Online Learning Agreement. How to prepare and approve your OLA \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*
Dear Student,

With the new Erasmusprogramme starting on 1 January 2021, Erasmus mobility management will go digital, Erasmus+ exchange students coming to EKA University of Applied Sciences (EKA) must use the Online Learning Agreement (OLA).

**How to prepare and approve your OLA**

1. Prepare your OLA after you have been accepted as a student at EKA;
2. You fill out your OLA and sign it online;
3. Your home university will automatically receive a notification by e-mail to sign your OLA once you have signed it;
4. We (EKA) will automatically receive a notification by e-mail to sign your OLA once your home university has signed it;
5. Once EKA has signed it, your OLA is complete;
6. Download the [Erasmus app](https://erasmusapp.eu/) to track your OLA and other useful information.

See the instruction below to learn how to use OLA platform to complete your Learning Agreement online. Be prepared to use all the necessary documents to fill out the paper.

**How to fill the Online Learning Agreement**

1. Follow the link [www.learning-agreement.eu](http://www.learning-agreement.eu) or [Erasmus app](https://erasmusapp.eu/) .

2. Click on “login with Google” using your Gmail and password. (We suggest you to have a Google account; or to create a new one within few steps)
3. Fill in “My personal information” page:

* First name – as in your passport
* Last name– as in your passport
* Gender
* Date of birth– as in your passport
* Nationality– as in your passport, which citizenship do you hold
* Field of education – start typing first letters and choose from given options (e.g. Business, Business administration, Accounting and etc.)
* Study cycle - start typing first letters and choose from given options (e.g. Bachelor, Masters and etc.)
* Agree with user conditions and proceed.

4. Now create your Learning Agreement by pressing “Create New” in the bottom of the page.

1. **Student information** – check the information and change the “Academic year” to the suitable one. (What is your exchange period?)
2. **Sending Institution Information** – choose from given options, make sure you are using the OFFICIAL name of the University.

\***Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

\***Administrative contact person**: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

1. **Receiving Institution Information** – choose from given options, make sure you are using the OFFICIAL name of the receiving University.

Receiving Institution: Ekonomikas un kulturas augstskola (EKA University of Applied Sciences)

Erasmus code: LV RIGA33

1. **Responsible person at the Receiving Institution:**

Erasmus+ Institutional coordinator

Marina Tihomirova

Phone: +371 24429068

Email: erasmus@eka.edu.lv

\***Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

1. **Proposed Mobility Programme** – Fill in your **curriculum** information as approved by your institution. Component – as a course chosen; if no “Component code” leave the gap empty or put N/A.

Two sections:

Table A – as for Study programme at the Receiving institution.

Table B – as for Study programme at the Sending institution.

1. **Commitment Preliminary** – read the conditions and proceed with a digital signature. Send to the Sending institution for review by clicking the following button.

Your OLA application had now been submitted and will be reviewed by the responsible person at your Sending Institution. If everything is correct, you will receive confirmation of approval.

\*In case if the submission does not contain required information or filled unproperly, you will receive a “decline notice” with the following instructions for editing. Correct the mistakes and submit application again.

Should you have any questions or require any further assistance regarding the new online Learning Agreement, please do not hesitate to contact me.

Good luck!