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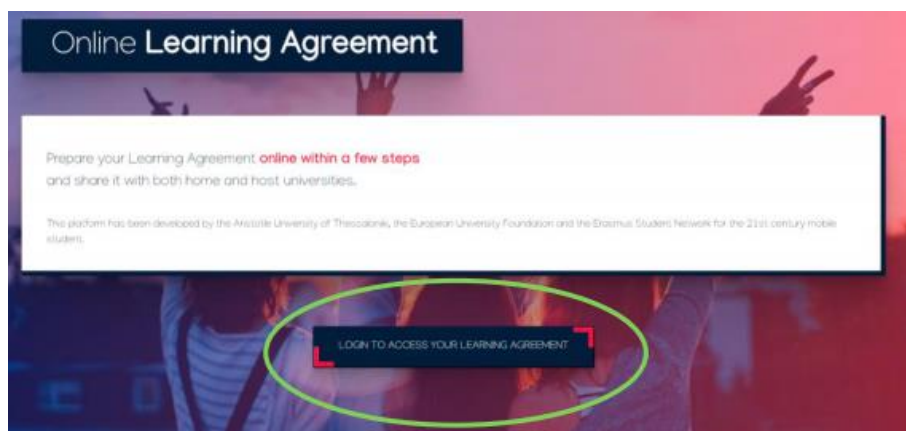
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## Online Learning Agreement Guide

**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](mailto:aspalexiou@uth.gr)  
  
For the Departments that are located in Larissa, Trikala and Karditsa city fill:  
Name: Nikoletta, Last Name: Trougkakou, Position: Administrative Coordinator, email [ntrougkakou@uth.gr](mailto:ntrougkakou@uth.gr)  
  
For the Departments that are located in Lamia city fill:  
Name: Spyridon, Last Name: Karamitros, Position: Administrative Coordinator, email [skaramitros@uth.gr](mailto:skaramitros@uth.gr)

#### **Step 4: Proposed Mobility Programme**

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

Planned start of the mobility \*

Planned end of the mobility \*

**Table A - Study programme at the Receiving institution \***

No Component added yet.

[Add Component to Table A](#)

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

• Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less

• This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*

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



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- 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. A note about ECTS credits in non-participating countries is located below the ECTS 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 OLA interface at the "Commitment Preliminary" stage. 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".