

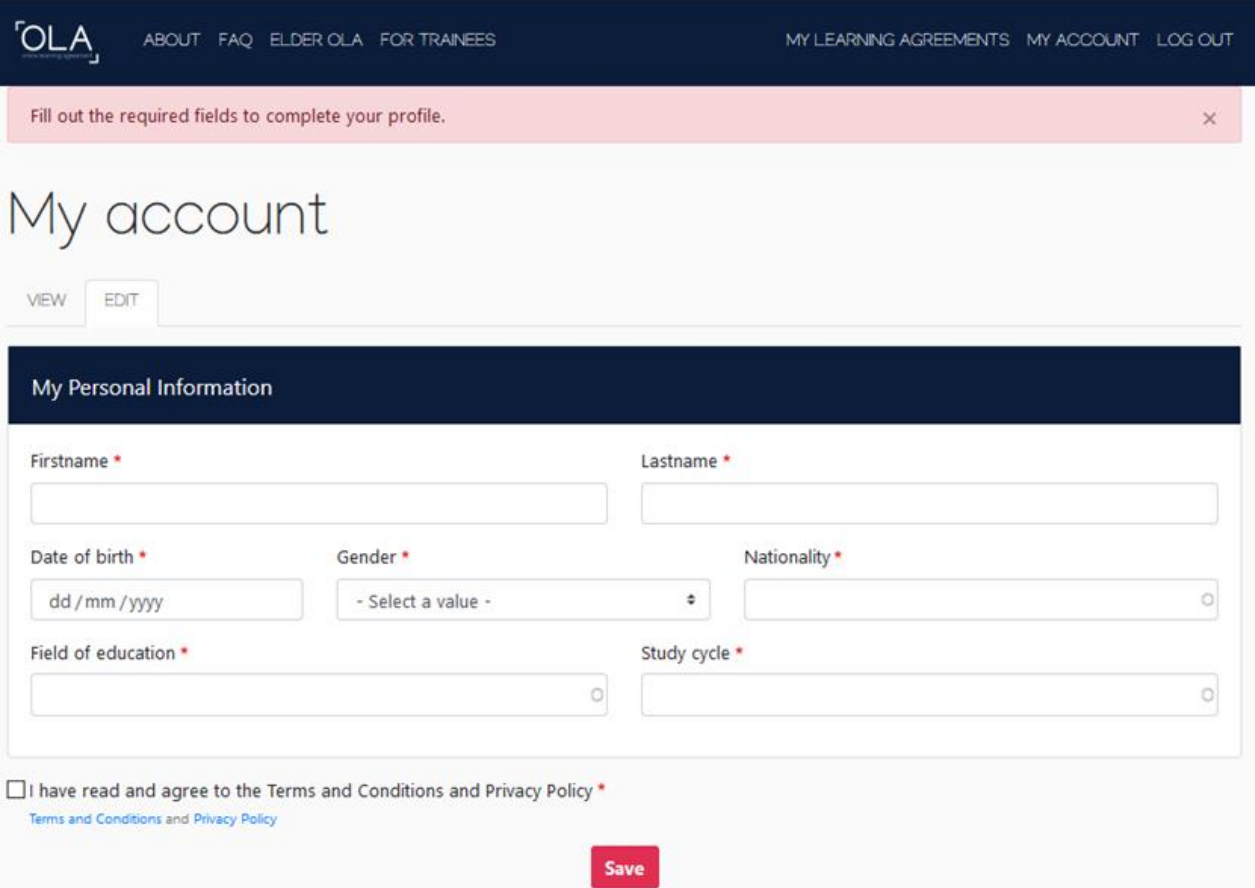
Online Learning Agreement (OLA) GUIDE for VUAS outgoing students

| Step | How to prepare and approve your OLA |
|------|---|
| 1 | <ul style="list-style-type: none"> <input type="checkbox"/> Once you have been accepted for the Erasmus grant and officially nominated for studies at the Partner university, you may prepare your (Online) Learning Agreement for studies. <input type="checkbox"/> VUAS is using (where applicable) an Online Learning Agreement. After VUAS receives a confirmation that all parties are using OLA, Erasmus Student Coordinator prefills vital information, and the student receives an activation link to their venta email. <input type="checkbox"/> If the Partner university is not using OLA, then the paper-based version ought to be used. |
| 2 | <ul style="list-style-type: none"> <input type="checkbox"/> Usually, you need to acquire 20 KP or 30 ECTS per semester. 1 KP equals 1,5 ECTS. |
| 3 | <ul style="list-style-type: none"> <input type="checkbox"/> The courses need to be approved by your Program director before entering into the OLA. <input type="checkbox"/> Once you have agreed on courses, fill out your OLA and sign in online or use the paper-based version and sign it by hand. |
| 4 | <ul style="list-style-type: none"> <input type="checkbox"/> Once you have signed it, your Programme Director will receive a notification to sign your OLA. |
| 5 | <ul style="list-style-type: none"> <input type="checkbox"/> After your Programme director signs it, the host university will receive a notification and sign your OLA. |
| 6 | <ul style="list-style-type: none"> <input type="checkbox"/> All parties must sign the (Online) Learning Agreement before the start of the mobility. <input type="checkbox"/> For paper-based version It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted. <input type="checkbox"/> When all three parties have signed it, your OLA is complete. |
| 7 | <ul style="list-style-type: none"> <input type="checkbox"/> To track your OLA and to find further information, you can download the Erasmus+ App: <ul style="list-style-type: none"> <input type="checkbox"/> Google Play store (for Android devices); <input type="checkbox"/> Apple Store (for iOS devices). |
| 8 | <ul style="list-style-type: none"> <input type="checkbox"/> Any party can request changes to the study programme within five weeks after the start of each semester. |

| | |
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| | <input type="checkbox"/> In the case of changes, the student needs to fill out the OLA during the Mobility part (changes in courses, coordinators, etc.). <input type="checkbox"/> These changes should be agreed upon by all parties as soon as possible, within two weeks following the request . |
| 9 | <input type="checkbox"/> Before filling in the during Mobility part, contact your program director for course approval. In the OLA During mobility part Table A2, you need to delete unavailable/overlapping courses and add replacement courses. |
| 10 | <input type="checkbox"/> If there are no changes, inform the VUAS International Office as well. |

| Step | How to fill out your OLA – detailed information | |
|------|---|---|
| 1 | Your home university prefills OLA | <p>Prefilled Online Learning Agreement added Inbox x</p> <p>Online Learning Agreement <no-reply@learning-agreement.eu> to me ▾</p> <p>Dear Student,</p> <p>Your Sending Higher Education institution added a prefilled Online Learning Agreement to your account.</p> <p>Login at www.learning-agreement.eu [1] to view and further edit your Learning Agreement to prepare for the Erasmus+ mobility.</p> <p>Kind regards and wishing you an enriching mobility experience,</p> <p>Online Learning Agreement team</p> <p>[1] www.learning-agreement.eu</p> |
| 2 | The student adds personal information | <p>Go on www.learning-agreement.eu and create an account. You need to enter your personal information, as you can see in the picture below.</p> |
| 2.1. | Choose your field of education | <input type="checkbox"/> Business and administration, 041 <input type="checkbox"/> Languages, 023 <input type="checkbox"/> Information and Communication Technologies, 061 <input type="checkbox"/> Engineering and engineering trades, 071 |

| | | |
|------|-------------------------|--|
| 2.2. | Choose your study cycle | <input type="checkbox"/> Short cycle (EQF level 5) <input type="checkbox"/> Bachelor or equivalent first cycle (EQF level 6) <input type="checkbox"/> Master or equivalent second cycle (EQF level 7) <input type="checkbox"/> Doctorate or equivalent third cycle (EQF level 8). |
|------|-------------------------|--|



The screenshot shows the 'My account' page of the OLA system. At the top, there is a navigation bar with links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar is a pink notification bar that says 'Fill out the required fields to complete your profile.' with a close button. The main heading is 'My account' with 'VIEW' and 'EDIT' buttons. The 'EDIT' button is active. Below this is a section titled 'My Personal Information' containing several form fields: Firstname, Lastname, Date of birth (dd/mm/yyyy), Gender (a dropdown menu showing '- Select a value -'), Nationality (a dropdown menu), Field of education (a dropdown menu), and Study cycle (a dropdown menu). At the bottom of this section is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy' with a link to 'Terms and Conditions and Privacy Policy'. A red 'Save' button is located at the bottom right of the form.

| | | |
|---|---------------------|--|
| 3 | Sending institution | <p>Enter the sending institution's data:</p> <input type="checkbox"/> Address: Inženieru iela 101, Ventspils, LV-3601. <input type="checkbox"/> Erasmus Code: LV VENTSPI01 <input type="checkbox"/> Country: Latvia. <input type="checkbox"/> Name: Ventspils Augstskola. <input type="checkbox"/> Faculty: <input type="checkbox"/> Faculty of Translation Studies; <input type="checkbox"/> Faculty of Economics and Management; |
|---|---------------------|--|

| | | |
|--|--|--|
| | | <input type="checkbox"/> Faculty of Information Technologies. |
| <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> 1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Commitment </div> <div style="margin-bottom: 10px;"> Academic year * <input type="text" value="2021/2022"/> </div> <div style="background-color: #1a2b4a; color: white; padding: 5px; margin-bottom: 10px;">Sending</div> <div style="background-color: #1a2b4a; color: white; padding: 5px; margin-bottom: 10px;">Sending Institution</div> <div style="display: flex; flex-direction: column; gap: 5px;"> <div>Country * <input style="border: 1px solid #ccc;" type="text" value="Latvia"/></div> <div>Name * <input style="border: 1px solid #ccc;" type="text" value="VENTSPILS AUGSTSKOLA"/></div> <div>Faculty/Department <input style="border: 1px solid #ccc;" type="text" value="Business Administration"/></div> <div style="display: flex; justify-content: space-between;"> <div>Address * <input style="border: 1px solid #ccc;" type="text" value="INZENIERU IELA 101, LV3600 VENTSPILS"/></div> <div>Erasmus Code * <input style="border: 1px solid #ccc;" type="text" value="LV VENTSPI01"/></div> </div> </div> | | |

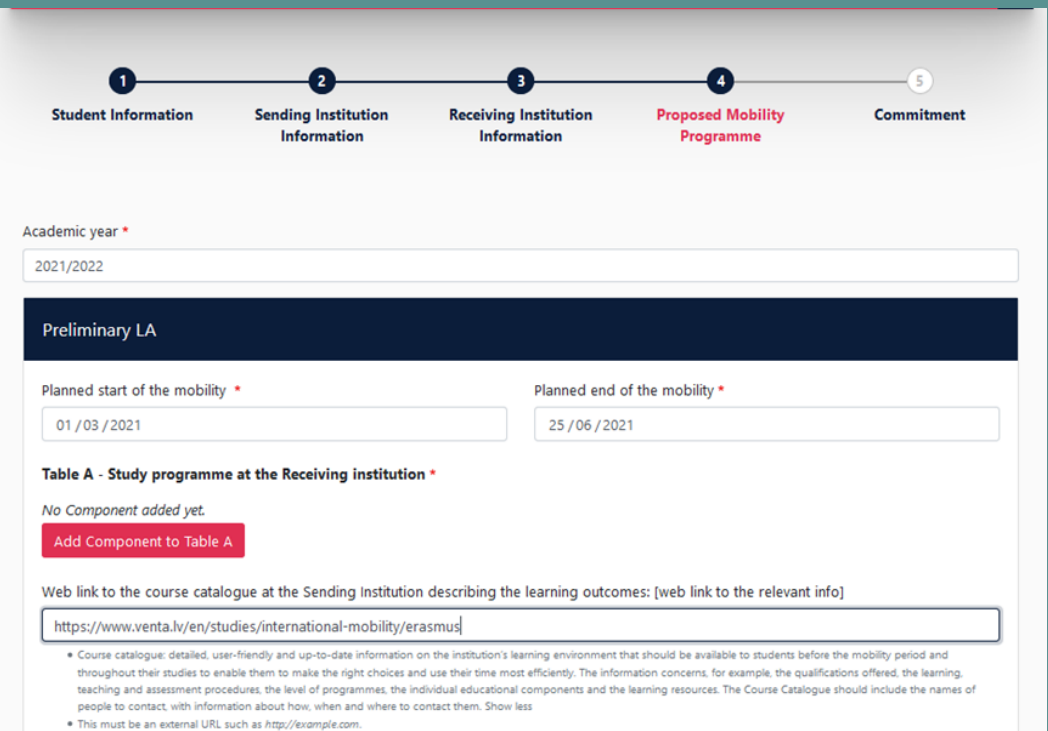
| Sending Responsible Person | | Sending Administrative Contact Person | |
|---|--|--|--|
| First name(s) * | | First name(s) | |
| <input type="text" value="Ilze"/> | | <input type="text" value="Liga"/> | |
| Last name(s) * | | Last name(s) | |
| <input type="text" value="Balode"/> | | <input type="text" value="Koloda"/> | |
| Position * | | Position | |
| <input type="text" value="Programme Director"/> | | <input type="text" value="Contact person"/> | |
| Email * | | Email | |
| <input type="text" value="ilzeb@venta.lv"/> | | <input type="text" value="international@venta.lv"/> | |
| Phone number | | Phone number | |
| <input type="text" value="+371 636 29 651"/> | | <input type="text" value="+371 636 29 651"/> | |
| <p>Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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.</p> | | <p>Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.</p> | |
| Previous | | Next | |

| | | |
|---|-----------------------|--|
| 3 | Receiving institution | <p>Enter the receiving institution's data:</p> <ul style="list-style-type: none"> <input type="checkbox"/> name, <input type="checkbox"/> country, <input type="checkbox"/> address, <input type="checkbox"/> faculty/department (where you will attend most of your courses) <input type="checkbox"/> the Erasmus Code. <p>This information you can find here.</p> |
|---|-----------------------|--|

| <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div> Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme Commitment </div> | | |
|---|---|---|
| <p>Academic year *</p> <p>2021/2022</p> | | |
| <p>Receiving</p> | | |
| <p>Receiving Institution</p> <p>Country *</p> <p>Greece x</p> <p>Name *</p> <p>DIETHNES PANEPISTIMIO ELLADOS x</p> <p>Faculty/Department</p> <p>Business Administration</p> <p>Address *</p> <p>14TH KM THESSALONIKIS MOUDANIA, 57001 THERMI THESSALONIKI</p> <p>Erasmus Code *</p> <p>G THESSAL14</p> | | |
| 3.1 | Receiving Responsible Person | <input type="checkbox"/> In your OLA, this information should be already prefilled. if not, <input type="checkbox"/> Enter the Erasmus+ Coordinators information. |
| 3.2 | Receiving Administrative Contact Person | <input type="checkbox"/> In your OLA, this information should be already prefilled. if not, <input type="checkbox"/> Enter your contacts person information (it might be the same as the receiving responsible person). |

| Receiving Responsible Person | | Receiving Administrative Contact Person | |
|--|--|---|--|
| <p>First name(s) *</p> <input style="width: 90%;" type="text" value="Gary"/> | <p>First name(s)</p> <input style="width: 90%;" type="text" value="Gary"/> | | |
| <p>Last name(s) *</p> <input style="width: 90%;" type="text" value="Fragidis"/> | <p>Last name(s)</p> <input style="width: 90%;" type="text" value="Fragidis"/> | | |
| <p>Position *</p> <input style="width: 90%;" type="text" value="Erasmus+ Coordinator"/> | <p>Position</p> <input style="width: 90%;" type="text" value="Contact person"/> | | |
| <p>Email *</p> <input style="width: 90%;" type="text" value="gary.fragidis@ihu.gr"/> | <p>Email</p> <input style="width: 90%;" type="text" value="gary.fragidis@ihu.gr"/> | | |
| <p>Phone number</p> <input style="width: 90%;" type="text"/> | <p>Phone number</p> <input style="width: 90%;" type="text"/> | | |
| <p><small>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.</small></p> | | | |
| <div style="display: flex; justify-content: space-around;"> Previous Next </div> | | | |

| | | |
|---|-----------------------------|---|
| 4 | Proposed Mobility Programme | <div style="margin-bottom: 10px;"> <input type="checkbox"/> Enter the academic year: 20xx/20xx. </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> The planned start of the mobility: dd/mm/yy. </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> The planned end of the mobility: dd/mm/yy. </div> <p>You may ask the receiving institution Responsible Person for mobility dates or look on their website for their academic calendar.</p> <div style="margin-top: 10px;"> <input type="checkbox"/> <u>Table A: Study programme at the receiving institution:</u> list the courses you will take at the host institution. </div> |
|---|-----------------------------|---|



1 Student Information **2** Sending Institution Information **3** Receiving Institution Information **4** **Proposed Mobility Programme** **5** Commitment

Academic year *
2021/2022

Preliminary LA

Planned start of the mobility *
01 / 03 / 2021

Planned end of the mobility *
25 / 06 / 2021

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 Sending Institution describing the learning outcomes: [web link to the relevant info]
https://www.venta.lv/en/studies/international-mobility/erasmus

• 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>.

- ☐ You need to add courses (components) to Table A **one at a time**.
- ☐ Try to **match courses** at the host university with the courses at your home university as closely as possible, but don't panic if you can't find exact matches.
- ☐ If the **course codes** are not available or known to you, add a "—" instead; otherwise, you will not be able to save the information and move on to the next step.
- ☐ Use a **dot** to separate ECTS, for example, 1.5, 4.5 etc.
- ☐ Make sure the **number of ECTS** in Table A is greater or equal to the number of ECTS in Table B. If you have 30 ECTS planned in Ventspils for the respective semester, it has to be the same or more at the Partner University.
- ☐ You cannot have fewer ECTS at the Partner university than at the home university. Otherwise, you will need to take additional courses after your mobility.

Academic year *

2021/2022

Preliminary LA

Planned start of the mobility *

01 / 03 / 2021

Planned end of the mobility *

25 / 06 / 2021

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Marketing

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

-

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

30

Semester *

Second semester (Summer/Spring)

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Add Component to Table A

The main language of instruction at the Receiving Institution *

English

The level of language competence *

B2

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

☐ Students need to **choose the language of instruction**. Most of the time, it is English, but many universities in France, Germany, Italy, Spain etc., teach in their national language.

☐ Description of the **European Language Levels (CEFR)** is available at <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

☐ You may also determine your language level by taking the **Erasmus+ Online Linguistic Support (OLS) test**. It has been designed to help Erasmus+ students to improve their knowledge of the main language of instruction, before and during their stay abroad, to ensure a better quality of learning mobility. VUAS provides access to this free test.

4

Proposed Mobility Programme

☐ *Table B: Recognition at the sending institution:* list the courses at your home university that will be substituted.

Table B - Recognition at the Sending institution *

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Marketing

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

-

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

30

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Semester *

Second semester (Summer/Spring) ↕

Add Component to Table B

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

<https://www.venta.lv/en/studies/international-mobility/erasmus>

This must be an external URL such as <http://example.com>.

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Next

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Commitment Preliminary

NB! Do not forget to sign your OLA. Once you sign it, the responsible person at your home university will be able to sign it as well. You can sign it by using a touch screen, a regular computer and a pointer/mouse. Yes, the signature may look funny, but it is acceptable.

1
Student Information

2
Sending Institution Information

3
Receiving Institution Information

4
Proposed Mobility Programme

5
Commitment

Commitment Preliminary

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 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

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Which program director is responsible for you?

| STUDY PROGRAM | PROGRAM DIRECTOR | E-MAIL |
|---|-------------------------|---------------------------|
| INTERNATIONAL BUSINESS AND EXPORT MANAGEMENT (Master) | Kārlis Krēsliņš | karlis.kreslins@venta.lv |
| BUSINESS ADMINISTRATION | | |
| <input type="checkbox"/> bachelor in English | Dace Štefenberga | Dace.stefenberga@venta.lv |
| BUSINESS MANAGEMENT | | |
| <input type="checkbox"/> bachelor in Latvian | Elīna Feldmane | elina.feldmane@venta.lv |
| <input type="checkbox"/> master in Latvian | Una Libkovska | una.libkovska@venta.lv |
| Phd. ECONOMICS AND BUSINESS | Liene Resele | liene.resele@venta.lv |
| START-UP MANAGEMENT (Bachelor) | Guntis Čoders | guntis.coders@gmail.com |
| PROGRAMMING SPECIALIST | Estere Vītola | esterev@venta.lv |
| COMPUTER SCIENCE (Bachelor) | | |
| <input type="checkbox"/> bachelor in English | Estere Vītola | esterev@venta.lv |
| <input type="checkbox"/> bachelor in Latvian | Galina Hiļkeviča | galinah@venta.lv |
| <input type="checkbox"/> master in Latvian | Vairis Caune | vairis.caune@venta.lv |
| ELECTRONICS | | |
| <input type="checkbox"/> bachelor in Latvian | Jānis Šate | janis.sate@venta.lv |
| <input type="checkbox"/> master in Latvian | Jānis Šate | Janis.sate@venta.lv |
| MARITIME NAVIGATION ELECTRONICS | Māris Ēlerts | maris.elerts@venta.lv |

| | | |
|--|-----------------------|-------------------------|
| TRANSLATION (Bachelor) | | |
| <input type="checkbox"/> bachelor in Latvian | Astra Skrābane | astra.skrabane@venta.lv |
| INTERCULTURAL COMMUNICATION | | |
| <input type="checkbox"/> bachelor in Latvian | Sandija Skudra | Sandija.skudra@venta.lv |
| <input type="checkbox"/> bachelor in English | | |
| STRATEGIC INTERCULTURAL COMMUNICATION | | |
| <input type="checkbox"/> bachelor in Latvian | Vita Balama | vita.balama@venta.lv |
| <input type="checkbox"/> bachelor in English | | |
| TRANSLATION OF LSP TEXTS | Silga Sviķe | silga.svike@venta.lv |

Contact information:

Ventspils University of Applied Sciences

Reg. No: 90000362426

Erasmus code: LV VENTSPI01

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Latvia LV-3601

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Foreign Affairs Specialist/Erasmus Coordinator

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Erasmus Student Coordinator

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