

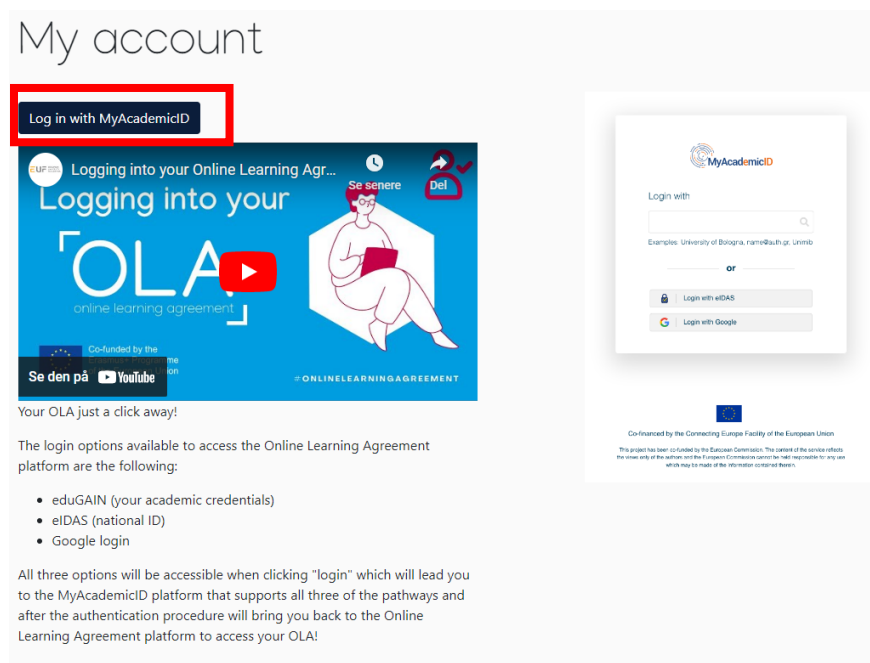
Bruerveiledning for Online Learning Agreement

Steg 1: Logg inn

OLA fyller du ut digitalt via denne siden: <https://learning-agreement.eu/>. Du er nødt til å opprette en bruker (trykk på log in). Som DMMH-student kan du logge inn via Feide (brukernavn = studentnummer@dmmh.no).

Første gang du logger inn vil du få en e-post hvor du bes bekrefte din e-postadresse. Denne kommer nok i spam/søppelpost.

Det er viktig å merke seg at du kan lagre dokumentet og komme tilbake til det senere, du trenger ikke å gjøre det ferdig med en gang.



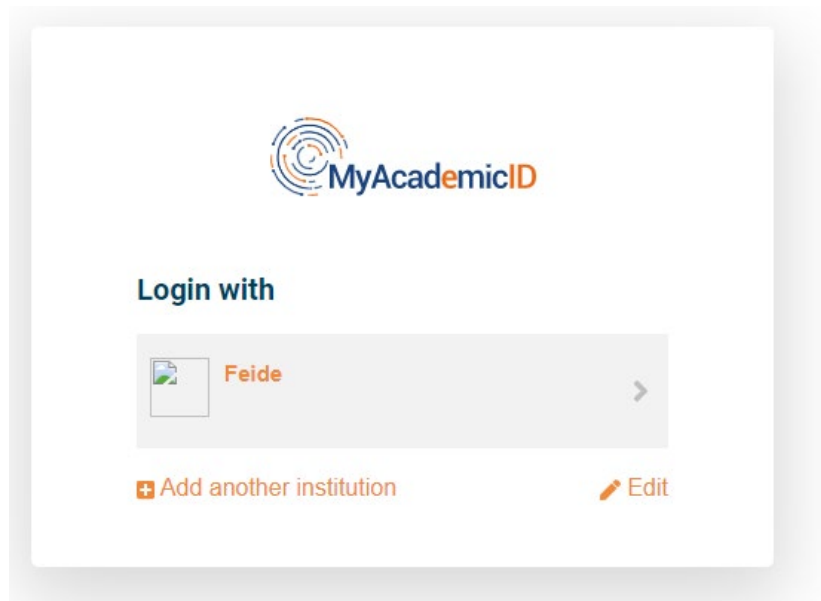
The screenshot shows the 'My account' page. At the top left, there is a red-bordered button that says 'Log in with MyAcademicID'. Below this is a video thumbnail with the text 'Logging into your Online Learning Agr...' and 'OLA online learning agreement'. To the right of the video is a login form with the MyAcademicID logo, a 'Login with' field, and buttons for 'Login with eIDAS' and 'Login with Google'. Below the login form is a small EU flag and text: 'Co-financed by the Connecting Europe Facility of the European Union. This project has been co-funded by the European Commission. The content of the service reflects the views only of the author and the European Commission cannot be held responsible for any use which may be made of the information contained therein.'

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 page. At the top is the MyAcademicID logo. Below it is the text 'Login with'. Underneath is a button with the Feide logo and the text 'Feide'. At the bottom of the page are two buttons: '+ Add another institution' and 'Edit'.

Steg 1: My account

My account

VIEW EDIT

My Personal Information

Firstname *	Lastname *	
<input type="text"/>	<input type="text"/>	
Date of birth *	Gender *	Nationality *
<input type="text" value="dd.mm.åååå"/>	<input type="text" value="- Select a value -"/>	<input type="text"/>
Field of education *	Study cycle *	
<input type="text"/>	<input type="text"/>	

I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions and Privacy Policy](#)

Save

Sjekk at informasjonen her er riktig utfylt: Navn, kjønn, fødselsdato, statsborgerskap, fagområde og studienivå. Klikk på fanen **EDIT** hvis du må rette noe, eller gå videre til *My Learning Agreements*.

Student personal data:

Field of education: Training for pre-school teachers (0112)

Study Cycle: Bachelor (EQF level: 6: cycle)

Steg 3: Create Learning Agreement

Trykk på *My Learning Agreement*, deretter *Create New*

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

Velg **Semester Mobility**.

Steg 4: Sending Institution Information

Fyll ut følgende informasjon (se bilde):

NB. Husk å sjekke at *Academic year* er riktig

Academic year *

2023/2024

Sending

Sending Institution

Country *

Norway x

Name *

DRONNING MAUDS MINNE HØGSKOLE FOR BARNEHAGELÆRERUTDANNING x

Faculty/Department *

Education

Address *

Trondheim

Erasmus Code *

N TRONDHE06

Sending Responsible Person

First name(s) *

Rasmus Kolseth

Last name(s) *

Rian

Position *

International Coordinator

Email *

international@dmmh.no

Phone number

+4773805220

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)

Rasmus Kolseth

Last name(s)

Rian

Position

International Coordinator

Email

international@dmmh.no

Phone number

+4773805220

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.

Previous

Next

Steg 5: Receiving Institution Information

Her skal du fylle ut informasjon om mottakerinstitusjon. Ta kontakt med Internasjonalt kontor hvis du har behov for navn og kontaktinformasjon til den ansvarlige ved lærestedet du skal reise til.

Academic year *
2023/2024

Receiving

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number
+

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.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number
+

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

Steg 6: Proposed Mobility Programme

Preliminary LA: Fyll ut datoer for det planlagte oppholdet (OBS: mm/dd/yy, eller velg fra kalender)

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](#)

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

- 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>.

The main language of instruction at the Receiving Institution *

The level of language competence *

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>

Bruk knappen *Add component to Table A* og legg inn informasjon om emnene du skal ta ved vertsuniversitetet. Her skal du legge inn emnenavn, emnekode, antall ECTS/studiepoeng (1 ECTS = 1 sp.) og semester. Klikk på *Add component to Table A* for hvert emne du vil legge inn. Merk deg at du skal ta til sammen minimum 15 studiepoeng/15 ECTS.

Du vil også være nødt til å fylle inn informasjon om hvilket språk undervisningen vil foregå på, og hvilket språknivå du føler du ligger på. Bruk CEFR (*Common European Framework of Reference for Languages*) <https://europa.eu/europass/en/how-self-assess-your-language-skills> for å vurdere språknivået ditt.

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) *

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 *	Semester *
<input type="text"/>	<input type="text"/>	<input type="text" value="- Select a value -"/>

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.

NB! Når trykker på *Add component to Table A/eller B* etter å ha registrert siste emnet så trykker du på *Remove Confirm Removal* på det tomme bildet (det kommer automatisk opp et valg å legge til et nytt emne). Du må fjerne dette for å gå videre.

Table B – Recognition at the Sending Institution: Her skal du legge til emnene som erstattes av emnene i Table A, altså emner gitt av DMMH.

Table B - Recognition at the Sending institution *

Component to Table B Remove

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

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 *

Semester *

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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Du skal legge til følgende emner:

Component code	Component title	ECTS	Semester
Bxfor356x	Studies Abroad	15	First semester (winter/autumn)
BUPRA300	Practical Training in ECEC Abroad	0	First semester (winter/autumn)

Bruk knappen *Add component to Table B* for hvert emne du skal legge inn og fyll ut alle feltene så godt du kan før du går videre.

NB! Når trykker på *Add component to Table A/eller B* etter å ha registrert siste emnet så trykker du på *Remove Confirm Removal* på det tomme bildet (det kommer automatisk opp et valg å legge til et nytt emne). Du må fjerne dette for å gå videre.

Steg 7: Virtual Components

Denne er ikke aktuell så her kan du bare trykke på *Next* for å gå videre.

Steg 8: Commitment

Når alt er fylt ut, så gjenstår det bare å signere din OLA. Når dette er gjort vil din OLA bli sendt til Internasjonalt kontor. Merk at du ikke vil kunne gjøre endringer etter signering. Skulle noe være utfylt feil så vil du få beskjed fra Internasjonalt kontor om å endre på dette.

Academic year *

2023/2024

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