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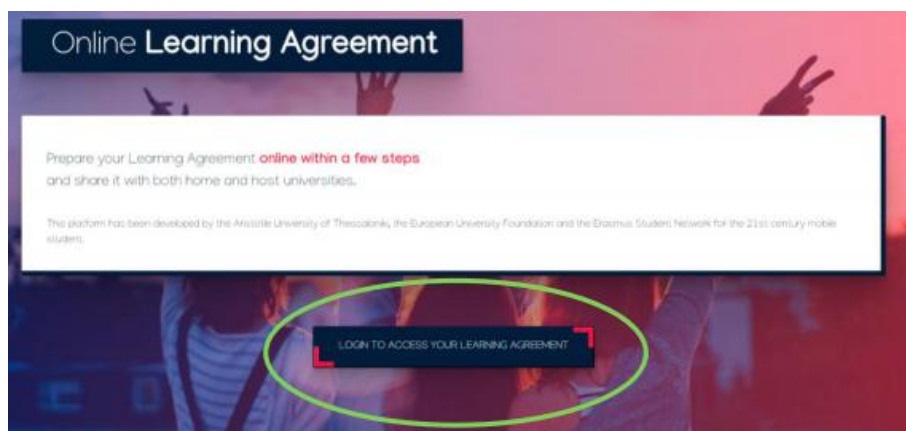
UNIVERSITY OF
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International Relations Office
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Online Learning Agreement Guide

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: Go back to <https://www.learning-agreement.eu/> and click «Login to access your Learning Agreement».

Step 5: Fill in your personal information as they are shown in your ID, the field of education ([http://erasmus.uth.gr/docs/Greek/Spoudes/201803 Tomeas Spoudon-Kodikoi copy copy.pdf](http://erasmus.uth.gr/docs/Greek/Spoudes/201803_Tomeas_Spoudon-Kodikoi_copy_copy.pdf)) and the study cycle (EQF level 6 or EQF level 7 or EQF level 8).

Step 6: Check the box «I have read and agree to the Terms and Conditions and Privacy Policy» και click on «Save».

Step 7: Click on the «<My Learning Agreements» at the right top corner.

Step 8: Click on «Create New».

Step 9: Choose «Semester Mobility».



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Learning Agreement form

Step 1: Student Information

Write down the academic year (e.g., 2021/2022) of your mobility and check if your personal information is correct. Click on «Next»

Step 2: Sending Institution Information

Fill in all the mandatory fields about your Sending Institution.

Step 3: Receiving Institution Information

Please fill the information as shown below.

- **Country:** Greece
- **Name:** PANEPISTIMIO THESSALIAS
- **Faculty/Department:** Please check the name of the Department in which you will be enrolled here: <http://erasmus.uth.gr/en/studies-en/departmental-coordinators>
- **Address:**
For the Departments that are located in Volos city fill: Argonafton & Filellinon, Volos 382 21
For the Departments that are located in Larissa, Trikala and Karditsa city fill: Larissa-Trikala Ring Road, Larissa 41500
For the Departments that are located in Lamia city fill: 3rd Kilometer of the Old National Road Athens - Lamia, 35100
- **Erasmus Code:** G VOLOS01



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- **Receiving Responsible Person:** Check the details here: <http://erasmus.uth.gr/en/studies-en/departamental-coordinators> . Depends on the department you will be enrolled please fill the relevant details of the responsible person. On the field «Position» write Departmental Coordinator.
- **Receiving Administrative Contact Person:**
For the Departments that are located in Volos city fill:
Name: Aspa, Last Name: Alexiou, Position: Administrative Coordinator, email aspalexiou@uth.gr

For the Departments that are located in Larissa, Trikala and Karditsa city fill:
Name: Areti, Last Name: Bania, Position: Administrative Coordinator, email aretibania@uth.gr

For the Departments that are located in Lamia city fill:
Name: Spyridon, Last Name: Karamitros, Position: Administrative Coordinator, email skaramitros@uth.gr

Step 4: Proposed Mobility Programme

The screenshot shows the OLA form interface. At the top, there is a navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main form area contains several fields: 'Planned start of the mobility' and 'Planned end of the mobility', both with date pickers. Below these is a section for 'Table A - Study programme at the Receiving institution', which currently shows 'No Component added yet.' and a red 'Add Component to Table A' button. There is a text field for 'Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]'. Below this is a list of bullet points providing instructions for the course catalogue link. At the bottom, there are two dropdown menus: 'The main language of instruction at the Receiving Institution' and 'The level of language competence'.

- For the planned start and end of the mobility please check the academic calendar here: <http://erasmus.uth.gr/en/studies-en/infosheet> and fill the relevant details.
- Check the list of courses per Department here: <http://erasmus.uth.gr/en/studies-en/courses-en>
- At the field «The main language of Instruction at Receiving Institution» write English and as a level of language competence B1



- Add the subject you wish to take at University of Thessaly by clicking on Add Component to Table A (each subject is a single component). Fill in the component table and all the required fields for each subject you wish to be enrolled.
- Also fill **Table B - Recognition at the Sending institution** with the courses of your home university.

The screenshot shows the OLA (Online Learning Agreement) interface. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, the main heading is 'Table A - Study programme at the Receiving institution'. The form contains several fields: 'Component title at the Receiving Institution (as indicated in the course catalogue)', 'Component Code', 'Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion', and 'Semester'. A 'Remove' button is located in the top right corner of the form. A detailed explanation of an 'educational component' is provided below the title field.

Στάδιο 5: Virtual Components

Press Next.

Στάδιο 6: Commitment

Sign your Online Learning Agreement in the white field and click on «Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review».

The screenshot shows the 'Commitment Preliminary' step in the OLA system. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, the main heading is 'Commitment Preliminary'. The form contains a text area for signing the agreement, a 'Clear' button, and a 'Previous' button. A green circle highlights the 'Previous' button, which is labeled 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review'.