



ŠIAULIŲ  
VALSTYBINĖ  
KOLEGIJA

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**

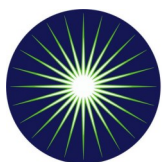
OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOGIN

### Online Learning Agreement

Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT



- Fill in **your** personal information

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The changes have been saved. x

## My account

VIEW EDIT

### My Personal Information

Firstname *	Lastname *	
<input type="text"/>	<input type="text"/>	
Date of birth *	Gender *	Nationality *
<input type="text" value="yyyy - mm - dd"/>	<input type="text" value="Undefined"/>	<input type="text"/>
Field of education *	Study cycle *	
<input type="text"/>	<input type="text"/>	

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

Save



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

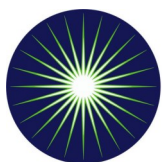
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## My Learning Agreements

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

You have not created any Learning Agreements yet

[Create New](#)



- Choose your mobility type.

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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.



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

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Current Institution Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme

Academic year \*

Student

First name(s) \* Last name(s) \*

xxxx xxxxxx

Email \*

xxxx@email

Date of birth \* Gender \* Nationality \*

0000 - 00 - 00 - Select a value - xxxxx

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

Field of Education \* Field of Education Comment Study cycle \*

xxxxxx - Select a value -

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](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.

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).

Next



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

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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.



- 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

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### Receiving Institution

Country \*  
Lithuania x

Name \*  
Siauliu Valstybine Kolegija x

Faculty/Department

Address \*  
Siauliai

Erasmus Code \*  
LT SIAULIA03

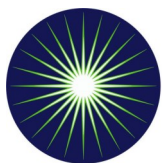
#### Receiving Responsible Person

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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**Receiving Institution**

Country \*  
Lithuania x

Name \*  
Šiaulių Valstybinė Kolegija x

Faculty/Department

Address \*  
Šiauliai

Erasmus Code \*  
LT SIAULIA03

**Receiving Responsible Person**

First name(s) \*  
Augustina

Last name(s) \*  
Norkutė

Position \*  
Institutional Coordinator

Email \*  
tarptautiniai.ryšiai@svako.lt

Phone number

**Receiving Administrative Contact Person**

First name(s)  
Guoda

Last name(s)  
Kačinskaitė

Position  
International Relations Coordinator

Email  
iro@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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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 -

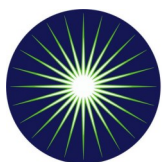
Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**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)

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Academic year \*

Preliminary LA

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

**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 \*

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 <https://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 <https://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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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.

Component Code \*

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

Semester \*

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 \*

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>



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

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### 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 \*

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]

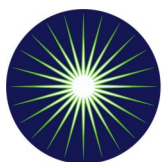
• Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, 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 \***

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



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

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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 *
<input type="text"/>	<input type="text"/>	- 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**.

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Your Online Learning Agreement has been updated. X

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**



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- 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!**

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



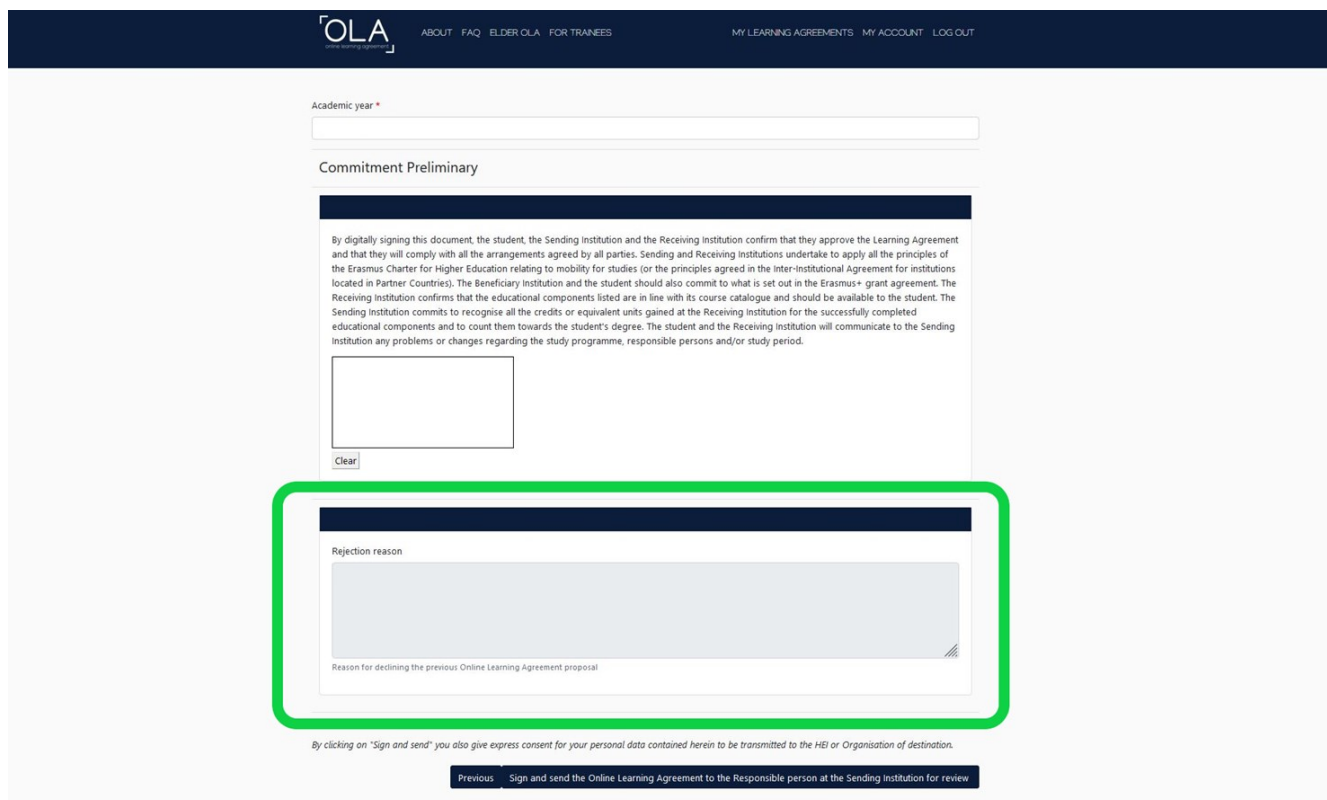


- After your home university signs your OLA, **Responsible person** of Šiaulių valstybinė kolegija will receive an automatic e-mail with your OLA.
- After Šiaulių valstybinė kolegija faculties approve the content of your OLA, **Responsible person** will sign your OLA and you will be notified on your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



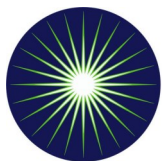


- **IF YOUR OLA WAS REJECTED:**
- Log in to your OLA account and **Edit** current version of your OLA.
- On the very last step of the OLA form you will see a table with a reason why your OLA was rejected.



The screenshot shows the OLA 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, LOG OUT. Below the header, there is a form with a text input field for 'Academic year \*'. The main section is titled 'Commitment Preliminary' and contains a large text block explaining the agreement. Below this text is a text area for a signature, with a 'Clear' button underneath. A green rectangular box highlights the 'Rejection reason' section, which includes a large text area for the reason and a small 'Reason for declining the previous Online Learning Agreement proposal' label. At the bottom of the form, there is a 'Previous' button and a 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review' button.

- 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!**

