

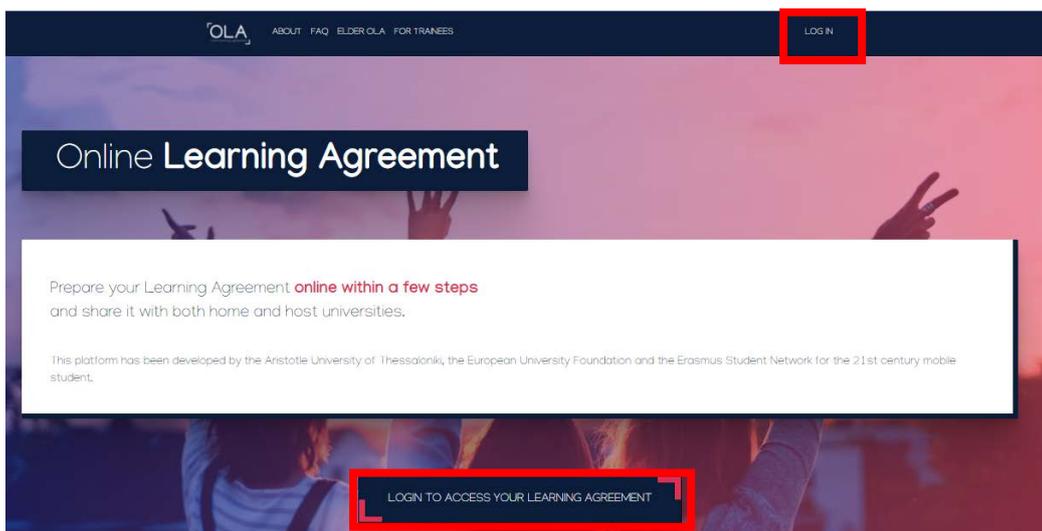
ONLINE LEARNING AGREEMENT (OLA)

IMPORTANT:

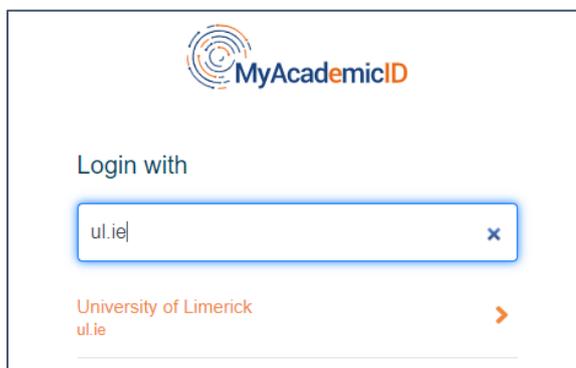
You may use either the Online Learning Agreement (OLA) or the electronic Word document. Your host university might insist that you use the OLA or their own platform, in which case you should adhere to their requirements.

Just remember that, whichever format you use, you must submit your finalised Learning Agreement to our office through the [SharePoint Power App](#).

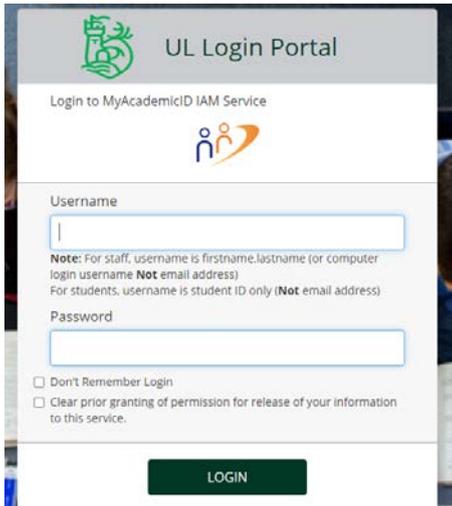
1. Go to <https://www.learning-agreement.eu/> and click **Log in** (either on the top bar or at the bottom of the screen).



2. In the University Identifier box (MyAcademicID), type **ul.ie**. The option *University of Limerick* will then appear. Click on **University of Limerick** to continue.

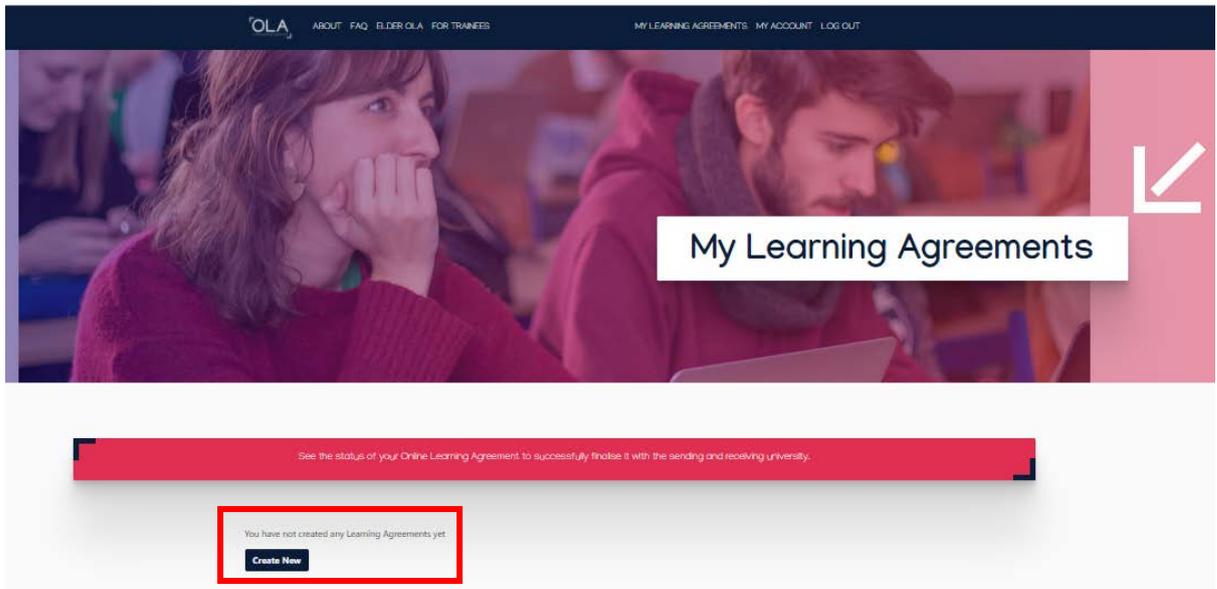


3. You are then taken to the UL Login Portal. Log in with your student number and usual UL password.



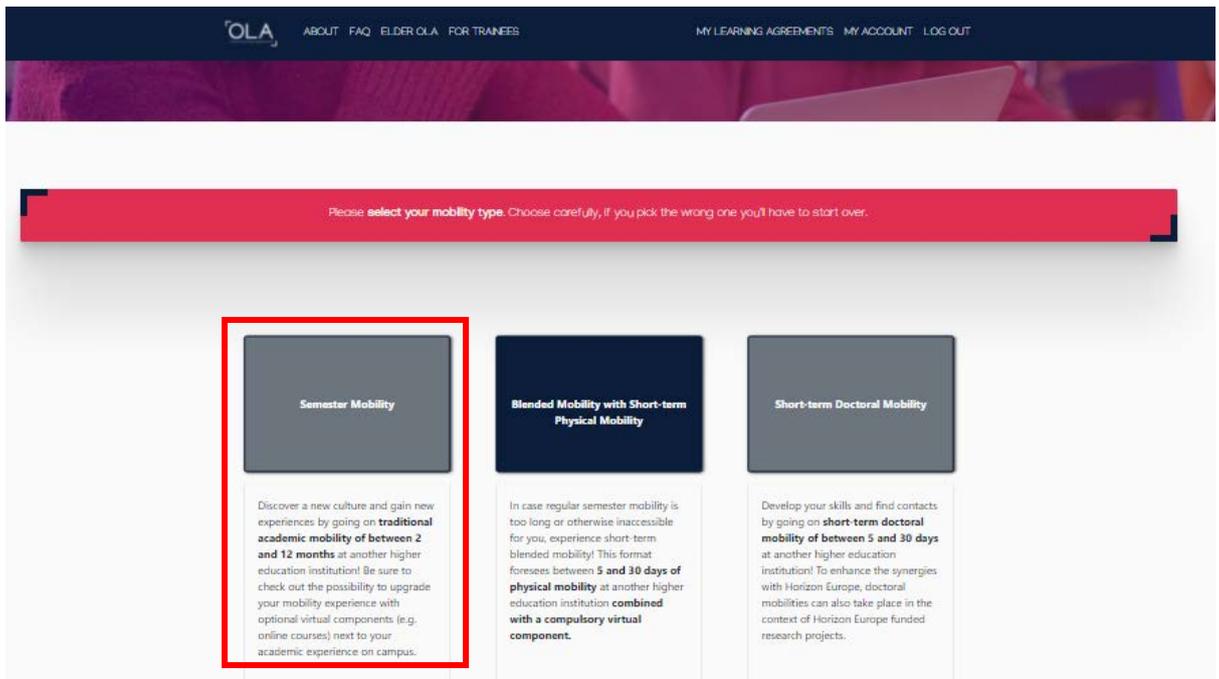
The screenshot shows the 'UL Login Portal' for the 'MyAcademicID IAM Service'. It features a logo at the top left, a title 'UL Login Portal', and a subtitle 'Login to MyAcademicID IAM Service'. Below this is a logo with two stylized figures. The form includes a 'Username' field with a vertical cursor, a 'Password' field, and two checkboxes: 'Don't Remember Login' and 'Clear prior granting of permission for release of your information to this service.'. A green 'LOGIN' button is at the bottom.

4. You should then be logged in to the OLA site. To create the Online Learning Agreement, click Create New:



The screenshot shows the 'OLA My Learning Agreements' page. The header includes the OLA logo and navigation links: 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. The main content area features a large image of two students, a white box with the text 'My Learning Agreements' and a white arrow icon, and a red banner with the text 'See the status of your Online Learning Agreement, to successfully finalise it with the sending and receiving university.'. Below the banner, a message states 'You have not created any Learning Agreements yet' with a 'Create New' button highlighted by a red box.

5. On the next page, select Semester mobility.
- 6.



7. Follow the steps to fill out the LOA (student information, sending institution, receiving institution, proposed modules, signature).

Step 1: Student Information



Enter your personal details on this page.

You will be asked for the field of education and study cycle.

The field of education is the academic area under which you have been nominated (e.g. History)
The study cycle is Bachelor (as shown below).

Field of Education *	Field of Education Comment	Study cycle *
<input type="text"/>	<input type="text"/>	- Select a value -

Click **Next**.

Step 2: Receiving Institution Information



Enter the country (Ireland) and the name (University of Limerick). Under Faculty, enter Arts Humanities & Social Sciences OR Kemmy Business School OR Education and Health Sciences OR Science and Engineering. For list of departments, please check the UL website (www.ul.ie).

Sending Institution

Country *

Name *

Faculty/Department *

Address *

Erasmus Code *

The **Sending Responsible Person** is your Erasmus academic coordinator at UL. If you are unsure who this is, the list is [here](#).

For the **Sending Administrative Contact Person**, please use Herveine Roche ; outgoing.erasmus@ul.ie ; +353 202353.

Click **Next**.

Step 3: Receiving Institution Information



For the Receiving Institution, enter the country and the name of the university, and the faculty if you know it.

Receiving

Receiving Institution

Country *
Germany x

Name *
UNIVERSITAET MANNHEIM x

Faculty/Department

Address *
Mannheim

Erasmus Code *
D MANNHEI01

For the Responsible person and the Administrative contact person, you should be able to get this information from the fact sheet, the host university's website, or other communication emailed to you by the host university.

Click **Next**.

Step 4: Proposed Mobility Programme



Enter your mobility start and end dates to the best of your knowledge.

To start selecting modules, click on **Add component to Table A** and fill in the required information. You must take enough modules to reach 30 ECTS credits.

Once you have finished entering your modules, you must enter your proficiency level in your language of instruction at the host university (English or local language) and, if possible, the link to the course catalogue.

Note: It is considered that you study through the local language if at least half the courses at the host university are taken in the local language.

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-cefr>

Table B is used to record the modules you would normally take at UL during the semester.

If Erasmus is compulsory, enter the following information:

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 *

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.

If Erasmus is not compulsory, list the UL modules that you would normally take as part of your degree if you stayed in UL.

Click **Next**.

Step 5: Virtual components



You do not need to fill out this part.

Step 6: Commitment



Sign your name in the signature box and click the **Sign and Send** button at the bottom of the page.

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

NOTE:

You can log in the OLA platform at any time to review your Learning Agreement by clicking on MY LEARNING AGREEMENTS on the top banner:

