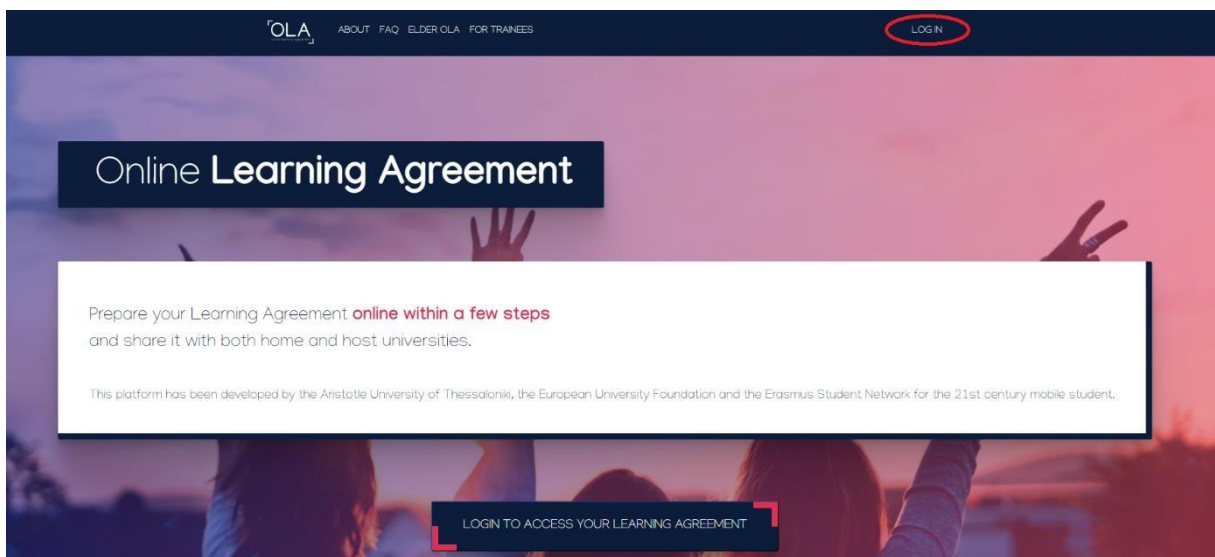


## Before the Mobility

The Learning Agreement should be filled online at <https://learning-agreement.eu/> (Online Learning Agreement - OLA). 2021/2022 is a pilot phase for the OLA and it is possible that some universities are still not using it. In case they don't use OLA, please contact your home institution coordinator about the LA.

### Step 1: Creating your profile, login



## My account

**Log in with MyAcademicID**

The video thumbnail shows a person sitting and reading a book, with the text 'Logging into your Online Learning Agreement (OLA)'. It also includes the text 'Megnézés...' and 'Megosztás'.

Your OLA just a click away!

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

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

The screenshot shows the MyAcademicID login interface. It features a search bar for login with, a text input field, and a search icon. Below the input field, there is a text field with the example 'University of Iceland, name@authn:uhvib'. The interface also includes 'Login with eIDAS' and 'Login with Google' buttons. At the bottom, there is a logo for the European Union and text indicating the project is co-funded by the Connecting Europe Facility of the European Union.

## Step 2: Creating a new Learning Agreement

My Learning Agreements

See the status of your Online Learning Agreement, to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

Create New

## Step 3: Selecting type of your mobility

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

**Semester Mobility**

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to

**Blended Mobility with Short-term Physical Mobility**

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of**

**Short-term Doctoral Mobility**

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies

## Step 4: Details of the Student

2024/2025

### Student

First name(s) \*  
Budapesti Gazdasági

Last name(s) \*  
Egyetem

Email \*  
mobiity@uni-bge.hu

Date of birth \*  
1857. 01. 30.

Gender \*  
Undefined

Nationality \*  
Hungary (304)  
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \*  
B  
Basic programmes and qualifications (001)  
Basic programmes and qualifications (001)  
Biochemistry (0512)  
Biological and related sciences (051)

Field of Education Comment

Study cycle \*  
Bachelor or equivalent first cycle (EQF level 5)  
Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

## Step 5: Details of the Sending Institution.

**Name:** Budapest Business University

**Erasmus code:** HU BUDAPES20

**Contact person:** Bence Fazekas

**Position of contact person:** Mobility coordinator

**Email:** [fazekas.bence@uni-bge.hu](mailto:fazekas.bence@uni-bge.hu)

**Responsible person:** Dalma Horváth-Ibolya

**Position of responsible person:** Deputy Director of International Affairs

**Email:** [horvath-ibolya.dalma@uni-bge.hu](mailto:horvath-ibolya.dalma@uni-bge.hu)

### Sending Institution

Country \*  
Hungary x

Name \*  
BUDAPESTI GAZDASAGI EGYETEM x

Faculty/Department \*  
Faculty of Finance and Accountancy

Address \*  
Budapesti

Erasmus Code \*  
HU BUDAPES20

### Sending Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

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.

### Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

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.

**IMPORTANT!! You need to give the email addresses correctly, otherwise the responsible persons will not receive your Learning Agreement!**

#### Step 6: Details of your Receiving Institution.

You need to get this information from your host university. If they haven't sent you yet or couldn't find on their website, please contact them. In case they don't use OLA, please contact your home institution coordinator.

### Receiving

#### Receiving Institution

Country \*

Name \*

Faculty/Department

Address \*

Erasmus Code \*

Receiving Responsible Person
First name(s) *
<input type="text"/>
Last name(s) *
<input type="text"/>
Position *
<input type="text"/>
Email *
<input type="text"/>
Phone number
<input style="width: 100%;" type="text" value="+"/>
<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>

Receiving Administrative Contact Person
First name(s)
<input type="text"/>
Last name(s)
<input type="text"/>
Position
<input type="text"/>
Email
<input type="text"/>
Phone number
<input style="width: 100%;" type="text" value="+"/>

### Extract from the Step by step guide regarding Learning Agreement:

- Get the list of courses available for Erasmus+ students at your host institution.
- Check which courses you would like to follow, and submit an Equivalency Request in Neptun. This step is compulsory, but of course, if you only plan to get courses accepted as optional courses at BBU this is not necessary.
- If time is pressing and you need your LA signed asap, you are free to fill the OLA without waiting for the results of the Equivalency Request in Neptun, thus marking all courses as "Optional", however it is at your own risk. Once you have the results you will need to change the LA accordingly.
- **IMPORTANT!!** It is your responsibility to fill the OLA based on your Neptun Equivalency Request or if you choose to complete it without waiting for the results.
- Once you filled and signed the OLA the BBU responsible person and the responsible person at the host university will also sign and you will receive an email notification at each stage.
- If the receiving university does not use the OLA you will need to complete the Learning Agreement in Word format. You can find a sample in the [Erasmus+ Information HUB](#).

**Step 7: Planned courses at the Host and the planned recognition at BBU.**

**At least 15 ECTS have to be added to TABLE „A” and one subject to TABLE „B” otherwise it will be rejected!**

**IMPORTANT!** You should fill the section based on your Neptun equivalency request. For other details please also consult the Step by step guide. The planned start and end date of mobility should be filled based on the information received from the host.

Academic year \*

2024/2025

**Preliminary LA**

Planned start of the mobility \*

Planned end of the mobility \*

Table A - Study programme at the Receiving institution \*

No Component added yet.

Add Component to Table A

In Table A, you will be asked to list the courses you are planning to attend at the host university: If there is no component code for the course, don't worry just give them a random number.

**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) \*

How to Train a Dragon

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 \*

Dragon101

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

6

Semester \*

First semester (Winter/Autumn)

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

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

In Table B, you will need to select those BBU courses which you would like to get accepted as equivalent to those courses you complete at the partner institution. Course descriptions of both

the host and BBU are really helpful. Example: At the host you plan to sign up for „Basics of Marketing“. Therefore you put it in the Table A section. You have a subject at BBU, which you haven't completed yet with the title: Online Marketing I. As it looks like the same topic you simply put Online Marketing I to Table B.

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 \*

- Select a value -

The level of language competence \*

- Select a value -

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>

**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>.

## Step 8: Virtual Components (optional)

1 2 3 4 5 6

Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme **Virtual Components** Commitment

Academic year \*

2024/2025

**Table C**

No Paragraph added yet.

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

## Step 9: Signing the Learning Agreement, and submitting to BBU Responsible Person.




Academic year \*

2024/2025

### 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 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

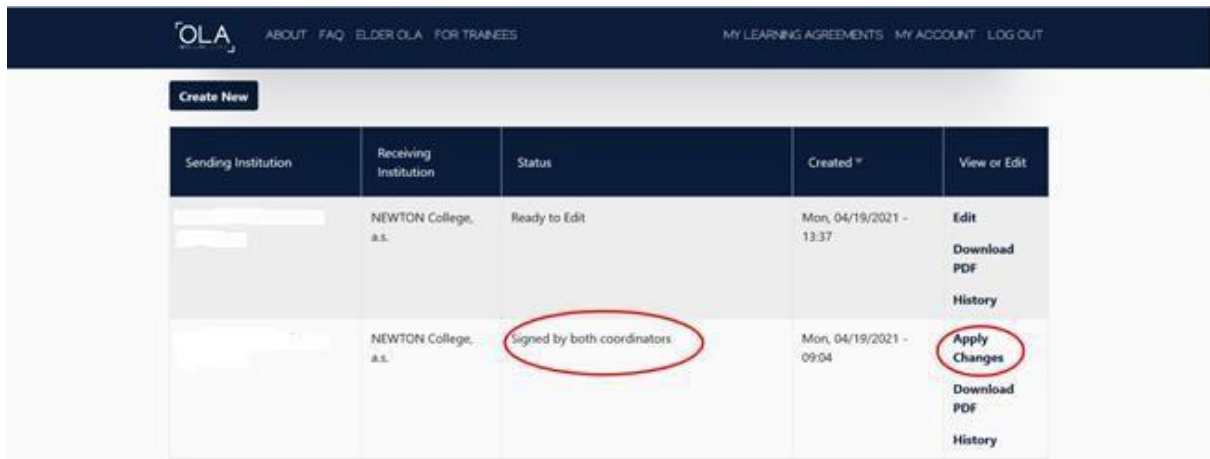
The system always generates automatic emails after each important step. At any phase you can check or download the Learning Agreement. However, once you have signed and submitted, you can't modify, only after the signature of the host Responsible Person, by filling the During the Mobility Section. If your OLA is rejected, the responsible person will have to comment and help to finalize the agreement. You will get access again to do the necessary changes and you will need to sign and submit again.

## During the Mobility

Within 5 weeks upon arrival to the host, the changes (if any) should be indicated by filling the During the Mobility section in OLA <https://learning-agreement.eu/>



## Step 1: Sign in – Opening the Learning Agreement you wish to modify



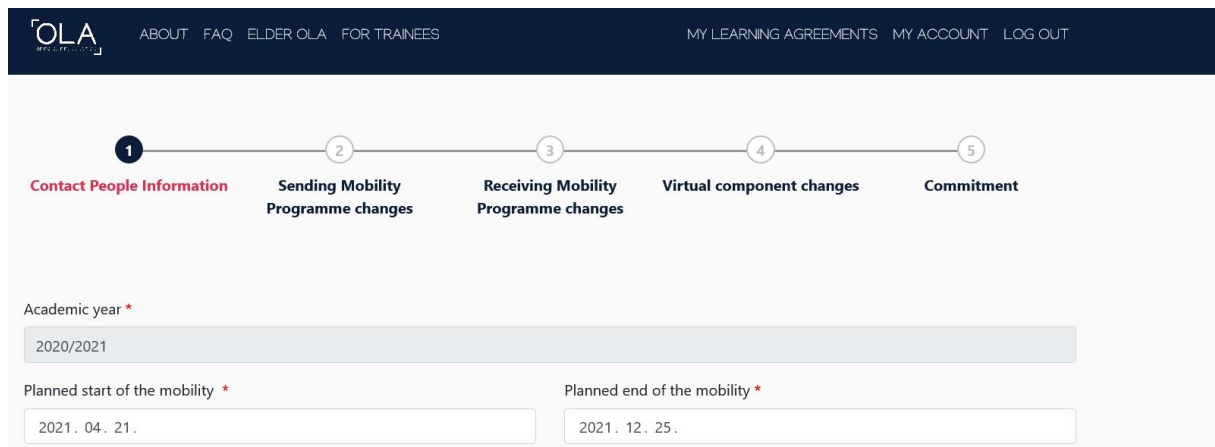
Sending Institution	Receiving Institution	Status	Created *	View or Edit
	NEWTON College, a.s.	Ready to Edit	Mon, 04/19/2021 - 13:37	Edit Download PDF History
	NEWTON College, a.s.	Signed by both coordinators	Mon, 04/19/2021 - 09:04	Apply Changes Download PDF History

By clicking on „Apply Changes” a popup window will appear

„This Learning Agreement appears to be signed by all parties.

Applying changes will require a new set of signatures by all relevant parties. Are you sure you want to continue?”

## Step 2: Changes in mobility dates or contact people information



1 Contact People Information    2 Sending Mobility Programme changes    3 Receiving Mobility Programme changes    4 Virtual component changes    5 Commitment

Academic year \*

2020/2021

Planned start of the mobility \*

2021. 04. 21.

Planned end of the mobility \*

2021. 12. 25.

## Step 3: Changes in the courses of the Receiving Institution (Table A)

Here, you can only change the subjects of the Receiving Institution. You need to select from the dropdown menu whether you want to add or delete a course and the reason for doing so. In case you want to delete a subject you should use the Ctrl + C and Ctrl + V feature by selecting the to be deleted course from the top of the page.

Your Online Learning Agreement has been updated. X



Academic year \*

2020/2021

Learning Agreement

### 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) \*

Mysterious Course at Incredible Host University

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 \*

010101-1

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

6

Semester \*

First semester (Winter/Autumn)

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.

Second semester (Summer/Spring)

Component Final Table A2

Remove

Component Added or Deleted \*

Added

Reason Change Added

Substituting a deleted component

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

dsghdf

Component Code \*

01213

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

23

Semester \*

Second semester (Summer/Spring)

Add Component Final Table A2

## Step 4: Changes in the recognition at the sending institution (Table B)

OLA [ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#) [MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Component Final Table B2 Remove

Component Added or Deleted \*  
- Select a value -

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

Component Code \*

Number of ECTS credits for equivalent to be recognised by the Sending Institution \*

## Step 5: Changes in Virtual components (optional)

OLA [ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#) [MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Academic year \*  
2020/2021

**Table C**  
*No Paragraph added yet.*

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](#)

**Final LA Table C2**

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 Final Table C2](#)


[Previous](#) [Next](#)

## Step 6. Signature and submission for BBU then host approval

OLA [ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#) [MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Commitment Final

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](#)