





## 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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E-mail*	amardzaja@unizd.hr	•			
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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.

Select mobility type   OLA × +				ο – σ × \$\{\phi\}
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	Please <b>select your mobility t</b> y	ype. Choose carefully, if you pick the wror	ng one you'll have to start over.	
	Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral Mobility	
Disco	er a new culture and gain new	In case regular semester mobility is	Develop your skills and find contacts	
experi	ences by going on traditional	too long or otherwise inaccessible	by going on short-term doctoral	
and 12	mic mobility of between 2 2 months at another higher	for you, experience short-term blended mobility! This format	mobility of between 5 and 30 days at another higher education	
	tion institution! Be sure to out the possibility to upgrade	foresees between 5 and 30 days of physical mobility at another higher	institution! To enhance the synergies with Horizon Europe, doctoral	
	nobility experience with al virtual components (e.g.	education institution combined with a compulsory virtual	mobilities can also take place in the context of Horizon Europe funded	
online	courses) next to your nic experience on campus.	component.	research projects.	
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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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	Academic year * 2021/2022 Student					
	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)			Master or equivalent second c	ycle (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) / Ba equivalent first cycle (EQF level 6) / Mast		

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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s	student Information Sending Institution Receiving Institution Proposed Mobility Virtual Components Commitment Information Information Programme	
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	Sending	
	Sending Institution	
	Country *	
	Country of the institution	
	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.

Learning Agreement step 2   OLA ×     Generational Course Catalogue by Department ×			ο - σ
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	Name *		
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	Faculty/Department		
	Department of Economics		
	Address *	Erasmus Code *	
	Zadar	HR ZADAR01	
	Receiving Responsible Person	Receiving Administrative Contact Person	
	First name(s) *	First name(s)	
	Maja	Maja	
	Last name(s) *	Last name(s)	
	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 filled 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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		reposed Mobility Virtual Components Commitment Programme			
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		anned end of the mobility * 01/28/2022			
	Table A - Study programme at the Receiving Institution * No Component added yet: Add Component to Rafe A Web link to the course catalogue at the Receiving Institution describing the learni Instructivewww.match.or/wight retractional-relations/studient-mobility/course-catal to Course catalogue and the Receiving Institution describing the learni instancing and assessment game advances in the programme, the dealed advances are tracted and the set of the dealer with the set of the dealers in the institution of the institution. The institution of the course of the set of the dealers with the set of the dealers and use the institute of the dealers and use the d	ning outcomes (second second s			
	Table B - Recognition at the Sending Institution * 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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	Preliminary LA					
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	Table A - Study programme at th	e Receiving inst	titution *			
	Component to Table A			Remo	we	
	Component title at the Receiving Institution (as in	dicated in the course car	talogue) *			
	Entrepreneurship					
	An "educational component" is a self-contained and formal st components are: a course, module, seminar, laboratory work,				nal	
		Number of ECTS credits				
	Component Code *	awarded by the Receivi successful completion		Semester *		
	NA	7			•	
	104	ECTS credits (or equivalent): i		That sumstan (Thirter) Potenting	-	
		"ECTS" system is not in place, located in Partner Countries r	not participating in the			
		Bologna process, "ECTS" new relevant tables by the name of	of the equivalent system that			
		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			
	<ul> <li>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 This must be an external URL such as http://europie.com</li> </ul>	t choices and use their time m nmes, the individual education	ost efficiently. The information o al components and the learning	oncerns, for example, the qualifications offered, the lea	ming.	
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	English	٥	B2		•	
			Level of language competence	a: a description of the European Language Levels (CEFR		*

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		
	Web link to the course catalogue at the Receiving Institution describing th	e learning outcomes: [web link to the relevant info]	
	https://www.unizd.hr/eng/international-relations/student-mobility/cours	e-catalogue	
	throughout that studies to exastle them to make the right choices and use their time teaching and assessment procedures, the level of programmes, the individual education people to contact, with information about how when and where to contact them. Sho • This must be an external URL such as Argu/Posmple com.		
	The main language of instruction at the Receiving Institution * English	The level of language competence *	
	English •	B2 • Level of language compartance: a description of the European Language Levels (CEFR) is available as https://www.past.cedefbp.auropi.aurop	
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	This must be an estimat URL such as Add/Sounds 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.		
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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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	O     O     O     O       Student Information     Sending Institution Information     Receiving Institution Information     Proposed Mobility     Virtual Components     Commitment	
	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 Institution Lunderfaile to apply all the principles of the Tazamu Charler for higher Education relating to mobility for studies (or the principles agreement, the Interinvishtational Agreement and the Theorem Terminational Agreement and the Theorem Termination Confirms that the education component the tazamu classics (or the principles agreement. The Techning Institution commits to recognise all the credits or equivalent on the student. The Sending Institution commits to recognise all the credits or equivalent on the gained at the Receiving Institution in Component and the component and the completed educational component and the completed education (component them to cost theory and theory Institution will resonance allow or them towards the tabelers of the student of the Sending Institution any problems or changes regarding the tudy programme, responsible persons and/or study period.	
	By clicking on "Sign and sens" you also give express consent for your personal data contain the sense of the HEI of Organization of destination. Previou: Sign and send the Ordine Learning Agreement www.Responsible person at the Sending Institution for review	

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>