

Bruerveiledning til studenter for utfylling av Online Learning Agreement (OLA)

NB! Bruk alltid Google Chrome eller Firefox (ikke Internet Explorer).

De fleste studenter ved NMBU vil få en delvis forhånds-utfylt OLA, som blir sendt til student e-postadressen fra no-reply@learning-agreement.eu. Dersom det gjelder deg, må du følge lenken i denne e-posten og «Log in with your academic credentials (eduGAIN)» fra denne siden:

The image shows a screenshot of the Online Learning Agreement (OLA) website. At the top, there is a dark blue header with the text "Online Learning Agreement" in white. Below this, a white box contains the text: "Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities." Below this, a smaller text block states: "This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus student." A large blue arrow points from this text down to a dark blue button that says "LOGIN TO ACCESS YOUR LEARNING AGREEMENT". Below this, there is a dark blue navigation bar with the OLA logo and the text "ABOUT FAQ ELDER OLA FOR TRAINEES". Below the navigation bar, the text "My account" is displayed. A large red arrow points from "My account" down to two dark blue buttons: "Log in with Google" and "Log in with your academic credentials (eduGAIN)".

Online Learning Agreement

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.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

OLA ABOUT FAQ ELDER OLA FOR TRAINEES

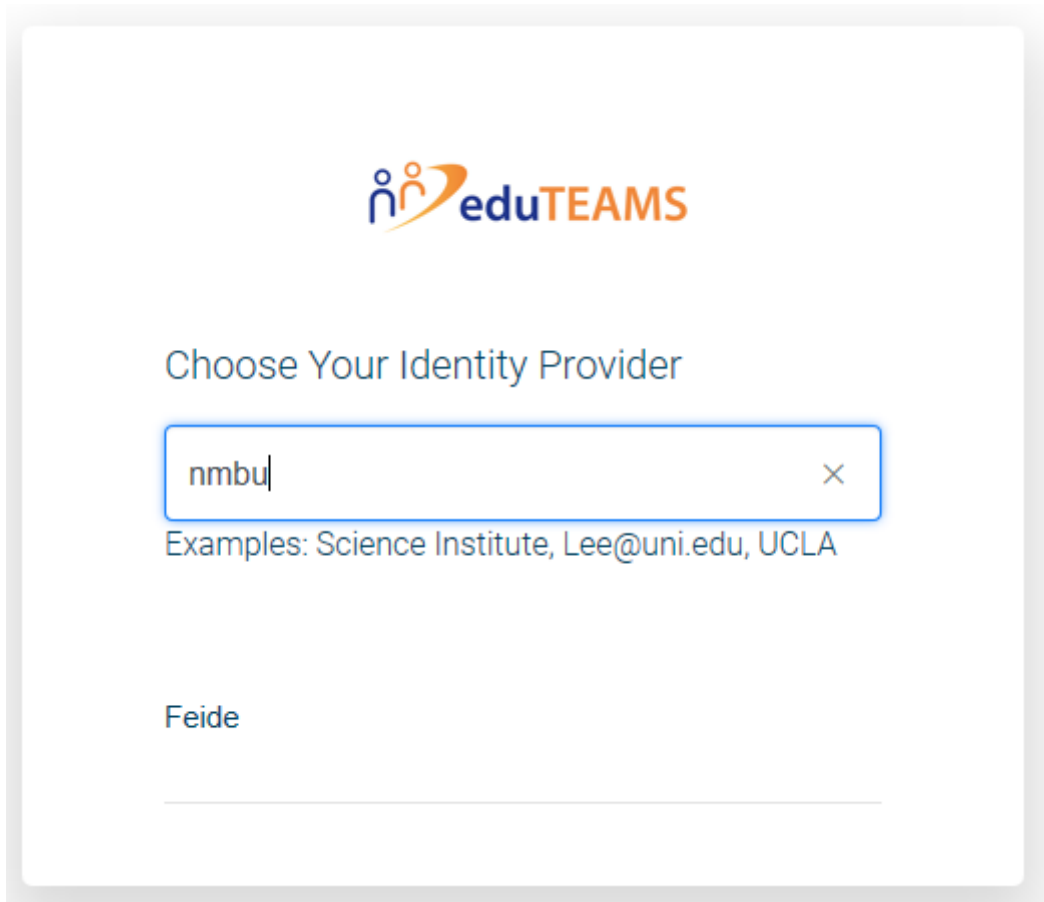
My account


Log in with Google

Log in with your academic credentials (eduGAIN)

Velg «Log in with your academic credentials (eduGain)»

Når du kommer til dette bildet skriver du inn «NMBU», og blir koblet videre til FEIDE-innlogging



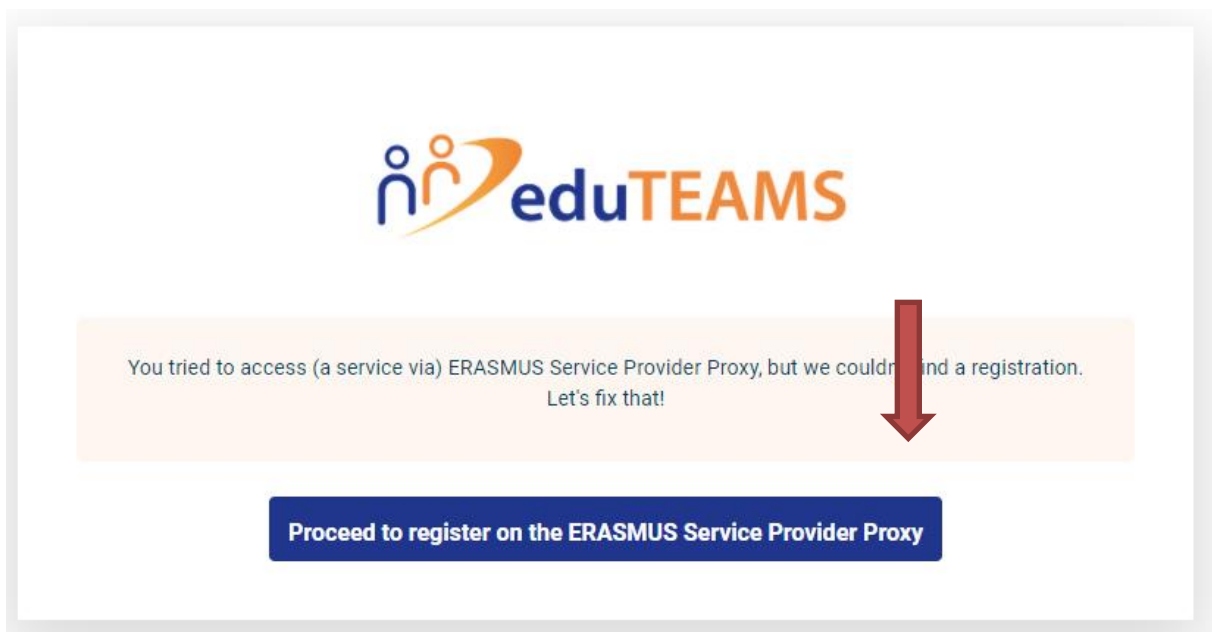



Choose Your Identity Provider

Examples: Science Institute, Lee@uni.edu, UCLA

Feide

Trykk deg videre for å registrere deg:





You tried to access (a service via) ERASMUS Service Provider Proxy, but we couldn't find a registration.
Let's fix that!

[Proceed to register on the ERASMUS Service Provider Proxy](#)

Husk å legge inn den nmbu -epostadressen din med komplett brukernavn
(kari.nordmann@nmbu.no)

Application for ERASMUS Account Registry

Name*	<input type="text" value="Kari Normann"/>	
E-mail*	<input type="text" value="kari.nordmann@nmbu.no"/>	Email with verification link will be sent to provided email address.
Username*	<input type="text" value="karino"/>	A username that will be provided to services.

[ERASMUS Acceptable Use Policy](#)

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

Confirm

[Submit](#)


Email verification needed

Please check your mailbox kari.nordmann@nmbu.no and click the link to verify your email address. Without verification it is not possible to approve your application.

[Re-send mail verification message](#)

Når du har verifisert eposten din (det kan ta litt tid før denne dukker opp i innboksen) er du klar til å logge deg inn på OLA igjen. Husk å klikke på EDIT på den OLA som ligger delvis utfylt til deg

OLA
ABOUT FAQ ELDER OLA FOR TRANEES
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
Norwegian University of Life sciences	UNIVERSITETET I BERGEN	Ready to Edit	Wed, 10/21/2020 - 07:22	Edit Download PDF



Generell informasjon

Du starter med å fylle ut Personal Information.

The screenshot shows the 'My account' page with a dark blue header containing the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main content area is titled 'My account' and has 'VIEW' and 'EDIT' buttons. Below this is a form titled 'My Personal Information' with the following fields:

- Firstname *: Kari
- Lastname *: Normann
- Date of birth *: dd.mm.åååå
- Gender *: Female
- Nationality *: Norway (368)
- Field of education *: Economics (0311) (759)
- Study cycle *: Master or equivalent second cycle (EQF level 7) (20)

At the bottom of the form, there is a checkbox: I have read and agree to the Terms and Conditions and Privacy Policy. Below this are links for 'Terms and Conditions' and 'Privacy Policy'. A red 'Save' button is located at the bottom right of the form area.

The footer of the page contains logos for it.auth, ESN (Erasmus Student Network), EUF (European University Foundation), and the European Union flag with the text 'Co-funded by the Erasmus Programme of the European Union'. On the right side of the footer, there is a link for 'Privacy Policy and Terms and Conditions' and a note: 'We encourage you to review the documentation and let us know if you have any questions.'

På **Field of education** vil ikke alle fagområder være representert i menyen. Fyll inn det som ligger nærmest ditt fagområde.

Study cycle – her legger du inn **bachelor** hvis du har under 180 stp (selv om du går på en 5-årig master), og **master** om du har over 180 stp og er på masternivå.

Du kan lagre dokumentet og komme tilbake til det seinere, du trenger ikke å gjøre det ferdig med en gang. Æ, Ø og Å kan brukes i utfyllingen.

The sending institution

Dersom du har en forhåndsutfylt OLA, er Norwegian University of Life Sciences lagt inn automatisk som hjemuniversitet/sending institution, og vi har lagt inn Contact person/responsible person. Det er din studieveileder ved fakultetet ditt som er responsible person. Når du har signert går OLA automatisk videre til din studieveileder for signering.

The receiving institution

Ved en forhåndsutfylt OLA vil også contact person/responsible person være lagt inn allerede. Du vil bli bedt om å legge inn stilling for responsible person på receiving institution. Det kan variere fra institusjon til institusjon hvem som signerer, men om du ikke vet hvilken stilling de har, kan du legge inn feks «study coordinator».

Du skal nå fylle ut **Table A i Preliminary LA**. Her må du finne frem emnene ved vertsuniversitetet.

Trykk på Add component to Table A

Add Component to Table A

Nå kan du legge inn emner med tittel, emnekode, antall studiepoeng (ECTS) og hvilket semester du skal ta emnet i. **Du må legge inn kurs på til sammen/minimum 30 studiepoeng/30 ECTS (1 stp = 1 ECTS)**. Klikk på *Add component to Table A* for hvert emne du vil legge inn.

Noen universitet er seint med å legge ut kurs for kommende semester (og spesielt i Tyskland/Østerrike der semesteret begynner mye seinere), men bruk eventuelt fjorårets kurskatalog om den finnes.

OLA Online Learning Agreement

[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#) [MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

2021/2022

Preliminary LA

Planned start of the mobility * Planned end of the mobility *

01.01.2021 📅

01.06.2021 📅

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) *

Marine biology

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, presentation/research for a thesis, mobility window or free electives.

Component Code *

BIO130

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

10

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.

Semester *

Second semester (Summer/Spring)
⌵

Component to Table A Remove

Table B Recognition at the Sending Institution

Her legger du inn emnene som utvekslingssemesteret skal godkjennes som ved NMBU. Det kan f.eks. være MAT100 eller bare 30 valgfrie studiepoeng, som kan legges inn som «Mobility window» eller «Elective courses» og 30 ECTS.

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 *
ELECTIVE	30	Second semester (Summer/Spring) ▾

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 B

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

The main language of instruction at the Receiving Institution:

Her fyller du inn det språket du skal ha hoveddelen av undervisningen på, og det språknivået du regner med å ha når utvekslingssemesteret starter. Bruk CEFR (*Common European Framework of Reference for Languages*) <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr> eller Online Linguistic Support - Erasmus språktesten (dersom du har tatt den) for å vurdere språknivået ditt.

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 available at: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

Signaturer

Når alt er fylt ut, skal Learning Agreement signeres. Pass på at du bruker det meste av signaturfeltet når du signerer (med musepekeren).

Du vil få epost når dokumentet er signert ved NMBU og sendes videre til vertsuniversitetet. Til slutt vil du få melding når vertsuniversitetet har signert det. Du kan logge på og sjekke status i prosessen, eller laste ned Erasmus+ mobil app å følge med der.

Erasmus + mobil app



Last ned og logg inn på appen, så kan du følge med å sjekke status på din Online Learning Agreement. Du vil også finne nyttig informasjon her for å forberede deg på utvekslingsoppholdet.

PDF-versjon av OLA?

- Du kan laste ned en PDF-versjon av Online Learning Agreement dersom vertsuniversitetet ønsker en papirversjon. Ikke alle universitet har koblet seg på OLA ennå. Det kan derfor være at du må printe din learning agreement og sende den til vertsuniversitetet for signering (som en nødløsning) I så fall må du sende en (scannet) kopi signert av alle tre parter til Erasmuskordinator, tonje.nore@nmbu.no

Changes to Learning Agreement (during mobility)

Dersom du trenger å gjøre endringer i din Online Learning Agreement etter at alle parter har signert, må du bruke delen som heter Changes to Learning Agreement (during mobility), fordi det er ikke mulig å endre en Online learning Agreement som er signert av alle parter.

Du sletter eventuelt fag du ikke skal ta, og/eller legger inn nye fag på samme måte som når du opprettet OLA.

During the Mobility

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY + ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS		
1300PSWSOR	Sociology of Organizations	X	-		5	<input type="button" value="set as deleted"/>	<input type="button" value="unset"/>
1300PSWSIQ	Sociology of inequalities	X	-		5	<input type="button" value="set as deleted"/>	<input type="button" value="unset"/>

Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!

Når du har slettet/lagt inn fag, signerer du og OLA blir sendt til samme Responsible person at Sending institution som i første runde (studieveileder). Du vil få melding når dokumentet er godkjent ved NMBU og sendes videre til vertsuniversitetet. Til slutt vil du få melding når vertsuniversitetet har godkjent det.