Online Learning Agreement (OLA) Guide

Step 1: Go to https://www.learning-agreement.eu/

Step 2: Click on "Login to access your learning agreement"
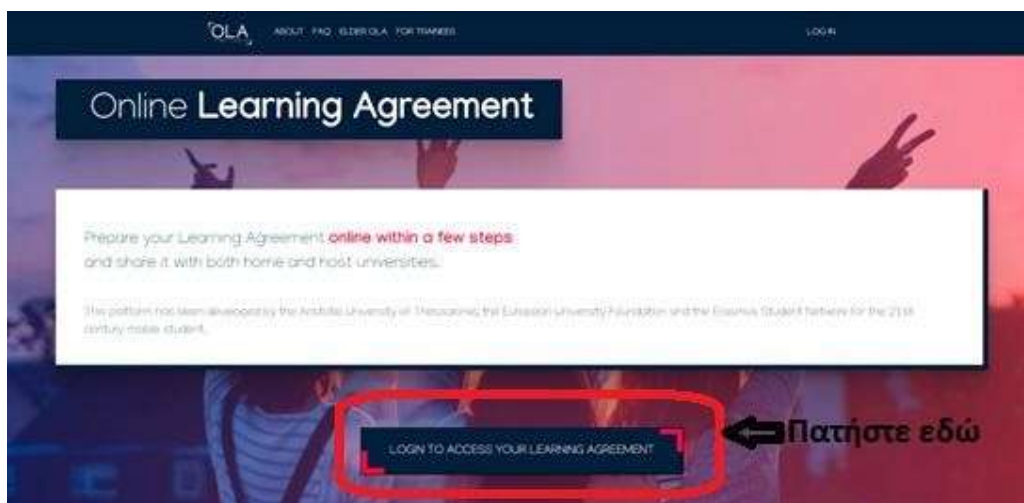
Step 3: Click on «Log in» and follow the instructions
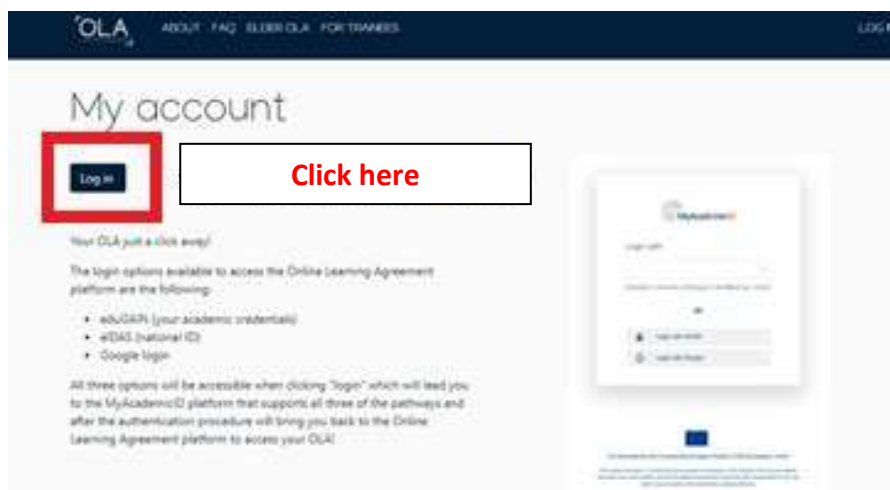
Step 4: «Login with: write University of Thessaly and click on it.

Step 5: In thiswindow «Υποδομή Ταυτοποίησης και Εξουσιοδότησης» you add username & password of your UTH University email

Attention!: If it does not identify you, a new "My AcademicID" window will appear. You will click on the "Proceed to register on the MyAcademicID IAM Service" field. Fill in the information it asks for, check the "Confirm" field and press "Submit." Once the message "Email verification needed" appears, log in to your email.

You have received an email from support@eduteams.org in which you should click on the link it gives you to activate your account.

Finally, close all windows. Go to https://www.learning-agreement.eu/ again and click "Login to access your Learning Agreement".

Step 6: You fill in your name and surname, date of birth, Gender and Nationality, as appears on your ID card/passport.

ATTENTION:

1) In the Field of education consult the codes listed here:
http://erasmus.uth.gr/docs/Greek/Spoudes/201803_Tomeas_Spoudon-Kodikoi_copy_copy.pdf
As soon as you type the first digits of the code corresponding to your field of study, a list will open and you can select it.

2) In the Study cycle field
- undergraduate students will enter EQF level 6,
- postgraduate students will enter EQF level 7,
- PhD candidates will enter EQF level 8

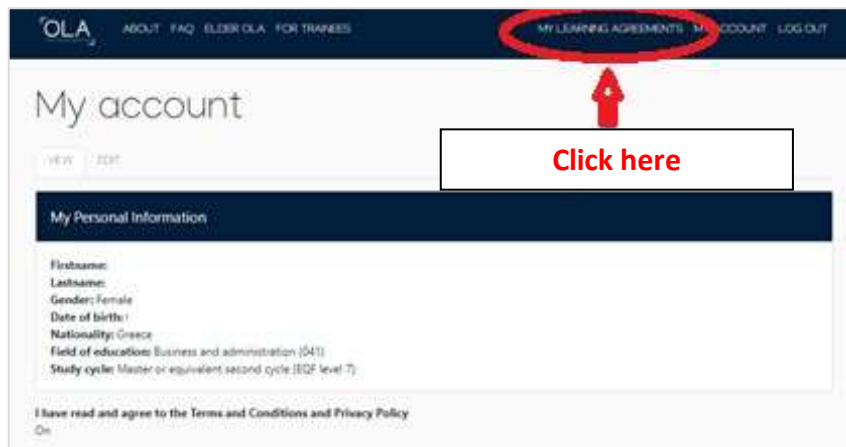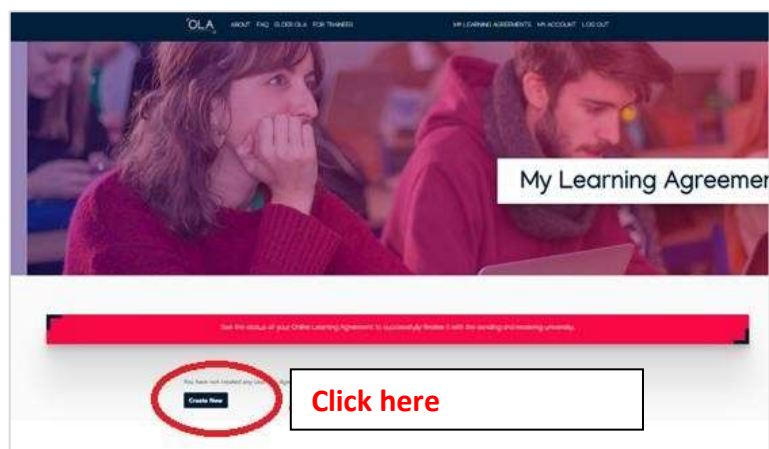Click «I have read and agree to the Terms and Conditions and Privacy Policy» and «Save».

Step 7: Click on the top right in the field that says "<My Learning Agreements"

Click here

Step 8: Click «Create New»

Click here

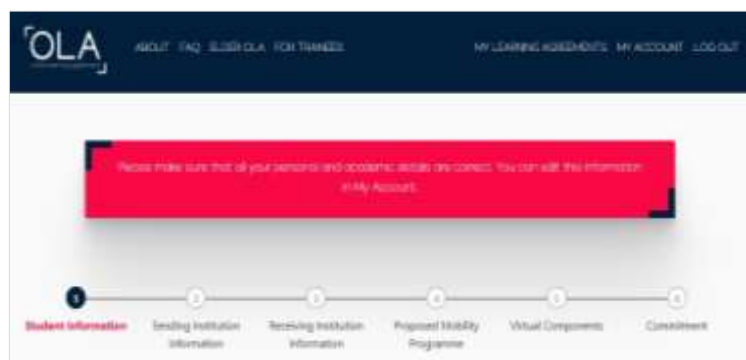**Step 9:** Click «Semester Mobility»

Filling out the Learning Agreement

ATTENTION:

Before completing the Online Learning Agreement, contact the Academic Coordinator of your Department, to inform you about the assignment of the courses you want to choose to attend abroad.

Stage 1: Student Information

Enter the Academic Year you will be moving to and check that all your details are correct.

Click "Next"

Stage 2: Sending Institution Information

In the "Country" field type <u>Greece</u> and in the "Name" field you will type <u>PANEPISTIMIO THESSALIAS</u>. Immediately after, the Faculty/Department field will appear and you should type in English the name of your Department as it appears here: http://erasmus.uth.gr/en/studies-en/departmental-coordinators . The next 2 fields were filled in automatically and should show Address: Volos and Erasmus code: **G VOLOS01**

- In the "Sending Responsible Person" field, you should fill in the details of your Department's Academic Coordinator, as listed on our page: http://erasmus.uth.gr/en/studies-en/departmental-coordinators . In the Position field you will write Departmental Coordinator

- In the Sending Administrative Contact Person field you will add:

Name: Chryssanthi Last Name: Fourlari, Position: Administrative Coordinator, email: cfour@uth.gr

Stage 3: Receiving Institution Information

At this stage you should fill in the details of the University you have chosen to move to for studies. To fill in the "Receiving Responsible Person" and "Receiving Administrative Contact Person" fields you should have received the relevant information from the Host Institution that you will study by mail or they will be posted on their page. In case you do not find these details on their website or you have not received this information in your email, you should send an email to the corresponding Erasmus office.

Stage 4: Proposed Mobility Programme

Fill in the start and end of your study period according to the academic calendar of the University you will attend or the Certificate of Attendance you received. To start declaring the courses click on the "Add component to Table A" field.

In **Table A - Study program at the Receiving institution** you should state the courses you will attend at the University you will attend.

In the field **"Component title at the Receiving Institution (as indicated in the course catalogue)"** you will type the title of the course you want to attend, as it appears in the catalog of available courses.

1. In the "**Component Code**" field, you will type the code of the course, as it appears in the list of available courses.

2. In the field **"Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion"** you will type the number of ECTS credits of the course you registered, exactly as it is written in the list of available courses.

3. In the **"Semester"** field you will select the semester in which the course is taught.

4. To register the course press the **"Add component to Table A"** button

5. You will follow the same procedure for all the courses you want to add.

Attention: In case of error you can delete the specific entry by selecting Remove. Before the final deletion, a new message will appear asking you to confirm the deletion.

After you have completed the declaration of the courses you will attend at the Receiving Institution, you will fill in the link with the list of available courses in the field "Web link to the course catalog at the Receiving Institution describing the learning outcomes: [web link to the relevant info]".

You should also fill in the language of instruction of the Receiving Institution and the language level (ie B1, B2, C1, C2) you have in the field **"The main language of instruction at the Receiving Institution"**.

In Table B - Recognition at the Sending institution you will declare the Greek courses that are matched with those you declared in Table A. **For the matching of the courses you should contact the Academic Coordinator of your Department.**

Attention: To complete Table B follow the same procedure as Table A (Steps 1-6)

After you have completed filling in all the fields of the 4th Stage, press Next. Stage 5: Virtual Components Press Next**.**

Stage 5: Virtual Components

Click Next.

Stage 6: Commitment

You carefully read the text with the commitments you undertake by signing the learning agreement and sign with your mouse in the white field.

Once you are sure that all the sections have been filled in correctly and completely, select **"Sign and Send the Online Learning Agreement to the Responsible Person at the Sending Institution for review"**. The Learning Agreement will then automatically go to the Academic coordinator of your Department and once he signs it, he will automatically go to the University you will attend. When it is signed by all parties, you will be informed by a relevant email.

ATTENTION: As soon as you sign the Online Learning Agreement, you must inform by mail the officials of the Office of International Relations, to which your Department belongs (Chryssa Fourlari: cfour@uth.gr

Case I: In the event that the Academic Coordinator of your Department detects errors or omissions, he may reject the specific agreement. In this case you will receive an automated notification in your mail with the rejection reasons/comments appearing in the last section of the platform in "Commitment Final". You don't need to create a new Learning Agreement from scratch, as you can edit the existing agreement from your account and make corrections.

Case II: In the event that the Responsible Coordinator of the Host Institution detects errors or omissions, you follow the instructions for Case I.

Attention: The Learning Agreement is finalized after it is signed by all parties. Any change you need to make afterwards will need to be completed in the 'Changes to Learning Agreement'.

Note: You can check the status of your Learning Agreement at any time in the "My Learning Agreements" section in the "Status" column.