

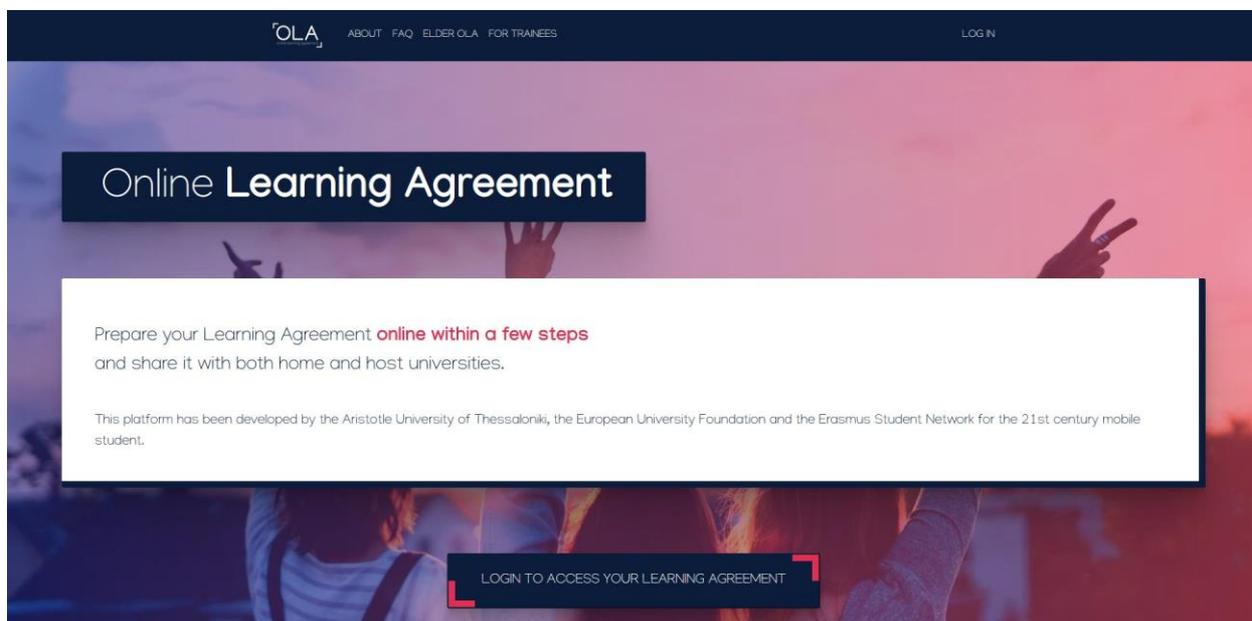


Online Learning Agreement Guide

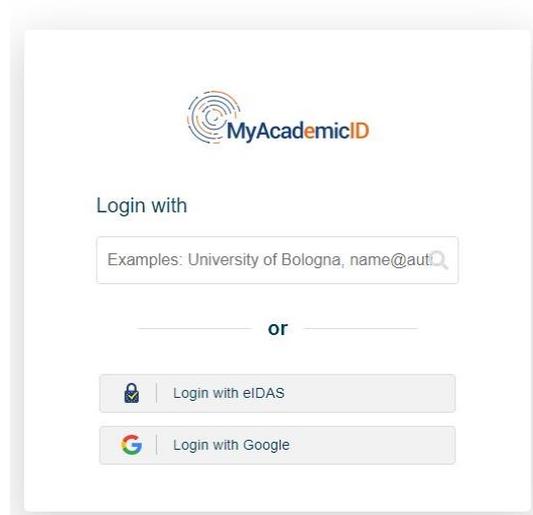
This step-by-step guide will help you to prepare your Online Learning Agreement (hereafter referred as OLA). Please follow the instructions to prepare your OLA and have it signed by your sending and receiving institutions.

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”:

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

My account

VIEW EDIT

My Personal Information

Firstname * Lastname *

Date of birth * Gender * 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

Choose “My Learning Agreements” and click on “Create New”:

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

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



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

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

Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral 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.	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 .	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.

Student Information

Please fill in all the required information:

Academic year *
2022/2023

Student

First name(s) *

Last name(s) *

Email *

Date of birth *
gg.aa.yyyy

Gender *
Undefined

Nationality *

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

Field of Education *

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 student by the Sending Institution.

Field of Education Comment

Study cycle *
Bachelor or equivalent first 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



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.

Sending Institution	
Country *	<input type="text" value="Country of the institution"/>
Name *	<input type="text" value="Name of the institution"/>

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
<input type="text"/>	<input type="text"/>
Last name(s) *	Last name(s)
<input type="text"/>	<input type="text"/>
Position *	Position
<input type="text" value="Departmental Coordinator"/>	<input type="text" value="Erasmus Officer"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number	Phone number
<input type="text" value="+"/> +	<input type="text" value="+"/> +
<small>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.</small>	<small>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.</small>

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 estimated 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  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.**

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) *		
<input type="text"/>		
<small>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.</small>		
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>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.</small>		





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

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

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>.

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.

The main language of instruction at the Receiving Institution *

Turkish

The level of language competence *

C1

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>



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.

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 *

2022/2023

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**

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/>

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**



Erasmus+

Useful Videos for Preparing OLA

Logging into OLA: <https://www.youtube.com/watch?v=rplepEmQF3Y>

Creating your OLA : <https://www.youtube.com/watch?v=palKpHjvTlg>

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