## Online Learning Agreement Guide

This step-by-step guide will help you to prepare your Online Learning Agreement (hereafter referred as OLA). Please follow the instructions to prepare your OLA and have it signed by your sending and receiving institutions.

Registration

If your home university has not initiate the process, you can generate OLA either at https://www.learning-agreement.eu or by using the mobile **Erasmus+ App**, which is available to download for Android or iOS.
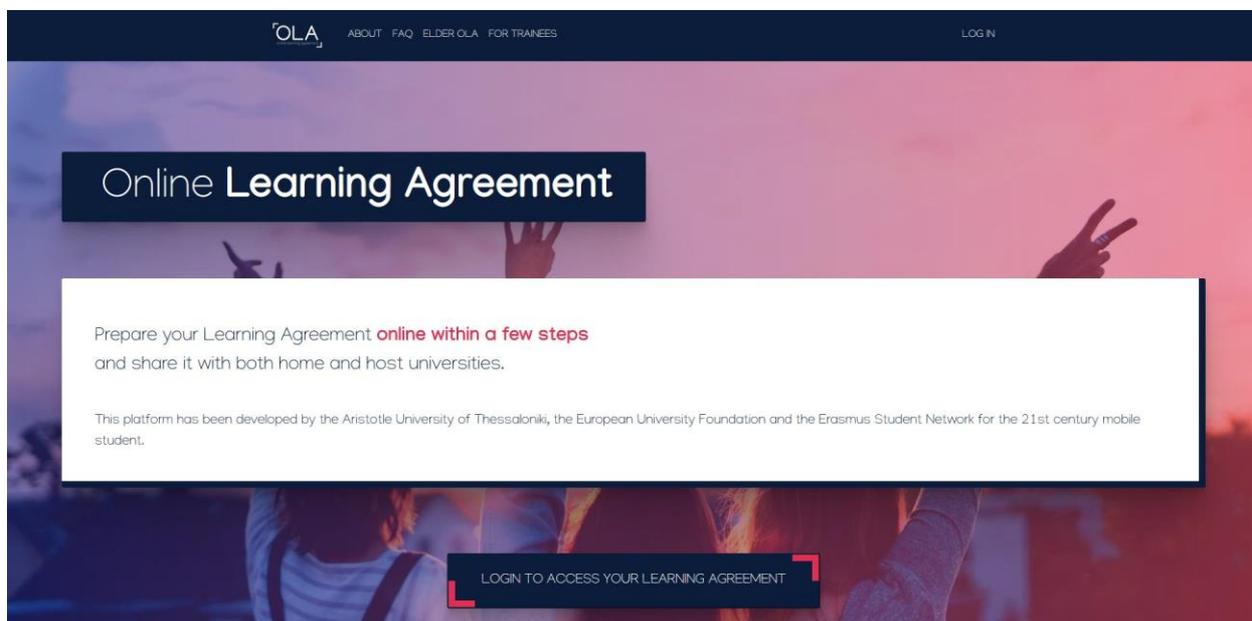
There are several ways to connect. Select the one suitable to you after contacting your home university:
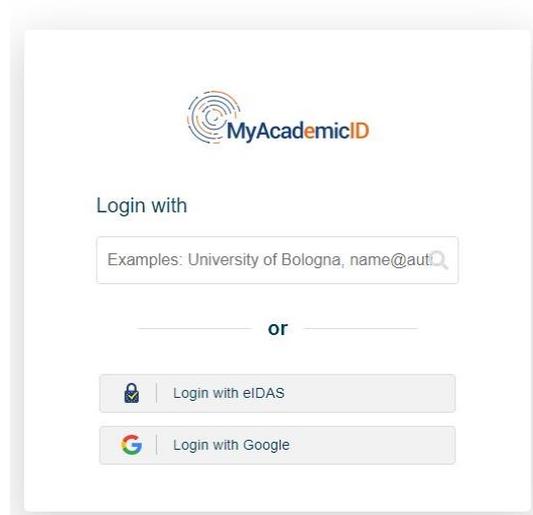
After completing the registration, you can use your login credentials for both the app and the website.

Creating Your Account

After you login, submit some information to create your account and click "save":

Choose "My Learning Agreements" and click on "Create New":

Then select your mobility type, which should be "Semester Mobility":

Student Information

Please fill in all the required information:

Sending Institution

Select the country of your home university and the name of the university.
Then, enter the contact information of **the responsible person (the person to sign your learning agreement)**. Add an administrative contact, who can be someone from your home Erasmus office or faculty. Always contact your home university when in doubt.

Receiving Institution (YTU)

1. **Receiving institution country**: Turkey
2. **Receiving Institution name**: Yildiz Technical University (TR ISTANBU07)

3. **Receiving Responsible Person (Departmental/Academic Coordinator/Signatory)**:
The **departmental coordinators** at YTU sign online Learning Agreements. Please check the nomination e-mail you received from YTU to see the information of your departmental coordinator. List of the contact information of the departmental coordinators can be found here:
https://erasmus.yildiz.edu.tr/page/16/Departmental-Coordinators/745

4. **Receiving Administrative Contact Person**:
      Murat Turhan
      Institutional Coordinator
      incoming@yildiz.edu.tr
      +90 212 383 3932

PRELIMINARY LA

Planned period of the mobility
Enter your start and end months of your Erasmus+ exchange at Yildiz Technical University.
The exact dates of the semesters can be obtained from the academic calendar:
https://erasmus.yildiz.edu.tr/page/16/Academic-Calendar/470

If the calendar has not been set whilst you are preparing your OLA, you can state the dates below.
Please note that **the dates given below are merely <u>estimated </u>and they are strictly subject to change according to the beginning and end dates of the lecture and examination period:**

- Fall semester   : 15 October – 30 January
- Spring semester : 15 February 2021 – 15 June

TABLE A - Study Programme at the Receiving Institution

Click on   Add Component to Table A   button for each of the courses you will be studying at YTU.

Receiving Institution - Component to Table A
1. Component code (course code)
2. Component title (course name)
3. The semester in which the course will be taken (first semester=fall semester, second semester=spring semester)
4. ECTS credits
5. After choosing courses, please enter the link of the course website which can be found at http://www.bologna.yildiz.edu.tr/
6. Repeat the process for each additional course

Please note:
- **You have to select the majority of courses from your hosting department.**
- **Your may have to update your course selection upon arrival.**

Sending Institution - Component to Table B
Table B is the field to which you can add the courses at your home institution for recognition.

1. Component code (If there is no code, leave it blank)

2. Component title

3. Enter the semester you will take the concerning course (first semester=fall semester, second semester=spring semester)

4. ECTS credits

5. Link to course website

6. Repeat the process for each additional course

Language competence and level of the student
Please select language of instruction of your department at YTU and your level.
Information about the language of instruction can be found in the student manual that has been sent you upon nomination.

Virtual Competence

It is not obligatory to fill a Table C. If you will attend any online courses/projects/etc during your mobility at YTU, you can indicate it.

COMMITMENT

Draw your signature in the box (either with your mouse or touchpad) and click the **[sign and send the OLA to the Responsible person at the Sending Institution for review]** button.
Check your email account for any notifications of review, approval or decline. You can also check the system for the approval status.

Once the responsible people at your home and sending institutions sign your OLA, download the duly signed PDF copy to upload to the YTU Erasmus Application Platform at https://ytuerasmus.yildiz.edu.tr/

Useful Videos for Preparing OLA

Logging into OLA: https://www.youtube.com/watch?v=rpIepEmQF3Y

Creating your OLA : https://www.youtube.com/watch?v=paIKpHJvTlg

Making changes to OLA: https://www.youtube.com/watch?v=DJQrbAD7038