How to Create OLA (Step by Step)

The link to the Online Learning Agreement (OLA) Platform is: https://learning-agreement.eu/

Step 1: Create your AcademicID (login via google or similar)

Step 2: Enter your personal information (check your code of your field of study/education from the following link: https://www.tktk.ee/wp-content/uploads/Field-of-Education-koodid.pdf)

Step 3: In the comment section enter the title of your study program/department

Step 4: Enter your Sending Institution information as follows:
<u>Responsible person</u>
- Snezana
- Bilic
- Erasmus+ Institutional Coordinator
- sbilic@ibu.edu.mk
- +38925515000

<u>Administrative contact</u>
- Dukica
- Pavlovikj
- Head of International Relations Office
- iro@ibu.edu.mk
- +38925515000

Step 5: Enter your Receiving Institution information as requested (institutional coordinator, departmental coordinator, incoming student's coordinator etc.)

Step 6: Add components

<u>1) Start and end date (shall be added as in the invitation letter. If you haven't received it yet, add dates from the academic calendar of the host university apply)</u>

<u>2) Add components from the Sending / Receiving Institution</u>
- Note that the 'components' mean 'courses'. For all courses you need to add the following:
  (1) *Name of the component/course*
  (2) *Code of the course (if available)*
  (3) *ECTS of the component/course - awarded to the student after successful completion*
  (4) *In which semester the course takes place: First semester (fall) or Second semester (spring)*

Links from the course catalogs from both institutions need to be added below the component's tables. The course catalog link from IBU is: https://iro.ibu.edu.mk/course-catalog-smi/

Step 7: Skip virtual components unless advised differently

Step 8: Sign the agreement (touchpad/mouse). By signing the OLA you shall receive the following notification: <u>This OLA is automatically sent to the Sending Institution for reviewing.</u>