

OLA Guide for Erasmus+ Incoming Students

Below, you can find useful tips on how to manage your OLA in order to apply as an Erasmus+ incoming student at the **University of Applied Sciences „Baltazar Zuprešić”**.

1. After the nomination by your home university, please choose the courses for your OLA in agreement with your coordinator at the sending institution.
2. 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. Then, LOG IN on the [OLA platform](#) and fill in the **STUDENT** and **SENDING INSTITUTION** part.
3. In the **RECEIVING INSTITUTION** part you should choose Croatia and University of Applied Sciences „Baltazar Zuprešić“ and state **Kristina Đolo Labus** (E-mail: kdololabus@bak.hr) as the contact person.
4. Add the courses in the table A and B of the **PROPOSED MOBILITY PROGRAMME** part (note that you have to fill in only the obligatory fields). Check the academic calendar to decide about the planned period of the mobility and insert the language competency level (minimum B2 according to the language requirements for the incoming students).
5. In the **RESPONSIBLE PERSONS** part, **Kristina Đolo Labus** (Position: Erasmus+ coordinator, Head of International Cooperation Office; E-mail: kdololabus@bak.hr) has to be stated as the responsible person and the signatory of the OLA at the University of Applied Sciences „Baltazar Zuprešić“ (receiving institution). You have to insert the data about the sending institution responsible person too.
6. When the OLA is filled out properly, you have to sign it (online digital signature) and then click to “send to sending institution coordinator” for signature. If the sending institution coordinator does not sign the OLA within 5 days, try to contact him/her to discuss it.
7. As soon as the coordinator at the sending institution signs the OLA, it will be sent *automatically* to Kristina Đolo Labus for signature who will sign it.
8. When the OLA is signed it will be marked as “Signed or approved by both coordinators” 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 Zuprešić, it is possible to do so by clicking “create new agreement with changes” and deleting/adding the courses respecting the steps mentioned in the [video tutorial](#).

Still not sure how to fill in your OLA? Check out the videos on [how to log in to OLA platform](#), [how to create OLA](#) or [how to change OLA](#).