

ONLINE LEARNING AGREEMENT (OLA) - INSTRUCTIONS

1

STUDENT CREATES AN ACCOUNT

Register using your Avans email address via
<https://learning-agreement.eu/student/home/login.php>
or via the Erasmus+ app.



2

STUDENT FILLS IN OLA

Click "New Learning Agreement" and complete the following steps:
(remember to click 'Save' on every page)

1. STUDENT: Enter your details here
2. SENDING INSTITUTION: Enter Avans's details here
 - Note: 'Stichting Avans' (i.e. the Avans Foundation) is registered in Tilburg!
 - Faculty/Department = your Avans school
 - Contact person name = your Avans school's contact person
3. RECEIVING INSTITUTION: Enter the partner institution's details here
4. PROPOSED MOBILITY PROGRAMME: Enter your proposed mobility programme here
 - Table A = combination of examination subjects to be taken abroad, please complete this for every subject
 - Table B = recognition at Avans, add 1 subject:
 - Component Title = Mobility Window
 - Number of ECTS credits = 30 ECTS credits
5. RESPONSIBLE PERSONS: Enter the details of the persons signing off the Learning Agreement here
6. COMMITMENT: Sign your Learning Agreement electronically

3

SENDING INSTITUTION CHECKS AND SIGNS OLA

The school contact person you listed will receive an email containing a link, allowing him or her to review and electronically sign the OLA.

If this person does not agree, he or she can decline the OLA and add a comment. In this case, you will receive a notification asking you to make changes to the OLA.

4

RECEIVING INSTITUTION CHECKS AND SIGNS OLA

Once the sending institution has signed the OLA, the contact person of the receiving institution will receive an automatic email, asking the contact to review and electronically sign the OLA.

If this person does not agree, he or she can decline the OLA and add a comment. In this case, you will receive a notification asking you to make changes to the OLA.

5

STUDENT DOWNLOADS PDF AND UPLOADS IT IN OSIRIS

Once both parties have signed the OLA, you will receive an email stating that the OLA has been "approved by both parties". You will need to log on again to be able to download the OLA in PDF format. Once you have this PDF, you must upload it to Osiris.