

**University of Zadar**  
Universitas Studiorum  
Jadertina | 1396 | 2002 |

**Erasmus+**  
Enriching lives, opening minds.

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

**Zadar, August 2024**

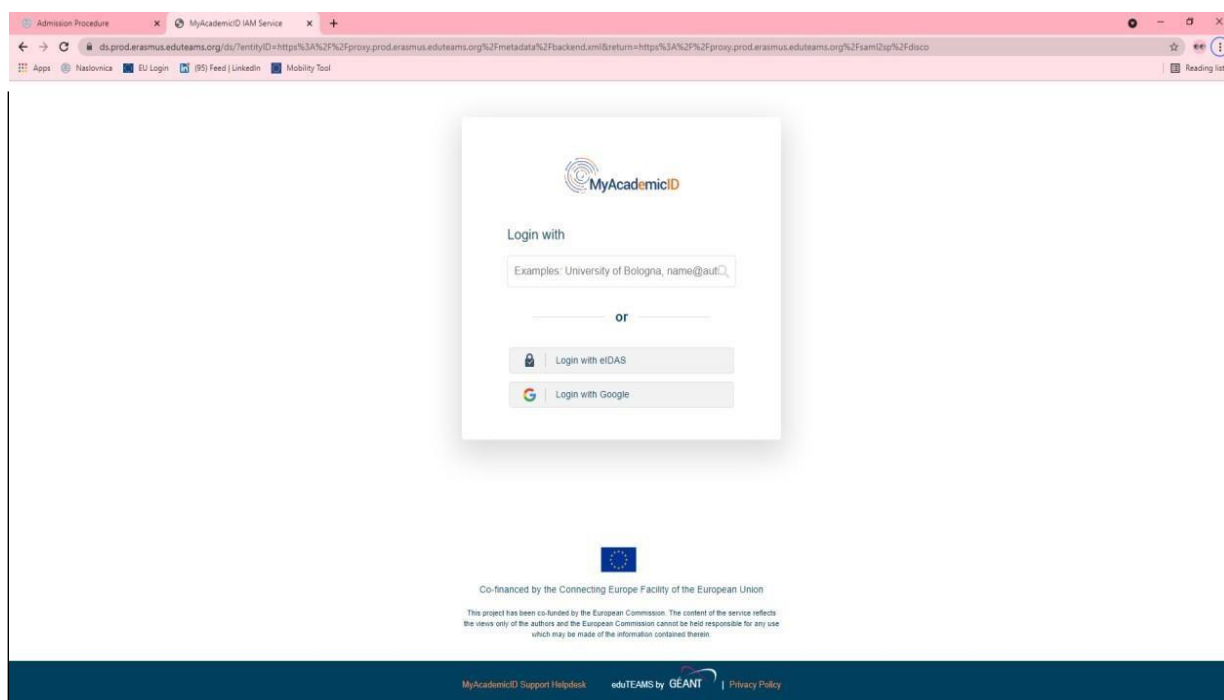
Dear student,

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

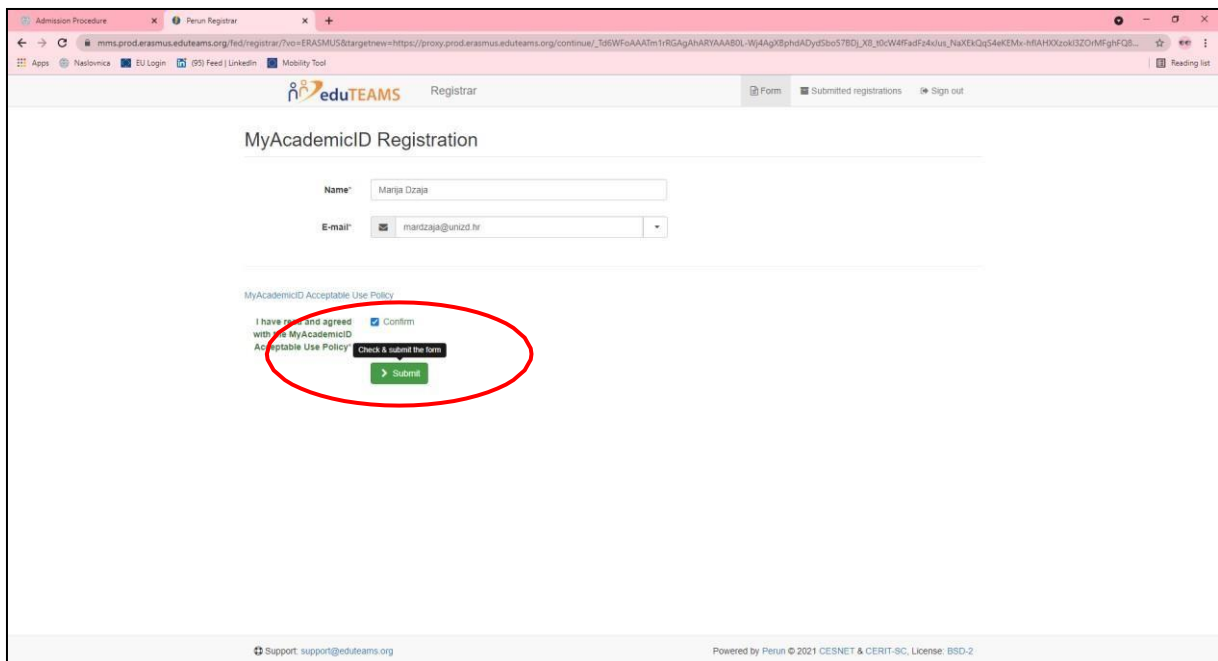
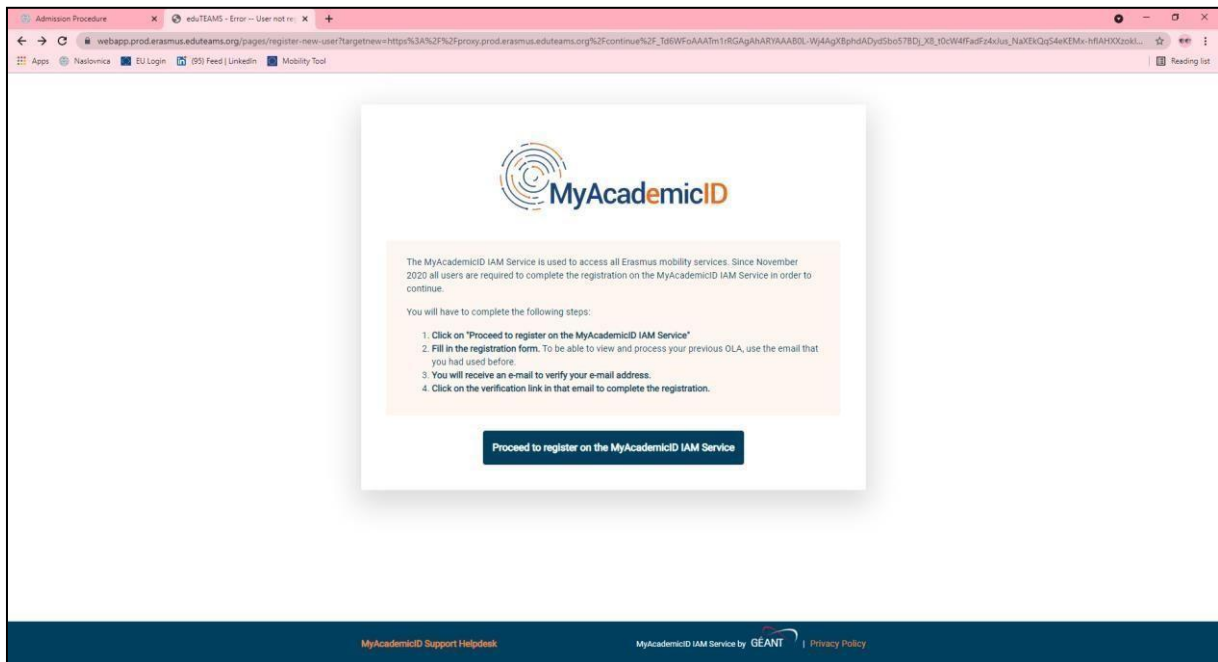
1. Open the webpage [here](#).

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

- ➔ eduGAIN (your academic credentials) (recommended)
- ➔ eIDAS (national ID)
- ➔ Google login (not recommended)



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.



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”.

Fill out the required fields to complete your profile.

## My account

VIEW EDIT

### My Personal Information

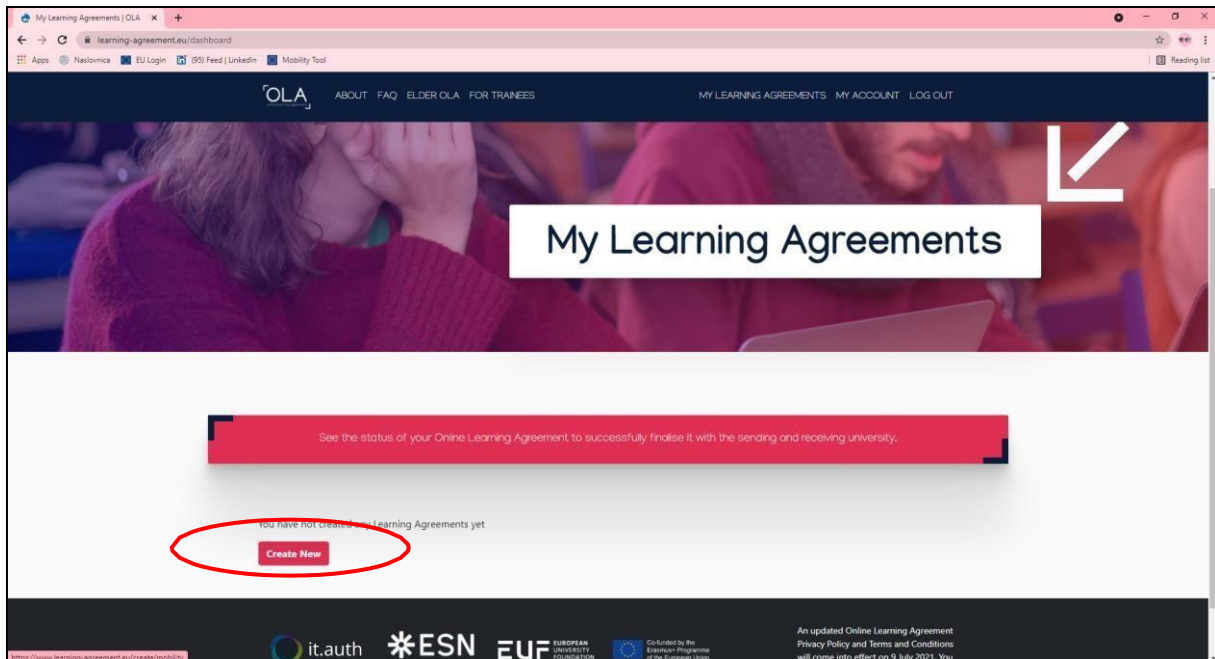
Firstname *	Lastname *	
<input type="text"/>	<input type="text"/>	
Date of birth *	Gender *	Nationality *
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="- Select a value -"/>	<input type="text"/>
Field of education *	Study cycle *	
<input type="text"/>	<input type="text"/>	

I have read and agree to the Terms and Conditions and Privacy Policy \*  
[Terms and Conditions and Privacy Policy](#)

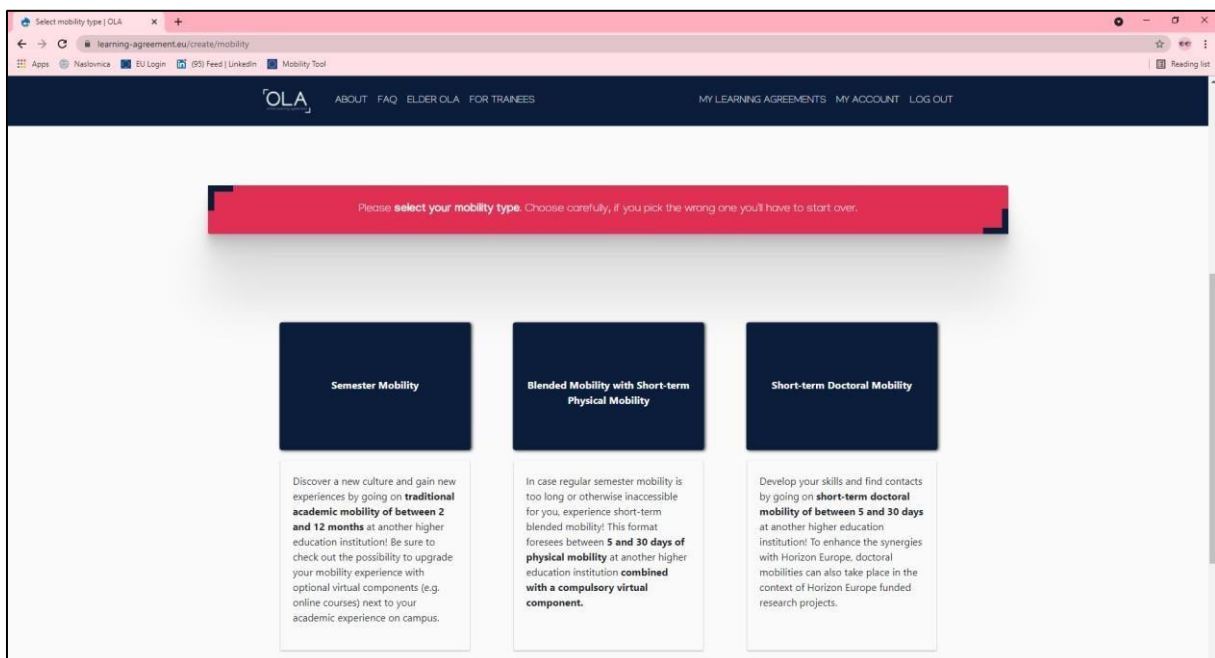
**Save**

it.auth \*ESN FIUF EUROPEAN UNIVERSITY EU FUNDING PROGRAMME  
An updated Online Learning Agreement Privacy Policy and Terms and Conditions

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.



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

The screenshot shows a web browser window with the URL [learning-agreement.eu/ta/0](http://learning-agreement.eu/ta/0). The page is titled "Learning Agreement step 01 OLA" and features a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEEs, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. A progress bar at the top indicates six steps: 1. Student Information (highlighted in red), 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

The main form area is titled "Student" and contains the following fields:

- Academic year \***: A text input field containing "2021/2022".
- Student Information Section** (dark blue header):
  - First name(s) \***: Text input field containing "Marija".
  - Last name(s) \***: Text input field containing "Džaja Sikirić".
  - Email \***: Text input field containing "mardzaja@unizd.hr".
  - Date of birth \***: Date picker field showing "05/05/1984".
  - Gender \***: Dropdown menu showing "Female".
  - Nationality \***: Dropdown menu showing "Croatia (258)". Below this field is a small text note: "Country to which the person belongs administratively and that issues the ID card and/or passport."
  - Field of Education \***: Text input field containing "Languages not further defined (0230) (913)". Below this field is a small text note: "Field of education: The ISCED-F 2013 search tool available at <http://ec.europa.eu/education/international-standards/>".
  - Field of Education Comment**: Text input field.
  - Study cycle \***: Dropdown menu showing "Master or equivalent second cycle (EQF level 2)". Below this field is a small text note: "Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent".

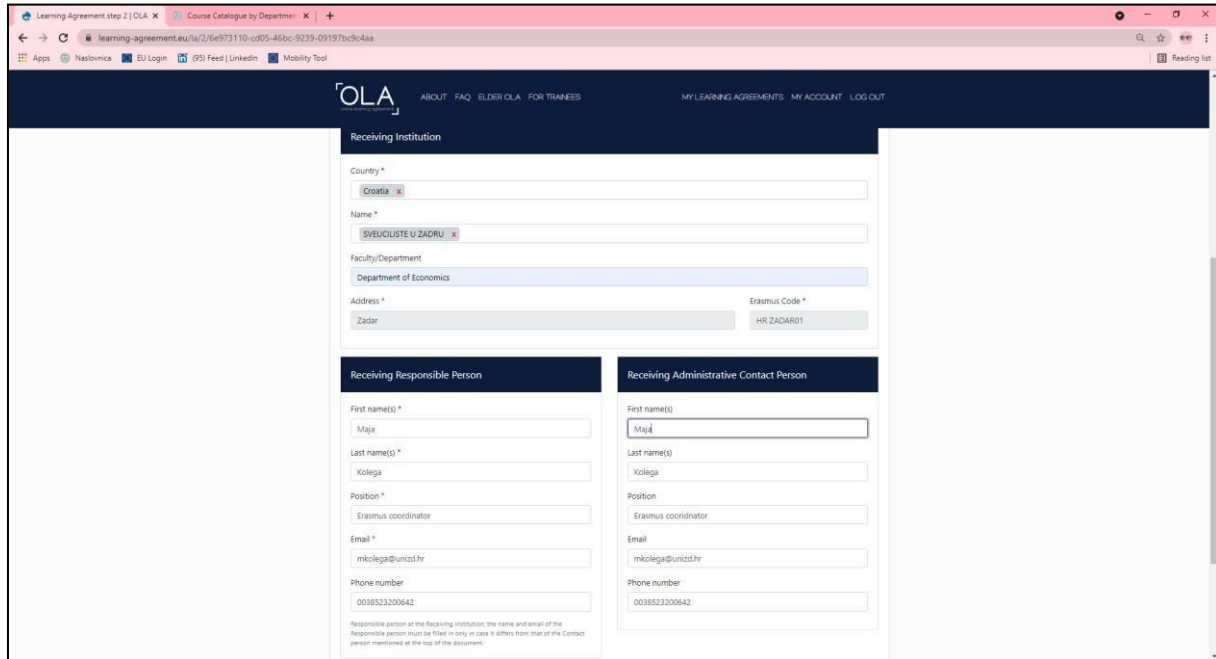
7. Before you proceed to this step, you have to know the name, position and e-mail of the coordinator at the sending institution who has the responsibility to sign your OLA on behalf of your home university as well as the name and e-mail of your contact person at the sending institution. Select your 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.

The screenshot shows a web browser window with the URL <https://www.learning-agreement.eu/>. The page title is "Learning Agreement step 1 | OLA". The navigation bar includes "ABOUT", "FAQ", "ELDER OLA", "FOR TRANEES", "MY LEARNING AGREEMENTS", "MY ACCOUNT", and "LOG OUT". A progress indicator shows six steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

The "Sending Institution Information" section contains the following fields:

- Academic year \* (2021/2022)
- Country \* (Country of the institution)
- Name \* (Name of the institution)
- Sending Responsible Person (First name(s) \*)
- Sending Administrative Contact Person (First name(s))

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



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

Receiving Institution

Country \*  
Croatia x

Name \*  
SVEUCILISTE U ZADRU x

Faculty/Department  
Department of Economics

Address \*  
Zadar

Erasmus Code \*  
HR.ZADAR01

Receiving Responsible Person

First name(s) \*  
Maja

Last name(s) \*  
Kolega

Position \*  
Erasmus coordinator

Email \*  
mkolega@unizd.hr

Phone number  
0038523200642

Receiving Administrative Contact Person

First name(s)  
Maja

Last name(s)  
Kolega

Position  
Erasmus coordinator

Email  
mkolega@unizd.hr

Phone number  
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 [the courses](#) you'll be studying at the University of Zadar and check [the academic calendar](#) to decide about the planned period of the mobility.

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

OLA ABOUT FAQ ELDER OLA FOR TRAINERS 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 \*  
2021/2022

Preliminary LA

Planned start of the mobility \*  
10/01/2021

Planned end of the mobility \*  
01/28/2022

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:

- Course catalogue details (components) 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 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 their roles and where to contact them. Show list
- 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 proficiency \*  
B2

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europa.eu/europass/en/resources/european-language-levels-efl>

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 [the course catalogue](#). 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 must choose one main host department at the University of Zadar where they will achieve preferably 50% of total ECTS credits. For example: if you need to achieve 30 ECTS credits in one semester, approximately 15 credits should be from the main department, and the rest can be chosen from other departments as elective courses.**

The screenshot shows the 'OLA' Learning Agreement step 3 interface. The page title is 'Preliminary LA'. The main form area is titled 'Table A - Study programme at the Receiving institution'. It contains the following fields and sections:

- Planned start of the mobility:** 10/01/2021
- Planned end of the mobility:** 01/28/2022
- Component to Table A:** A section with a 'Remove' button and a 'Component title at the Receiving institution (as indicated in the course catalogue)\*' field containing 'Entrepreneurship'.
- Component Code\*:** A dropdown menu with 'NA' selected.
- Number of ECTS credits (or equivalent) to be awarded by the Receiving institution upon successful completion\*:** A text input field with '7' entered.
- Semester\*:** A dropdown menu with 'First semester (Winter/Autumn)' selected.
- Web link to the course catalogue at the Receiving institution describing the learning outcomes: [web link to the relevant info]**: A text input field with the URL <https://www.unizd.hr/eng/international-relations/student-mobility/course-catalogue>.
- The main language of instruction at the Receiving institution\*:** A dropdown menu with 'English' selected.
- The level of language competence\*:** A dropdown menu with 'B2' selected.

Below the form, there is a red button labeled 'Add Component to Table A'. A small note explains that 'ECTS credits (or equivalent)' are used in countries where the 'ECTS' system is not in place, and that 'ECTS' needs to be replaced in the relevant tables by the name of the equivalent system used, and a web link to an explanation to the system should be added.

## 11. Fill in the Table B (Recognition at the Sending institution) in accordance with the information provided by your Home University.

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

**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]

<https://www.unzsd.hr/eng/international-relations/student-mobility/course-catalogue>

- 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 \*

B2

Level of language competence is a description of the European Language Levels (CEFR) is available at: <https://european-council.europa.eu/media/en/resources/information-language-learn-cep>

**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>.

Previous Next

it.auth ESN EUP European Union

An updated Online Learning Agreement Privacy Policy and Terms and Conditions will come into effect on 9 July 2021. You can already find the revised version here.

RELEASE NOTES PRIVACY POLICY TERMS AND CONDITIONS

## 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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Your Online Learning Agreement has been updated.

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

Academic year \*

2021/2022

**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

it.auth ESN EUP European Union

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RELEASE NOTES PRIVACY POLICY TERMS AND CONDITIONS

**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”.**

Learning Agreement step 4 | OLA X

learning-agreement.eu/ta/4/6e973110-cd05-46bc-9239-09197bc04aa

Apps Naslonica EU Login (95) Feed LinkedIn Mobility Tool Reading list

OLA ABOUT FAQ ELDER OLA FOR TRAINERS 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 \*

2021/2022

Commitment Preliminary

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.

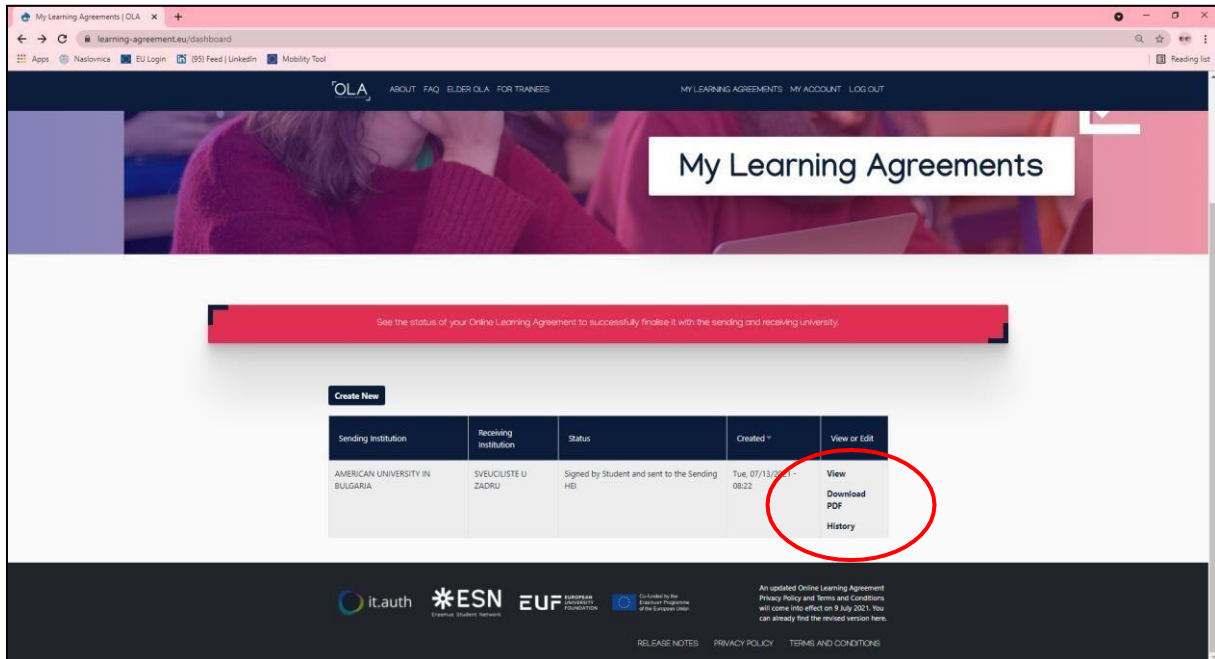
Clear

By clicking on "Sign and send" you also give express consent for your personal data contained in this document to be processed by the HEI or Organisation of destination.

Previous Sign and send the Online Learning Agreement to the 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 who will sign it upon receiving the approval from your main host department at the University of Zadar. Only after the OLA is signed by both 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.



The screenshot shows the 'My Learning Agreements' dashboard. 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 banner image with the text 'My Learning Agreements'. A red bar below the banner contains the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' Below this is a 'Create New' button and a table of learning agreements. The table has five columns: 'Sending Institution', 'Receiving Institution', 'Status', 'Created \*', and 'View or Edit'. The first row shows an agreement between 'AMERICAN UNIVERSITY IN BULGARIA' and 'SVEUCOLJSTE U ZADRU'. The status is 'Signed by student and sent to the Sending HEI'. The 'Created' date is 'Tue, 07/13/2021 - 08:22'. The 'View or Edit' column contains three links: 'View', 'Download PDF', and 'History'. The 'Download PDF' link is circled in red. At the bottom of the page, there are logos for 'it.auth', 'ESN', and 'EUF', along with a notice about an updated Online Learning Agreement Privacy Policy and Terms and Conditions effective from 9 July 2021. There are also links for 'RELEASE NOTES', 'PRIVACY POLICY', and 'TERMS AND CONDITIONS'.

Sending Institution	Receiving Institution	Status	Created *	View or Edit
AMERICAN UNIVERSITY IN BULGARIA	SVEUCOLJSTE U ZADRU	Signed by student and sent to the Sending HEI	Tue, 07/13/2021 - 08:22	<a href="#">View</a> <a href="#">Download PDF</a> <a href="#">History</a>

When your OLA is signed by both 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 and [the video tutorial](#).

Do you still have questions?

Contact us: [incoming.mobility@unizd.hr](mailto:incoming.mobility@unizd.hr)