OLA Guide for Erasmus+ Students

Below you can find useful tips on how to manage your OLA for international mobility within the Erasmus+ programme:

1. After the nomination by the host institution, please register on the OLA platform. Log in with your AAII@edu identity (my Academic ID button) – the same one you use for Infoeduka and the Baltazar system.

2. Create the Online Learning Agreement, choosing Blended mobility with short-term physical mobility as the type of program.

3. In the SENDING INSTITUTION part, you should enter the following data:

Name: **University of Applied Sciences Baltazar Zaprešić**

Faculty/Department: name of your major (Business and Management, Communications Management…)

Sending Responsible Person: **Kristina Đolo Labus**, Erasmus coordinator, kdololabus@bak.hr

Sending Administrative Contact Person: no need to enter anything

4. In the RECEIVING INSTITUTION part, you should insert information about host institution you are nominated to study at. You will receive all the needed data about this directly by mail from Receiving Institution.

5. In the RESPONSIBLE PERSONS part, contact person from your host university has to be stated. You are obligated to enter the data about the receiving institution responsible person too.

6. Fill out the Preliminary Learning Agreement with the relevant data according your nomination.

7. 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.

8. As soon as the coordinator at the sending institution signs the OLA, it will be sent *automatically* to the Responsible Person at Receiving institution.

9. 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 host country after one of the coordinators signs it, a new agreement has to be done. If you need to change it after your arrival, 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.