



During the mobility- Changes to OLA

Step 1: Contact People Information

Log in to your account <https://www.learning-agreement.eu/> and choose **Apply Changes**.

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

| Sending Institution | Receiving Institution | Status | Created * | View or Edit |
|-------------------------|-----------------------|-----------------------------|-------------------------|--|
| PANEPISTIMIO THESSALIAS | UNIVERSITY OF | Signed by both Coordinators | Fri, 06/04/2021 - 19:31 | Apply Changes Download PDF History |

You can make changes to the fields: «Planned start/end of the Mobility», «Sending Responsible Person», «Sending Administrative Contact Person», «Receiving Responsible Person», «Receiving Administrative Contact Person».

To continue, click on «Next».

Step 2: Sending Mobility Programme Changes

To add or delete courses click on «Add Component Final Table 2»

- For deleting a course, choose «Delete». Choose the reason for deleting the course in the field «Reason Change Delete». Add the title, the ECTS, and the semester of the deleted course.
- For adding a course choose «Added». Choose the reason for adding a new course in the field «Reason Change Added». Add the title, the ECTS and the semester of the added course.



If you wish to add or remove more than one course, follow the same procedure, as it is described above.

To continue, click on «Next».

Βήμα 3: Receiving Mobility Programme Changes

Follow the same procedure as it is described in the previous step.

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Add Component to Table A

Final LA Table A2

Component Final Table A2 Remove

Component Added or Deleted*

- Select a value -

Added

Deleted

Component Code*

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

Semester*

- Select a value -

Add Component Final Table A2

Step 4: Virtual Component Changes

If you completed this step in your Learning Agreement "Before the Mobility," make the necessary changes as described in the preceding steps.

Βήμα 5: Commitment

Sign within the relevant box και choose «**Sign and Send the Online Learning Agreement to the Responsible Person at the Sending Institution for review**».

Your Learning Agreement "During the mobility" will be send automatically at the responsible person of your home University.



Erasmus+

UNIVERSITY OF
THESSALY

International Relations Office
Erasmus +

You have to send the signed “During the mobility” to the relevant IRO offices of UTH

IRO - Volos

Ms. Aspa Alexiou, email: aspalexiou@uth.gr

IRO – Larissa, Trikala, Karditsa:

Ms. Areti Bania, email aretibania@uth.gr

IRO - Lamia:

Mr. Spyridon Karamitros, email skaramitros@uth.gr