

University of Zadar
Universitas Studiorum
Jadertina | 1396 | 2002 |



Erasmus+

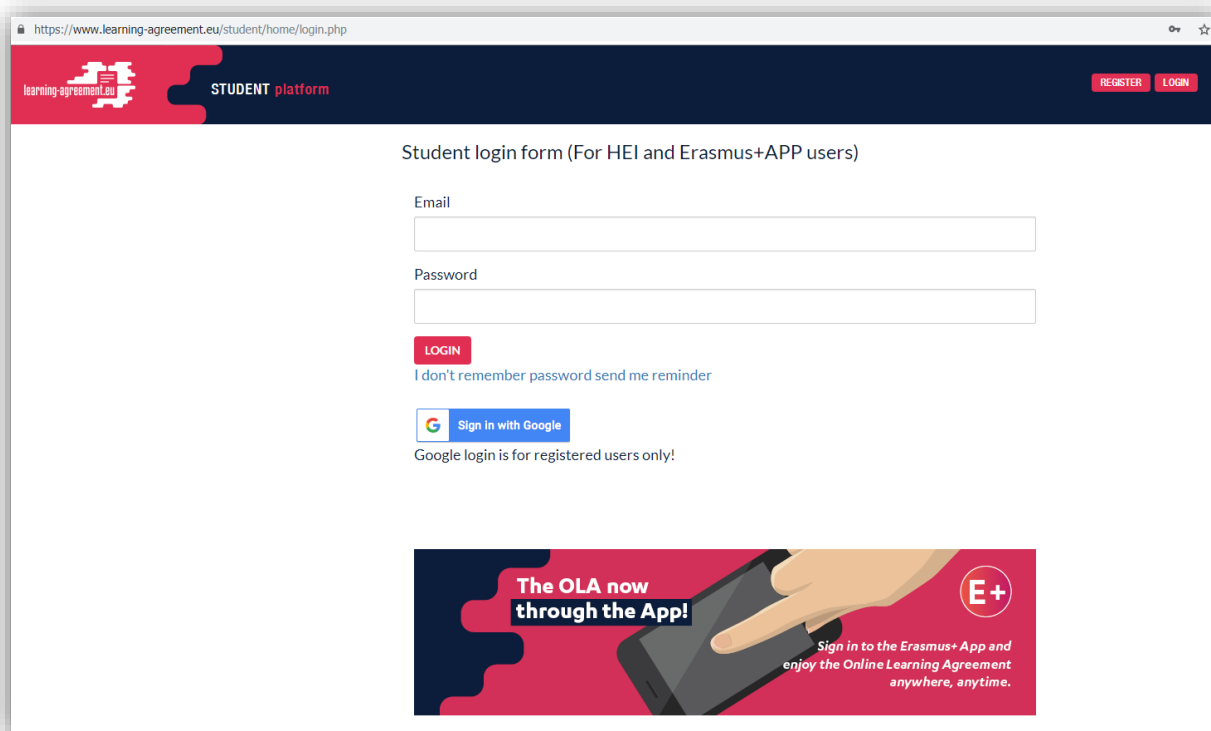
OLA Guide for Erasmus+ Incoming Trainees of the University of Zadar

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](https://www.learning-agreement.eu).



2. Click on “Register” (top right corner) and create an Erasmus+ profile

Create an Erasmus+ profile 

Sample

Sample

sample@sample.eu

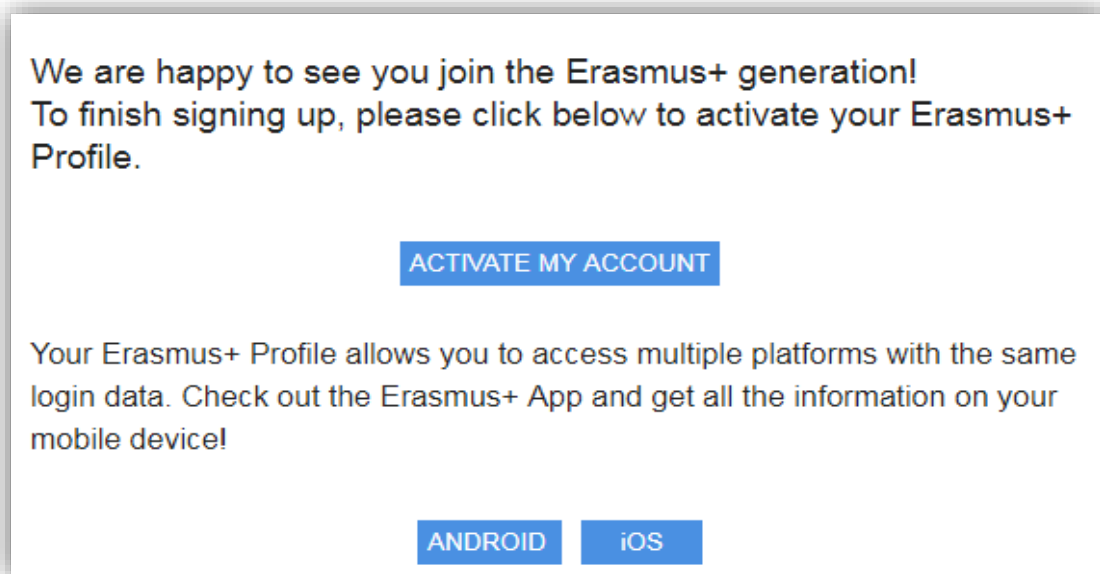
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I have read and agree to the privacy policy

REGISTER

3. The webpage will send a confirmation email to your email box (check also your spam box). Open it and click on “Activate my Account”.

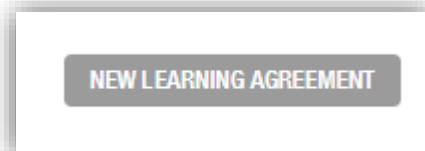
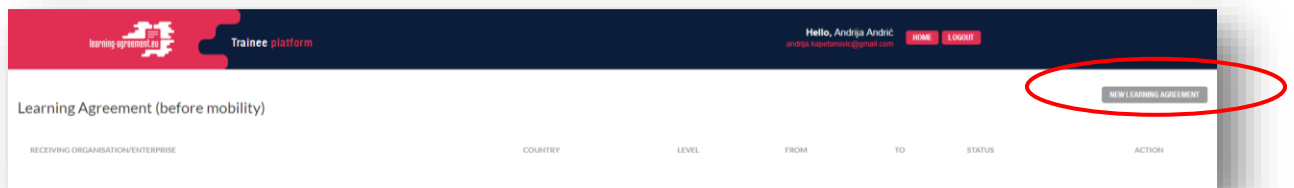


It is also possible to download the E+ app to your smartphone. Simply use the link to Android or iOS.

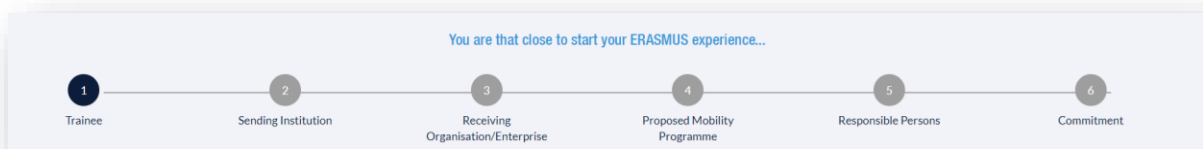
4. After your account is activated you can log into the Trainee platform.



5. Then, create a new Learning Agreement.



6. The necessary steps can be found at the top of the page in order to track your progress and easily navigate through them. The fields with obligatory information are marked with a red asterisk.



Trainee 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

Trainee ID number
At Trainee's home/sending institution

Phone Number
Numbers, spaces and '+' symbol are accepted

Study cycle*

Academic Year*

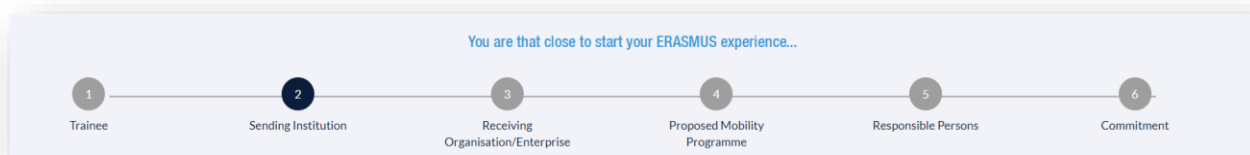
Field of education*

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 Trainee by the Sending Institution.

SAVE

NEXT STEP >

7. Fill in the details about you and your home University (Sending Institution).



Sending institution

Sending institution name *

Faculty/Department *

Contact person name *

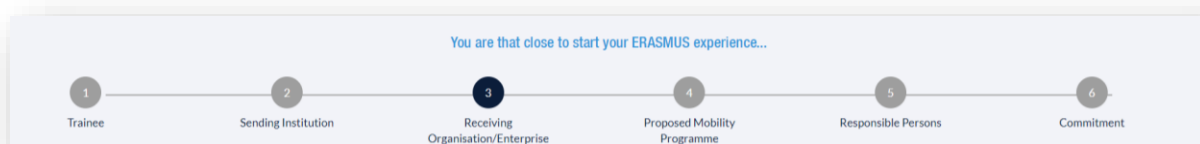
Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the International relations office or equivalent body within the institution.

Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

8. Click on “Next step” and choose the Receiving Organisation/Enterprise. Fill in all the necessary information.



Receiving Organisation/Enterprise

Receiving Organisation/Enterprise name *

Department *

Address *

Website *

Country *

Size:

The organisation has more than 250 employees:

Contact person name *

Person who can provide administrative information within the framework of Erasmus+ traineeships.

Contact person email *

Contact person phone

Contact person position *

Numbers, spaces and '+' symbol are accepted

Mentor name *

Person who provides support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

Mentor email *

Mentor phone

Mentor position *

Numbers, spaces and '+' symbol are accepted

< PREVIOUS

SAVE

NEXT STEP >

9. Indicate the correct name of the [main host department](#) at the University of Zadar and fill in the details about the Contact person.

Contact person name: [Maja Kolega](#)

Contact person email: mkolega@unizd.hr

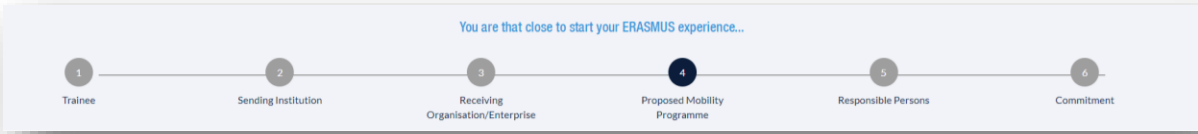
Contact person phone: [+38523200642](tel:+38523200642)

Contact person position: [Head of the International Relations Office](#)

Indicate the correct name of the [main host department](#).

10. Click on “Next step” and choose the Proposed Mobility Programme. Fill in all the necessary information. In accordance with

the responsible person at the receiving institution fill in the Table A and C about the traineeship.



Proposed Mobility Programme (before the mobility)

TABLE A: TRAINEESHIP PROGRAMME AT THE RECEIVING ORGANISATION/ENTERPRISE

<p>Traineeship title *</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Working hours per week *</p> <input style="width: 95%; height: 20px;" type="text"/>				
<p>Detailed programme of the traineeship *</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>					
<p><small>Tasks/deliverables to be carried out by the trainee, with their associated timing.</small></p>					
<p>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes) *</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>					
<p><small>Knowledge, intellectual and practical skills and competences (Learning Outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.</small></p>					
<p>Monitoring plan *</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>					
<p><small>How and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.</small></p>					
<p>Evaluation plan *</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>					
<p><small>Assessment criteria that will be used to evaluate the traineeship and the learning outcomes.</small></p>					
<p>Planned period of the mobility</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;">From *</td> <td style="width: 25%; text-align: center;">---</td> <td style="width: 25%; padding: 2px;">To *</td> <td style="width: 25%; text-align: center;">---</td> </tr> </table>		From *	---	To *	---
From *	---	To *	---		

▼ LANGUAGE COMPETENCE OF THE TRAINEE

The level of language competence in **No Language set** [the main language of instruction] that the Trainee already has or agrees to acquire by the start of the study period is: **No Level set**

Language *

Level *

Insert the language competency level (**minimum B2** according to [the language requirements for the incoming students](#)).

▼ TABLE C - RECEIVING ORGANISATION/ENTERPRISE

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes No

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes No

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes No

The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes No

The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

← PREVIOUS SAVE NEXT STEP →

Contact the responsible person at the sending institution regarding the form in which the traineeship will be recognised.

▼ TABLE B: RECOGNITION AT THE SENDING INSTITUTION

Please use only one of the following three boxes (click to expand): *

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

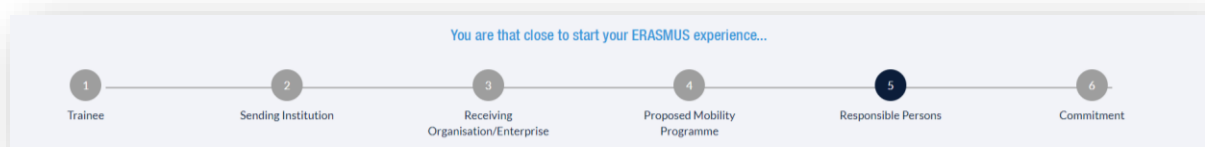
Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes No

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes No

***Please note that the Accident insurance for trainee is not provided by the University of Zadar.**

11. Move to the Responsible Persons and Specify the Position of responsible person at the Sending and Receiving Institution.



Supervisor at the Receiving Organisation/Enterprise is the mentor or the person appointed by the individual Department:

Name: ...

Position: ...

Email: ...

Phone Number: ...

Responsible Persons

Responsible person at the Sending institution

This person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 2.

Name *	Position *
<input type="text"/>	<input type="text"/>
Email *	Phone Number
<input type="text"/>	<input type="text"/>

Numbers, spaces and '+' symbol are accepted

Supervisor at the Receiving Organisation/Enterprise

This person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned in Step 3.

Name *	Position *
<input type="text"/>	<input type="text"/>
Email *	Phone Number
<input type="text"/>	<input type="text"/>

Numbers, spaces and '+' symbol are accepted

12. Move to the section Commitment.

You are that close to start your ERASMUS experience..

- 1 Trainee
- 2 Sending Institution
- 3 Receiving Organisation/Enterprise
- 4 Proposed Mobility Programme
- 5 Responsible Persons
- 6 Commitment

Commitment of the three parties

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period.

The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement.

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

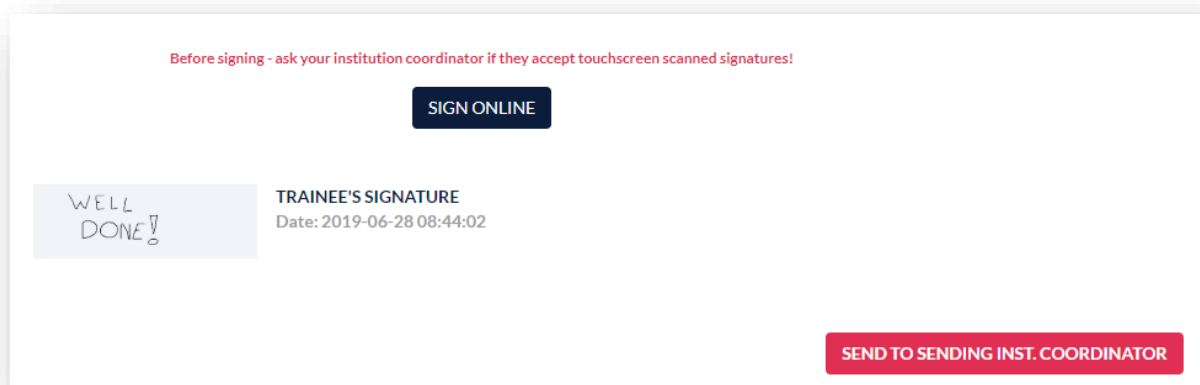
Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

[SIGN ONLINE](#)

TRAINEE'S SIGNATURE
Date

[← PREVIOUS](#) [SEND TO SENDING INST. COORDINATOR](#)

13. Click on “Sign Online” and sign the OLA.



14. By clicking on “Send to sending inst. Coordinator” send the OLA to your Coordinator.

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 the supervisor from your main host department at the University of Zadar for signing. Only after the OLA is signed by all sides, you will receive an acceptance letter.

When your OLA is signed 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 elements respecting the above mentioned steps.

Do you still have questions?

Contact us: iro_unizd@unizd.hr