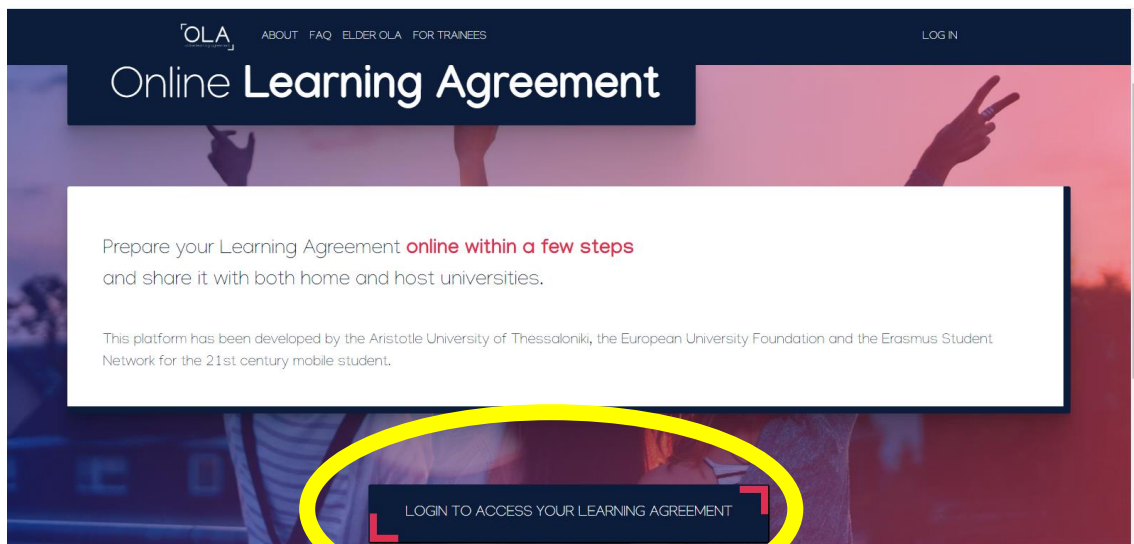
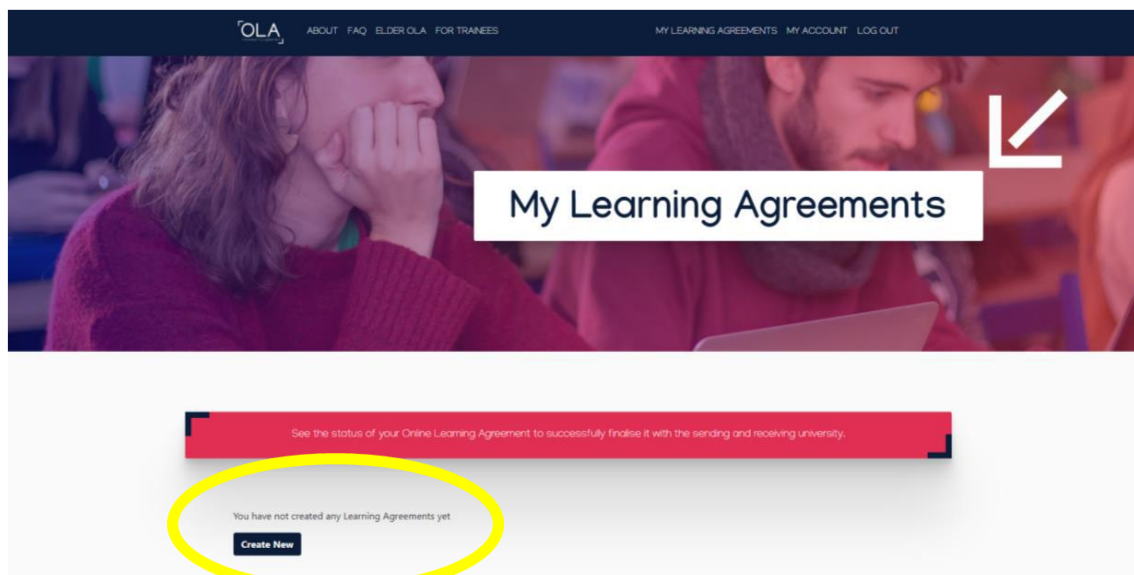


HOW TO COMPLETE YOUR ONLINE LEARNING AGREEMENT – OLA?

Step 1: Go to <https://learning-agreement.eu/> and click on Login to access your Learning Agreement



Step 2: After you've completed your personal information you can go to My Learning Agreements and click on **Create New**



Step 3: Select the correct academic year and check if your personal data are correct

Step 4: Complete all mandatory fields of your **Home (Sending) Institution**

The screenshot shows the 'Sending Institution' form in the OLA system. The form is divided into three main sections: 'Sending Institution', 'Sending Responsible Person', and 'Sending Administrative Contact Person'. The 'Sending Institution' section includes fields for 'Country *' (with a dropdown menu), 'Name *' (text input), and 'Address *' (text input). The 'Sending Responsible Person' section includes fields for 'First name(s) *', 'Last name(s) *', 'Position *', 'Email *', and 'Phone number'. The 'Sending Administrative Contact Person' section includes fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. The OLA logo and navigation links are visible at the top of the page.

Step 5: Complete all mandatory field of the **Receiving Institution** as follows

The screenshot shows the 'Receiving Institution' form in the OLA system. The form is divided into three main sections: 'Receiving Institution', 'Receiving Responsible Person', and 'Receiving Administrative Contact Person'. The 'Receiving Institution' section includes fields for 'Country *' (with a dropdown menu), 'Name *' (text input), 'Faculty/Department' (text input), 'Address *' (text input), and 'Erasmus Code *' (text input). The 'Receiving Responsible Person' section includes fields for 'First name(s) *', 'Last name(s) *', 'Position *', 'Email *', and 'Phone number'. The 'Receiving Administrative Contact Person' section includes fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. A green circle highlights the 'Country *' field (containing 'SPAIN'), the 'Name *' field (containing 'UNIVERSIDAD CATÓLICA SANTA TERESA DE JESÚS DE ÁVILA'), and the 'Address *' field (containing 'ÁVILA'). The OLA logo and navigation links are visible at the top of the page.

Spain - Universidad Católica Santa Teresa de Jesús de Ávila

Choose the faculty at which you plan to have most of the courses and select the corresponding coordinator from the list below:

Receiving Responsible Person:

- **Faculty of Social and Juridical Sciences:**

- Economics:
Enrique Sánchez Solano (enrique.sanchez@ucavila.es)
- Business Administration and Management:
Enrique Sánchez Solano (enrique.sanchez@ucavila.es)
- Law:
Iván Martín Gómez (ivan.martin@ucavila.es)
- Pre-school and Primary Education:
Gabriela Torregrosa Benavent (gabriela.torregrosa@ucavila.es)

- **Faculty of Arts and Sciences:**

- Agriculture, Forestry, Environmental Sciences:
Carlos Romero Martín (carlos.romero@ucavila.es)
- Mechanical Engineering:
D. Pablo Fernández Arias (pablo.fernandezarias@ucavila.es)
- Computer Science:
Miguel Ángel Gutiérrez García (miguel.gutierrez@ucavila.es)

- **Faculty of Health Sciences:**

- Nursing:
Luis Moreno Casillas (luis.moreno@ucavila.es)
- Physiotherapy:
Ana Martín Jiménez (ana.martin@ucavila.es)
- Psychology:
María Victoria Moreno (mvictoria.moreno@ucavila.es)
- Nutrition:
Rosario Pastor Martín (rosario.pastor@ucavila.es)

Receiving Administrative Contact Person:

First name: Héctor

Last name: Zapatera

Position: Incoming Mobility Coordinator

Email: hector.zapatera@ucavila.es

Step 6: Check the academic offer and choose the courses you'd like to study at UCAV: <https://www.ucavila.es/formacion/>

Step 7: Complete the information of the planned start / end of your mobility and remember that the main language at UCAV is Spanish – B1 level

The screenshot shows the 'Preliminary LA' form on the OLA website. The 'Planned start of the mobility' and 'Planned end of the mobility' fields are highlighted with green circles. Below these, 'Table A - Study programme at the Receiving Institution' is shown with a red 'Add Component to Table A' button. The 'Main language of instruction at the Receiving Institution' is set to 'SPANISH' and 'The level of language competence' is set to 'B1', both highlighted with green circles. 'Table B - Recognition at the Sending Institution' is also visible with a red 'Add Component to Table B' button.

Step 8: Add the courses you'd like to study at UCAV in your learning agreement (Table A) and complete the courses at your home institution (Table B)

This screenshot is similar to the previous one but highlights the 'Add Component to Table A' and 'Add Component to Table B' buttons with green circles, indicating the next steps in the process. The rest of the form, including the language and mobility information, remains the same.

Step 9: Sign and send your learning agreement

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

Academic year *

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**