

Brukarretteiing til studentar for utfylling av Online Learning Agreement (OLA)

Studentar logger inn på startside for Online Learning Agreement: <http://learning-agreement.eu>. NB! Bruk Chrome, Firefox eller Edge, og ikkje Internet Explorer.

Du loggar inn med Feide ved å trykkja på knappen «Log in with MyAcademicID».

Merk at ikkje alle universitet er knytt til det digitale Erasmus+ systemet enda. Dei fleste universitet skal kopla seg på i løpet av 2023. Dersom skulen din ikkje er kopla på, vil du få denne åtvaringa når du prøver å oppretta ein OLA:

The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via the Erasmus Without Paper Network as of yet. Please refer to your mobility coordinator for advice on the next steps. ×

I slike høve kan du bruka ein Word-versjon av Learning Agreement. Den finn du i Canvas-gruppa du er/vert lagt til i.

Generell informasjon

Det er ikkje obligatorisk å fylla ut alle felt, berre dei som er markert med ei raud stjerne. Du kan bruka Æ, Ø og Å i utfyllinga.

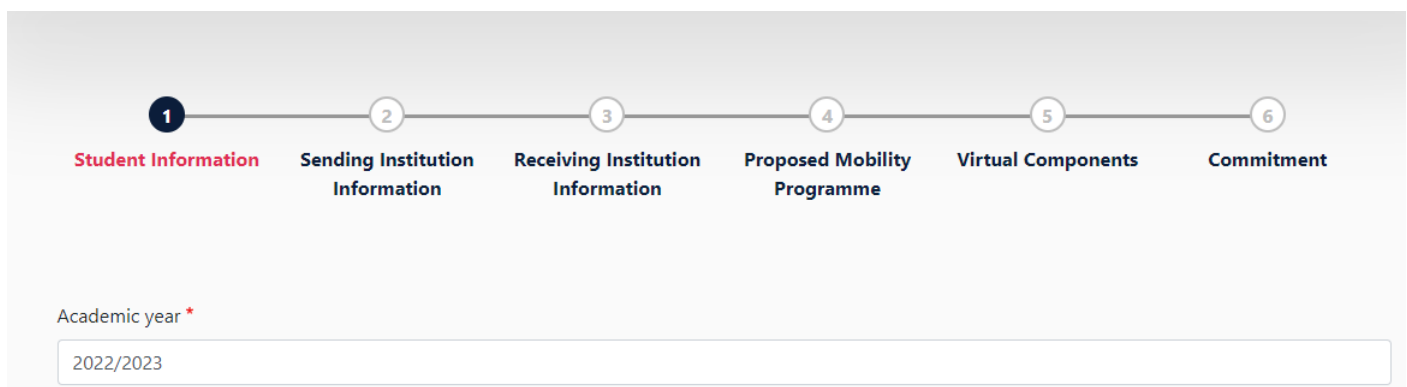
Godkjeningsprosessen av ein OLA

Når du har fylt ut og signert din OLA, vil den automatisk vera sendt til «Sending responsible person» ved NHH, dvs. Erasmus+ koordinatoren. Så snart «Sending responsible person» ved NHH har signert, vil OLA automatisk vera sendt vidare til «Receiving responsible person» ved vertsuniversitetet for signering.

Når alle parter har signert din OLA, får me ein automatisk melding om at dokumentet er ferdig signert. Du kan sjølv også sjekka status og lasta ned din OLA som PDF. **Me ber deg lasta opp ein PDF-versjon av ferdig signert OLA i Canvas-gruppa.**

Korleis oppretta ein OLA

For å oppretta ein ny OLA, må du klikka på «Create New». Prosessen består av seks steg og ser slik ut:



Hugs å legga inn rett akademisk år!

Steg 1: Student

Fyrst må du fylla ut personleg informasjon: namn, etternamn, NHH-e-post, fødselsdato, kjønn og nasjonalitet.

- «Field of Education» er *0410 Business and Administration, not further defined*.
- «Study Cycle» er enten *Bachelor or equivalent first cycle* eller *Master or equivalent second cycle*.

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

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 *

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.

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).

Steg 2: Sending

Du vel land fyrst og deretter namn på «Sending Institution» (NHH). Erasmus+ koden til NHH (N BERGEN02) vert fylt inn automatisk, det same vert adresse. «Faculty/Department» er *Business Administration and Economics*.

Sending

Sending Institution

Country *

Name *

Faculty/Department *

Address *

Erasmus Code *

Du må sjølv leggja inn «Sending responsible person», som er Erasmus+ koordinator ved NHH:

- «Name»: *Marion Fløysvik*
- «Position»: *Erasmus+ Coordinator*
- «Email»: int.stud@nhh.no
- «Phone number»: *+47 55 95 92 00*

Du treng ikkje å fylla inn «Sending Administrative Contact Person».

Sending Responsible Person	Sending Administrative Contact Person
<p>First name(s) *</p> <input type="text" value="Marion"/>	<p>First name(s)</p> <input type="text"/>
<p>Last name(s) *</p> <input type="text" value="Fløysvik"/>	<p>Last name(s)</p> <input type="text"/>
<p>Position *</p> <input type="text" value="Erasmus+ Coordinator"/>	<p>Position</p> <input type="text"/>
<p>Email *</p> <input type="text" value="int.stud@nhh.no"/>	<p>Email</p> <input type="text"/>
<p>Phone number</p> <input type="text" value="+4755959200"/>	<p>Phone number</p> <input type="text" value="+"/>
<p>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.</p>	<p>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.</p>

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Steg 3: Receiving

Legg til land og universitet du skal reisa på utveksling til. Erasmus+ koden og adressa vert oppdatert automatisk.

Receiving Institution	
<p>Country *</p> <input type="text" value="Italy x"/>	<p>Name *</p> <input type="text" value="Universita Commerciale Luigi Bocconi x"/>
<p>Faculty/Department</p> <input type="text"/>	
<p>Address *</p> <input type="text" value="Milano Milan"/>	<p>Erasmus Code *</p> <input type="text" value="I MILANO04"/>

Du må òg leggja inn «Receiving Responsible Person», han/ho som skal signera din OLA på vegne av vertsuniversitetet. Viss du ikkje veit kven dette er, tilrår me deg å kontakta vertsuniversitetet direkte.

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) * <input type="text" value="Leonardo"/>	First name(s) <input type="text"/>
Last name(s) * <input type="text" value="da Vinci"/>	Last name(s) <input type="text"/>
Position * <input type="text" value="Erasmus+ Coordinator"/>	Position <input type="text"/>
Email * <input type="text" value="leodavinci@bocconi.it"/>	Email <input type="text"/>
Phone number <input type="text" value="+"/>	Phone number <input type="text" value="+"/>
<small>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.</small>	
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Steg 4: Proposed Mobility Programme

Legg inn dag, måned og år for utreise og heimreise. Dersom du ikkje veit nøyaktig dato for dette, kan du sjekka nettsida til vertsuniversitetet for dei offisielle semesterdatoane og bruka desse.

Table A: Study Programme at the Receiving Institution

Her skal du skriva kva emne du planlegg å ta på utveksling:

- «Component Title»: *legg inn emnenamn*
- «Component Code»: *legg inn emnekode*
- «Number of ECTS Credits»: legg inn talet på studiepoeng
- Vel kva semester du skal ta emnet

Du må trykkja på «Add Component to Table A» for å legga til fleire emne. Du må legga inn emne på til saman minimum 30 ECTS (1 ECTS = 1 studiepoeng).

Preliminary LA

Planned start of the mobility *

05.01.2023



Planned end of the mobility *

12.06.2023



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) *

Course Name

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 *

Course Code

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

7.5

Semester *

Second semester (Summer/Spring)

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

Du må fylla inn det språket du skal ha hovuddelen av undervisninga på, og det språknivået du reknar med å ha når utvekslingssemesteret byrjar. Bruk Erasmus+ språktesten for å vurdere språknivået ditt.

Du må også leggja til lenkje til vertsuniversitetets kurskatalog.

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 *

English



The level of language competence *

B2



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 Sending Institution

Her legg du inn emne som utvekslingssemesteret skal vera godkjent som ved NHH. Du treng berre skriva *Electives* eller *Mobility Window* i «Component Title at the Sending Institution» og «Component Code» og 30 i «Number of ECTS credits». Du treng ikkje skriva konkrete emnenamn ved NHH.

Table B - Recognition at the Sending institution *

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" value="Electives"/>	<input type="text" value="30"/>	<input type="text" value="Second semester (Summer/Spring)"/>

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](#)

Academic year *

Table C

No Paragraph added yet.

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](#)

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I Table C kan du leggja til eventuelle virtuelle emne du ynskjer å ta på utveksling.

Steg 5: Commitment

Når alt er fylt ut, skal Learning Agreement signerast og den vil då automatisk vera sendt til «Sending Responsible Person». Du signerer med mus eller touchscreen.

Når du har signert og sendt din OLA vidare, har du ikkje lenger moglegheit til å gjera endringar i dokumentet. Du kan lasta den ned som PDF. Du vil få melding når dokumentet er godkjent av NHH og sendt vidare til vertsuniversitetet. Til slutt vil du også få beskjed når vertsuniversitetet har godkjent det.

Academic year *

2022/2023

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.

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

Endringer i Online Learning Agreement

Viss du ønsker å gjera endringer i emneval etter at alle parter har signert, er det mogleg. Då vel du «Apply Changes» i menyen til høgre etter innlogging. Nå kan du endre «Sending Responsible Person»/ «Receiving Responsible Person» dersom du har behov for det, og leggja inn nye fag/emne. Til slutt må OLA signerast av deg sjølv og den vert sendt i same rekkefylgje til signering.