

ONLINE LEARNING AGREEMENT GUIDE

- Go to this link -> <u>https://www.learning-agreement.eu/</u>
- Click on Login to access your Learning Agreement





• Fill in **your** personal information

OLA ABOUT FAQ ELDE	ROLA FOR TRAINEES	MY LEARNING /	AGREEMENTS MY ACCOUNT LOG OUT	
The changes have been saved.			×	
My accoun	t			
VIEW EDIT				
My Personal Information				
Firstname *		Lastname *]	
Date of birth *	Gender *	Nationality *		
yyyy - mm - dd	Undefined	÷	0	
Field of education *		Study cycle *		
	0		0	
I have read and agree to the Terms a Terms and Conditions and Privacy Policy	and Conditions and Privacy Policy *	re		



After you fill in your personal information, go to My Learning Agreements and click on **Create New**









• Choose your mobility type.





Write down the correct **academic year (2022/2023)** and check if your personal information is correct ٠

	ABOUT FAQ ELDER OLA	FOR TRAINEES		MY L	EARNING AGREEMENTS MY ACC	XOUNT LOG OUT
Statent mornation	Information	Information	Progra	mme	fintadi componento e	onninenene
Academic year *						
Student						
First name(s) *			Last name	s) *		
XXXX			XXXXXX			
Email *						
xxxx@email						
Date of birth *	Gender *			Nationality	y *	
0000 - 00 - 00	- Select a	value -	\$	XXXX Country to w card and/or	which the person belongs administratively a passport.	ond that issues the ID
Field of Education *		Field of Education Com	nment		Study cycle *	
XXXXX	0				- Select a value -	¢
Field of education: The ISCE at http://ec.europa.eu/educa classification-of-education-i the ISCED 2013 detailed fiel is closest to the subject of th student by the Sending Insti	D-F 2013 search tool available ation/international-standard- isced_en should be used to find d of education and training that he degree to be awarded to the itution.				Study cycle: Short cycle (EQF level 5) / E equivalent first cycle (EQF level 6) / Ma: second cycle (EQF level 7) / Doctorate o cycle (EQF level 8).	Bachelor or ster or equivalent or equivalent third



• Fill in all the mandatory fields about your Sending Institution

ABOUT FAQ ELDER OLA FOR TRAINEES	MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT	
Academic year *		
Sending		
Sending Institution		
Country Country of the institution		
Name *		
Sending Responsible Person	Sending Administrative Contact Person	
First name(s) *	First name(s)	
Last name(s) *	Last name(s)	
Position *	Position	
Email *	Email	
Phone number	Phone number	
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.	



- Choose and fill in all the mandatory fields about **your Receiving Institution** as you can see in the picture below:
- Receiving Institution:

Country: Lithuania

Name: Siauliu Valstybine Kolegija

Faculty/Department:

Faculty of Business and Technology **OR**

Faculty of Health Care

ABOUT FAQ ELDER OLA FOR TRAINEES	MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT	
Receiving Institution Country * Lithuania × Name * Siauliu Valstybine Kolegija × Faculty/Department	Erasmus Code * LT SIAULIA03	
Receiving Responsible Person	Receiving Administrative Contact Person	
First name(s) *	First name(s)	
Last name(s) *	Last name(s)	
Position *	Position	
Email *	Email	
Responsible person at the Receiving institution: the name and email of the Responsible person must be filled in only in case & differs from that of the Contact person mentioned at the top of the document.		



• Receiving Responsible Person:

First name: Raminta Last name: Kudrickaite Position: Interim Institutional Coordinator E-mail: r.kudrickaite@svako.lt

Receiving Administrative Contact Person

First name: Guoda Last name: Kačinskaitė Position: International Relations coordinator E-mail: g.kacinskaite@svako.lt

online loaning agreement	MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT	
Receiving Institution		
Control		
Lithuania x		
Name *		
Siauliu Valstybine Kolegija 🗙		
Faculty/Department		
Address *	Erasmus Code *	
Siauliai	LT SIAULIA03	
Receiving Responsible Person	Receiving Administrative Contact Person	
Receiving Responsible Person First name(s) *	Receiving Administrative Contact Person First name(s)	
Receiving Responsible Person First name(s) * Raminta	Receiving Administrative Contact Person First name(s) Guoda	
Receiving Responsible Person First name(s) * Raminta Last name(s) *	Receiving Administrative Contact Person First name(s) Guoda Last name(s)	
Receiving Responsible Person First name(s) * Raminta Last name(s) * Kudrickaitė	Receiving Administrative Contact Person First name(s) Guoda Last name(s) Kačinskaitė	
Receiving Responsible Person First name(s) * Raminta Last name(s) * Kudrickaitė Position *	Receiving Administrative Contact Person First name(s) Guoda Last name(s) Kačinskaitė Position	
Receiving Responsible Person First name(s) * Raminta Last name(s) * Kudrickaitė Position * Interim Institutional Coordinator	Receiving Administrative Contact Person First name(s) Guoda Last name(s) Kačinskaitė Position International Relations and Project Management coordinator	
Receiving Responsible Person First name(s) * Raminta Last name(s) * Kudrickaitė Position * Interim Institutional Coordinator Email *	Receiving Administrative Contact Person First name(s) Guoda Last name(s) Kačinskaitė Position International Relations and Project Management coordinator Email	
Receiving Responsible Person First name(s) * Raminta Last name(s) * Kudrickaitė Position * Interim Institutional Coordinator Email * rkudrickaite@svako.lt	Receiving Administrative Contact Person First name(s) Guoda Last name(s) Kačinskaitė Position International Relations and Project Management coordinator Email g.kacinskaite@svako.lt	
Receiving Responsible Person First name(s) * Raminta Last name(s) * Kudrickaite Position * Interim Institutional Coordinator Email * r.kudrickaite@svako.lt Phone number	Receiving Administrative Contact Person First name(s) Guoda Last name(s) Kačinskaitė Position International Relations and Project Management coordinator Email g.kacinskaite@svako.lt Phone number	



- Write down planned start and end dates of the mobility.
- Semesters of 2022-2023 academic year in Siauliai State University of Applied Sciences: Fall semester: 01-09-2022 – 31-01-2023
 Spring semester: 06-02-2023 – 30-06-2023

1 2 3 Student Information Sending Institution Receiving In	nstitution	G Froposed Mobility Virtual Components Commitment	
Information Inform	ation	Programme	
Academic year *			
Preliminary LA			
Planned start of the mobility *		Planned end of the mobility *	
уууу - mm - dd		yyyy - mm - dd	
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 de	escribing the	learning outcomes: [web link to the relevant info]	
 Course catalogue: detailed, user-friendly and up-to-date information and throughout their studies to enable them to make the right choice learning, teaching and assessment procedures, the level of programm include the names of people to contact, with information about how, This must be an external URL such as http://commic.com 	on the institutions and use their nes, the individ when and wher	ors' learning environment that should be available to students before the mobility period time most efficiency. The information concerns, for example, the qualifications offered, the ual educational components and the learning resources. The Course Catalogue should to contact them. Show less	
The main language of instruction at the Receiving Institution *		The level of language competence *	
- Select a value -	\$	- Select a value -	
		Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language- levels-cefr	
Table B - Recognition at the Sending institution *			
No Component added yet.			
Add Component to Table R			
Add Component to lable b			



- Check the courses and choose the courses you would like to study at Siauliai State University of Applied Sciences. All courses can be find here: https://svako.lt/en/international-relations/erasmus-plus/courses-for-incoming-students OR in pdf file that is attached to the letter called "Academic information for Spring semester of 2022-2023 academic year"
- You will need to write courses in Table A (for Receiving Institution) and Table B (for Sending Institution)



- Table A Receiving Institution subjects
- Please write **Components title** the same as written in the subjects catalogue.
- Please write "-" in the **Component Code** table.
- Please write correct **Number of ECTS** from the subjects catalogue.
- Please select **Semester** (First or Second semester)

	he at the Receiving insti	tution *		
Component to Table A				Remove
Component title at the Receiving Inst	itution (as indicated in the course ca	italogue) *		
An eoucational component: is a self-contain educational components are: a course, modu	ee and rormal structured learning experient ule, seminar, laboratory work practical work Number of ECTS credit awarded by the Receiv successful completion	ce that reatures learning outco s, preparation/research for a the ss (or equivalent) to be ing Institution upon *	mes, crealts and forms of assessment lesis, mobility window or free electives Semester *	. examples of
Add Component to Table A	ECTS credits (or equivalent) "ECTS' system is not in plac institutions located in Partu- participating in the Bologna be replaced in the relevant equivalent system that is us explanation to the system s	: in countries where the re, in particular for er Countries not process, "ECTS" needs to tables by the name of the ed, and a web link to an hould be added.		
Web link to the course catalogue at the • Course catalogue: detailed, user-friendly and throughout their studies to enable it learning, teaching and assessment proce- include the names of people to contact, • This must be an external URL such as http: The main language of instruction at the	Receiving Institution describing the and up-to-date information on the institution them to make the right choices and use their dures, the level of programmes, the individ with information about how, when and wher pt//example.com.	learning outcomes: [web on's learning environment that time most efficiently. The info ual educational components a e to contact them. Show less The level of language	link to the relevant info] should be available to students befor mation concerns, for example, the qu d the learning resources. The Course competence *	e the mobility period alifications offered, the Catalogue should
English	\$	- Select a value - Level of language compete available at: https://europa	nce: a description of the European La ss.cedefop.europa.eu/en/resources/e	guage Levels (CEFR) is uropean-language-



- The main language of instruction at the Receiving Institution **English**;
- The level of language competence B2

[ISULULION		
Component to Table A Component title at the Receiving Ins	titution (as indicated in the cour	se catalogue) *		Remove
An "educational component" is a self-contain educational components are: a course, mod	ned and formal structured learning exp ule, seminar, laboratory work, practical	erience that features learning outco l work, preparation/research for a t	omes, credits and forms of assessment thesis, mobility window or free electives	Examples of
Component Code *	Number of ECTS c awarded by the Re successful comple	redits (or equivalent) to be eceiving Institution upon tion *	Semester *	
	ECTS credits (or equiv "ECTS" system is not i institutions located in participating in the Bo be replaced in the rel equivalent system that explanation to the sys	alent): in countries where the n place, in particular for Partner Countries not logna process, "ECTS" needs to evant tables by the name of the is used, and a web link to an tem should be added.	- Select a value -	÷
Add Component to Table A Web link to the course catalogue at the	e Receiving Institution describing	g the learning outcomes: [wel	b link to the relevant info]	
Course catalogue: detailed, user-friendl and throughout their studies to enable t learning. teaching and assessment proc include the names of people to contact. This must be an external URL such as ht	y and up-to-date information on the in: them to make the right choices and use edures, the level of programmes, the ir with information about how, when and tp://example.com.	stitution's learning environment tha their time most efficiently. The info dividual educational components i where to contact them. Show less	t should be available to students befor ormation concerns, for example, the qu and the learning resources. The Course	e the mobility period alifications offered, the Catalogue should
The main language of instruction at the	e Receiving Institution *	The level of language	competence *	
English		• - Select a value -		¢



• In Table B fill in information about Sending Institution's components

Automatically recognised town	ards student degree		
Automatic recognition comment			
			11.
Component to Table B			Remove
Component title at the Sending I	nstitution (as indicated in the course catalogue) *		
An "educational component" is a self-co educational components are: a course,	ontained and formal structured learning experience that features learning outco module, seminar, laboratory work, practical work, preparation/research for a t	omes, credits and forms of assessment. Exam hesis, mobility window or free electives.	ples of
	Number of ECTS credits (or equivalent) to be		
Component Code *	recognised by the Sending Institution *	- Select a value -	+
	ECTS credits (or equivalent): in countries where the		
	"ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Polygep process. "ECT" packs to		
	participating in the soroginal process, "ECIS" 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.		
Automatically recognised towards	ards student degree		
Automatic recognition comment			
			1.



• Virtual Components - Don't need to fill this. Moving on Next.

	FAQ ELDER OLA FOR TRAINEES	MY LEARNING	GAGREEMENTS MY	ACCOUNT LOG OUT
Your Online Learning	Agreement has been updated.	•	•	×
Student Information	Sending Institution Receiving Institution Information Information	Proposed Mobility Virtual Programme	al Components	Commitment
Academic year *				
Table C				
Please add the Table if yo the learning outcomes. Add Component to Ta	ou wish to indicate virtual component(s) at the recei	ving institution before, during or after	er the physical mobilit	ity to further enhance
Previous		Next		



 Sign your Online Learning Agreement in the white field and clink on Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review. Your home university has to sign your OLA first!

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Academic year *	
Commitment Preliminary	
By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions and the takes to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies of the principles agreement for institutions located in Patter Countries). The Exerciticary institution and the student should also common to what is set out in the Erasmus- grant agreement. The Receiving institution confirms that the disciplication grant principles of the student should be also stude and the studes agreement. The Sending Institution confirms that the disciplication components listed are in the Miss course calculation and the student. The Sending Institution confirms that the student's degree the student's degree exterior in the successful completed educational components and to count them lowards the student's degree. The student and the service in plant the successful completed educational components and to count them lowards the student's degree exterioring institution on municate to the Sending institution any problems or changes regarding the study programme, responsible persons and/or study period.	

• By clicking on the button, your OLA will be automatically sent to the e-mail of the Responsible person at your home university. **Your home** university coordinator has to sign your **OLA ONLINE!!**



- After your home university signs your OLA, **Responsible person** of Siauliai State University of Applied Sciences will receive an automatic e-mail with your OLA.
- After Siauliai State University of Applied Sciences faculties approve the content of your OLA, **Responsible person** will sign your OLA and you will be notified on your e-mail.
- Once your OLA is signed by **all parties** you can be officially accepted to Siauliai State University of Applied Sciences as an Erasmus+ student!





- IF YOUR OLA WAS REJECTED:
- Log in to your OLA account and **Edit** current version of your OLA.
- On the very last step of the OLA form you will see a table with a reason why your OLA was rejected.

Academic year *	
Commitment Preliminary	
By digitally signing this document, the student, the Sending institution and the Receiving institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving institutions understate 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 Beneficiery Institution and the student should also commt to what is set of unit the Erasmus- grant agreement. The Receiving institution confirms that the educational components listed are in line with its course catalogue and should be walkable to the student. The Sending institution confirms that the educational components listed are in line with its course catalogue and should be walkable to the student. The Sending institution confirms that the receives or equivalent units gained at the Receiving institution on the successfully completed educational components and to count them towards the student's degree. The student and the Receiving institution will communicate to the Sending institution on my problems or changes regarding the study programme, responsible persons and/or study period. Clear	
Rejection reason	
Reason for declining the previous Online Learning Agreement proposal	

• Once you edit your OLA click again on the Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review button.



We will be waiting for your arrival!

