

Erasmus+ Online Learning Agreement

Erasmus+ exchange students coming to EUC must use the [Online Learning Agreement \(OLA\)](#)

How to prepare and approve your OLA

1. Prepare your [OLA](#) after you have been accepted as a student at EUC.
2. You fill out your OLA and sign it online.
3. Your home university will automatically receive a notification by e-mail to sign your OLA once you have signed it.
4. We at EUC, will automatically receive a notification by e-mail to sign your OLA once your home university has signed it.
5. Once EUC has signed it, your OLA is complete.
6. Download the [Erasmus+ App](#) to track your OLA and other useful information.

Details to fill in your OLA

Log in to [Online Learning Agreement](#) to create your Learning Agreement.

- a. Through *MyAcademicID*, log in with your institution's name and use your student-email credentials
- b. Complete your personal information in "My Account"
- c. Select "My Learning Agreements" to create your LA

Step 1: Student Information

Academic Year: to be completed in the correct format i.e. 2021/2022
Student information will be completed automatically as in "My Account"

Step 2: Sending Institution Information

Make sure the email address of the contact person at your home institution is correct.

Step 3: Receiving Institution Information

Receiving institution name: European University Cyprus – CY NICOSIA24

Faculty/department: the faculty/department where you will attend most of your courses

Receiving Responsible Person: Please choose the appropriate [Schools' Erasmus Academic Coordinators](#) at EUC

Receiving Administrative Contact Person: please use the email incomingerasmus@euc.ac.cy

Academic year: i.e. 2021/2022

Planned start of the mobility: based on EUC's [academic calendar](#)

Planned end of the mobility: based on EUC's [academic calendar](#)

Table A: Study programme at the receiving institution: list the courses you will enrolled at EUC

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

Step 5: Commitment

Make sure that you sign your OLA. It is only when you have signed it that the coordinator at your home university will be able to sign it, as well. The signature field works best on touch screen, but you can also sign your OLA using a regular computer and pointer/mouse. Your home university will then receive your OLA by email from the Erasmus Dashboard.

If your home university requires to have the Learning Agreement as a PDF/in paper version, you can download a PDF of the OLA after it has been signed by all parties and give to your home university.

During the Mobility

It is also possible to adjust the OLA during the mobility period if your home university requires this. Sign in to the OLA system and fill out the section under New learning agreement with changes. This section can only be filled out if your original OLA (Before the mobility) is completed and signed by you, your home university and EUC.