

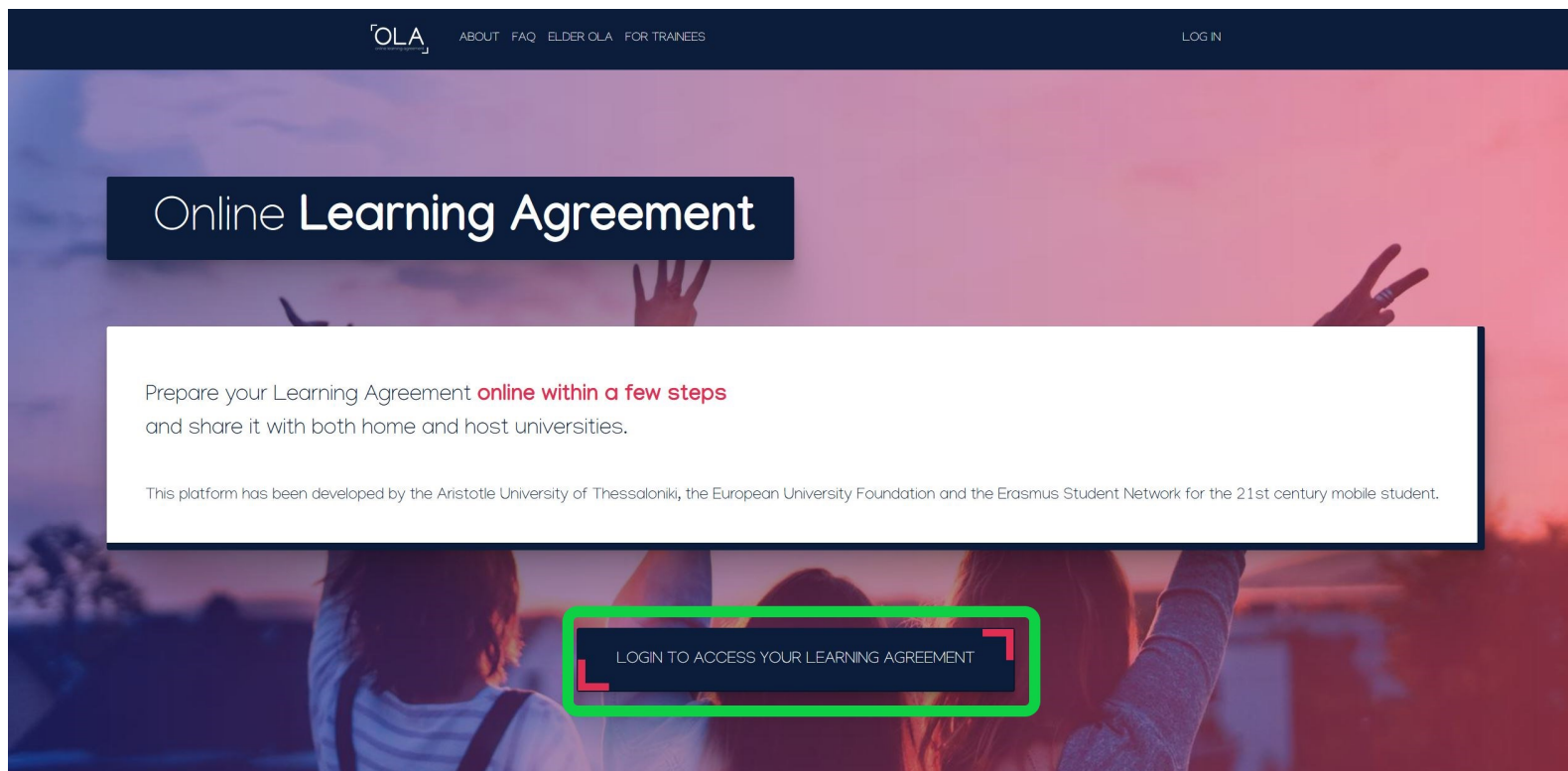


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Šiaulių valstybinė kolegija / Higher
Education Institution

ONLINE LEARNING AGREEMENT GUIDE

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





- Fill in **your** personal information

OLA
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ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

The changes have been saved. x

My account

VIEW EDIT

My Personal Information

Firstname *

Surname *

Date of birth *

yyyy - mm - dd

Gender *

Undefined

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




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

The screenshot shows the 'OLA' web application interface. At the top, there is a dark blue navigation bar with the 'OLA' logo on the left and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT' on the right. Below the navigation bar is a large banner image of two students working on laptops. Overlaid on the right side of the banner is a white arrow pointing down and to the left, and a white box containing the text 'My Learning Agreements'. Below the banner, there is a red horizontal bar with the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' At the bottom, there is a white box with a green border containing the text 'You have not created any Learning Agreements yet' and a dark blue button labeled 'Create New'.



- Choose your mobility type.

 [ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#) [MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

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

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.



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- Write down the correct **academic year (2024/2025)** and check if your personal information is correct

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ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Student Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitments

Academic year *

Student

First name(s) *

xxxx

Last name(s) *

xxxxx

Email *

xxxx@email

Date of birth *

0000 - 00 - 00

Gender *

- Select a value -

Nationality *

xxxx

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *

xxxxx

Field of Education Comment

Study cycle *

- Select a value -

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-iscd_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.

Next



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- Fill in all the mandatory fields about **your Sending Institution**

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ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Academic year *

Sending

Sending Institution

Country *

Country of the institution

Name *

Name of the institution

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

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.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

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.



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- 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: **Siaulių Valstybinė Kolegija**

Faculty/Department:

Faculty of Business and Technology **OR**

Faculty of Health Care

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

Receiving Institution

Country *
Lithuania x

Name *
Siaulių Valstybinė Kolegija x

Faculty/Department

Address *
Siauliai

Erasmus Code *
LT SIAULIA03

Receiving Responsible Person

First name(s) *
Last name(s) *
Position *
Email *
Phone number

Receiving Administrative Contact Person

First name(s)
Last name(s)
Position
Email
Phone number

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.



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◆ Receiving Responsible Person:

First name: **Augustina**

Last name: **Norkutė**

Position: **Institutional Coordinator**

E-mail: **tarptautiniai.ryšiai@svako.lt**

Receiving Administrative Contact Person

First name: **Guoda**

Last name: **Kačinskaitė**

Position: **International Relations Coordinator**

E-mail: **iro@svako.lt**

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ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Receiving Institution

Country *

Lithuania x

Name *

Siaulių Valstybinė Kolegija x

Faculty/Department

Address *

Siauliai

Erasmus Code *

LT-SIAULIA03

Receiving Responsible Person

First name(s) *

Raminta

Last name(s) *

Kudrickaitė

Position *

Interim Institutional Coordinator

Email *

r.kudrickaite@svako.lt

Phone number

Receiving Administrative Contact Person

First name(s)

Guoda

Last name(s)

Kačinskaitė

Position

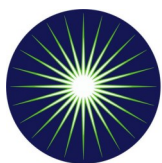
International Relations and Project Management coordinator

Email

g.kacinskaite@svako.lt

Phone number

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.



- Write down planned start and end dates of the mobility.
- **Semesters of 2024-2025 academic year in Šiaulių valstybinė kolegija:**

Fall semester: 23-09-2024 – 31-01-2025

Spring semester: 10-02-2025 – 30-06-2025

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ABOUT FAQ ELDER OLA FOR TRAINEES

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 *

Preliminary LA

Planned start of the mobility *
yyyy - mm - dd

Planned end of the mobility *
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 describing the learning outcomes: [web link to the relevant info]

- Course catalogue: 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. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *
- Select a value -

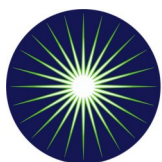
The level of language competence *
- Select a value -
Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]



- 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 Autumn semester of 2024-2025 academic year“**
- You will need to write courses in Table A (for Receiving Institution) and Table B (for Sending Institution)

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

Academic year *

Preliminary LA

Planned start of the mobility * Planned end of the mobility *

yyyy - 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 describing the learning outcomes: [web link to the relevant info]

• Course catalogue: 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. Show less

• This must be an external URL such as <http://example.com>.

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 B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.



- **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)

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ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

2024-09-20

2024-09-20

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

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

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.

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Semester *

Component Code *

- 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 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.

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]

• Course catalogue: 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. Show less

• This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *

The level of language competence *

English

- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europa.eu/europass/cefr>



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

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ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

ECTS - 60 - 20

ECTS - 60 - 20

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

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

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.

Component Code *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Semester *

- 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 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.

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]

• Course catalogue: 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. Show less

• This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *

The level of language competence *


English

- 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>



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

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ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

☒ Automatically recognised towards student degree

Automatic recognition comment

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

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.

Component Code *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

- 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 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.

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B



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

OLA

ABOUTFAQELDER OLAFOR TRAINEES

MY LEARNING AGREEMENTSMY ACCOUNTLOG OUT

Your Online Learning Agreement has been updated.

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year *

Table C

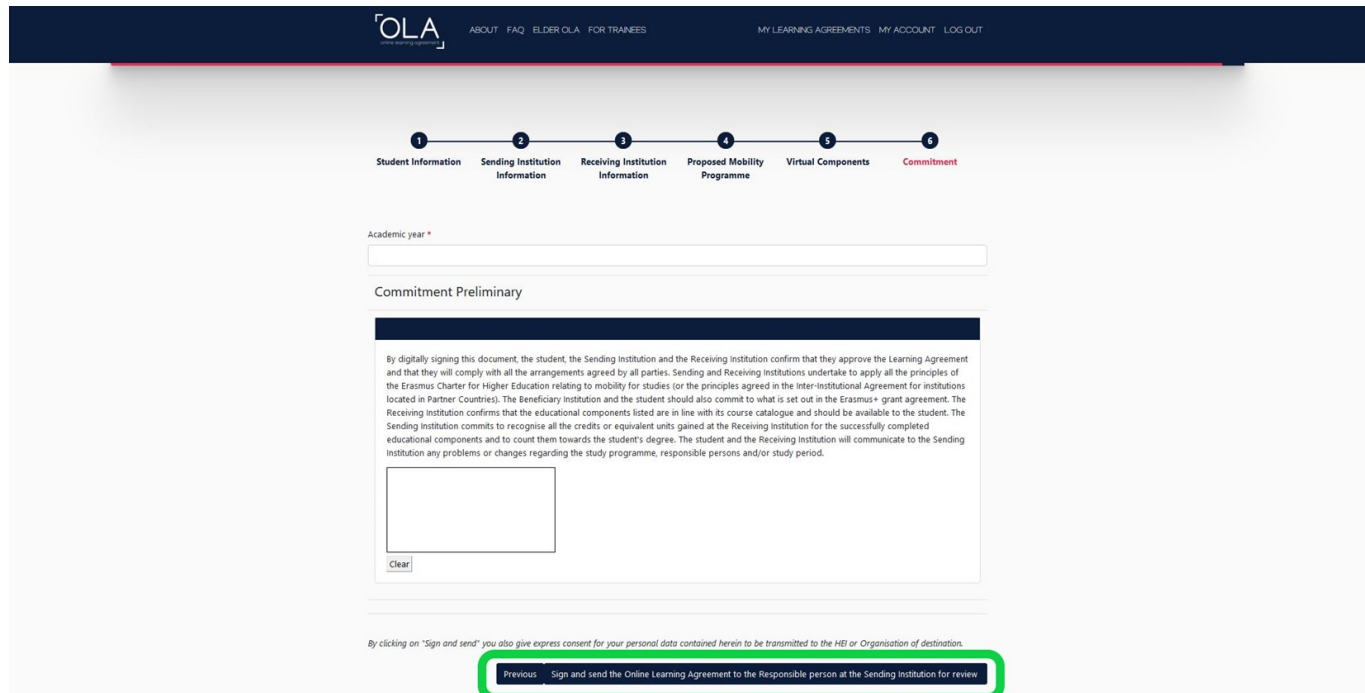
Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next

- Sign your Online Learning Agreement in the white field and click 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!**



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

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

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 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for 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 any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

- 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!!**

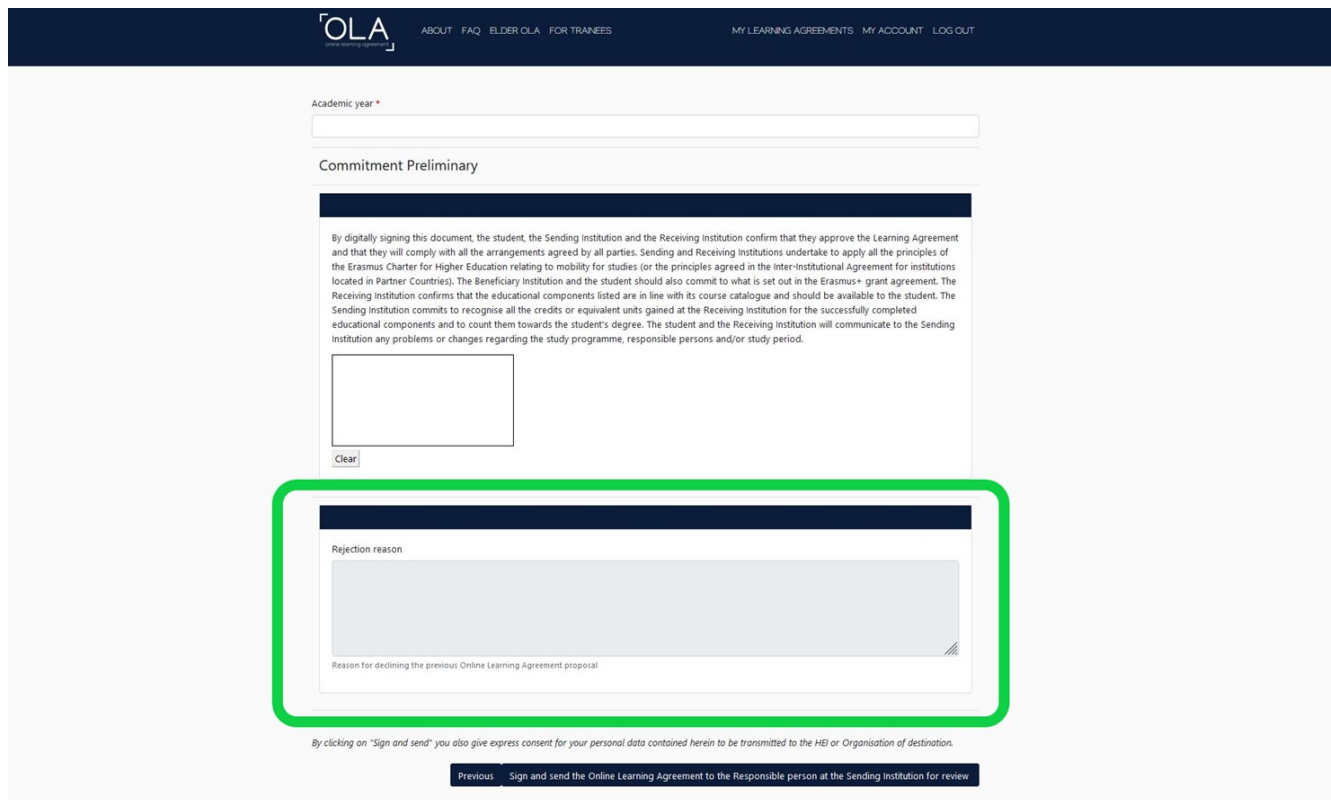


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- After your home university signs your OLA, **Responsible person** of Šiaulių valstybinė kolegija will receive an automatic e-mail with your OLA.
- After Šiaulių valstybinė kolegija faculties approve the content of your OLA, **Responsible person** 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 Šiaulių valstybinė kolegija 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.



The screenshot shows the OLA (Online Learning Agreement) form interface. At the top, there is a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, there is a form section titled 'Academic year *' with a text input field. Underneath, there is a 'Commitment Preliminary' section with a dark blue header and a paragraph of text explaining the agreement. Below the text is a large empty text area for a signature, with a 'Clear' button. At the bottom, there is a section titled 'Rejection reason' with a large empty text area for the reason for declining the previous proposal. This section is highlighted with a green border. At the very bottom, there is a small text line: 'By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.' and a button labeled 'Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending institution for review'.

- 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.



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We will be waiting for your arrival!

