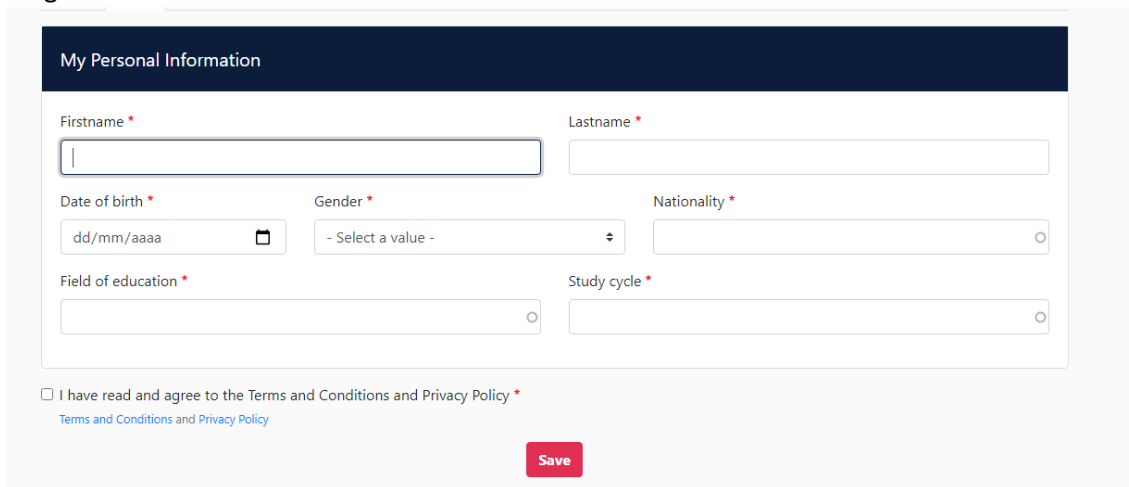


## GUIA: Com gestionar el Online Learning Agreement?

### Erasmus dashboard

En aquesta guia podràs seguir els passos per a pujar, modificar i veure l'estat del teu Acord d'estudis o *Learning Agreement* de manera més fàcil i ràpida.

1. Accedeix al portal <https://www.learning-agreement.eu/>. Dirigeix-te a la pàgina "Login" i registra't

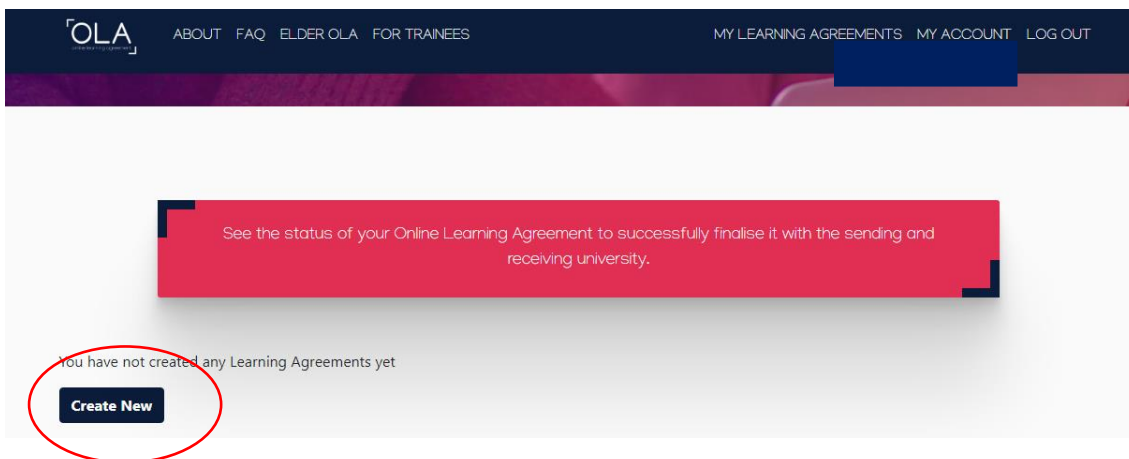


The screenshot shows a registration form titled "My Personal Information". It contains the following fields:

- Firstname \*
- Lastname \*
- Date of birth \* (format: dd/mm/yyyy)
- Gender \* (- Select a value -)
- Nationality \*
- Field of education \*
- Study cycle \*

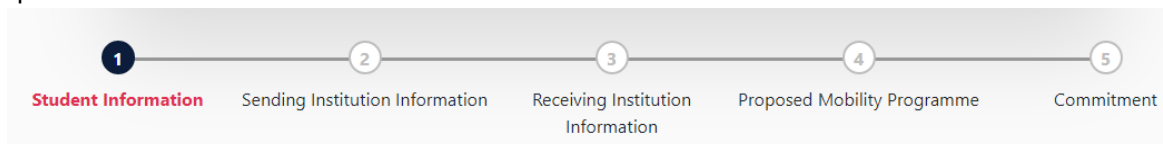
At the bottom, there is a checkbox:  I have read and agree to the Terms and Conditions and Privacy Policy \*. Below it are links for "Terms and Conditions" and "Privacy Policy". A red "Save" button is located at the bottom right of the form.

2. A continuació, t'apareixerà una pàgina principal on podràs veure el *Learning Agreement* que hakis realitzat o, si encara no l'has fet, t'hauràs de dirigir a "New Learning Agreement" com es veu marcat a la imatge.



The screenshot shows the OLA dashboard. The navigation bar includes "OLA", "ABOUT", "FAQ", "ELDER OLA", "FOR TRAINEES", "MY LEARNING AGREEMENTS", "MY ACCOUNT", and "LOG OUT". The main content area features a red banner with the text: "See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university." Below the banner, it says "You have not created any Learning Agreements yet" and a "Create New" button is circled in red.

3. A partir d'aquí, passaràs per 6 apartats que hauràs d'anar completant amb les dades corresponents. Abans de passar al següent pas, assegura't sempre de guardar els canvis que realitzis.



## PASSOS:

1. **Student Information:** dades personals de l'estudiant.
2. **Sending institution:** dades de TecnoCampus. Tingues en compte que la persona de contacte és **Yaiza Bueno** i el correu [rrii@tecnocampus.cat](mailto:rrii@tecnocampus.cat)
3. **Receiving institution:** dades de la universitat de destí.
4. **Proposed Mobility Programme:** en aquest "formulari" hauràs d'afegir, per una banda, les assignatures que cursaràs a la universitat estrangera, i per altra, les assignatures que hauries de fer a TecnoCampus per les quals convalides les de fora. Aquest serà el teu Online Learning Agreement.

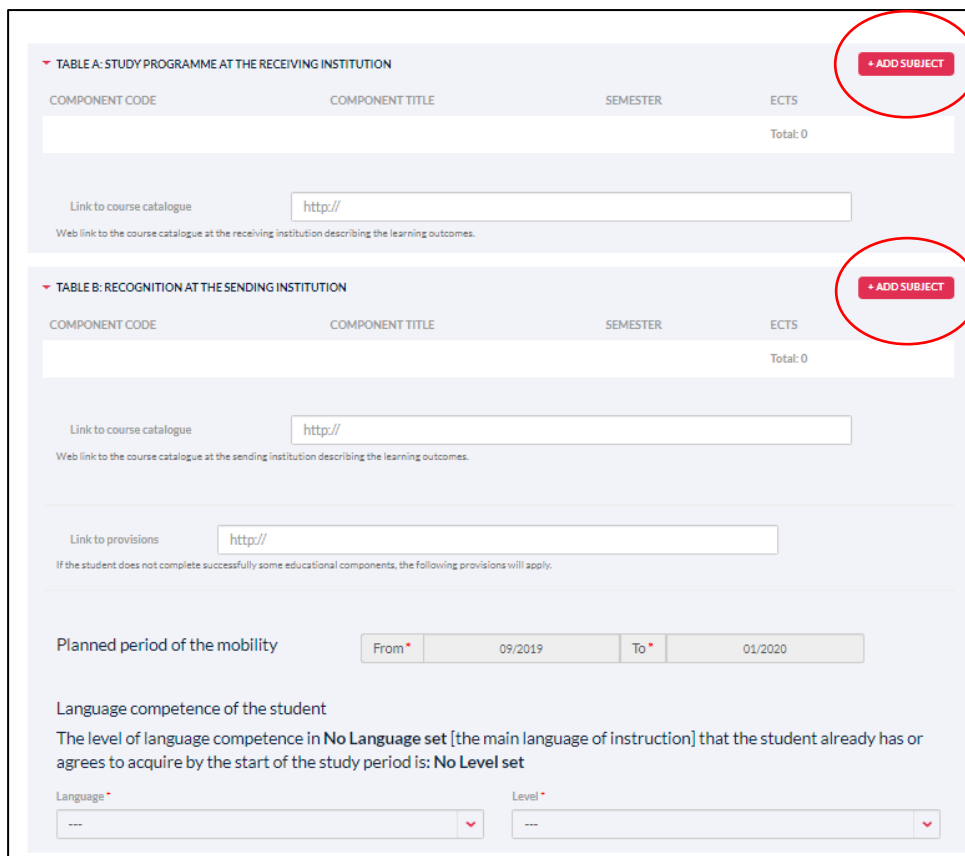


TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

TABLE B: RECOGNITION AT THE SENDING INSTITUTION

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions

If the student does not complete successfully some educational components, the following provisions will apply.

Planned period of the mobility

From\*  To\*

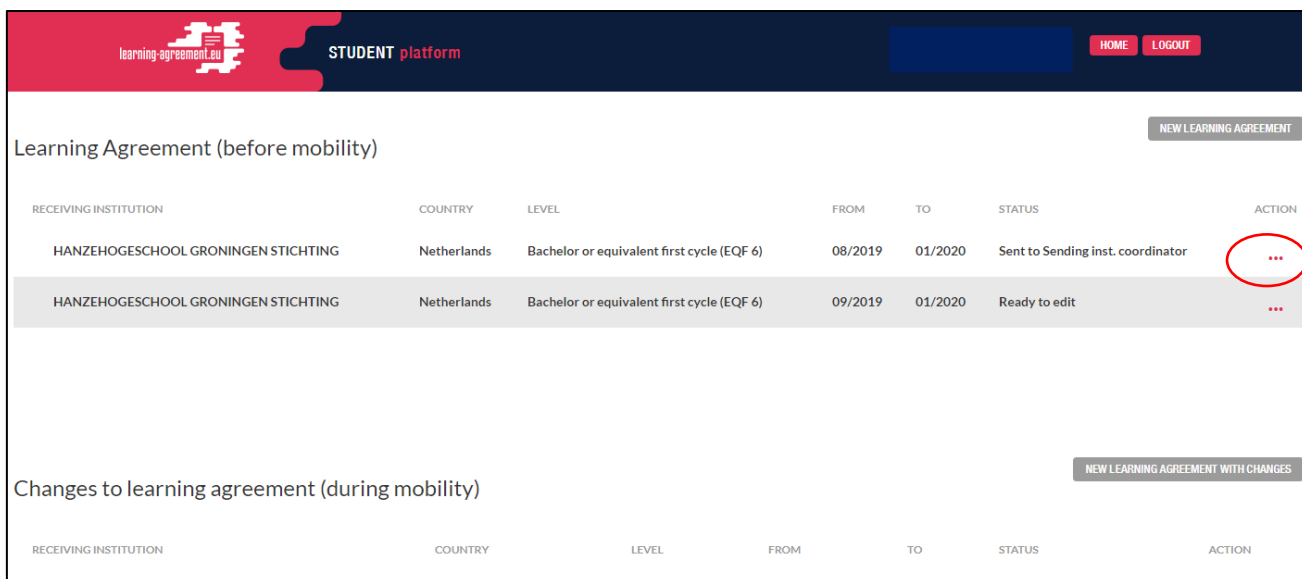
Language competence of the student

The level of language competence in No Language set [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: No Level set

Language\*  Level\*

5. **Responsible Persons:** en aquesta part és essencial que indiquis el nom del coordinador acadèmic de la teva escola el qual signarà el document:
  - Empresa: Roberto Dopeso ([rdopeso@tecnocampus.cat](mailto:rdopeso@tecnocampus.cat))
  - Politècnica: Josep Roure ([roure@tecnocampus.cat](mailto:roure@tecnocampus.cat))
  - Salut: Raquel Sebío ([rsebío@tecnocampus.cat](mailto:rsebío@tecnocampus.cat))
6. Finalment hauràs de signar online amb el mateix ratolí i clicar "Send to sending inst. Coordinator". Ara només caldrà esperar a que el document quedi signat pel teu coordinador i per la universitat de destí.

Si necessites el document en PDF pots aconseguir-lo fent clic als tres punts:



The screenshot shows the 'STUDENT platform' interface. At the top, there is a navigation bar with 'HOME' and 'LOGOUT' buttons. Below the navigation bar, there are two main sections: 'Learning Agreement (before mobility)' and 'Changes to learning agreement (during mobility)'. Each section contains a table with columns: RECEIVING INSTITUTION, COUNTRY, LEVEL, FROM, TO, STATUS, and ACTION. In the 'Learning Agreement (before mobility)' table, the first row has a status of 'Sent to Sending inst. coordinator' and its 'ACTION' column contains three dots, which are circled in red in the image. The second row has a status of 'Ready to edit' and also contains three dots in the 'ACTION' column. There are buttons for 'NEW LEARNING AGREEMENT' and 'NEW LEARNING AGREEMENT WITH CHANGES' at the top right of each table.

Per facilitar la vostra experiència també podeu descarregar l'App Erasmus + on trobareu:

- \* Checklists amb tot el que necessiteu fer abans, durant i després de la vostra estada Erasmus +
- \* Una secció "Els millors consells" on podeu veure els millors consells dels companys participants d'Erasmus + i fins i tot enviar-ne els vostres.
- \* Últimes notícies i esdeveniments propers al vostre abast. Doneu un cop d'ull a diverses activitats socials que us realitzen la xarxa d'estudiants Erasmus a tot Europa.
- \* Connexió directa amb el suport lingüístic en línia d'Erasmus +. Apreneu un idioma en moviment.
- \* També podreu signar l'Online Learning Agreement digitalment a través de l'aplicació!

<https://erasmusapp.eu/>

