

Guía Online Learning Agreement (OLA)

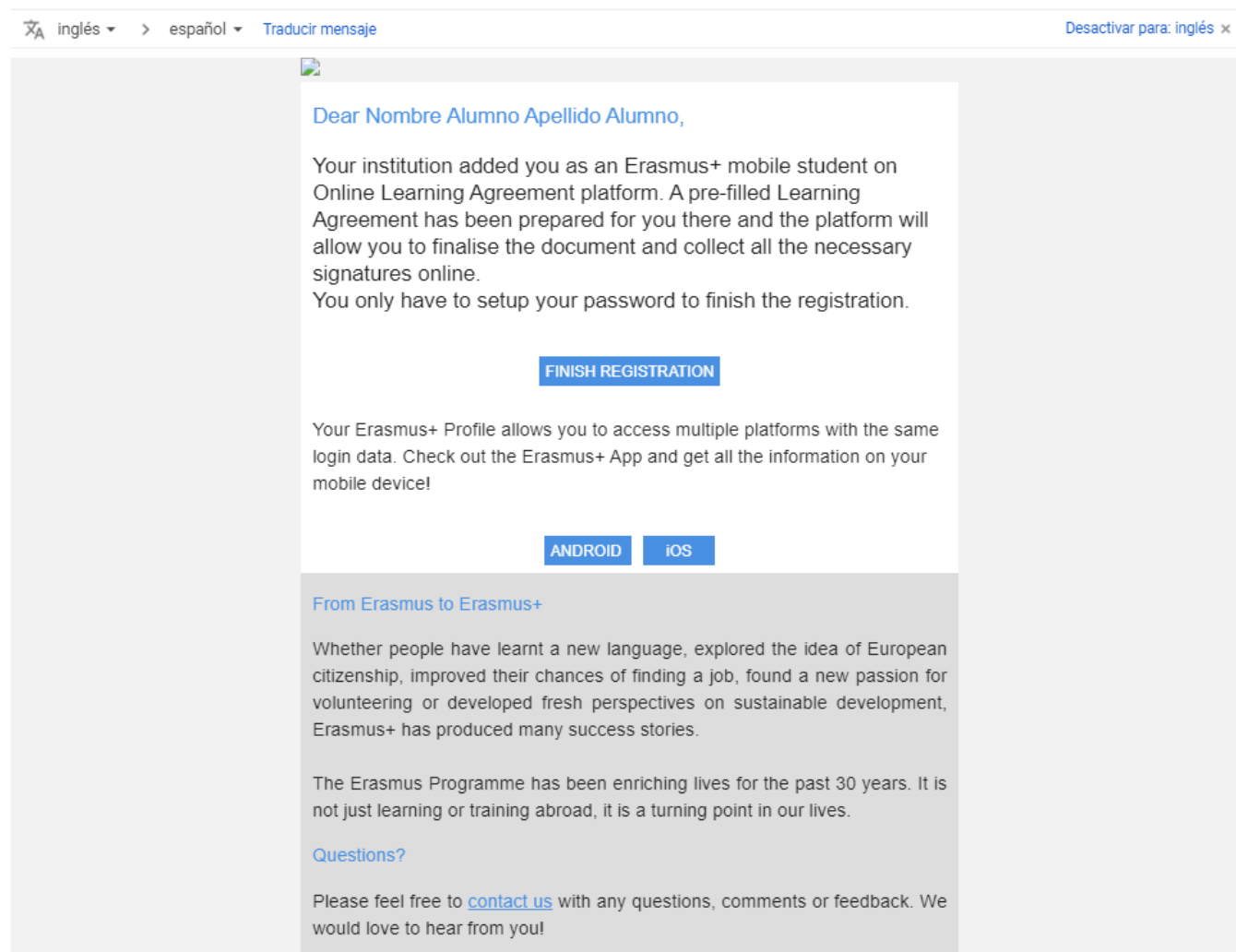


ULPGC

**Universidad de
Las Palmas de
Gran Canaria**

**Vicerrectorado de
Internacionalización y Cooperación**

1.- Recibirá un email en su correo institucional una vez lo hayamos registrado en la plataforma del Online Learning Agreement para terminar su registro y proceder a rellenar su acuerdo de formación. Para ello, tendrá que dar al botón “FINISH REGISTRATION”



2.- Al hacer clic se le abrirá una nueva pestaña donde tendrá que introducir una contraseña para poder acceder a la plataforma del Online Learning Agreement (OLA)

[Finalise account](#)

Erasmus+ App

Expand your world

Setup your password

Password, 8+ chars + Capital + number

Done



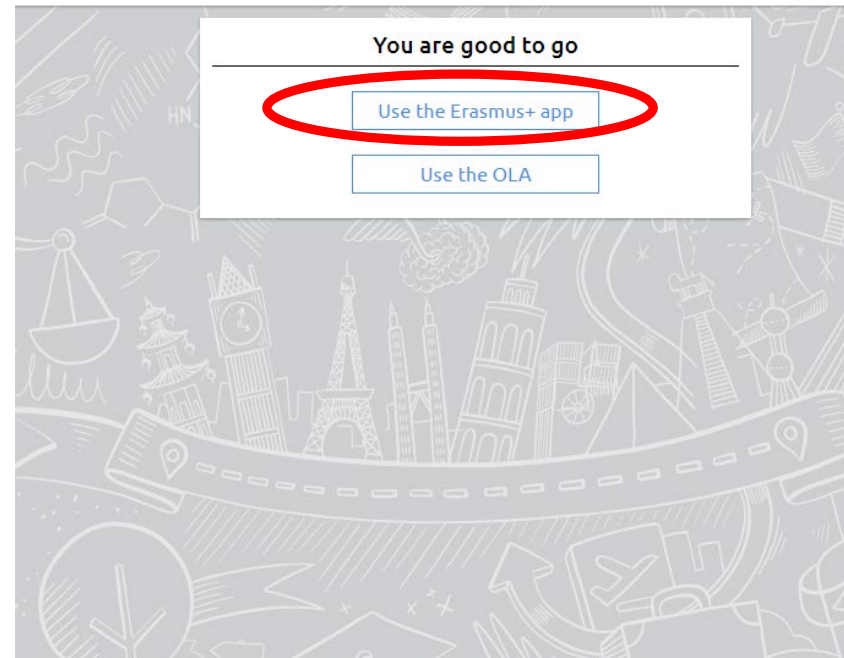
Co-funded by the
Erasmus+ Programme
of the European Union

3.- Una vez introducida la contraseña podrá acceder a la aplicación Erasmus+ App o directamente al OLA. En este caso vamos a seleccionar: "Use the Erasmus+ app"

[Finalise account](#)

Erasmus+ App

Expand your world

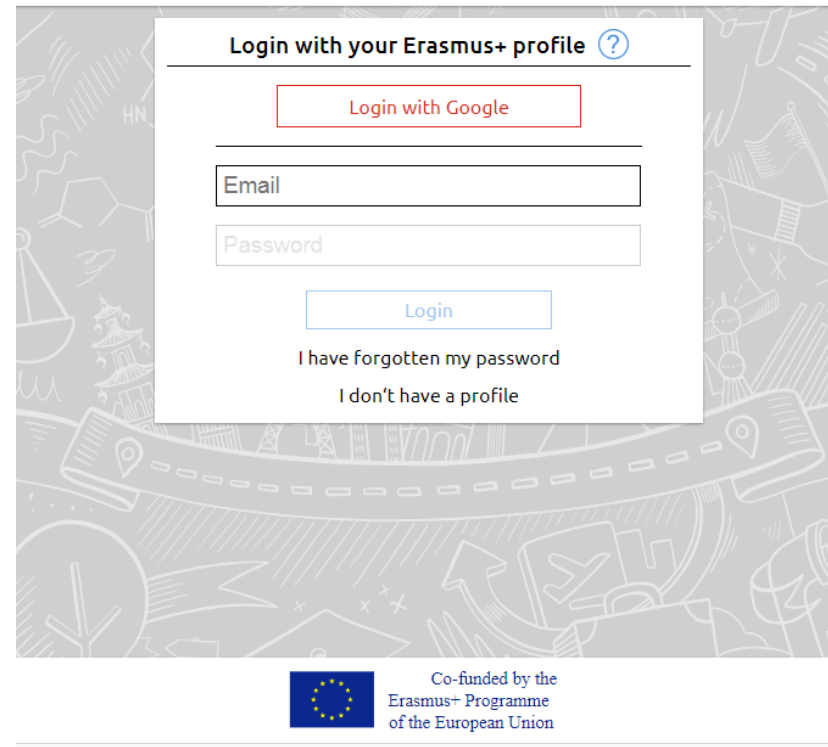


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Erasmus+ Programme
of the European Union

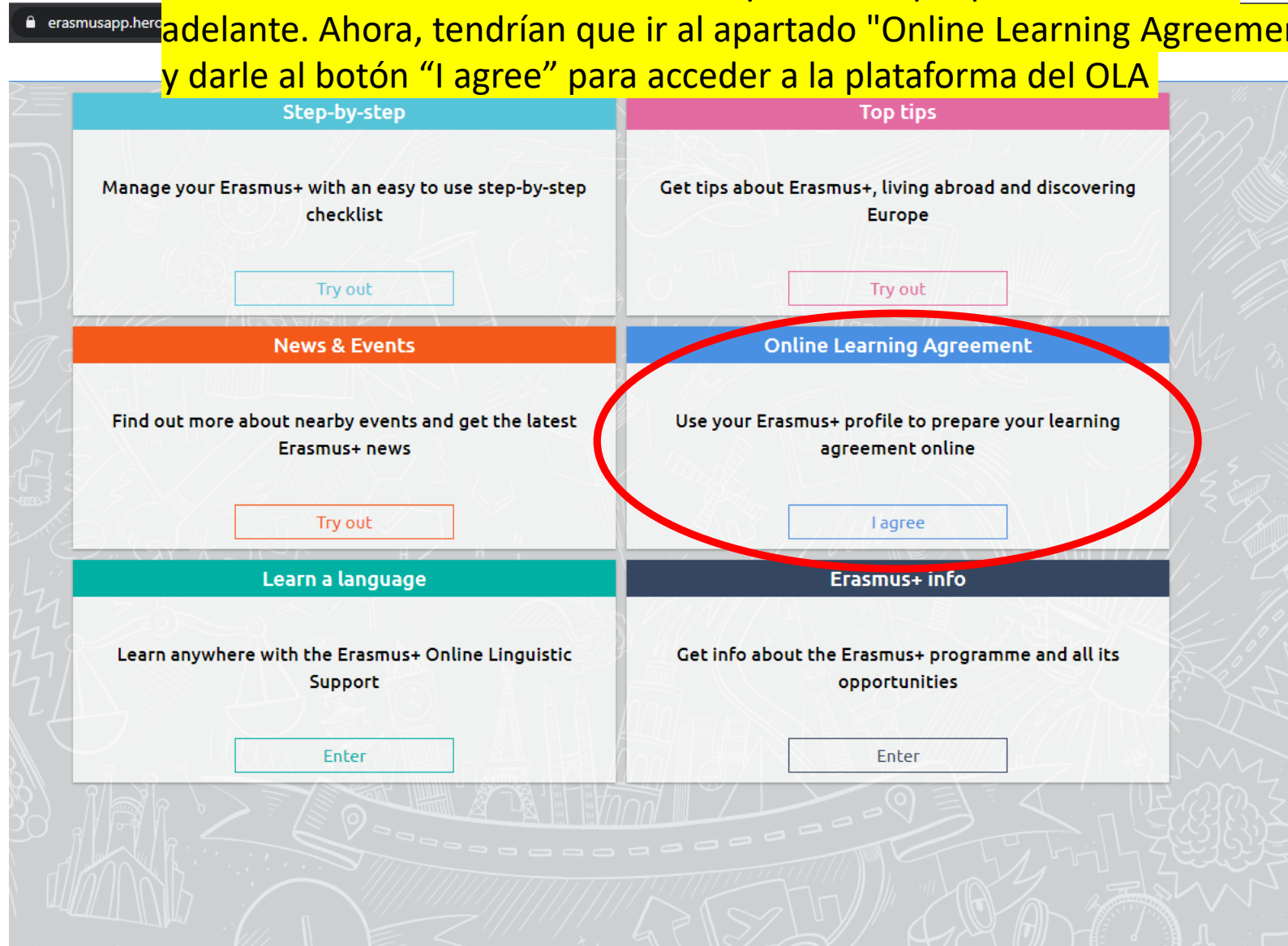
4.- Ahora, para acceder deberá escribir su correo institucional y la contraseña que eligieron anteriormente

Erasmus+ App

E x p a n d y o u r w o r l d

The image shows the login interface of the Erasmus+ App. It features a central white login box on a background with faint, stylized line drawings of various global and educational icons like a globe, a graduation cap, a windmill, and a location pin. The login box has a title 'Login with your Erasmus+ profile' with a help icon. Below the title is a red-outlined button for 'Login with Google'. Underneath are two input fields for 'Email' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom of the box are two links: 'I have forgotten my password' and 'I don't have a profile'. The footer of the app screen includes the European Union flag and the text 'Co-funded by the Erasmus+ Programme of the European Union'.

5.- Aquí tendrá toda la información sobre su movilidad , además de información adicional sobre eventos y noticias que podrá mirar más adelante. Ahora, tendrían que ir al apartado "Online Learning Agreement" y darle al botón "I agree" para acceder a la plataforma del OLA



6.- Una vez dentro del OLA podrá ver el acuerdo de formación que está pre rellenado con sus datos y tendrá que completar el resto. Para ello, tienen que hacer clic en los tres puntos y luego a “EDIT”

Learning Agreement (before mobility)

[NEW LEARNING AGREEMENT](#)

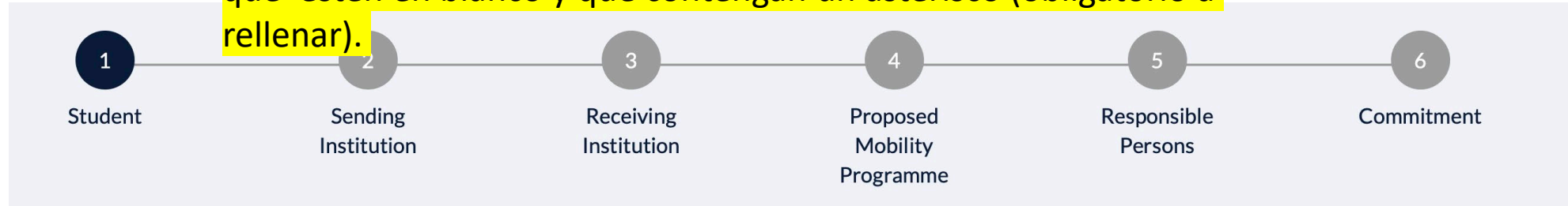
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSIDADE DO MINHO	Portugal	Bachelor or equivalent first cycle (EQF 6)	09/2020	01/2021	Ready to edit	<div><div>...</div><div>EDIT</div><div>REMOVE</div><div>SAVE PDF</div></div>

Changes to learning agreement (during mobility)

[NEW LEARNING AGREEMENT WITH CHANGES](#)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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7.- Ahora tendrá que ir paso por paso rellenando aquellos campos que estén en blanco y que contengan un asterisco (obligatorio a rellenar).



Student Information

Nationality *

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth *

Sex *

☒ Male ☐ Female

Student ID number

At student's home/sending institution

Phone Number

Numbers, spaces and '+' symbol are accepted

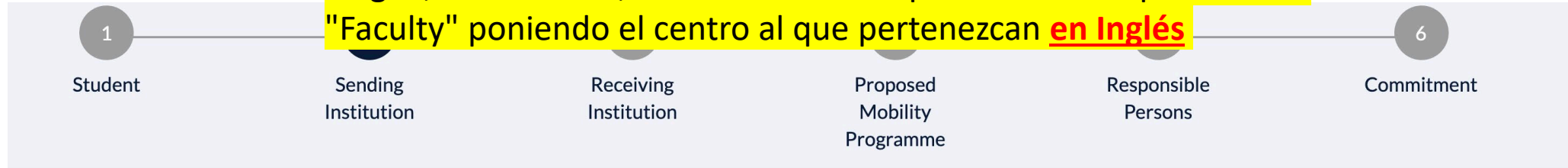
Study cycle *

Academic Year *

Field of education *

The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

8.- Lo mismo que el paso anterior para los datos de la Institución de Origen, es este caso, la ULPGC. Tendrá que rellenar el apartado de "Faculty" poniendo el centro al que pertenezcan en Inglés



Sending institution

Sending institution name *

UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA

CHOOSE

Address

C/ Juan de Quesada 30 Las Palmas de Gran Canaria 35

Country

Spain

Erasmus Code

E LAS-PAL01

Faculty/Department *

TEST ING

Contact person name *

Coordinador

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.

Contact person email *

coordinador@ulpgc.es

Contact person phone

Numbers, spaces and '+' symbol are accepted

< PREVIOUS

SAVE

NEXT STEP >

9.- Lo mismo que el paso anterior con los datos de la Institución de destino, es este caso vamos a coger de ejemplo: P BRAGA01.

Tendrá que ir a la web de la universidad de DESTINO y buscar el nombre del coordinador y el email del coordinador para enviarle online el acuerdo de formación

1
Student

2
Send
Institution

3

4

5

6
Commitment

Programme

Receiving institution

Receiving institution name *

UNIVERSIDADE DO MINHO

CHOOSE

Address

Largo do Paco Braga 4704 553 Portugal

Country

Portugal

Erasmus Code

P BRAGA01

Faculty/Department *

Ing.

Contact person name *

Nombre coordinador P BRAGA01

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the department head or an equivalent body within the institution.

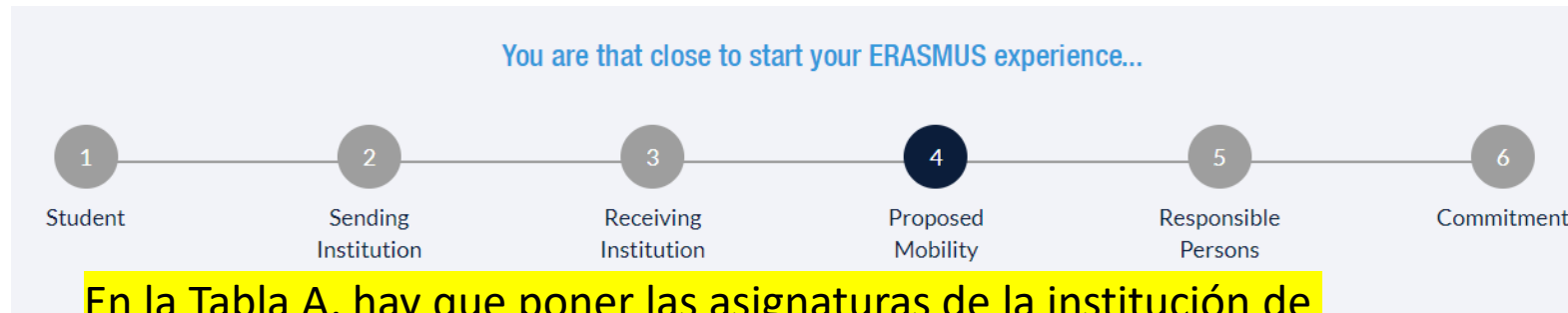
Contact person email *

ejemplo@braga01.pt

Contact person phone

Numbers, spaces and '+' symbol are accepted

10.- Ahora va a tener que rellenar las asignaturas que se va a llevar de movilidad.



En la Tabla A, hay que poner las asignaturas de la institución de DESTINO además del código de la asignatura de la ULPGC por la que se convalida

TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			0
			edit delete
Total: 0			

Link to course catalogue

+ ADD SUBJECT

En la Tabla B, hay que poner las asignaturas de la institución de ORIGEN

TABLE B: RECOGNITION AT THE SENDING INSTITUTION

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the sending institution describing the learning outcomes.

+ ADD SUBJECT

11.- Se tiene que rellenar los apartados asignatura por asignatura. Tendrá que rellenar el código, el nombre, el semestre, el Nº de créditos y el link del proyecto docente tanto para la institución de ORIGEN como para la de DESTINO.

Receiving institution component

Importante

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Cuando ponga el nombre de la asignatura de DESTINO, deberá también anotar al lado, entre paréntesis, el código de la asignatura de la ULP GC por la que se convalida. En caso de duda, puede consultarlo con las oficinas de movilidad o con el coordinador.

Component title at the Receiving institution (as indicated in the course catalogue) *

Component title: 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.

Semester (e.g. autumn/spring; term) *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separators) *

In countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Link to course website

SUBMIT

CANCEL

12.- Una vez realizados todos los pasos solo nos quedaría firmar el acuerdo de formación. Para ello, hará un clic en el botón “SIGN ONLINE” y le aparecerá el cuadro de firma donde firmará con la ayuda del ratón.

You are that close to start your ERASMUS experience...

- 1 Student
- 2 Sending Institution
- 3 Receiving Institution
- 4 Proposed Mobility Programme
- 5 Responsible Persons
- 6 Commitment

learning-agreement.eu STUDENT platform

Signature field

This field works best on touch screen (ex. on mobile phones or laptop with touch screen)
If you experience difficulties signing please use other browser (i.e. Google Chrome)

Clear

Sign Document

of the three parties

he student, the sending institution and the receiving institution confirm that they approve the proposed Learning
will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all
us Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional
located in partner countries).

onfirms that the educational components listed in Table A are in line with its course catalogue.

nmits to recognise all the credits gained at the receiving institution for the successfully completed educational
hem towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of
nd agreed by all parties.

institution will communicate to the sending institution any problems or changes regarding the proposed mobility
/or study period.

ore signing - ask your institution coordinator if they accept touchscreen scanned signatures!

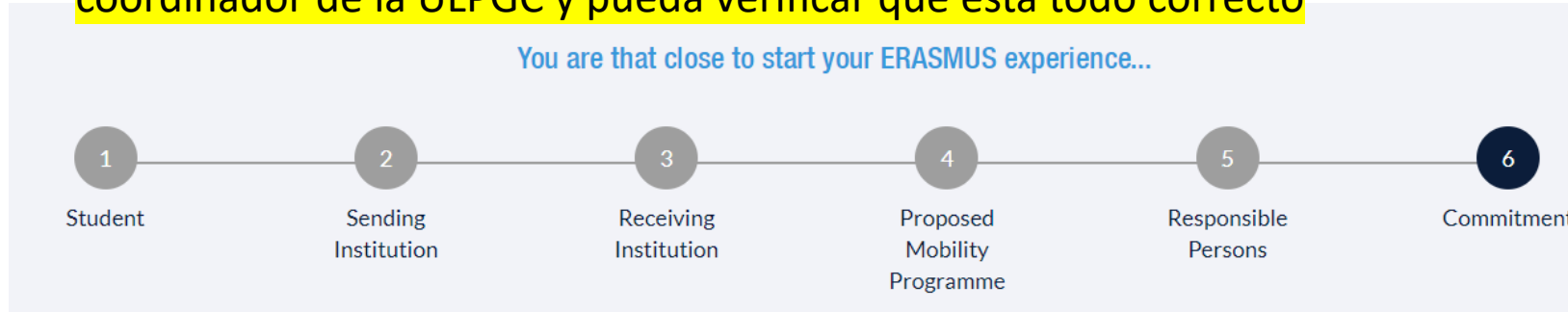
SIGN ONLINE

STUDENT'S SIGNATURE
Date: 2020-03-05 13:16:57

← PREVIOUS

SEND TO SENDING INST. COORDINATOR

13.- Una vez firmado haremos un clic en el botón de envío para que le llegue al coordinador de la ULPGC y pueda verificar que está todo correcto



Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

STUDENT'S SIGNATURE
Date: 2020-03-05 13:16:57

← PREVIOUS



SEND TO SENDING INST. COORDINATOR

14.- Por último, una vez tenga el acuerdo firmado por la institución de ORIGEN y por la de DESTINO tendrá que descargarse la versión en PDF del acuerdo de formación haciendo clic en "SAVE PDF" y subirlo a la aplicación de movilidad de la ULPGC.

learning agreement

UNIVERSITY OF PORTUGAL

sheloremaria@gmail.com

NEW LEARNING AGREEMENT

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSIDADE DO MINHO	Portugal		09/2020	01/2021	Ready to edit	<div><div>...</div><div><div>EDIT</div><div>REMOVE</div><div>SAVE PDF</div></div></div>

Guía Online Learning Agreement (OLA)

En caso de duda o de querer hacer una consulta puede contactar con los coordinadores mediante el siguiente enlace

<https://internacional.ulpgc.es/movilidad-outgoing/estudiantes-outgoing/coordinadores/>



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