



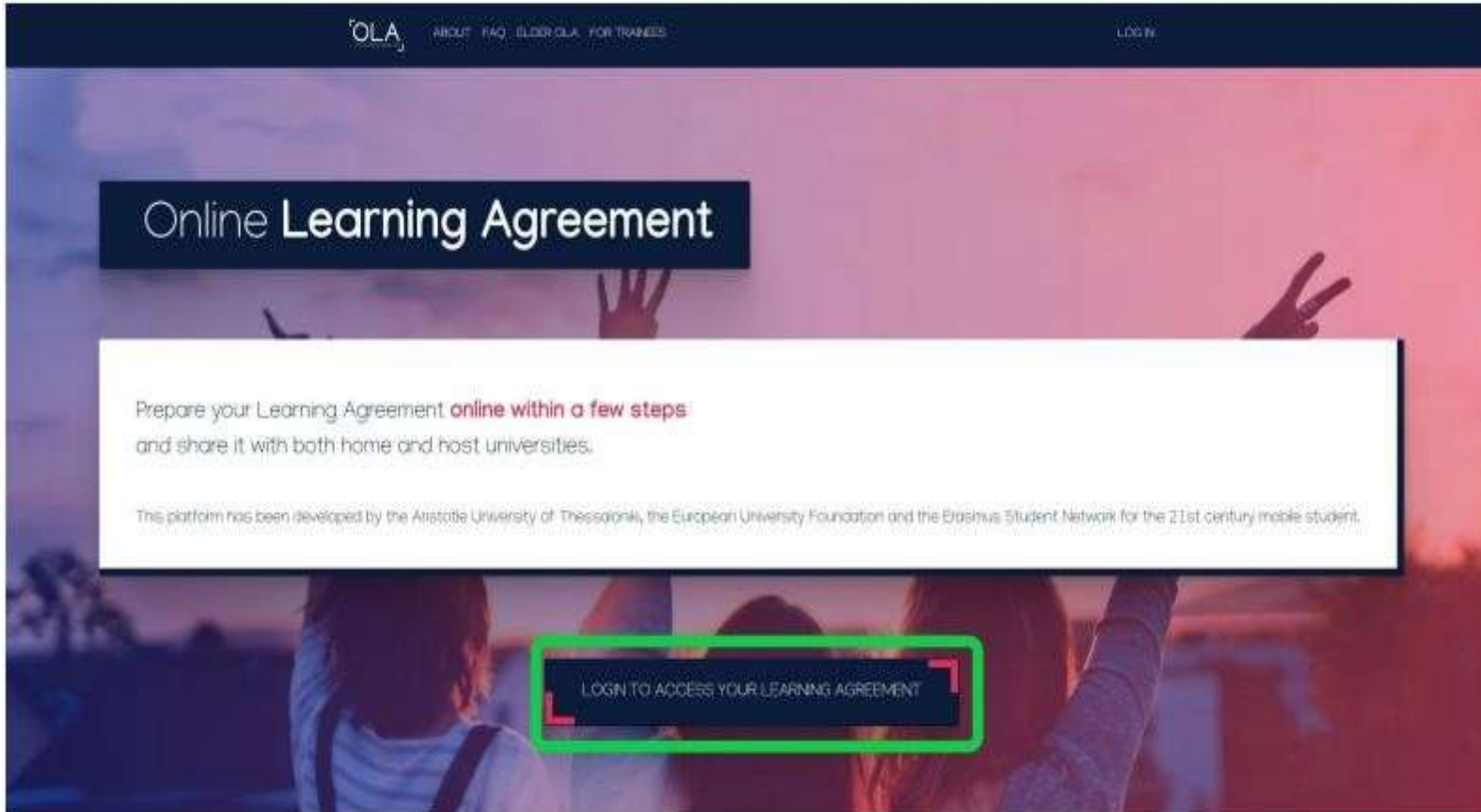
OSTİM TEKNİK
ÜNİVERSİTESİ
A N K A R A

Erasmus Kurum Koordinatörlüğü

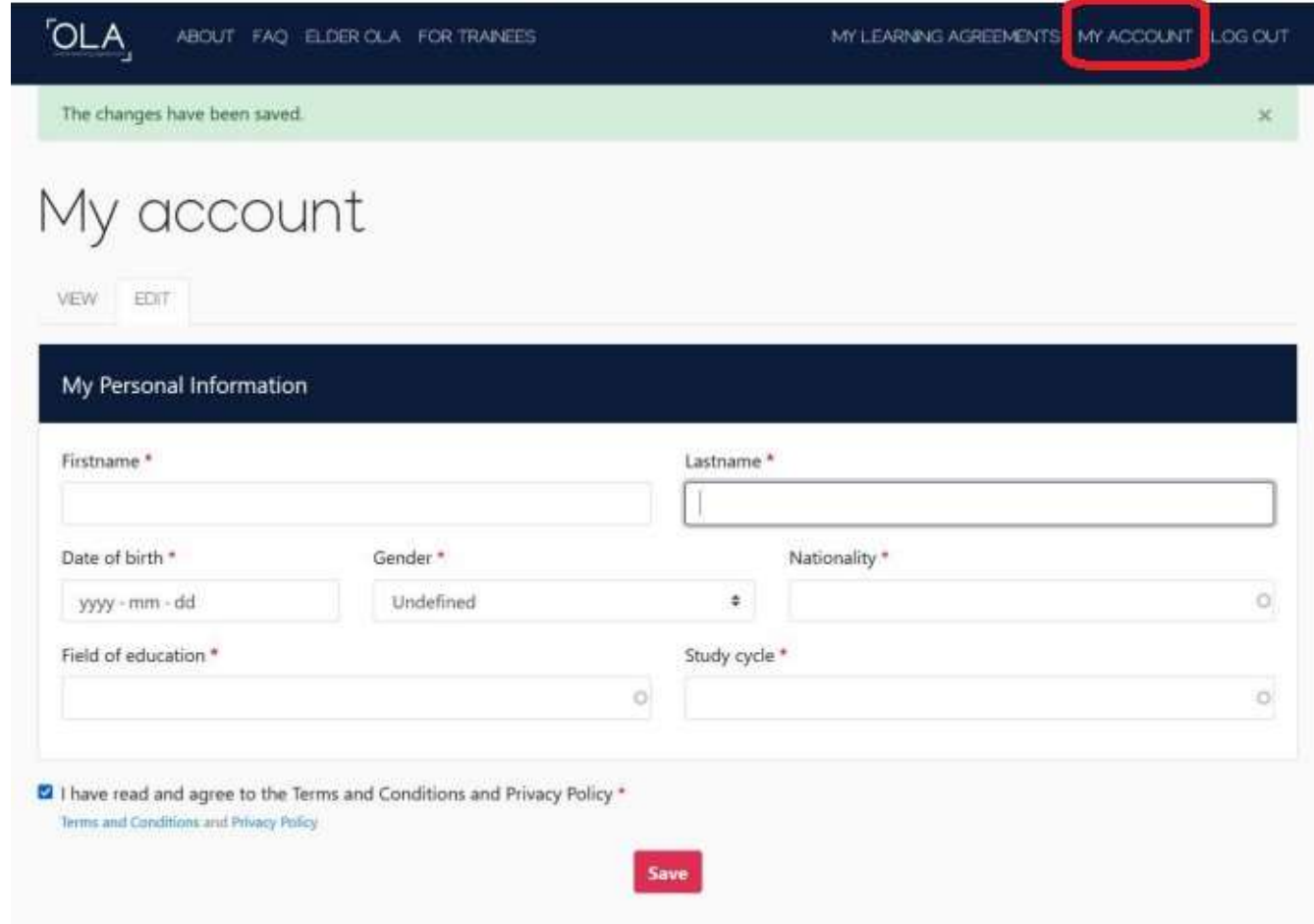
ONLINE LEARNING AGREEMENT (OLA) HAZIRLAMA KILAVUZU



1. Online learning agreement (OLA) ulaşmak için linki tıklayınız: <https://learning-agreement.eu/>
2. Sayfanın alt kısmındaki “LOGIN TO ACCESS YOUR LEARNING AGREEMENT” sekmesini tıklayınız



3. Sisteme gmail hesabınızla giriş yapın.
4. "MY ACCOUNT" sekmesini tıklayın ve kişisel bilgilerinizi yazın.



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

The changes have been saved. x

My account

VIEW EDIT

My Personal Information

Firstname * Lastname *

Date of birth * Gender * Nationality *

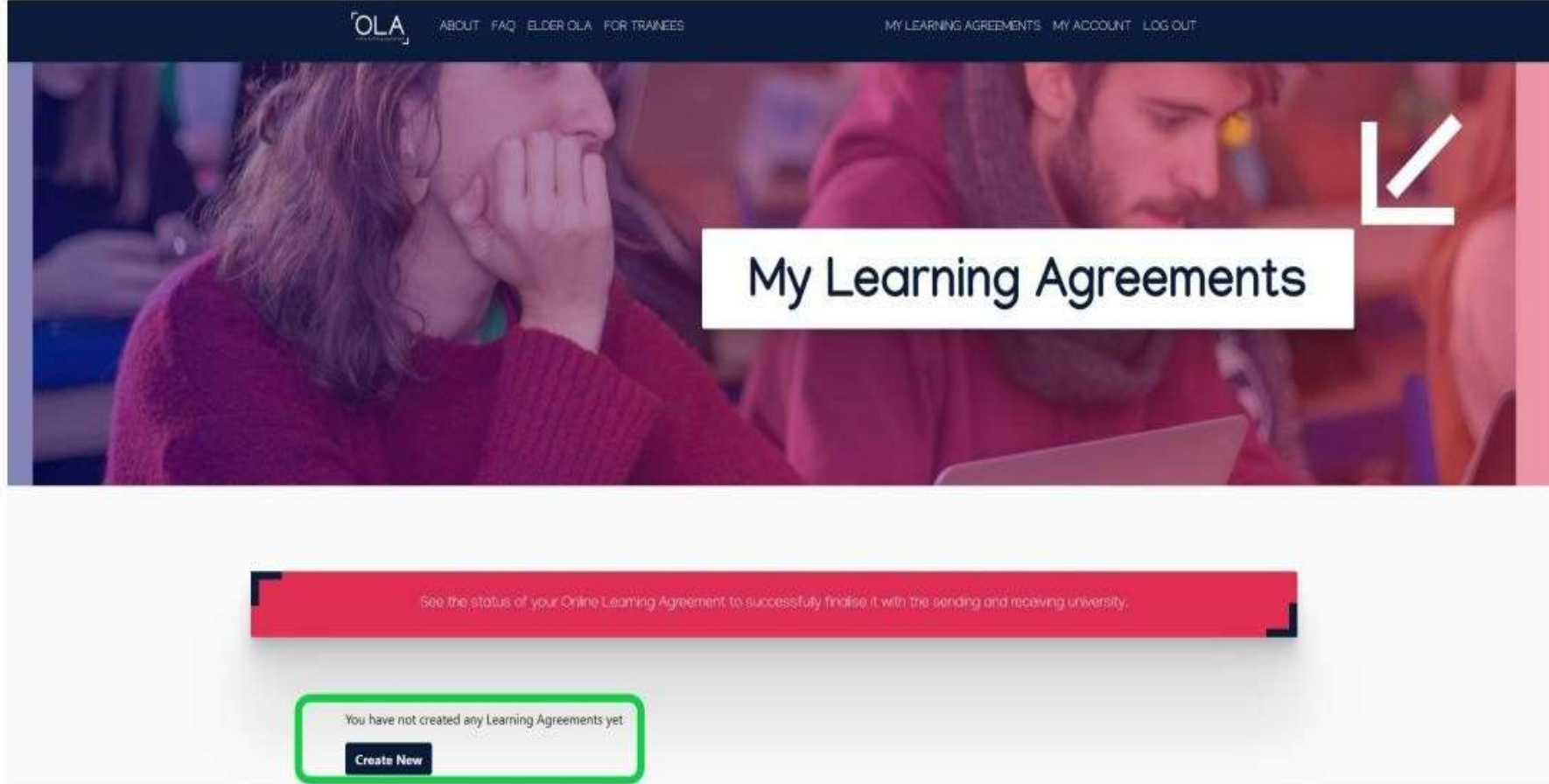
yyyy - mm - dd Undefined

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

5. Kişisel bilgilerinizi yazdıktan sonra, “MY LEARNING AGREEMENT” sekmesini tıklayın.
6. Sayfanın alt kısmındaki “CREAT NEW” sekmesini tıklayınız.



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

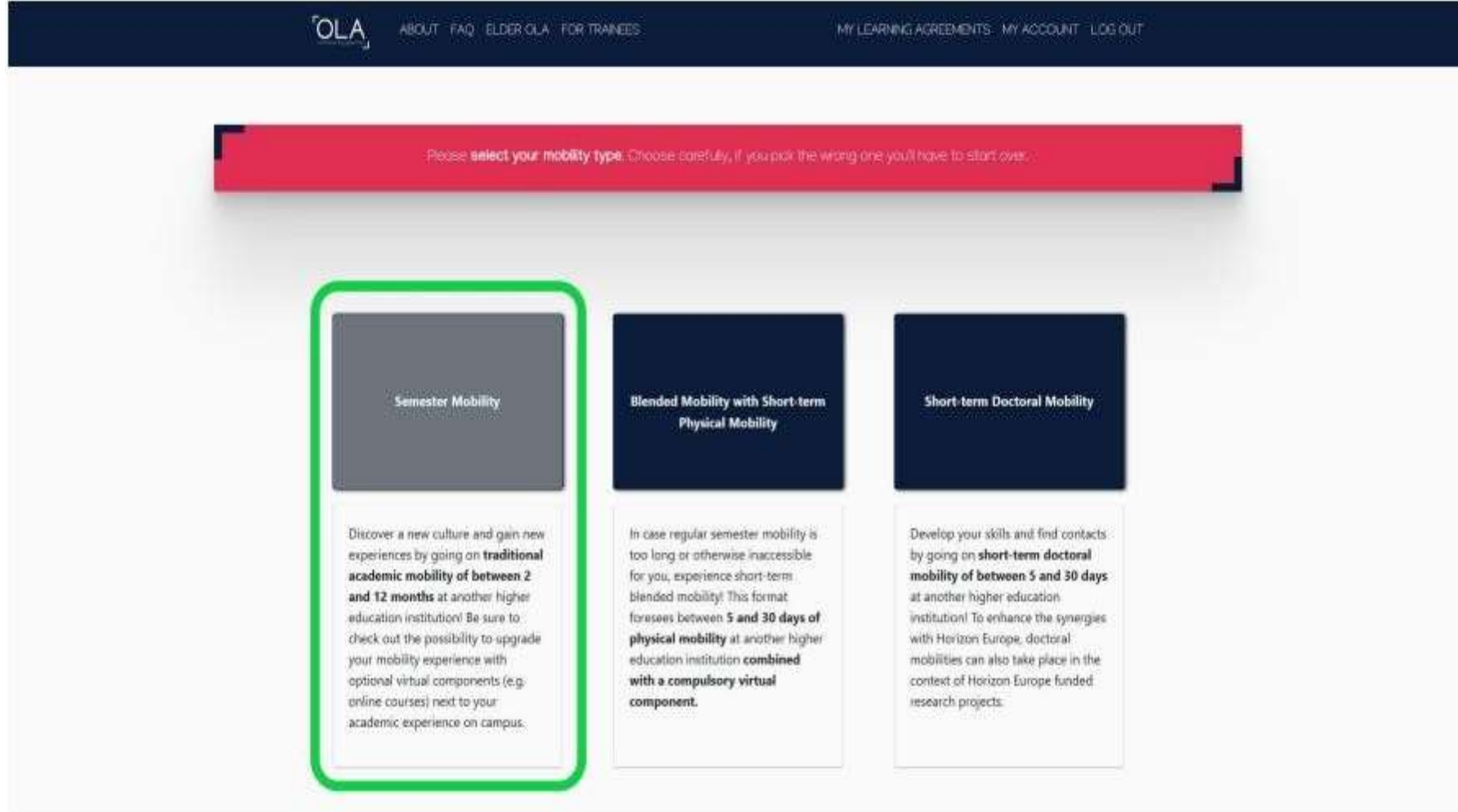
My Learning Agreements

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

7. Hareketlilik türünüzü seçin.



The screenshot shows the OLA (Online Learning Agreement) interface. At the top, there is a dark blue navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar is a red warning banner that reads: "Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over." Below the banner are three selection cards. The first card, "Semester Mobility", is highlighted with a green border. The second card is "Blended Mobility with Short-term Physical Mobility". The third card is "Short-term Doctoral Mobility".

Semester 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.

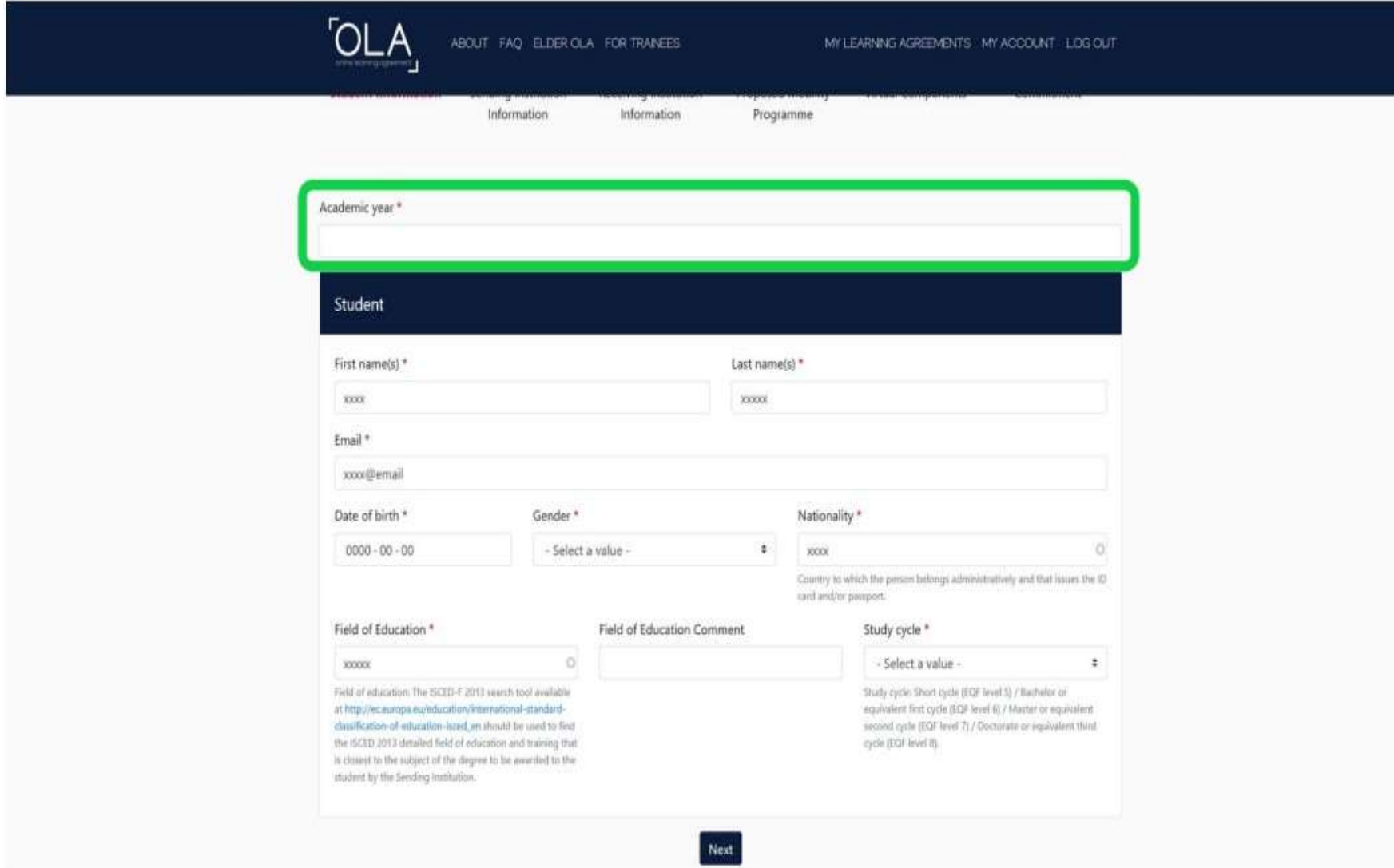
Blended Mobility with Short-term Physical Mobility

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**.

Short-term Doctoral Mobility

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.

8. Bilgilerinizi kontrol edip ve 2024/2025 akademik yılını seçin.



OLA
Online Learning Agreement

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

Information · Information · Programme

Academic year *

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

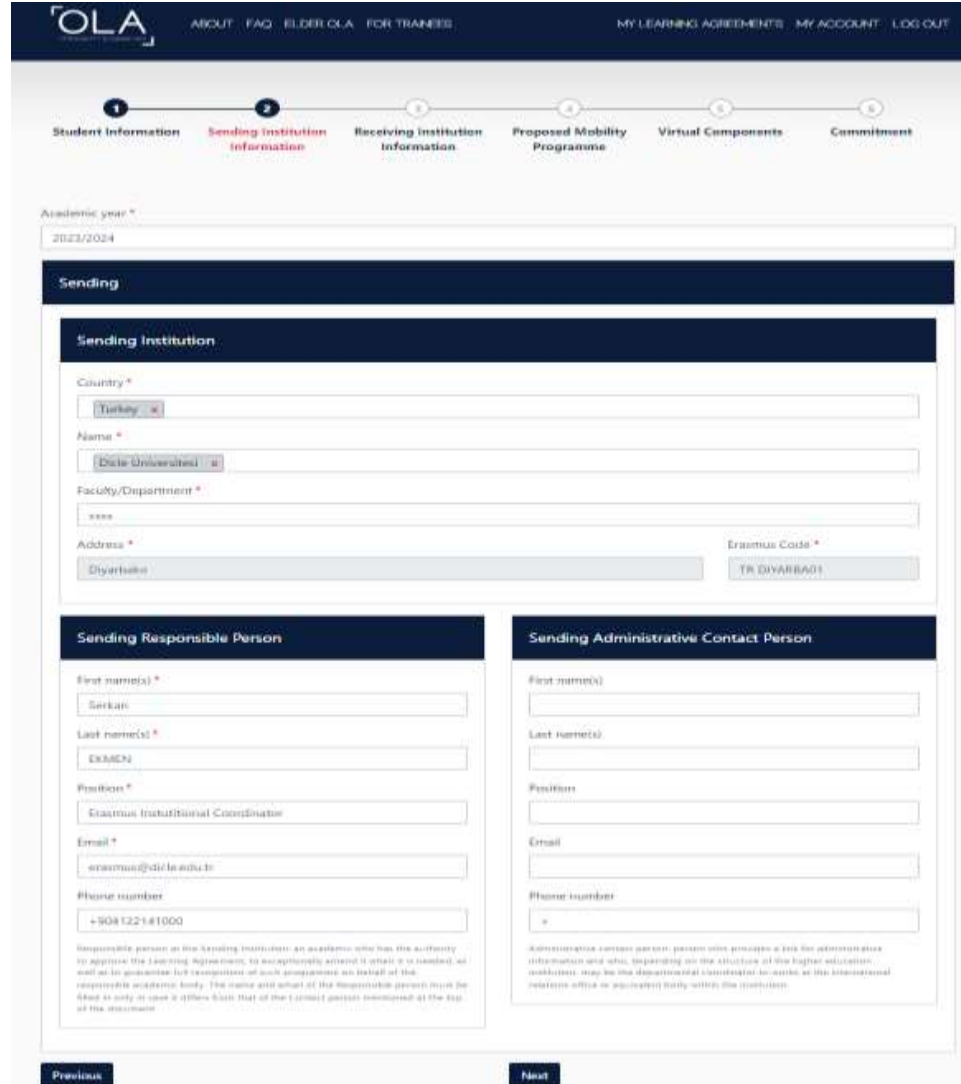
Study cycle *

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-identification-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).

Next

9. Gönderen kurum bilgilerine aşağıdaki bilgilerinin yer aldığı sayfaya aşağıdaki bilgileri girin. (Fakülte bilgisini girmeyi ve kırmızı işaretli alanları doldurmanın zorunlu olduğunu unutmayın.)



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

1 Student Information 2 **Sending Institution Information** 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2023/2024

Sending

Sending Institution

Country *
Turkey

Name *
Dicle Üniversitesi

Faculty/Department *
xxx

Address *
Diyarbakir

Erasmus Code *
TR-DIYARBAKIR

Sending Responsible Person

First name(s) *
Serkan

Last name(s) *
ERGEN

Position *
Erasmus Institutional Coordinator

Email *
erasmus@dicle.edu.tr

Phone number
+908122141000

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to accept/reject it when it is needed, as well as to guarantee full responsibility of such programme on behalf of the respective academic body. The name and email of the responsible person must be filled in only in case it differs from that of the (primary) person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

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 in-charge at the international relations office or equivalent body within the institution.

Previous Next

10. Alıcı kurum bilgilerine girin. Gideceğiniz kuruma ait bu bilgileri kurumun Erasmus web sayfasından, size gönderilen bilgilendirme mailinde bulabilirsiniz. Eğer her ikisinde de bilgiler mevcut değilse gideceğiniz kurumdan bilgileri talep edin.

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

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2023/2024

Receiving

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

Receiving Responsible Person

First name(s) *
Last name(s) *
Position *
Email *
Phone number
+

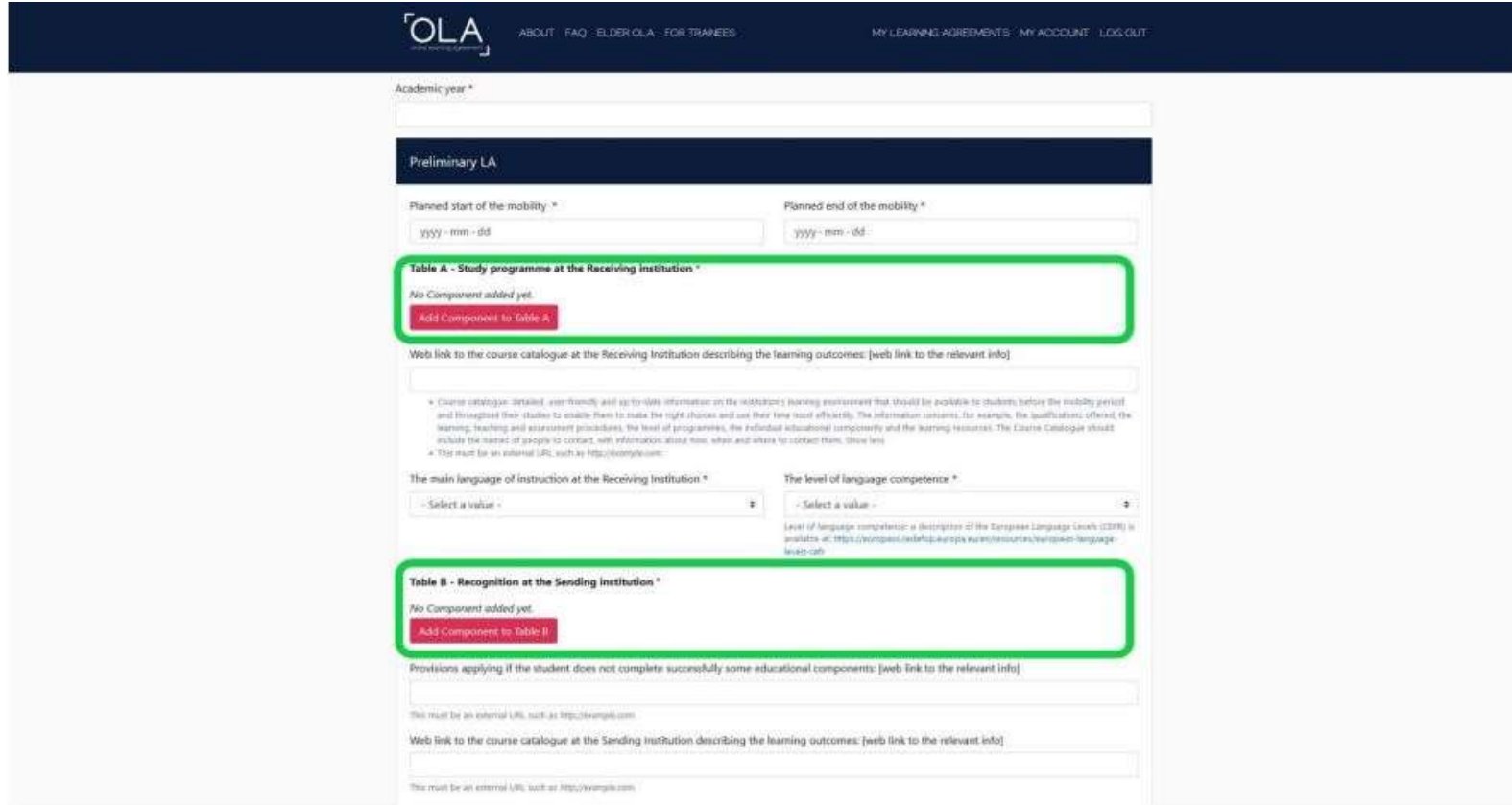
Receiving Administrative Contact Person

First name(s)
Last name(s)
Position
Email
Phone number
+

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.

Previous Next

11. Alacağınız ders bilgilerinizi ve gideceğiniz kurumun akademik takvimi (dönem başlangıç ve bitiş tarihlerini) kontrol edin.
- Gideceğiniz kurumdan alacağınız dersleri kurumun Erasmus web sayfasından, size gönderilen bilgilendirme mailinde bulabilirsiniz. Eğer her ikisinde de bilgiler mevcut değilse gideceğiniz kurumdan bilgileri talep edin.



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

Academic year *

Preliminary LA

Planned start of the mobility *
yyyy-mm-dd

Planned end of the mobility *
yyyy-mm-dd

Table A - Study programme at the Receiving Institution *
No Component added yet.
[Add Component to Table A](#)

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]
This must be an external URL, such as <http://example.com>

* Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning programme 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 contains, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational component 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 *
- Select a value -

The level of language competence *
- Select a value -
Level of language competence: a description of the European Language Levels (ELL) is available at: <https://ec.europa.eu/eurydice/en/resources/european-language-levels-ell>

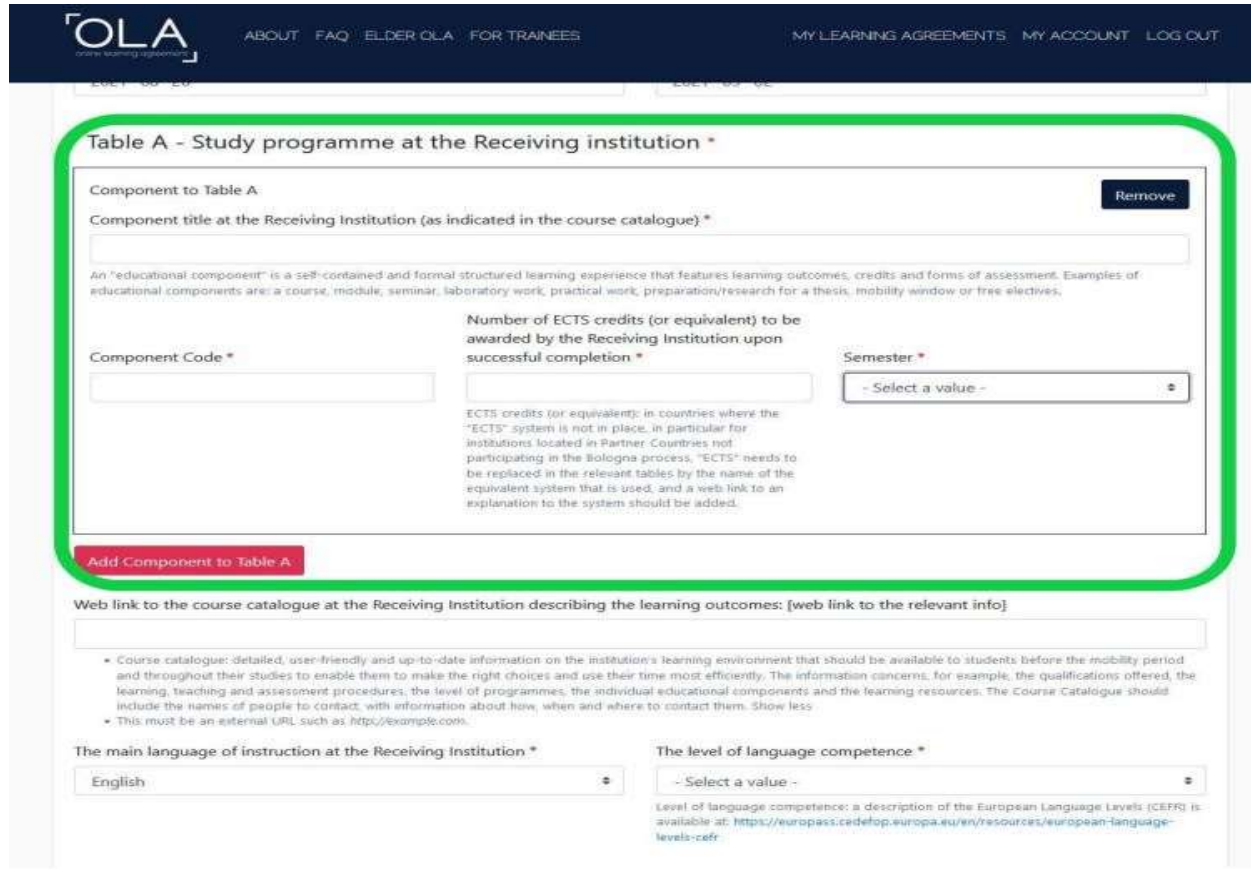
Table B - Recognition at the Sending Institution *
No Component added yet.
[Add Component to Table B](#)

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>

12. TABLE A gideceğiniz kurumdan alacağınız dersleri yazdığınız bölümdür:

- Ders katalogunda belirtilen haliyle dersin ismini yazın
- Dersin kodunu yazın. Ders kodu yoksa bu alana “none” yazabilirsiniz
- Dersin AKTS miktarını yazın.
- Dersin verildiği dönemi yazın.
- Her bir ders için bu bilgiler girilmelidir. Bir ders bilgisi girildikten sonra bir sonraki ders bilgisi girişi için “Add Component to Table A” sekmesi tıklanmalıdır.



The screenshot shows the OLA (Online Learning Agreement) system interface. The top navigation bar includes the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main content area is titled "Table A - Study programme at the Receiving institution *". It contains a form for adding a component to Table A. The form fields include: Component title at the Receiving Institution (as indicated in the course catalogue) *, Component Code *, Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *, Semester *, and a text area for a web link to the course catalogue. Below the form, there is a red button labeled "Add Component to Table A". The form also includes a section for "The main language of instruction at the Receiving Institution *" and "The level of language competence *".

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) *

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 awarded by the Receiving Institution upon successful completion *

Semester *

- 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.

Add Component to Table A

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

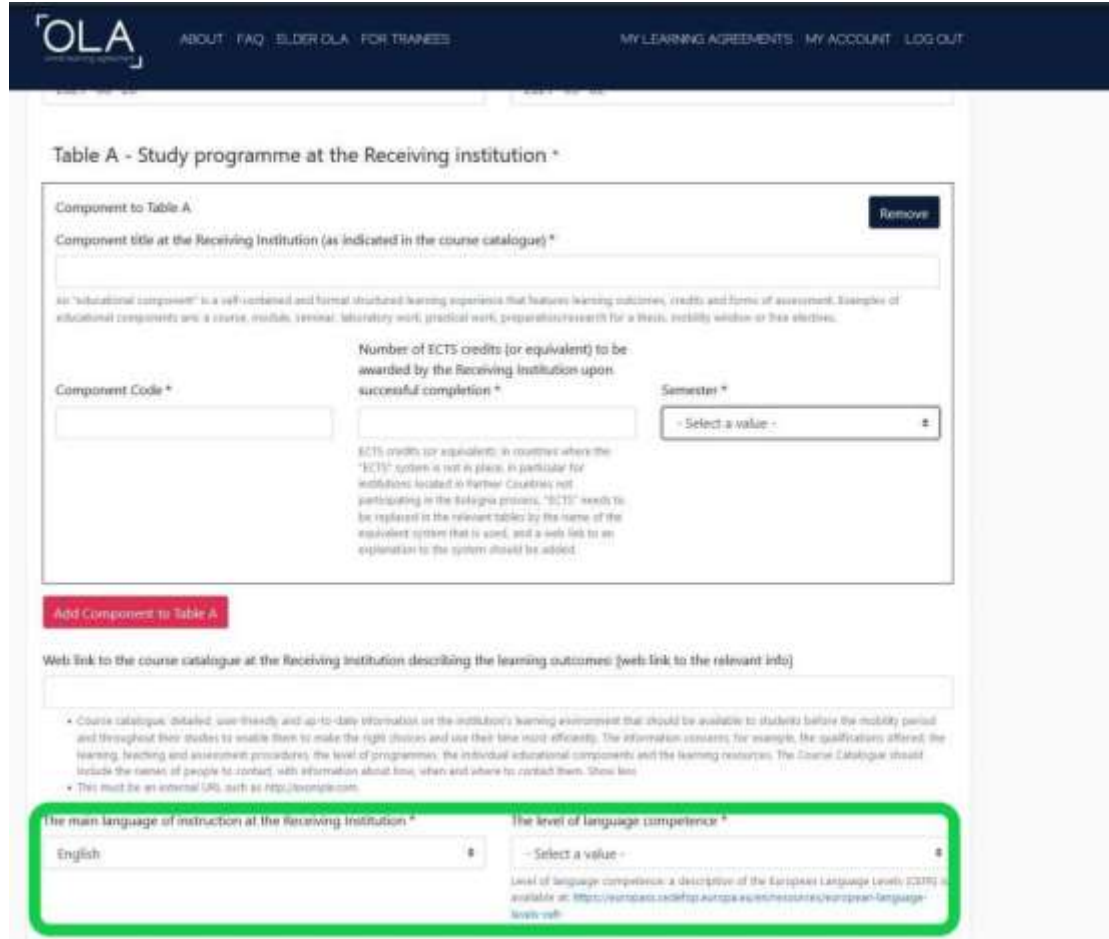
The level of language competence *

- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europa.eu/europass/cefr>

13. Dil bilgisiyle ilgili alanı doldurun. Ostim Teknik Üniversitesinin yaptığı sınav B2 seviyesindedir ve bu seviyede yerliliğiniz olduğunuza dair dil belgesi Yabancı Diller Fakültesi tarafından verilmektedir. Bu nedenle bu alanın “English –B2” olarak doldurulması öngörülmektedir.

Gideceğiniz kurumda eğitim dili İngilizce dışında bir dil ise (Almanca...vb) ve dil yeterliği farklı bir seviyede isteniyor (B2...vb.) ve sizde bu yeterlilikle ilgili kanıtlatıcı belge sunabiliyorsanız farklı dil ve yeterlilik seviyesi seçilebilir.



The screenshot shows the OLA (Online Learning Agreement) form for Table A - Study programme at the Receiving institution. The form is titled "Table A - Study programme at the Receiving institution*" and contains several fields for inputting course information. The fields are:

- Component to Table A**: A dropdown menu with a "Remove" button.
- Component title at the Receiving Institution (as indicated in the course catalogue)***: A text input field.
- Component Code***: A text input field.
- Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion***: A text input field.
- Semester***: A dropdown menu with the option "- Select a value -".
- Web link to the course catalogue at the Receiving Institution describing the learning outcomes (web link to the relevant info)**: A text input field.
- The main language of instruction at the Receiving Institution***: A dropdown menu with the option "English".
- The level of language competence***: A dropdown menu with the option "- Select a value -".

Below the form, there is a red button labeled "Add Component to Table A".

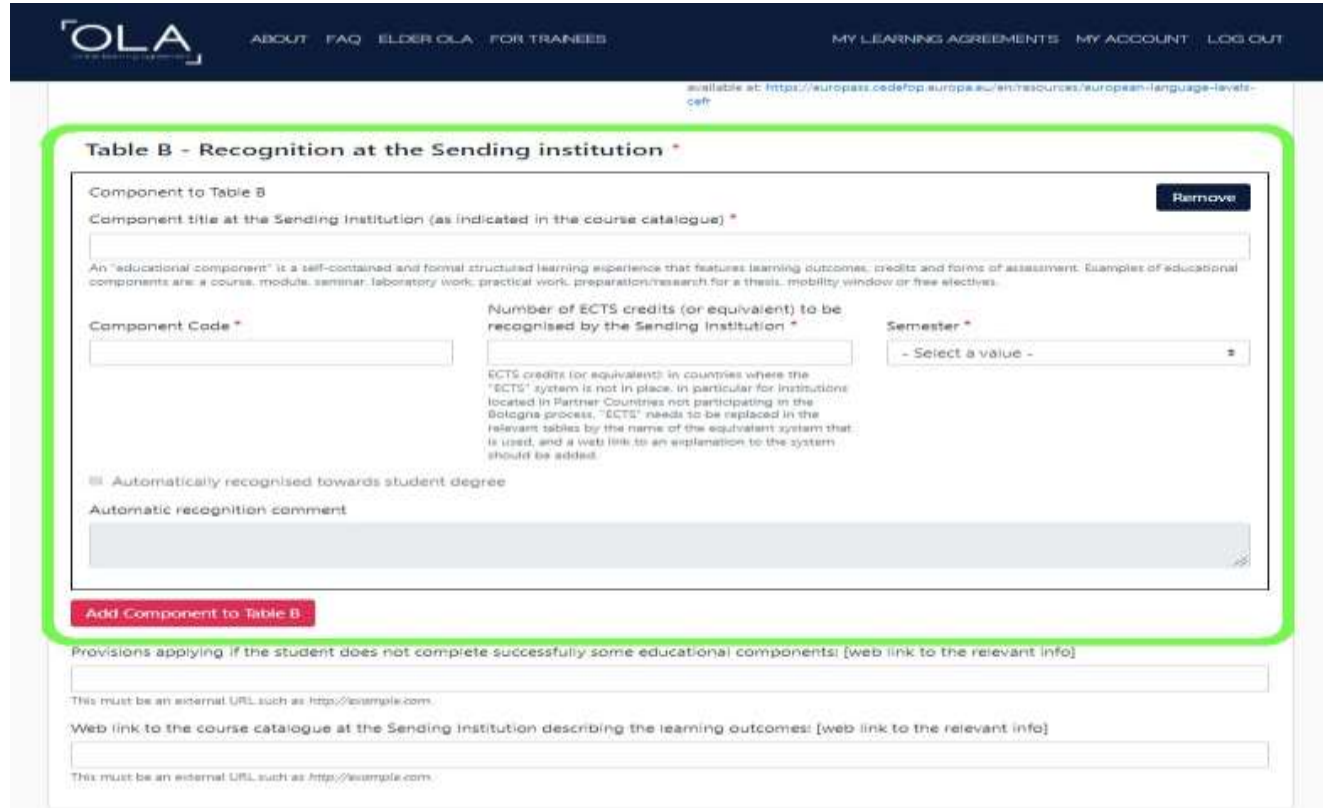
Footnote information:

- * 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 more 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>.

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europac.edu/epa/eurpea/en/notes/en/european-language-levels-04/>

14. TABLE B gideceğiniz kurumdan alacağınız dersleri yazdığınız bölümdür:

- Ders kataloğunda belirtilen haliyle dersin ismini yazın
- Dersin kodunu yazın. Ders kodu yoksa bu alana “none” yazabilirsiniz
- Dersin AKTS miktarını yazın.
- Dersin verildiği dönemi yazın.
- Her bir ders için bu bilgiler girilmelidir. Bir ders bilgisi girildikten sonra bir sonraki ders bilgisi girişi için “Add Component to Table B” sekmesi tıklanmalıdır.



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

available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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 *

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>.

15. Virtual Components boş bırakılmalı ve bir sonraki adıma geçilmelidir.

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

Your Online Learning Agreement has been updated. X

1 2 3 4 5 6

Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme **Virtual Components** Commitment

Academic year *

Table C

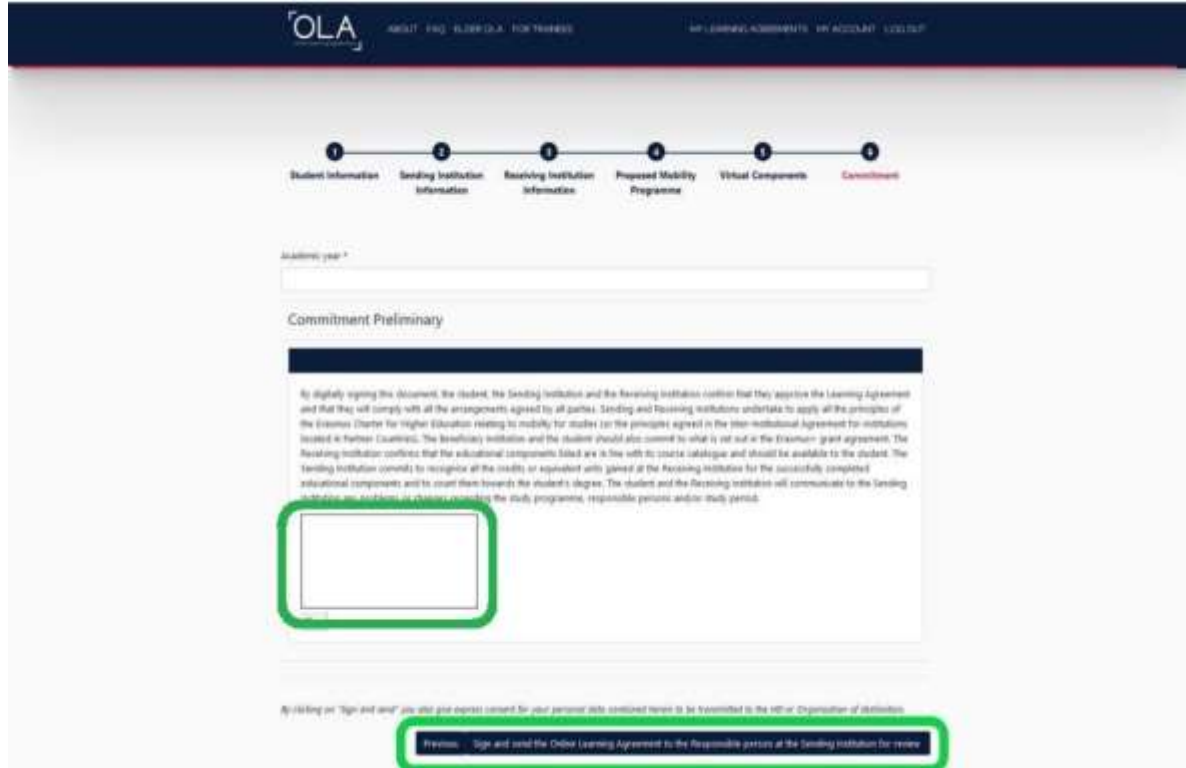
Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous **Next**

16. Belgenin son bölümünde yer alan boşluğu bilgisayarın mouse'unu kullanarak imzalayın ve alt kısımda yer alan "Sign And Send The Online Learning Agreement to The Responsible Person at The Sending Institution for Review" sekmesini tıklayın. Böylece belgeniz Ostim Teknik Üniversitesi Erasmus Ofisinin OLA sisteminde görünecektir.

- Belgenizin Ostim Teknik Üniversitesi Erasmus Ofisi yetkilileri tarafından imzalanabilmesi için lütfen OLANızın PDF halini bölüm koordinatörünüze mail atın ve bölüm koordinatörünüzün kararını erasmus@ostimteknik.edu.tr adresine mail atmasını isteyin.
- Bölüm koordinatöründen onay maili alındığında belgeniz imzalacak ve gideceğiniz kurumun OLA sisteminde görünecektir.
- Bölüm koordinatöründen onay maili gelmezse belgeniz imzalanmayacak yani gideceğiniz kuruma ileilmeyecektir.
- OLA ile ilgili işlemleri siz de kendi hesabınızdan takip edebilirsiniz.



OLA ABOUT FAQ BLENDED LA FOR TEACHERS MY DASHBOARD HOME MY ACCOUNT LOG OUT

1 2 3 4 5 6
Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme Virtual Components Commitment

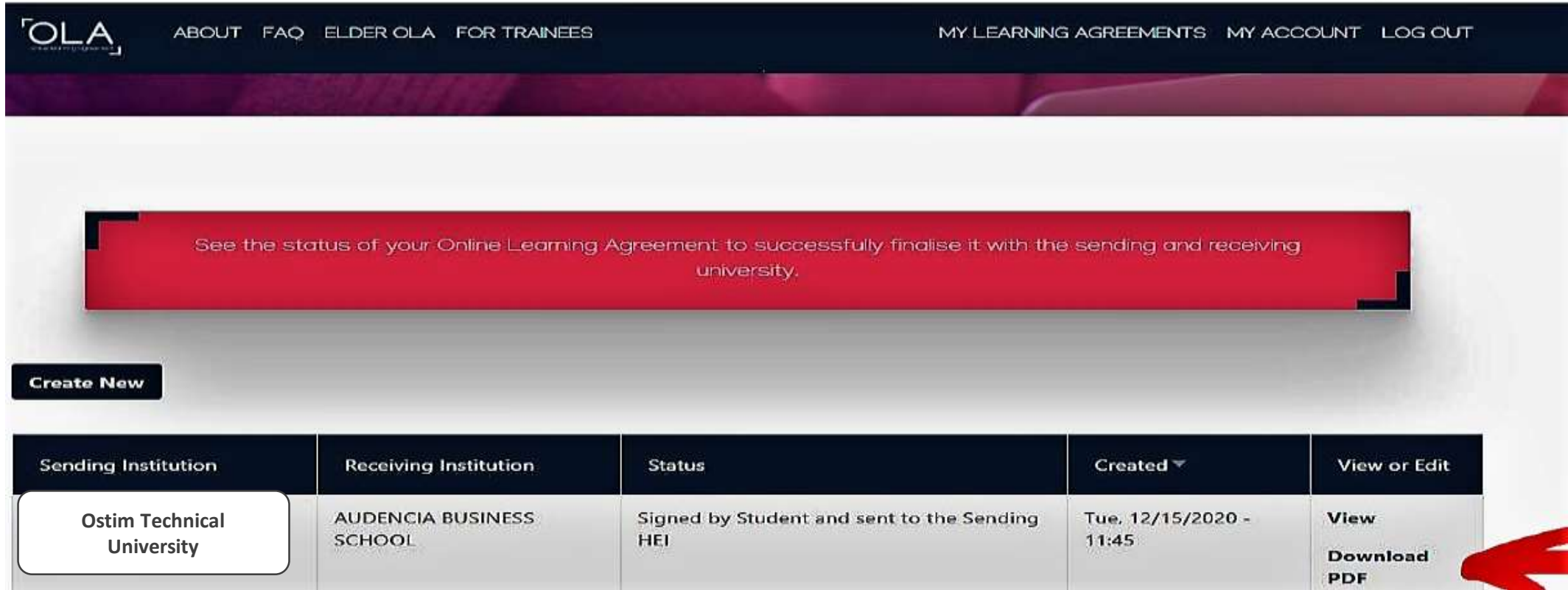
Academic year *

Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they accept 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 students (or the principles agreed in the inter-institutional agreement for institutions located in Partner Countries). The beneficiary institution and the student should also consent 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 evidence of progress regarding the study programme, responsible person's advice study period.

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HD for Organisation of destination

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



OLA

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

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created	View or Edit
Ostim Technical University	AUDENCIA BUSINESS SCHOOL	Signed by Student and sent to the Sending HEI	Tue, 12/15/2020 - 11:45	View Download PDF

OLA'nız tamamlandıktan sonra "My Learning Agreement" bölümünden hazırlamış olduğunuz evrakı görüntüleyebilirsiniz

Online Learning Agreement - Progress Update Geilen Kutusu x



Online Learning Agreement <no-reply@learning-agreement.eu>

Alici: ben ▾

Dear Student,

Your Online Learning Agreement has been signed by the Sending Higher Education Institution. It has now been sent to the responsible person at the Receiving Higher Education Institution for review.

Login at www.learning-agreement.eu [1] to view your Learning Agreement.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] www.learning-agreement.eu

Son adımda hazırlamış olduğunuz OLA belgesi sistem tarafından otomatik olarak OTU Erasmus bölüm Koordinatörünüze gönderildiğinde, koordinatörünüzün onayını bekliyor olacaksınız.

Koordinatörünüz belgeyi imzaladığında, mail adresinize örnekteki gibi bir bilgilendirme e-maili gelecektir.

OLA Partner Üniversitede !!

- **Son aşamada OLA'nız partner üniversiteye otomatik olarak sistem üzerinden yönlendirilecektir** ve partner üniversitenin imza bölümü de tamamlandığında, belgeniz **3 imzalı** olarak tamamlanmış olacaktır.
- **Öğrenim Anlaşmanızı çıktı alıp**, Uluslararası İlişkiler Ofisi Erasmus Koordinatörlüğüne **teslim etmenize gerek kalmayacaktır** çünkü idari bölüm olarak bizler sistem üzerinden belgenin takibini yapıyor olacağız.
- **Partner üniversitede dönem başladıktan sonra, ders değişikliği yapmanız gerektiğinde yine sistem üzerinden giriş yaparak "During the Mobility"** formunu aynı adımları takip ederek tamamlayabileceksiniz. Belge imza dağıtımı için otomatik olarak ilgili koordinatörlere gönderilecektir.
- **Hareketliliğinizin sonunda** sistem üzerinden **"After the Mobility"** formunu kolaylıkla tamamlayabilir ve **Öğrenim Anlaşması'nın 3 bölümünü** de (**Before the mobility, During the Mobility, After the Mobility**) sistem üzerinden doldurabilirsiniz.



Erasmus Kurum Koordinatörlüğü

erasmus@ostimteknik.edu.tr



ostimteknik.edu.tr



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(0312) 386 10 92



/ostimteknikuniv

