





OLA Guide for Erasmus+ Incoming Students of the University of Zadar

Zadar, July 2021

Dear student,

Welcome to the guide which will explain to you the Online Learning Agreement (OLA) for the Erasmus+ incoming students of the University of Zadar.

1. Open the webpage <u>here</u>.

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

- eduGAIN (your academic credentials) (recommended)
- eIDAS (national ID)
- Google login (<u>not</u> recommended)

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2. Click on "Proceed to register on the MyAcademicID IAM Service", fill in the registration form (if necessary), accept MyAcademicID Acceptable Use Policy and "Submit" the form.



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3. You will receive an e-mail (check also your spam box) to verify your e-mail address by clicking on the verification link. Proceed to the "My account" and fill in your personal information. Read and agree to the Terms and Conditions and Privacy Policy and click "Save".

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4. Now you are ready to create a new Learning Agreement. Click on "Create New".



5. Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.

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6. Please make sure that all your personal and academic details are correct. You can edit this information in "My Account". Click on "Next".

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	First name(s) *		Last name(s) *		
	Marija		Džaja Sikirić		
	Email				
	mardzaja@unizd.hr				
	Date of birth * Gender *		Nationality	•	
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	Languages not further defined (0230) (913) O			Master or equivalent second cycle (EQF	le •
	Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-			Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equiv	alent

7. Before you proceed to this step, you have to know the name, position and e-mail of the coordinator at the sending institution who has the responsibility to sign your OLA on behalf of your home university as well as the name and e-mail of your contact person at the sending institution. Select your home institution from the list and indicate the contact and responsible person. Please note that the responsible person is the one who will receive the invitation to review and sign the OLA.

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	Name *	
	Name of the institution	
	Sending Responsible Person Sending Administrative Contact Person	
	First name(s) • First name(s)	
https://www.learning-agreement.au		

8. Click on "Next" and select "SVEUCILISTE U ZADRU" as a receiving institution. Indicate the correct name of the <u>main host department</u> from the list and state Maja Kolega, Erasmus coordinator (E-mail: mkolega@unizd.hr, Phone: 0038523200642) as both <u>the responsible and administrative contact</u> person.

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	Department of Economics		
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	Receiving Responsible Person	Receiving Administrative Contact Person	
	First name(s) *	First name(s)	
	Maja	Maja	
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	Kolega	Kolega	
	Position *	Position	
	Erasmus coordinator	Erasmus cooridnator	
	Email *	Email	
	mkolega@unizd.hr	mkolega@unizd.hr	
	Phone number	Phone number	
	0038523200642	0038523200642	
	Responsible person at the Receiving institution: the name and email of the Responsible person must be filed in only in case it differs from that of the Contact person mentioned at the top of the document.		

9. Before you proceed to step 4 "Proposed Mobility Programme", choose <u>the courses</u> you'll be studying at the University of Zadar and check <u>the</u> <u>academic calendar</u> to decide about the planned period of the mobility.

Insert the mobility date and add the language competency level (minimum B2 according to the <u>language requirements for the</u> <u>incoming students</u>). Add the web link to <u>the course catalogue</u> at the Receiving Institution describing the learning outcomes.

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	10/01/2021	01/28/2022	
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	Table B - Recognition at the Sending institution *	EZ: Level of language competinet: a description of the European Language Levels (CER) is available at: http://burgeati.cdd/tep.au/opa.nu/hr/stource//kurgean-language-kvet- cef	
	No Component added yet.		

10.Add the courses to the Table A (Study programme at the Receiving institution) by clicking "Add component to the Table A". Fill in the required fields using the details of the course from <u>the University of Zadar course catalogue</u>. Please note that courses at the University of Zadar have NO component code. Instead of component code state "NA". Click "Add component to the Table A" for every following course.

It is important to note that all the exchange students <u>must</u> choose one main host department at the University of Zadar where they will achieve <u>at least 50% of total ECTS credits</u>. For example: if you need to achieve 30 ECTS credits in one semester, at least 15 credits has to be from the main department, and the rest can be chosen from other departments as elective courses.

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	Component title at the Receiving Institution (as in	dicated in the course car	talogue) *			
	Entrepreneurship					
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		awarded by the Receivi	ng Institution upon			
	Component Code *	successful completion		Semester *		
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		is used, and a web link to an should be added.	explanation to the system			
	Add Component to Table A					
	Web link to the course catalogue at the Receiving In	stitution describing the	learning outcomes: [web l	ink to the relevant info]		
	https://www.unizd.hr/eng/international-relations/	student-mobility/course	catalogue			
	 Course catalogue: detailed, user-friendly and up-to-date throughout their studies to enable them to make the righ teaching and assessment procedures, the level of progras people to contact, with Information about how, when an other to contact, with Information about how, when an This must be an external URL such as http://example.com 	information on the institution's t choices and use their time m nmes, the individual education where to contact them. Show	learning environment that shou out efficiently. The information o al components and the learning less	Id be available to students before the mobility period a oncerns, for example, the qualifications offered, the lea resources. The Course Catalogue should include the na	and ming. ames of	
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11. Fill in the Table B (Recognition at the Sending institution) in accordance with the information provided by your Home University.

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	Add Component to Table A		
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12. Please add the Table C 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.

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13. Click "Next" to move to the Commitment section of the OLA, sign the OLA and click on "Sign and Send the OLA to the Responsible person at the Sending Institution for review".

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	By digitally signing this document, the student, the Sending institution and the Receiving institution confirm that they approve the Learning Apprement and that they will comply with all the arrangements agrees thy all parties. Similary and Receiving Institutions, usdertiate to apply all the principles of the Ensure Charter for higher Education relative to mobility of trutales (for the principles and in the inter-institution) all generated for institutions located in Patterac Countries. The Reending institution completes that takes in the wath its stoce attalage and hold be available to the student. The Sending institution commits the recognise all the credit of requiralent units gainer at the Receiving institution offle in the sub- struction of the student of the principles and the student of the principles and the available to the student. The Sending institution commits the recognise all the credit of requiralent units gainer at the Receiving institution for the successful/or completer documents and to complete its student science and the institution for the commitcale to the Sending institution any problems or charges regarding the study programme, responsible periors and/or study period. Event	
	By clicking on "Sign and send" you also give express consent for your personal data contain the personal to the MEI or Organisation of destination. Previous Sign and send the Online Learning Agreement is use Responsible person at the Sending institution for reviewe	

If the Erasmus+ coordinator at the sending institution does not sign the OLA within 5 days, try to contact him/her to discuss it. As soon as the sending institution coordinator signs the OLA, it will be automatically sent to Ms. Maja Kolega for signing who will sign it upon receiving the approval from your main host department at the University of Zadar. Please note that your OLA <u>WILL BE DECLINED</u> if it does not consist of at least 50% of total ECTS credits taken from the main host department. Only after the OLA is signed by all sides, will you receive an acceptance letter and be able to proceed with your mobility application (application for accommodation, residence permit, buddy system, PIN request etc.). 14. You can always check the status and download your OLA from the OLA platform.



When your OLA is signed by all sides it will be marked as "Signed or approved by both coordinators" on the OLA platform and you will not be able to change it. If you need to change the OLA before your arrival to Zadar after one of the coordinators signs it, a new agreement has to be done. If you need to change it after your arrival to Zadar, it is possible to do so by clicking "create new agreement with changes" and deleting/adding the courses respecting the above mentioned steps.

Do you still have questions? Contact us: <u>iro_unizd@unizd.hr</u>