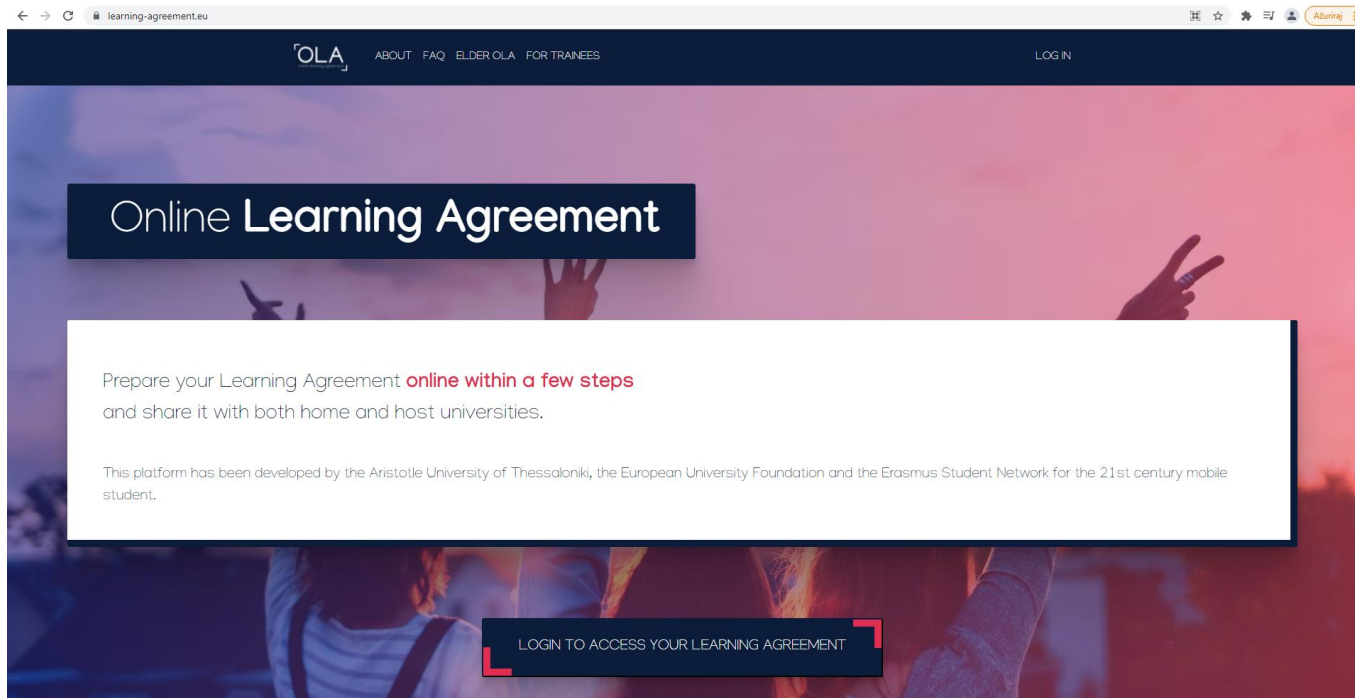


Postupak otvaranja računa na OLA platformi


1. korak

Prijavite se na stranicu <https://www.learning-agreement.eu/> i odaberite *Login to Access your Learning Agreement*. Za pristup stranici koristite Google Chrome ili Firefox (ne Internet Explorer).



2. korak

Prijavite se sa svojim akademskim vjerodajnicama (eduGAIN).

 ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

My account

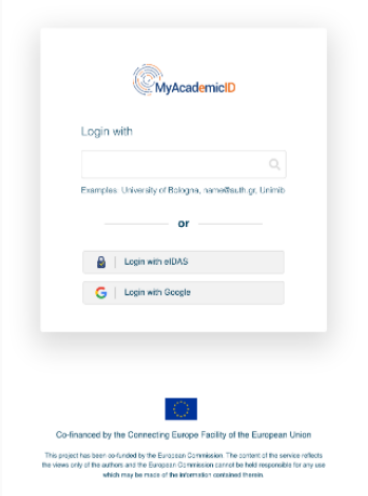
[Log in](#)

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!



The screenshot shows the MyAcademicID login page. It features the MyAcademicID logo at the top, followed by a 'Login with' section containing a search input field. Below the input field, it lists 'Examples: University of Bologna, name@unibz.it, Uninibz'. There is an 'or' separator, and then two login buttons: 'Login with eIDAS' and 'Login with Google'. At the bottom of the screenshot, there is a European Union flag and text indicating co-financing by the Connecting Europe Facility of the European Union, along with a disclaimer: 'The project has been cofunded by the European Commission. The content of this service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.'

3. korak

U polje *Login with* upišite unist.hr i odaberite s popisa koji će se pojaviti odmah ispod AAI@EduHr Single-On Service.



Login with

Examples: University of Bologna, name@auth.gr, Unimib

AAI@EduHr Single Sign-On Service

or



Login with eIDAS



Login with Google

4. korak

Unesite detalje (korisničko ime i lozinku) vašeg računa koji vam je otvoren na matičnoj sastavnici (npr. ime.prezime@ffst.hr) i prijavite se.

Napomena: U slučaju nemogućnosti prijave s domenom fakulteta (live.efst.hr) studenti EFST-a prilikom prijave kao korisničko ime navode e-mail adresu s drugom opcijom domene fakulteta (efst.hr).



Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj

KORISNIČKA OZNAKA

ZAPORKA

PRIJAVA

[Pomoć](#)

Srce v3.0

5. korak

Preusmjeravanje na stranicu MyAcademicID IAM Service na kojoj je potrebno kliknuti na *Proceed to register on the MyAcademicID IAM Service*.




The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on **"Proceed to register on the MyAcademicID IAM Service"**
2. **Fill in the registration form.** To be able to view and process your previous OLA, use the email that you had used before.
3. **You will receive an e-mail to verify your e-mail address.**
4. **Click on the verification link in that email to complete the registration.**

[Proceed to register on the MyAcademicID IAM Service](#)

Vaše ime i prezime te e-mail adresa su unaprijed popunjeni. Prvo odaberite *Confirm* pa nakon *Submit*.

 Registrar

MyAcademicID Registration

Name*


E-mail*

[MyAcademicID Acceptable Use Policy](#)

I have read and agreed with the MyAcademicID Acceptable Use Policy* Confirm

[Submit](#)

Pojavljuje se sljedeća poruka koja vas obavještava da je na vašu e-mail adresu koju ste ranije unijeli poslan e-mail za potvrdu adrese. Upit šalje support@eduteams.org s naslovom [MyAcademicID]. Molimo potvrdite svoju e-mail adresu.

 Registrar [Form](#) [Submitted registrations](#) [Sign out](#)


Email verification needed

Please check your mailbox maja.sumina@unist.hr and click the link to verify your email address. Without verification it is not possible to approve your application.

[Re-send mail verification message](#)

[Continue](#)

Nakon potvrde putem e-maila (gdje se ponovno zahtijeva postupak iz 3. i 4. koraka), vraćate se na gornju poruku i odabirete *Continue*. Prikazuje se sljedeća poruka.

 Registrar [Form](#) [Submitted registrations](#) [Sign out](#)

Email verification

Your email address was verified.

6. korak

Prijavljujete se na OLA platformu na kojoj se otvara stranica vašeg osobnog računa na OLA platformi. U odjeljku *My account* ispunjavate vaše osobne podatke.

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

Fill out the required fields to complete your profile. X

My account

VIEW EDIT

My Personal Information

Firstname * Lastname *

Date of birth * Gender * Nationality *

dd.mm.gggg. - Select a value -

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

7. korak

Da biste započeli s izradom OLA, u odjeljku *My Learning Agreements* odaberite *Create new*.

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

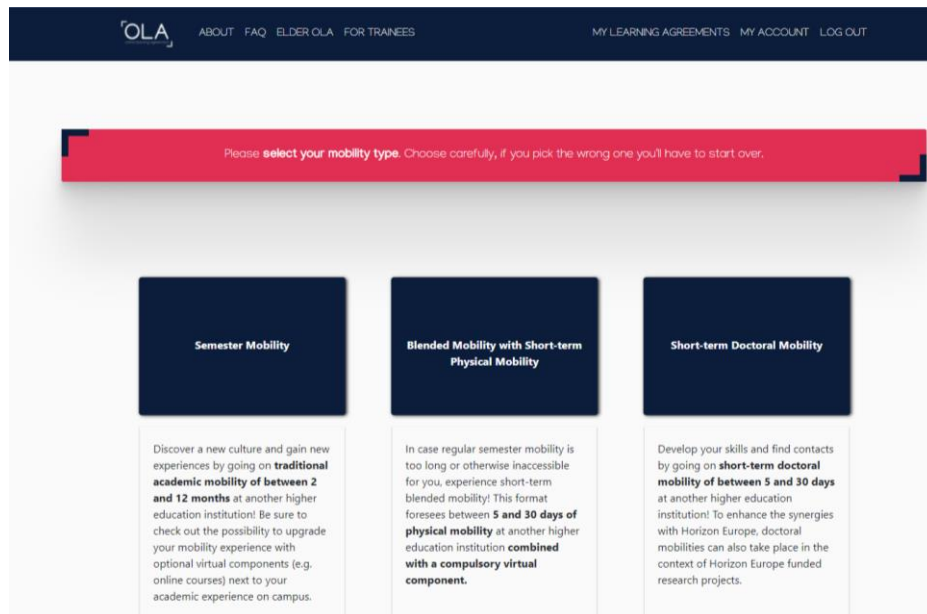
Sending Institution	Receiving Institution	Status	Created *	View or Edit
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[https://www.learning-agreement.eu/OLA](#)

Postupak izrade OLA

1. korak

Odaberite kao tip mobilnosti *Semester Mobility*.



2. korak

Ispunjavate/provjeravate sva obavezna polja (označena crvenom zvjezdicom), počevši od akademske godine u kojoj idete na mobilnost. Zatim provjeravate svoje osobne podatke, studijsko područje i razinu studija. Nakon što provjerite/ispunite sva polja odaberite *Next*. Vaši se odabiri automatski spremaju i prelazite na sljedeći korak.

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

Academic year *
2021/2022

Student

First name(s) * Last name(s) *

Email *

Date of birth * Gender * Nationality *

dd.mm.gggg. Female Croatia (258)

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 *

Electricity and energy (0713) (808) Master or equivalent second cycle (EQF level 6)

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standards-classification-of-education/isced_en should be used to find the ISCED 2013 detailed field of education and training that

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)

3. korak

Ispunjavate podatke o instituciji pošiljatelju, tj. podatke o Sveučilištu u Splitu, odabirom s odgovarajućeg popisa koji se pojavljuje u poljima *Country* i *Name*, a zatim popunjavate ime vaše sastavnice te podatke odgovorne osobe za potpisivanje OLA *Sending Responsible Person*. Podatke o *Sending Administrative Contact Person* niste obvezni navesti. Podatke o odgovornim osobama za potpisivanje OLA na Sveučilištu u Splitu ćete zaprimiti putem e-maila od strane sveučilišnog Odjela za međunarodnu i međusveučilišnu suradnju.

Sending Institution

Country *
Croatia x

Name *
SVEUCILISTE U SPLITU (UNIVERSITY OF SPLIT) x

Faculty/Department *

Address * Erasmus Code *

Split HR SPLIT01

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

4. korak

Ispunite podatke o instituciji domaćin odabirom s odgovarajućeg popisa koji se pojavljuje u poljima *Country* i *Name* te naziv fakulteta na instituciji domaćin.

The screenshot shows the OLA system interface. At the top, there is a 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 progress indicator with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The main content area is titled 'Receiving' and contains a 'Receiving Institution' section. This section has several input fields: 'Country' with a dropdown menu showing 'Spain', 'Name' with a dropdown menu showing 'UNIVERSIDAD DE CADIZ', 'Faculty/Department' (empty), 'Address' with 'Cadiz' entered, and 'Erasmus Code' with 'E CADIZ01' entered. There are also small 'x' icons next to the dropdown menus.

Ispunite detalje o *Sending Responsible Person* na instituciji domaćin. Ukoliko podatci o odgovornim osobama institucije domaćin nisu dostupni na njihovim web stranicama, iste zatražite od institucije domaćin putem e-maila. Odaberite *Next* za prijelaz na sljedeći korak.

The image shows two side-by-side forms. The left form is titled 'Receiving Responsible Person' and the right form is titled 'Receiving Administrative Contact Person'. Both forms have the following fields: 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'. The 'Receiving Responsible Person' form has a small note at the bottom: '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

5. korak

Ispunite planirane datume početka i završetka studijskog boravka na temelju akademskog kalendara institucije domaćin. Zatim odaberite *Add Component to table A* kako biste započeli s ispunjavanjem planiranog studijskog programa na instituciji domaćinu iz tablice A, odnosno s odabirom kolegija koje planirate slušati na instituciji domaćinu. Možete navesti poveznicu na katalog kolegija dostupnih na instituciji domaćin koji ste koristili za odabir kolegija.

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

No Component added yet.

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 *

The level of language competence *

Pojavljuje se sljedeći okvir u kojem morate ispuniti naziv kolegija (*Component title*), šifru (*Component code*), pripadajući broj ECTS bodova kolegija (*Number of ECTS credits*) i semestar u kojem se određeni kolegij nudi. U slučaju da određeni kolegij nema pripadajuću šifru, u odgovarajuće polje navedite N/A (nije dostupno).

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

Table A - Study programme at the Receiving institution *

Component to Table A

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 fulfils learning outcomes, credits and forms of placement. Examples of educational components are a course, module, seminar, working visit, practical work, preparation/lecture. For a thesis, usually another of the above.

Component Code *

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

Semester *

First semester (Winter/Autumn)
Second semester (Summer/Spring)
First trimester
Second trimester
Full academic year

Kolegije dodajete odabirom *Add Component to table A* kada se pojavi drugi odgovarajući okvir. U slučaju pogreške ovaj unos možete izbrisati odabirom tipke *Remove*. Prije dovršetka radnje pojavljuje se nova poruka u kojoj se traži potvrda za određeno brisanje.

Kako biste popunili tablicu B slijedite isti postupak kao i kod popunjavanja tablice A.

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 *

 - 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

U poljima *The main language of instruction at the Receiving Institution* i *The level of language competence* upisujete jezik poduke na instituciji domaćin i razinu znanja iz tog jezika.

6. korak

Ovaj korak možete preskočiti, osim ako se s vašom institucijom domaćin nije razgovaralo o virtualnim komponentama.

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](#)

7. korak

Pažljivo pročitajte tekst o obvezama koje preuzimate potpisivanjem online obrasca Sporazuma o učenju (*Online Learning Agreement*) i potpišite se u odgovarajućem okviru pomoću računalnog miša ili odgovarajućeg dodirnog zaslona.

Nakon što su sva polja OLA ispravno i u potpunosti popunjena, klikom na *Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review* obrazac se šalje odgovornoj osobi s matične ustanove na odobrenje i potpisivanje.

Nakon što odgovorna osoba s matične ustanove online putem potpiše OLA, isti se automatizmom šalje na potpis odgovornoj osobi s institucije domaćin.

The screenshot shows the OLA interface with a progress bar at the top indicating six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Commitment' step is highlighted in red. Below the progress bar, there is a dropdown menu for 'Academic year' with '2021/2022' selected. The main content area is titled 'Commitment Preliminary' and contains a text box with the following text: "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." Below the text is an empty rectangular box for a signature.

This screenshot is similar to the previous one, showing the 'Commitment Preliminary' step. The text box with the legal disclaimer is present. Below the text box, the signature box now contains a handwritten signature in black ink. Below the signature box is a 'Clear' button.

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](#)

OLA je odobren i zaključen nakon što odgovorna osoba s institucije domaćin online putem potpiše OLA.

Nakon što su sve tri strane potpisale OLA, primit ćete automatsku obavijest putem e-maila kojom vas se obavještava da je dokument spreman, kao i poveznicu za njegovo preuzimanje. Možete provjeriti status procesa izrade online obrasca na stranici OLA platforme u bilo kojem trenutku.

Po dolasku na instituciju domaćin student ima pravo izmijeniti OLA odabirom opcije *Changes to the Learning Agreement* brisanjem i dodavanjem kolegija poštujući korake iz gore navedenih uputa za ispunjavanje OLA.

Napomene: U slučaju nemogućnosti prelaska na sljedeći korak prilikom ispunjavanja online obrasca potrebno se vratiti na prethodni korak, osvježiti stranicu i ponovno ispuniti polja sljedećeg koraka.

8. korak

Preuzmite aplikaciju Erasmus+ App kako biste mogli pratiti svoj OLA i ostale korisne informacije za vašu mobilnost.

Za sva dodatna pitanja vezano uz izradu OLA možete nas kontaktirati na outgoing@unist.hr.

Dokument će se ažurirati sukladno promjenama i nadogradnji unutar Erasmus Without Paper mreže.