# ONLINE LEARNING AGREEMENT (OLA)

IMPORTANT:
You may use either the Online Learning Agreement (OLA) or the electronic Word document. Your host university might insist that you use the OLA or their own platform, in which case you should adhere to their requirements.
Just remember that, whichever format you use, you must submit your finalised Learning Agreement to our office through the SharePoint Power App.

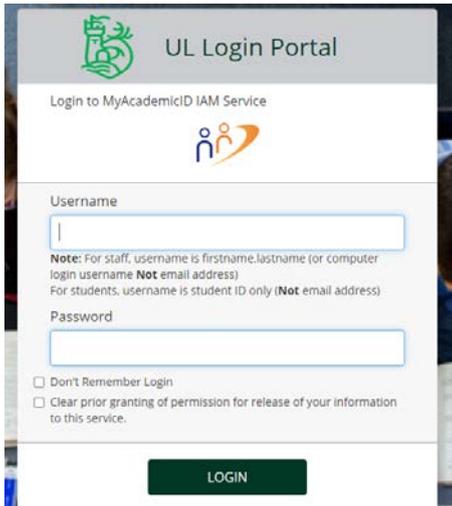1. Go to https://www.learning-agreement.eu/ and click **Log in** (either on the top bar or at the bottom of the screen).
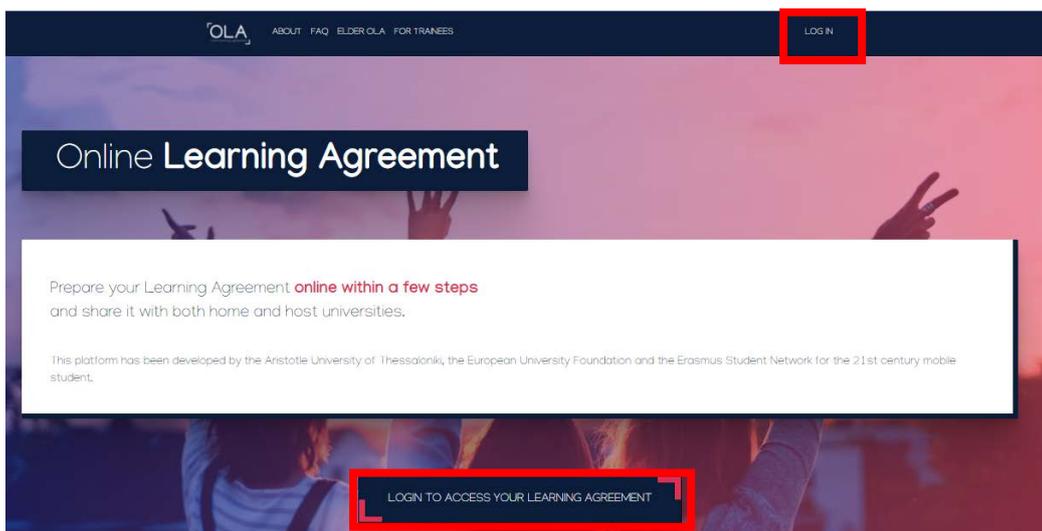
2. In the University Identifier box (MyAcademicID), type **ul.ie**. The option *University of Limerick* will then appear. Click on **University of Limerick** to continue.
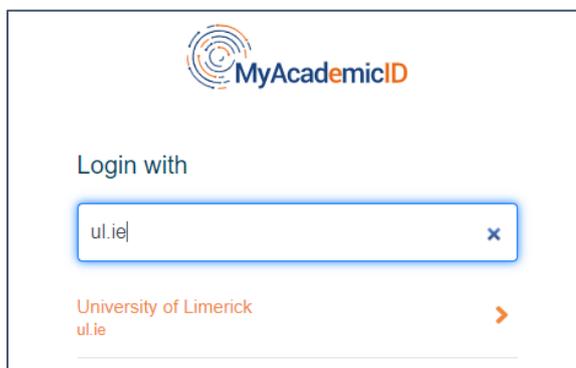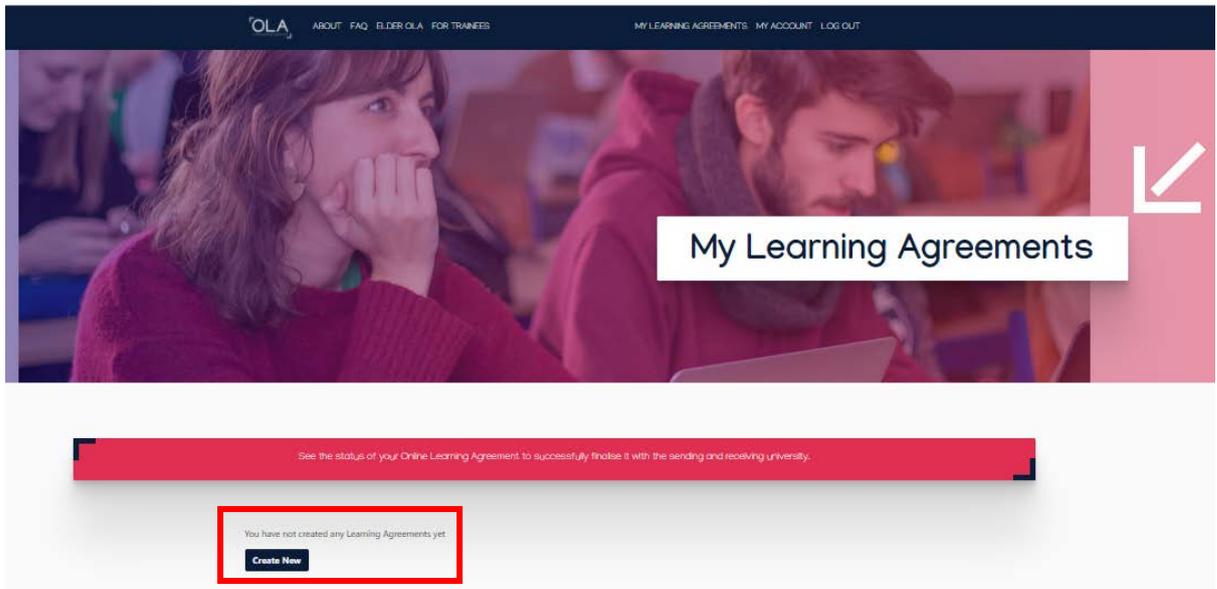

3. You are then taken to the UL Login Portal. Log in with your student number and usual UL password.
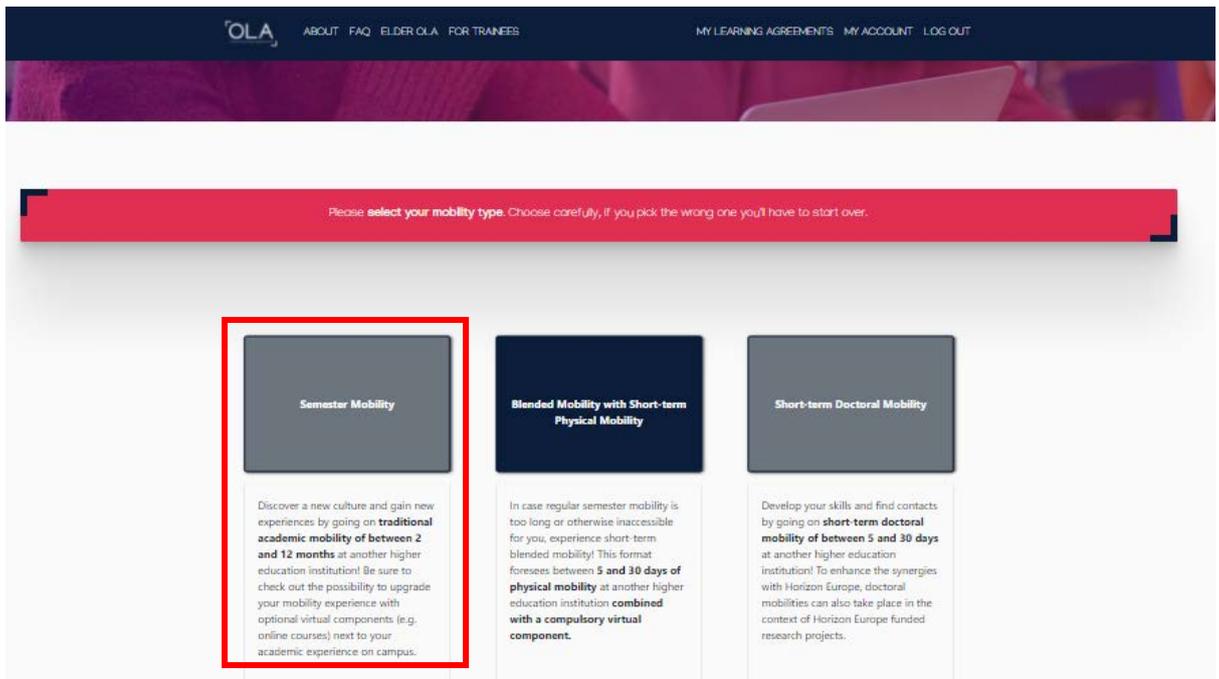
4. You should then be logged in to the OLA site. To create the Online Learning Agreement, click Create New:

5. On the next page, select Semester mobility.
6.

7. Follow the steps to fill out the LOA (student information, sending institution, receiving institution, proposed modules, signature).

Step 1: Student Information

Enter your personal details on this page.

You will be asked for the field of education and study cycle.

The field of education is the academic area under which you have been nominated (e.g.History)
The study cycle is Bachelor (as shown below).

Click **Next**.

Step 2: Receiving Institution Information

Enter the country (Ireland) and the name (University of Limerick).
Under Faculty, enter Arts Humanities & Social Sciences OR Kemmy Business School OR Education and Health Sciences OR Science and Engineering. For list of departments, please check the UL website (www.ul.ie).

The **Sending Responsible Person** is your Erasmus academic coordinator at UL If you are unsure who this is, the list is here.

For the **Sending Administrative Contact Person**, please use Herveline Roche ; outgoing.erasmus@ul.ie ; +353 202353.

Click **Next**.

Step 3: Receiving Institution Information

For the Receiving Institution, enter the country and the name of the university, and the faculty if you know it.

For the Responsible person and the Administrative contact person, you should be able to get this information from the fact sheet, the host university's website, or other communication emailed to you by the host university.

Click **Next**.

Step 4: Proposed Mobility Programme

Enter your mobility start and end dates to the best of your knowledge.

To start selecting modules, click on **Add component to Table A** and fill in the required information. You must take enough modules to reach 30 ECTS credits.

Once you have finished entering your modules, you must enter your proficiency level in your language of instruction at the host university (English or local language) and, if possible, the link to the course catalogue.
Note: It is considered that you study through the local language if at least half the courses at the host university are taken in the local language.

Table B is used to record the modules you would normally take at UL during the semester.

If Erasmus is compulsory, enter the following information:

If Erasmus is not compulsory, list the UL modules that you would normally take as part of your degree if you stayed in UL.
Click **Next**.

Step 5: Virtual components

You do not need to fill out this part.

Step 6: Commitment

Sign your name in the signature box and click the **Sign and Send** button at the bottom of the page.

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

NOTE:
You can log in the OLA platform at any time to review your Learning Agreement by clicking on MY LEARNING AGREEMENTS on the top banner: