic year' is set to '2021/2022'. The main section is titled 'Sending' and contains two sub-sections: 'Sending Institution' and 'Sending Responsible Person'. The 'Sending Institution' section includes fields for 'Country' (Malta), 'Name' (Universita ta Malta), 'Faculty/Department', 'Address' (Msida), and 'Erasmus Code' (MT MALTA01). The 'Sending Responsible Person' section includes fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. There are also 'Previous' and 'Next' buttons at the bottom of the form.

- iv. In the 'Receiving Institution Information', you are required to input the following:
 - a. Academic Year (automatically filled in from previous data);
 - b. Country (tip: allow the relevant field to appear first, and then click on it);
 - c. Name of the receiving institution (tip: allow the relevant field to appear first, and then click on it);
 - d. Faculty/Department (this should appear when (b) and (c) are clicked accordingly);
 - e. Address and Erasmus Code (these should appear automatically when (b) and (c) are completed);
 - f. Receiving Responsible Person;
 - g. Receiving Administrative Contact Person – this can be either the same as (f), in which case it can be left blank, or the host university should indicate who is the contact person (usually someone from the international office at the host university).

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Your Online Learning Agreement has been updated.

Select your host institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2021/2022

Receiving

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

Receiving Responsible Person

First name(s) *
Last name(s) *
Position *
Email *
Phone number

Receiving Administrative Contact 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.

Previous Next

- v. Filling in the Proposed Mobility Programme. Here you are required to input the following:
- Planned mobility dates (as per acceptance letter);
 - Table A: By clicking 'Add Component to Table A', you will be able to add study-units that you are planning to enrol for at the host university. For each study-unit, you need to click 'add component to Table A' and input the title, code, number of ECTS and the delivery semester (the study-units to be listed here are those which have been approved in your programme of studies by your HoD(s)/Academic Coordinator(s)).

1 Student Information
 2 Sending Institution Information
 3 Receiving Institution Information
4 **Proposed Mobility Programme**
5 Virtual Components
6 Commitment

Academic year *

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

Component to Table A Remove

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

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.

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Component Code *

Semester *

ECTS credits (or equivalent): 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.

Add Component to Table A

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 *

The level of language competence *

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-cef>

c. You need to indicate the main language of instruction and the level of language competence in the last section;

- d. Table B: To complete this section you need to follow the same process used to complete Table A. You need to click 'Add Component to Table B' to list down each study unit that you will be exempted from at the UM. These are usually the study-units which would form part of the programme of studies at the UM during your mobility semester, unless specific arrangements have been made with regards to particular study-units.



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Table B - Recognition at the Sending institution *

Component to Table B
Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

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 *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

- Select a value -

ECTS credits (or equivalent): 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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components; [web link to the relevant info]

This must be an external URL such as <http://example.com>.

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

This must be an external URL such as <http://example.com>.

Previous

Next

vi. This section is only applicable in case of any exclusively virtual components.

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Your Online Learning Agreement has been updated. X

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

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

Previous Next

- vii. The 'Commitment' section is where you are required to sign your OLA. Once finished, you can proceed with clicking 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution [UM] for review'. This will first be received, via email notification, by the Responsible Person at the Sending Institution. The responsible person will match the OLA with the approved programme of studies. If in agreement, the administrator will sign. When signed, the responsible person at the receiving institution will then receive an email notification to sign your OLA. In case the document is rejected by either party, you will receive an email with the reason for rejection on the last page after the signature field. Depending on the reason for rejection, you will be asked to revise as necessary. If the issue is with the Programme of Studies, you may need to revise both the Programme of Studies and the OLA before again submitting the OLA for review.

OLA
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES


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Academic year *

2021/2022

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

[Previous](#) [Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review](#)

Step 4 – Changes to the Online Learning Agreement

During the beginning of your mobility, you may be required to affect some changes to your initially agreed upon programme of studies and learning agreement. These changes may include a change in a component code, a change in the number of ECTS of one of the study-units already selected, or a change in a study-unit itself.

Kindly note that as per Erasmus+ guidelines, any party can signal the need for changes to the study programme and the student can initiate the changes within five weeks after the start of each semester. These changes should be agreed by all parties as soon as possible, within two-weeks following the request. In case of changes due to an extension of the duration of the mobility, a request can be made by the student at the latest one month before the foreseen end date. Failing to ensure that the approved Programme of Studies and the fully signed OLA match with your final transcript of results will not make it possible for the recognition and transfer of ECTS.

In any case, you will be required to either add or delete study-units, or both, as necessary. Before affecting changes on the OLA, you will first need to complete and sign the 'during the mobility' section of the Programme of Studies. Then, ensure that the necessary approvals to your changes from the HoD(s) / Academic Coordinator(s) are again obtained on the Programme of Studies. Once this step is completed and you have passed a copy to the responsible person at the sending institution (UM), you can proceed with affecting these changes on the OLA.

- i. Repeating Step #2, log on to the [Learning Agreement EU website and log in](#). Once logged in, scroll down to your Online Learning Agreement and click on 'Apply Changes'.

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

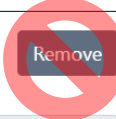
Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
Universita ta Malta	Universita ta Malta	Signed by both coordinators	Tue, 03/15/2022 - 09:18	Apply Changes Download PDF History

- ii. By clicking 'Next', proceed to the section of 'Sending Mobility Programme Changes'. To start affecting changes, click on 'Add Component Final Table A2'.

P.S. Ensure that you do not click on 'Remove' on 'Component to Table A' or 'Add Component to Table A'.

Table A - Study programme at the Receiving institution *


Component to Table A 

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


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 *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
<input type="text" value="354"/>	<input type="text" value="30"/>	<input type="text" value="First semester (Winter/Autumn)"/>

ECTS credits (or equivalent): 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.



Final LA Table A2
No Component added yet.



- iii. In Table A2, list down any study-units that you are adding or deleting. For each addition or deletion, you need to click on 'Add Component Final Table A2'. For each study-unit, you will be required to indicate:

- if you are adding or deleting the study-unit;
- the reason for adding or deleting the study-unit (if not listed, select 'Other (please specify)' and another box will appear in which you are to provide the specific reason;
- component title;
- component code;
- number of ECTS credits; and
- semester of delivery.

Final LA Table A2

Component Final Table A2

Remove

Component Added or Deleted *

Added

Added

Deleted

Other (please specify)

Specify Reason

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

Component Code *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Semester *

- Select a value -

- iv. Once the necessary additions and deletions have been included in Table A2, click 'Next' to proceed to the next step.
- v. The 'Receiving Mobility Programme Changes' section is only applicable in case you have any changes to affect to the Sending Institution's (UM) study-units mentioned in Table B. If you have changes to submit, repeat the previous step for Table B2 by clicking on 'Add Component Final Table B2'. If you have none, proceed to the next step by clicking 'Next'.
- vi. The 'Virtual Component Changes' section is only applicable in case you have any changes to affect to exclusively virtual components agreed in Table C, if any.
- vii. In the 'Commitment' section, you are again required to sign your OLA. Kindly refer to and repeat Step #3.

If you have any recommendations on how we can improve the Online Learning Agreement Guide, please feel free to [email us](#) your suggestions.