



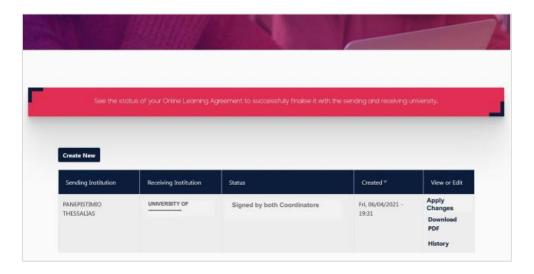
# **During the mobility- Changes to OLA**

Erasmus +

**International Relations Office** 

### **Step 1: Contact People Information**

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



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.





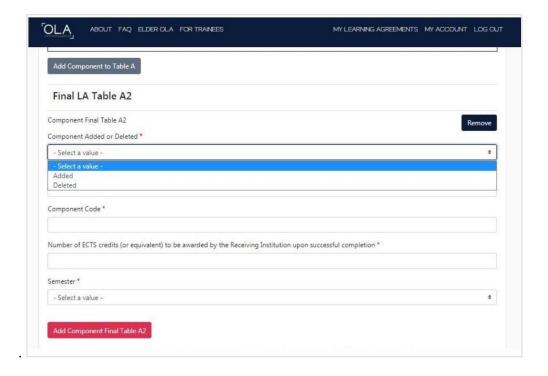
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If you wish to add or remove more than one course, follow the same procedure, as it is described above.

To continue, click on «Next».

#### **Βήμα 3: Receiving Mobility Programme Changes**

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



#### **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.

#### **Bήμα 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.





## 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: <a href="mailto:aspalexiou@uth.gr">aspalexiou@uth.gr</a>

<u>IRO – Larissa, Trikala, Karditsa:</u>

Ms. Nikoletta Trougkakou, email <a href="mailto:ntrougkakou@uth.gr">ntrougkakou@uth.gr</a>

IRO - Lamia:

Mr. Spyridon Karamitros, email <a href="mailtos@uth.gr">skaramitros@uth.gr</a>