

University of Zadar
Universitas Studiorum
Jadertina | 1396 | 2002 |



Erasmus+

OLA Guide for Erasmus+ Incoming Students of the University of Zadar

Zadar, July 2021

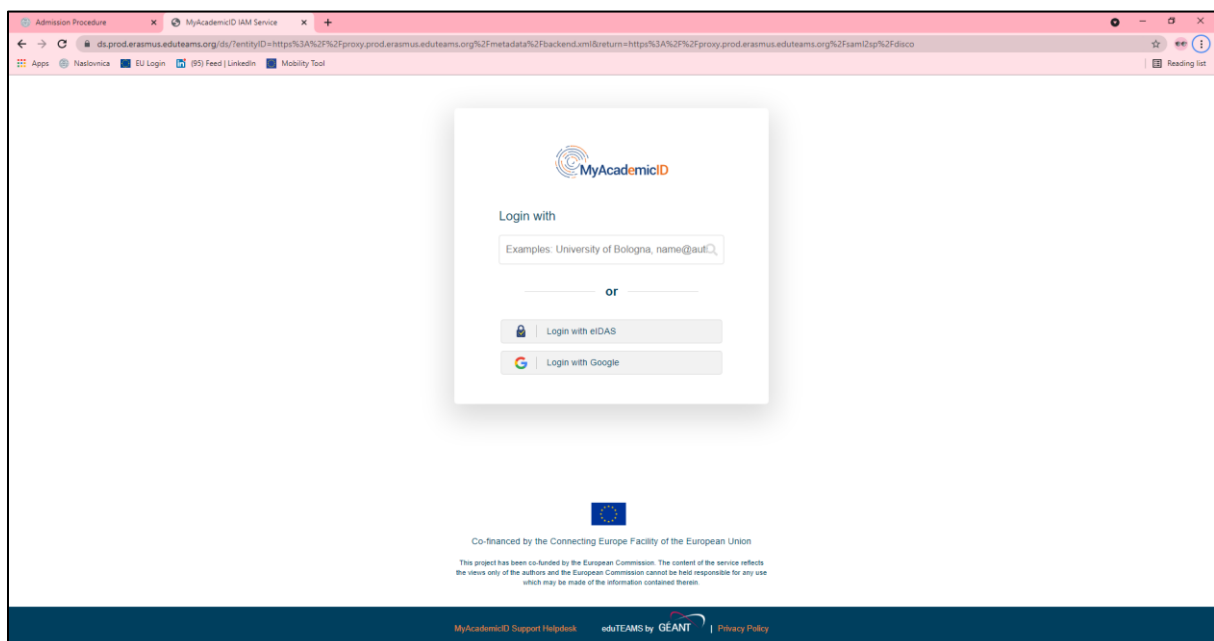
Dear student,

Welcome to the guide which will explain to you the Online Learning Agreement (OLA) for the Erasmus+ incoming students of the University of Zadar.

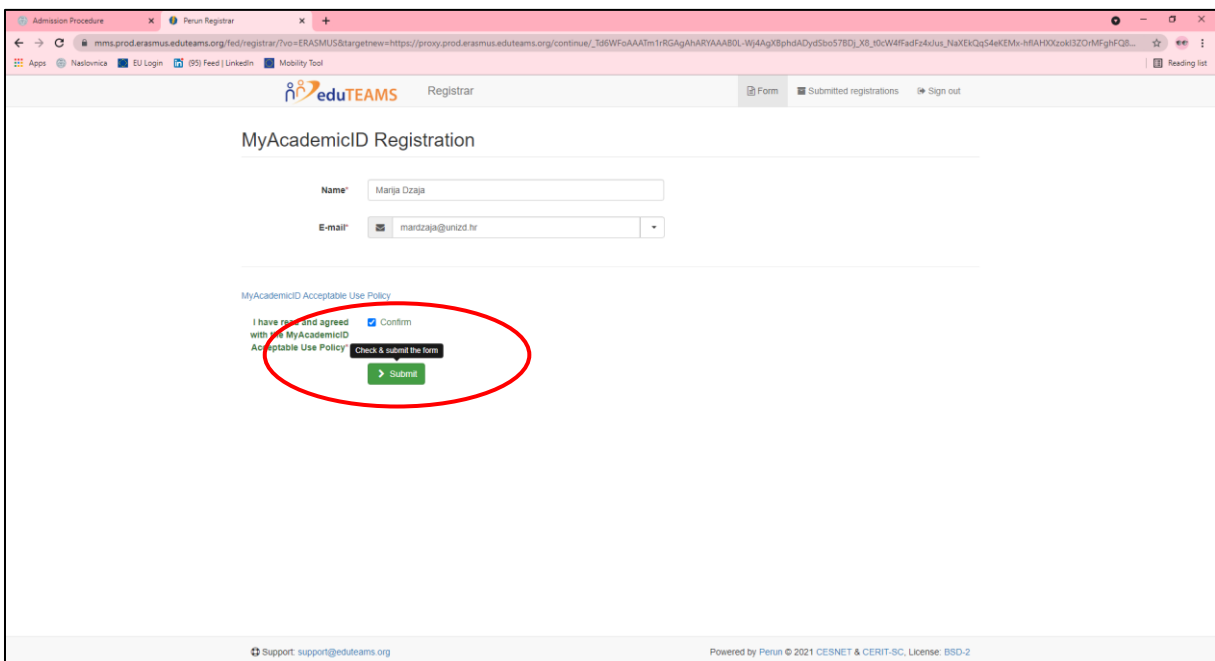
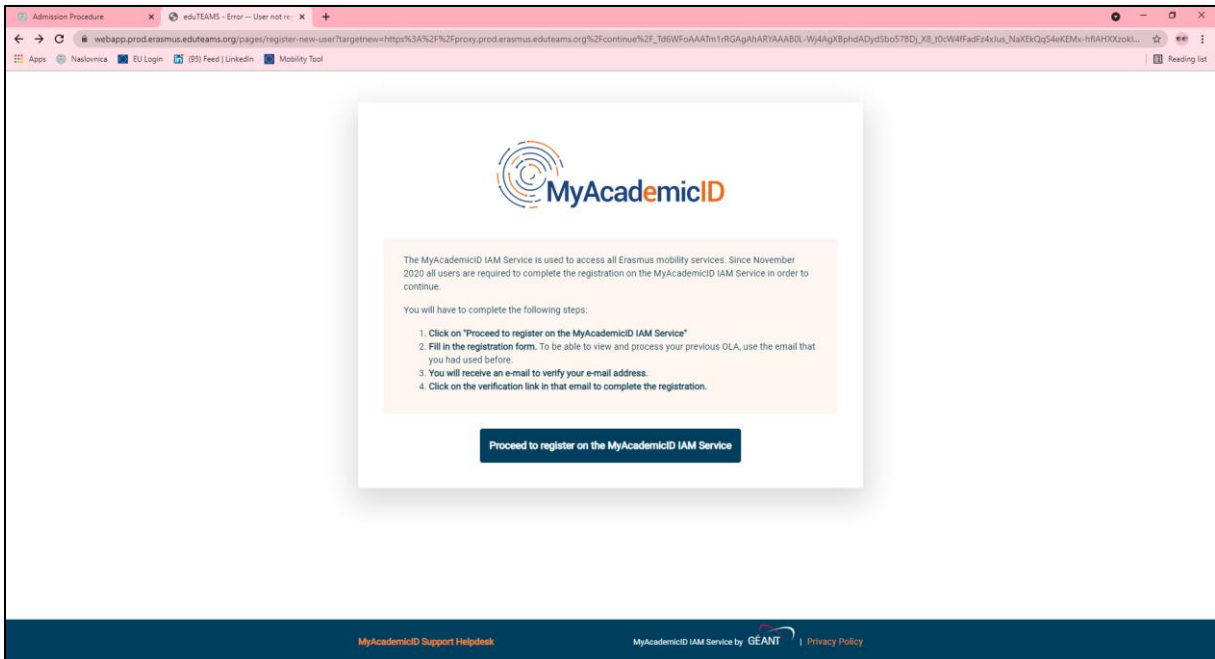
1. Open the webpage [here](#).

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials) (recommended)
- eIDAS (national ID)
- Google login (not recommended)



2. Click on “Proceed to register on the MyAcademicID IAM Service”, fill in the registration form (if necessary), accept MyAcademicID Acceptable Use Policy and “Submit” the form.



3. You will receive an e-mail (check also your spam box) to verify your e-mail address by clicking on the verification link. Proceed to the “My account” and fill in your personal information. Read and agree to the Terms and Conditions and Privacy Policy and click “Save”.

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

Fill out the required fields to complete your profile.

My account

VIEW EDIT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

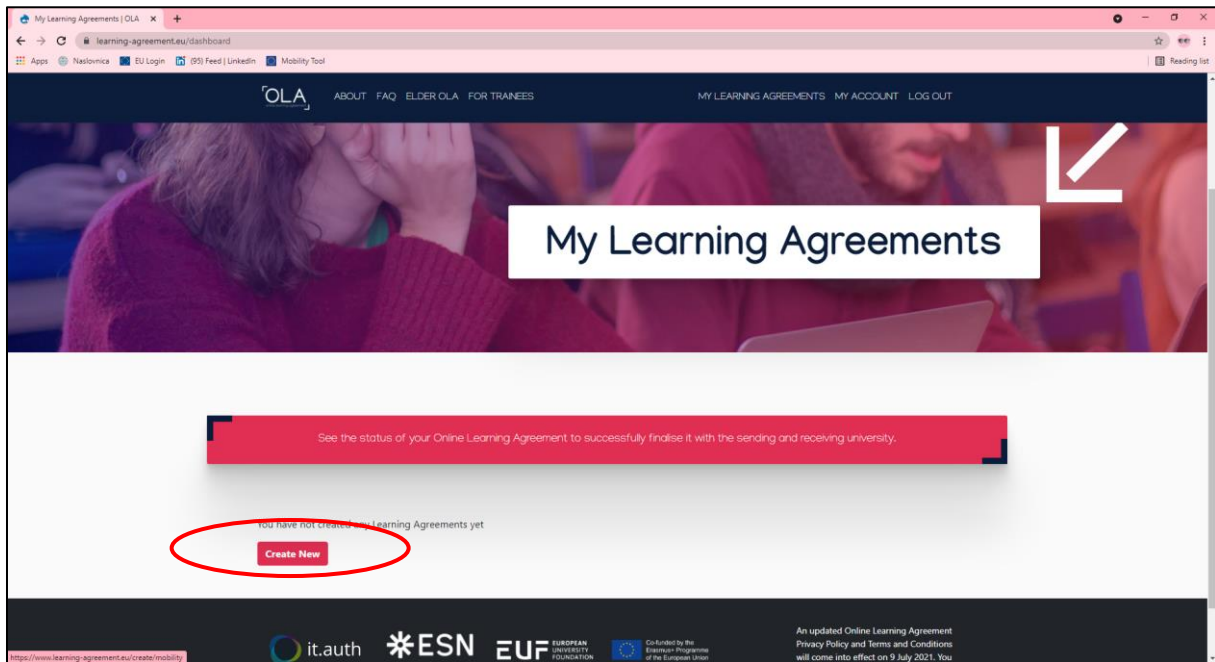
Study cycle *

I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions and Privacy Policy](#)

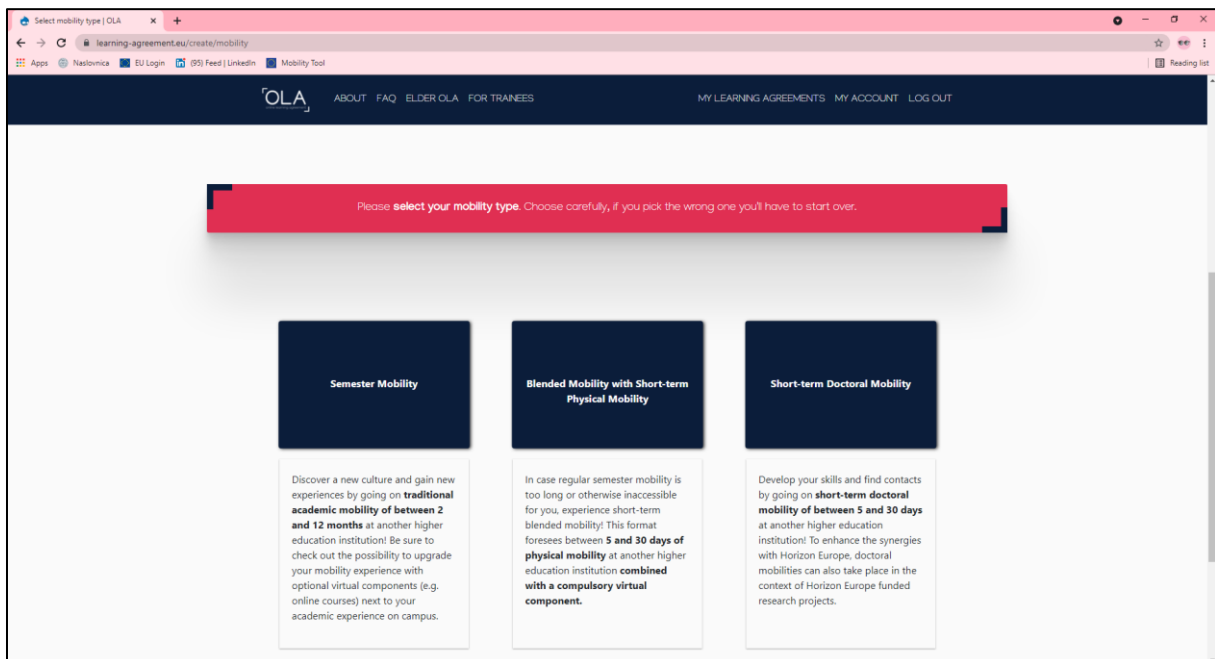
Save

it.auth * ESN FIUF EUROPEAN UNIVERSITY Co-funded by the Erasmus+ Programme An updated Online Learning Agreement Privacy Policy and Terms and Conditions

4. Now you are ready to create a new Learning Agreement. Click on “Create New”.



5. Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.



6. Please make sure that all your personal and academic details are correct. You can edit this information in “My Account”. Click on “Next”.

The screenshot shows a web browser window with the URL learning-agreement.eu/ta/0. The page title is "Learning Agreement step 01 OLA". The navigation bar includes "OLA" logo, "ABOUT", "FAQ", "ELDER OLA", "FOR TRAINEES", "MY LEARNING AGREEMENTS", "MY ACCOUNT", and "LOG OUT". A progress bar at the top indicates six steps: 1. Student Information (highlighted), 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

The "Student Information" section contains the following fields:

- Academic year: 2021/2022
- Student section with sub-fields:
 - First name(s): Marija
 - Last name(s): Džaja Sikirić
 - Email: mardzaja@unizd.hr
 - Date of birth: 05/05/1984
 - Gender: Female
 - Nationality: Croatia (258)
 - Field of Education: Languages not further defined (0230) (913)
 - Field of Education Comment: (empty)
 - Study cycle: Master or equivalent second cycle (EQF level 2)

Small text at the bottom of the form provides links for the ISCED-F 2013 search tool and the EQF level search tool.

7. Before you proceed to this step, you have to know the name, position and e-mail of the coordinator at the sending institution who has the responsibility to sign your OLA on behalf of your home university as well as the name and e-mail of your contact person at the sending institution. Select your home institution from the list and indicate the contact and responsible person. Please note that the responsible person is the one who will receive the invitation to review and sign the OLA.

The screenshot shows a web browser window with the URL <https://learning-agreement.eu/la/1/64973110-ca05-46bc-9239-09197bc9c4aa>. The page is titled "Learning Agreement step 1 | OLA" and features a navigation bar with the OLA logo and links for "ABOUT", "FAQ", "ELDER OLA FOR TRAINEES", "MY LEARNING AGREEMENTS", "MY ACCOUNT", and "LOG OUT". A progress indicator shows six steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

The form content includes:

- Academic year *
2021/2022
- Sending**
 - Sending Institution**
 - Country *
Country of the institution
 - Name *
Name of the institution
 - Sending Responsible Person**
 - First name(s) *
 - Sending Administrative Contact Person**
 - First name(s)

A small URL <https://www.learning-agreement.eu> is visible in the bottom left corner.

8. Click on “Next” and select “SVEUCILISTE U ZADRU” as a receiving institution. Indicate the correct name of the [main host department](#) from the list and state Maja Kolega, Erasmus coordinator (E-mail: mkolega@unizd.hr, Phone: 0038523200642) as both the responsible and administrative contact person.

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

Receiving Institution

Country * Croatia

Name * SVEUCILISTE U ZADRU

Faculty/Department Department of Economics

Address * Zadar Erasmus Code * HR.ZADAR01

Receiving Responsible Person

First name(s) * Maja

Last name(s) * Kolega

Position * Erasmus coordinator

Email * mkolega@unizd.hr

Phone number 0038523200642

Receiving Administrative Contact Person

First name(s) Maja

Last name(s) Kolega

Position Erasmus coordinator

Email mkolega@unizd.hr

Phone number 0038523200642

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.

9. Before you proceed to step 4 “Proposed Mobility Programme”, choose [the courses](#) you'll be studying at the University of Zadar and check [the academic calendar](#) to decide about the planned period of the mobility.

Insert the mobility date and add the language competency level (minimum B2 according to the [language requirements for the incoming students](#)). Add the web link to [the course catalogue](#) at the Receiving Institution describing the learning outcomes.

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

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2021/2022

Preliminary LA

Planned start of the mobility *
10/01/2021

Planned end of the mobility *
01/28/2022

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:
https://www.unizd.hr/eng/international-relations/student-mobility/course-catalogue

The main language of instruction at the Receiving institution *
English

The level of language competence *
B2

Table B - Recognition at the Sending institution *
No Component added yet.

10. Add the courses to the Table A (Study programme at the Receiving institution) by clicking “Add component to the Table A”. Fill in the required fields using the details of the course from [the University of Zadar course catalogue](#). Please note that courses at the University of Zadar have NO component code. Instead of component code state “NA”. Click “Add component to the Table A” for every following course.

It is important to note that all the exchange students must choose one main host department at the University of Zadar where they will achieve at least 50% of total ECTS credits. For example: if you need to achieve 30 ECTS credits in one semester, at least 15 credits has to be from the main department, and the rest can be chosen from other departments as elective courses.

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

Preliminary LA

Planned start of the mobility * 10/01/2021

Planned end of the mobility * 01/28/2022

Table A - Study programme at the Receiving institution *

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 *	Semester *
Entrepreneurship	NA	3	First semester (Winter/Autumn)

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]

<https://www.unizd.hr/eng/international-relations/student-mobility/course-catalogue>

The main language of instruction at the Receiving institution * English

The level of language competence * B2

11. Fill in the Table B (Recognition at the Sending institution) in accordance with the information provided by your Home University.

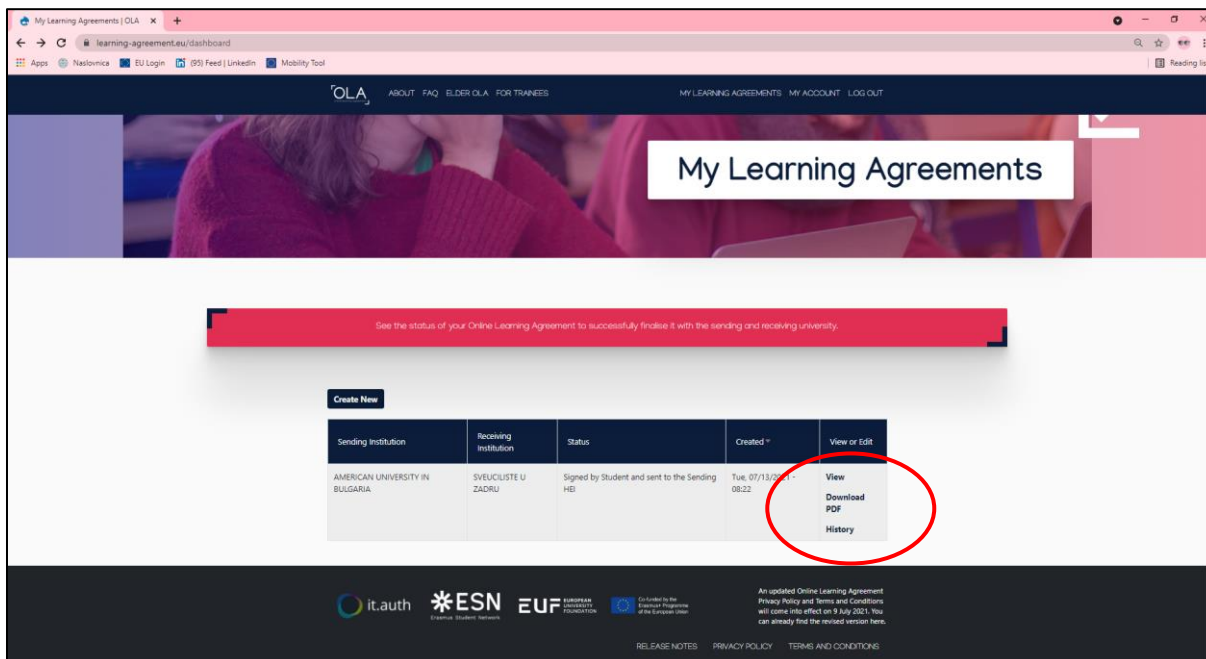
12. Please add the Table C if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

13. Click “Next” to move to the Commitment section of the OLA, sign the OLA and click on “Sign and Send the OLA to the Responsible person at the Sending Institution for review”.

The screenshot shows a web browser window displaying the OLA (Online Learning Agreement) application. The browser address bar shows the URL: learning-agreement.eu/ta/4/6e973110-c05-46bc-9239-09197bc04aa. The page has a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINERS, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header is a progress bar with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Commitment' step is highlighted in red. Below the progress bar, there is a form for 'Academic year' with the value '2021/2022'. The main section is titled 'Commitment Preliminary' and contains a text area with a digital signature. Below the signature is a 'Clear' button. At the bottom of the page, there is a footer with a disclaimer: 'By clicking on "Sign and send" you also give express consent for your personal data contained in the OLA to be processed by the HEI or Organisation of destination.' A blue arrow points to the 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review' button.

If the Erasmus+ coordinator at the sending institution does not sign the OLA within 5 days, try to contact him/her to discuss it. As soon as the sending institution coordinator signs the OLA, it will be automatically sent to Ms. Maja Kolega for signing who will sign it upon receiving the approval from your main host department at the University of Zadar. Please note that your OLA WILL BE DECLINED if it does not consist of at least 50% of total ECTS credits taken from the main host department. Only after the OLA is signed by all sides, will you receive an acceptance letter and be able to proceed with your mobility application (application for accommodation, residence permit, buddy system, PIN request etc.).

14. You can always check the status and download your OLA from the OLA platform.



See the status of your Online Learning Agreement to successfully finalize it with the sending and receiving university.

Create New				
Sending Institution	Receiving Institution	Status	Created *	View or Edit
AMERICAN UNIVERSITY IN BULGARIA	SVEUCILISTE U ZADRU	Signed by Student and sent to the Sending HI	Tue, 07/13/2021 08:22	View Download PDF History

it.auth ESN EUF European University Foundation

An updated Online Learning Agreement Privacy Policy and Terms and Conditions will come into effect on 9 July 2021. You can already find the revised version here.

RELEASE NOTES PRIVACY POLICY TERMS AND CONDITIONS

When your OLA is signed by all sides it will be marked as “Signed or approved by both coordinators” on the OLA platform and you will not be able to change it. If you need to **change the OLA before your arrival** to Zadar after one of the coordinators signs it, a new agreement has to be done. If you need to **change it after your arrival** to Zadar, it is possible to do so by clicking “create new agreement with changes” and deleting/adding the courses respecting the above mentioned steps.

Do you still have questions?

Contact us: iro_unizd@unizd.hr