

Introducció de l'acord d'estudis a la plataforma OLA

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1. Recepció del correu i accés a la plataforma OLA

Abans de començar, heu d'esperar a rebre un correu electrònic de la plataforma OLA on se us convida a entrar a l'aplicació www.learning-agreement.eu.

Dear Student,

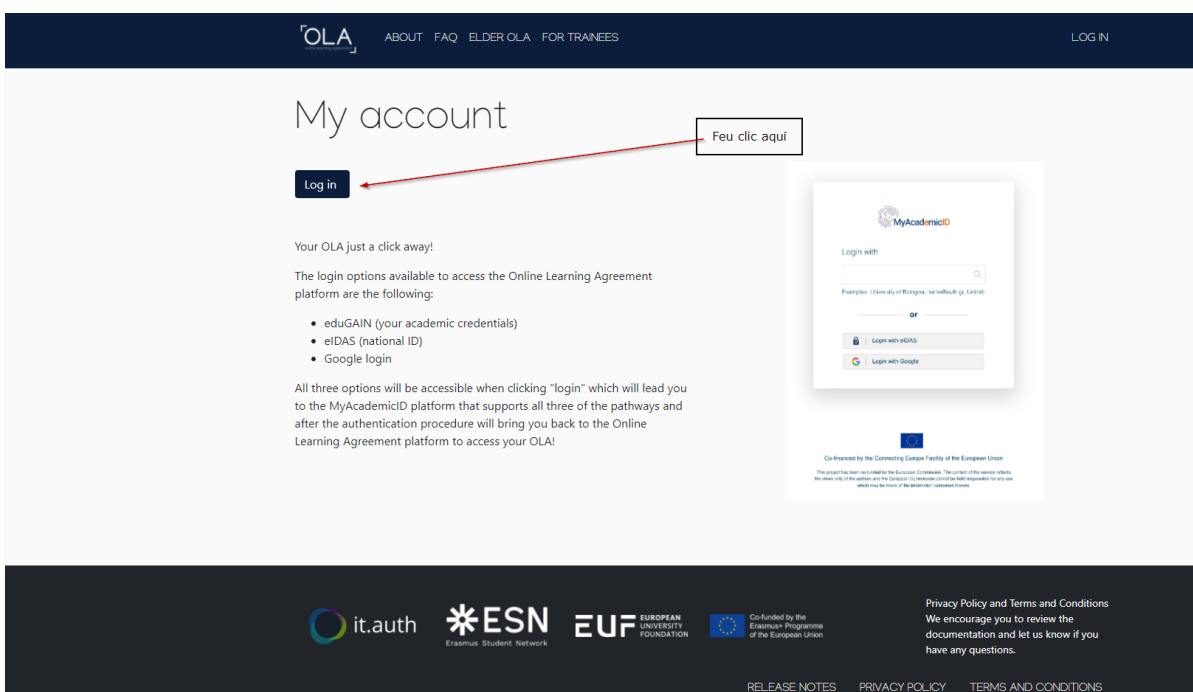
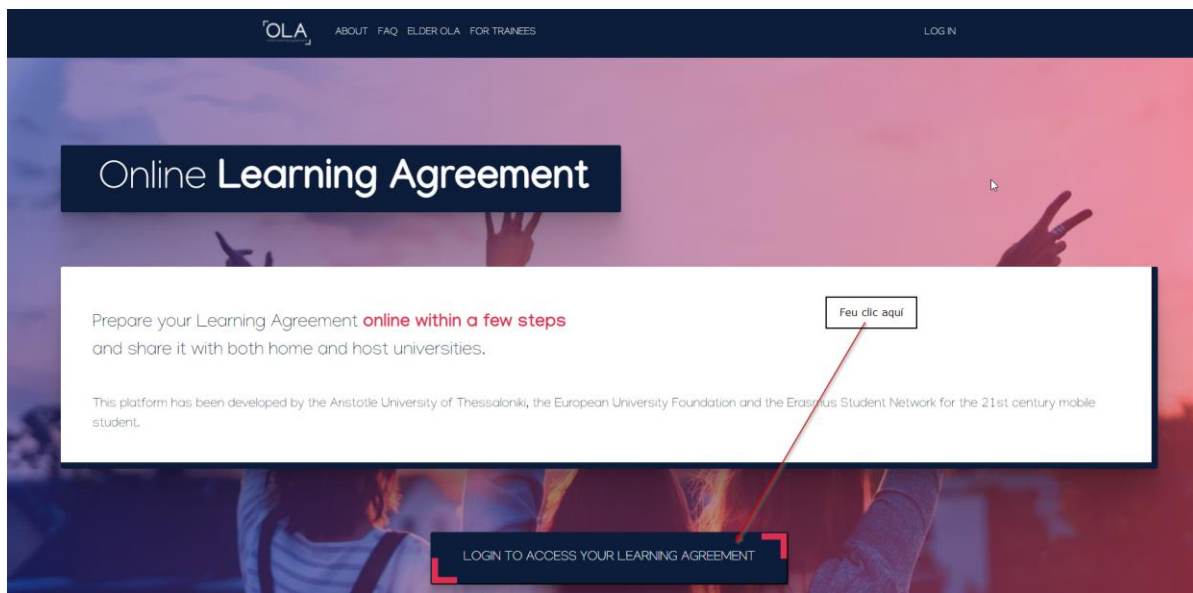
Your Sending Higher Education institution added a prefilled Online Learning Agreement to your account.

Login at www.learning-agreement.eu [1] to view and further edit your Learning Agreement to prepare for the Erasmus+ mobility.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>



2. Identificació i registre de MyAcademicID

Se us mostrarà una pantalla on heu de seleccionar la universitat d'on proveniu. Aquí, a la caixa de text, cal escriure "Universitat de Girona" i a sota ja us apareixerà el nom de la universitat, el qual heu de clicar. I llavors se us redirigirà a la pantalla d'autenticació de la UdG on us heu d'identificar.

MyAcademicID

Login with

Universitat de Girona

Examples: University of Bologna, name@auth.gr, Unimib

Universitat de Girona udg.edu

or

Login with eIDAS

Login with Google

Autenticació centralitzada d'usuaris

USUARI u123456789

CONTRASENYA

ACCEPTAR

He oblidat la contrasenya

Per a desconnectar-te, recomanem que tanquis el teu navegador (tancant totes les finestres).

(c) PRISE

Després d'alguns redireccionaments, arribareu a la pantalla d'inici del registre del vostre usuari a MyAcademicID, el qual és imprescindible per accedir a l'aplicació OLA i a altres serveis en línia Erasmus.

MyAcademicID Registration

Name* Nom Cognoms

E-mail* correu.electronic@udg.edu

Ja venen informats

MyAcademicID Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy*

☒ Confirm

Submit

Heu de marcar aquest check

Feu clic aquí

Un cop clicat el botó "Submit", rebreu un missatge de correu electrònic amb un enllaç de verificació del vostre compte, el qual haureu de clicar abans de prémer "Continue" per passar a la pantalla següent:

eduTEAMS Registrar

Form Submitted registrations Sign out

Email verification needed

Please check your mailbox napbuf@gmail.com and click the link to verify your email address. Without verification it is not possible to approve your application.

Re-send mail verification message

Continue >

Feu clic aquí

3. Entrada de dades personals a la plataforma OLA i accés a l'acord d'estudis

Heu d'omplir les vostres dades i clicar "Save". Si teniu dubtes en algun dels camps, podeu consultar el glossari que trobareu a l'última pàgina de l'acord d'estudis que us ha fet arribar la UdG en PDF.

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Fill out the required fields to complete your profile. X

My account

VIEW EDIT

My Personal Information

Firstname *
Nom

Lastname *
Cognoms1 Cognom2

Date of birth *
08/06/1996

Gender *
Female

Nationality *
Spain (409)

Field of education *
Engineering (804)

Study cycle *
Bachelor or equivalent first cycle (EQF level 6) (19)

☒ I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions and Privacy Policy](#)

Save Feu clic aquí

Un cop introduïdes les dades personals, entrareu a la pantalla d'accés als vostres acords d'estudis. Veureu que a sota de tot hi ha l'acord d'estudis que heu d'acabar d'omplir. Per fer-ho heu de clicar "Edit".

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My Learning Agreements

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
UNIVERSITAT DE GIRONA	TECHNISCHE HOCHSCHULE BRANDENBURG	Ready to Edit	Tue, 06/08/2021 - 09:37	Edit Download PDF History

Feu clic aquí

4. Entrada de l'acord d'estudis

Pas 1. Dades de l'estudiant

The screenshot shows the 'Student' section of the OLA (Online Learning Agreement) form. The header includes the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The form fields are as follows:

- First name(s) ***: Input field with 'Nom'.
- Last name(s) ***: Input field with 'Cognom1 Cognom2'.
- Email ***: Input field with 'napbuf@gmail.com'.
- Date of birth ***: Input field with '08/06/1996' and a calendar icon.
- Gender ***: Dropdown menu with 'Female' selected.
- Nationality ***: Dropdown menu with 'Spain (409)' selected. Below it, a note states: 'Country to which the person belongs administratively and that issues the ID card and/or passport.'
- Field of Education ***: Dropdown menu with 'Engineering (804)' selected. Below it, a note states: 'Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-iscd_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.'
- Field of Education Comment**: Empty input field.
- Study cycle ***: Dropdown menu with 'Bachelor or equivalent first cycle (EQF level 5)' selected. Below it, a note states: '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).'

At the bottom, there are two buttons: 'Next' and 'Feu clic aquí'.

Pas 2. Dades de la universitat d'origen (Universitat de Girona)

Només cal que informeu el camp "Position" del responsable amb el valor "Responsible for International Relations". La resta de camps els heu de deixar tal com estan.

The screenshot shows the 'Sending Institution' section of the OLA form. The header is the same as the previous page. A red banner at the top states: 'Select your home 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.'

A progress bar at the top indicates the current step: 1. Student Information, 2. Sending Institution Information (highlighted), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, 6. Commitment.

The form fields are as follows:

- Academic year ***: Input field with '2020/2021'.
- Sending Institution**:
 - Country ***: Dropdown menu with 'Spain' selected.
 - Name ***: Input field with 'UNIVERSITAT DE GIRONA' selected.
 - Faculty/Department**: Empty input field.
 - Address ***: Input field with 'PLACA SANT DOMENEK 3, 17004 GIRONA'.
 - Erasmus Code ***: Input field with 'E GIRONA02'.
- Sending Responsible Person**:
 - First name(s) ***: Input field with a blacked-out name.
 - Last name(s) ***: Input field with a blacked-out name.
 - Position ***: Input field.
 - Email ***: Input field with a blacked-out email.
 - Phone number**: Input field.

Below the fields, a note states: '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)**: Input field with a blacked-out name.
 - Last name(s)**: Input field with a blacked-out name.
 - Position**: Input field.
 - Email**: Input field with a blacked-out email.
 - Phone number**: Input field.

Below the fields, a note states: '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.'

At the bottom, there are three buttons: 'Previous', 'Next', and 'Feu clic aquí'.

Pas 3. Dades de la universitat de destí

Les dades del responsable les trobareu preomplertes, excepte el camp "Position". Si no s'adiuen amb la informació que teniu, les podeu modificar.

Les dades de l'administratiu de contacte (columna dreta) no les modifiqueu.

OLA

ABOUTFAQELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTSMY ACCOUNTLOG OUT

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.

123456

Student InformationSending Institution InformationReceiving Institution InformationProposed Mobility ProgrammeVirtual ComponentsCommitment

Academic year *

2020/2021

Receiving

Receiving Institution

Country *

Germany x

Name *

TECHNISCHE HOCHSCHULE BRANDENBURG x

Faculty/Department

Address *

MAGDEBURGER STRASSE 50, 14770 BRANDENBURG

Erasmus Code *

D BRANDEN01

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.

PreviousNext

Feu clic aquí

Pas 4. Entrada de les assignatures de destí (universitat de destí) i d'origen (UdG)

En aquest punt, heu de tenir a mà el PDF amb l'acord d'estudis que us ha facilitat la UdG perquè, en cada apartat, **haureu de transcriure el que apareix en aquest document**.

1. Primer de tot, cal que verifiqueu que les dates previstes de la vostra estada són correctes.

Planned start of the mobility *	Planned end of the mobility *
15/09/2020	15/02/2021

2. En segon lloc, cal informar les assignatures que cursareu a la universitat de destí. Ho heu de fer una a una. Per cada assignatura que es vulgui afegir cal fer clic a "Add Component to Table A".

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 *

Semester *

Component Code *

- 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.

Add Component to Table A

Per afegir més assignatures

Les assignatures que s'han d'afegir aquí les trobareu a l'apartat "Study Programme at the Receiving Institution", "Table A", del vostre acord d'estudis, tal com es mostra a continuació:

				+39 055 275 9031	
The level of language competence in that the student already has or agrees to acquire by the start of the study period is					
Estimated duration (to be confirmed by the Receiving Institution)					
Planned period of the physical mobility: from September to February					
Study Programme at the Receiving Institution					
Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion	
	B004526	AGRICOLTURA E TURISMO RURALE	Autumn	6.00	
	B028934	GESTIONE E MARKETING DELLE IMPRESE TURISTICHE (MODULO SINGOLO)	Autumn	6.00	
	B028582	MARKETING INTERNAZIONALE	Autumn	9.00	
	B029737	MERCEOLOGIA E QUALITA' DELLE RISORSE	Autumn	9.00	
	B019055	FRENCH LAB	Autumn	6.00	
				Total: 36,00	
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					
Recognition at the Sending Institution					
	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
	3108G01028	The Creation of Tourism Businesses		3.00	Yes

Un cop introduïdes totes les assignatures de destí, us quedarà una pantalla similar a la següent:

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) *

Agricoltura e turismo rurale

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 *

B0D4526

Semester *

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.

Component to Table A Remove

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

Gestione e marketing delle imprese turistiche

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 *

B028934

Semester *

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.

3. En tercer lloc, cal informar la llengua i el nivell requerits per la universitat de destí.

The main language of instruction at the Receiving Institution *

English ⌵

The level of language competence *

C1 ⌵

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>

4. Finalment, heu d'entrar les assignatures que se us reconeixeran a la Universitat de Girona. La mecànica és la mateixa que la que heu utilitzat per entrar les assignatures de destí. Les assignatures que heu d'entrar les trobareu a l'apartat "Recognition at the Sending Institution", "Table B", de l'acord d'estudis.

				Total: 36,00
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:				

Recognition at the Sending Institution					
	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
Table B	3108G01028	The Creation of Tourism Businesses		3.00	Yes
	3108G01047	Tour Guiding		3.00	Yes
	3108G01091	New Tourists		3.00	Yes
	3108G01092	Tourism Consumer Protection		3.00	Yes
	3108G01093	Social Tourism		3.00	Yes
	3108G01096	Event protocol		3.00	Yes
	3108G01190	Travel and travelers		3.00	Yes
	3108G01084	Creation of Itineraries and Packages		5.00	Yes
	3108G01082	Cultural Heritage Management		5.00	Yes
	3108G01165	Upper Intermediate French 2		6.00	Yes
					Total: 37,00
Provisions applying if the student does not complete successfully some educational components:					

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field)	Number of ECTS credits to be awarded	Automatic recognition
Table C					

Un cop introduïdes totes les assignatures de la UdG, us quedarà una pantalla similar a la següent:

Table B - Recognition at the Sending institution *

Component to Table B			Remove
Component title at the Sending Institution (as indicated in the course catalogue) *			
The Creation of Tourism Businesses			
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 *	
3108G01028	3	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.			
☒ Automatically recognised towards student degree			
Automatic recognition comment			

Component to Table B			Remove
Component title at the Sending Institution (as indicated in the course catalogue) *			
Tour Guiding			
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 *	
3108G01047	3	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.			
☒ Automatically recognised towards student degree			
Automatic recognition comment			

Pas 5. Entrada de les assignatures virtuals

Aquest apartat **només l'heu d'omplir** si curseu assignatures de manera virtual. Hi heu de transcriure el que trobareu a l'apartat "If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution", "Table C", de l'acord d'estudis.

					Total: 3 / 00
Provisions applying if the student does not complete successfully some educational components:					

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

Institution					
Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field)	Number of ECTS credits to be awarded	Automatic recognition
	B004526	AGRICOLTURA E TURISMO RURALE	AGRICOLTURA E TURISMO RURALE	6.00	Yes
				Total: 6,00	

1/4

Table C

Component to Table C

Remove

Component title or description at the Sending Institution *

Agricoltura e turismo rurale

Component Code *

B004526

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

6

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.

Short description of the virtual component *

Agricoltura e turismo rurale

☒ Automatically recognised towards student degree

Automatic recognition comment

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

Quan finalitzem o no tinguem assignatures virtuals, fem clic aquí

Pas 6. Signatura i enviament al responsable de la Universitat de Girona

Heu de signar l'acord i a continuació prémer "Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review".

The screenshot shows the OLA web application interface. At the top, there is a navigation bar with the OLA logo and links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar is a progress bar with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment (highlighted in red). Below the progress bar, there is a section for 'Academic year' with a dropdown menu showing '2020/2021'. The main content area is titled 'Commitment Preliminary' and contains a paragraph of text explaining the agreement. Below the text is a signature box with a red arrow pointing to it from the label 'Signatura'. There is also a 'Clear' button next to the signature box. Below the signature box is a button labeled 'Botó per enviar l'acord d'estudis un cop omplert'. At the bottom of the page, there is a disclaimer: '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.' Below the disclaimer are two buttons: 'Previous' and 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review'.

OLA
online learning agreement

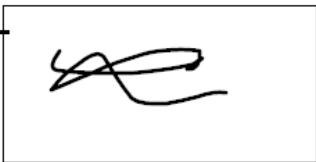
ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

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

Academic year *
2020/2021

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.

 Signatura

Clear

Botó per enviar l'acord d'estudis un cop omplert

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

Un cop arribats a aquest punt **ja no cal que feu res més**. El vostre acord d'estudis s'haurà enviat al responsable de la UdG perquè el validi i el signi.

En cas que aquest detecti algun error, rebreu un missatge de correu electrònic que us convidarà a modificar-lo des d'aquesta mateixa aplicació.