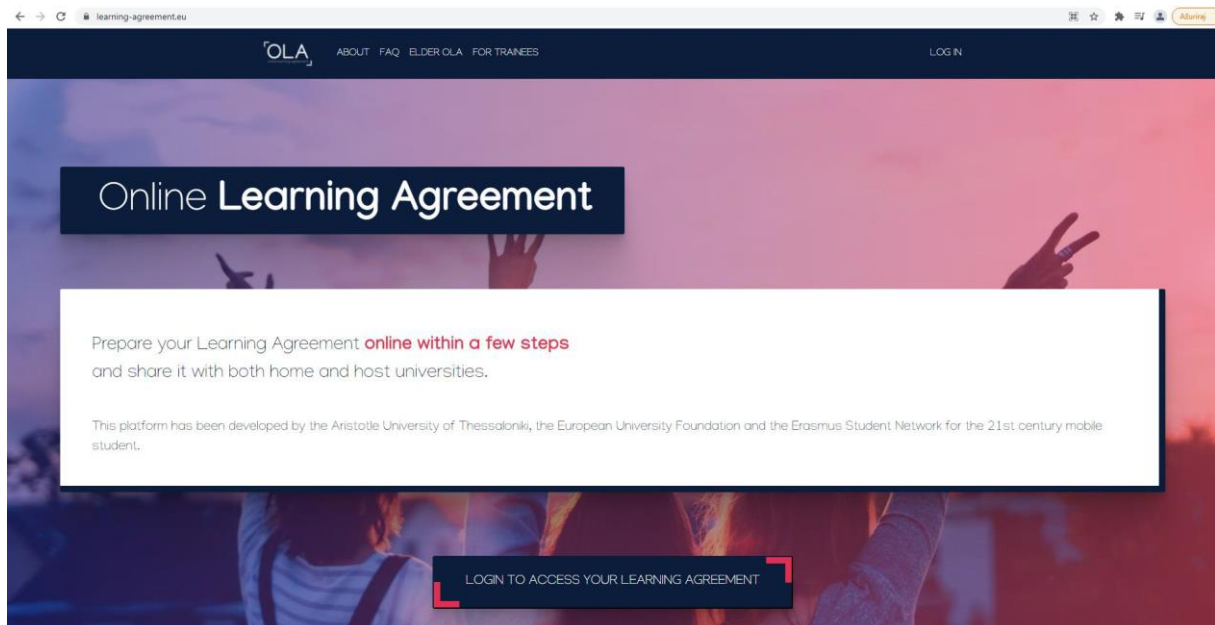


## Postupak otvaranja računa na OLA platformi

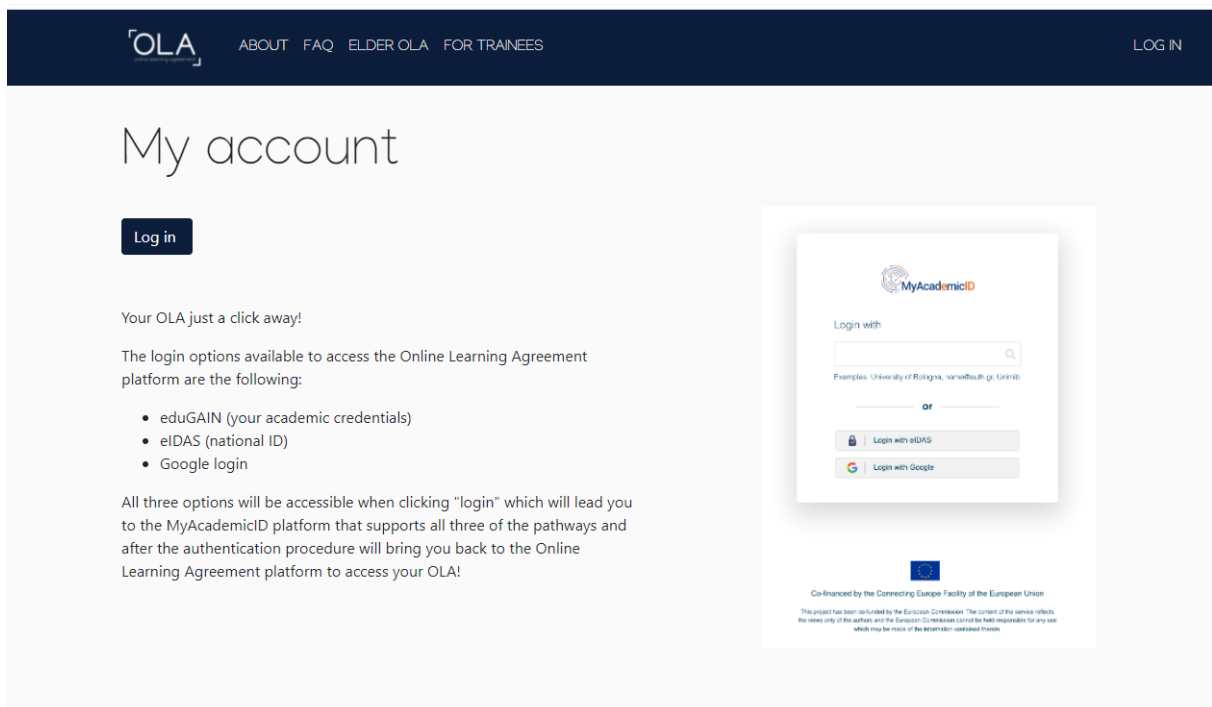
### 1. korak

Prijavite se na stranicu <https://www.learning-agreement.eu/> i odaberite Login to Access your Learning Agreement. Za pristup stranici koristite Google Chrome ili Firefox (ne Internet Explorer).



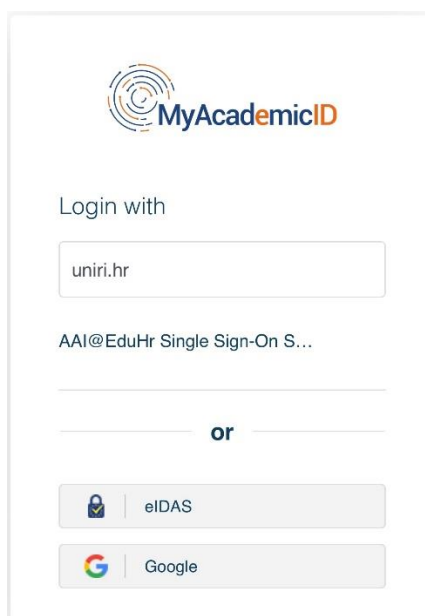
### 2. korak

Prijavite se sa svojim akademskim vjerodajnicama (eduGAIN).



### 3. korak

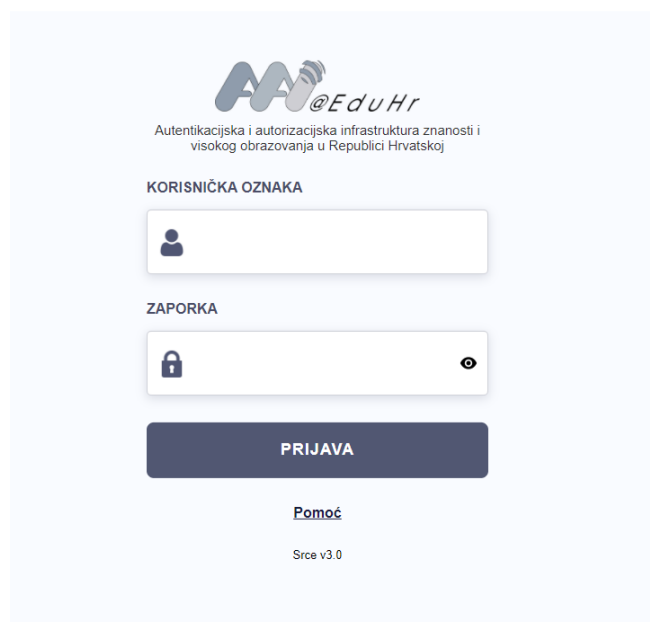
U polje *Login with* upišite **uniri.hr** i odaberite s popisa koji će se pojaviti odmah ispod AAI@EduHr Single-On Service.



The screenshot shows the MyAcademicID login page. At the top is the MyAcademicID logo. Below it, the text "Login with" is followed by a text input field containing "uniri.hr". Underneath this field is the text "AAI@EduHr Single Sign-On S...". A horizontal line with the word "or" in the center separates this from the next section. Below the line are two buttons: one with a lock icon and the text "eIDAS", and another with the Google logo and the text "Google".

### 4. korak

Unesite detalje (korisničko ime i lozinku) vašeg računa koji vam je otvoren na matičnoj sastavnici (npr. ime.prezime@efri.hr) i prijavite se.



The screenshot shows the AAI@EduHr login page. At the top is the AAI@EduHr logo, followed by the text "Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj". Below this is the label "KORISNIČKA OZNAKA" followed by a text input field with a person icon. Underneath is the label "ZAPORKA" followed by a text input field with a lock icon and an eye icon. Below the password field is a dark blue button with the text "PRIJAVA". At the bottom, there is a link "Pomoć" and the text "Srce v3.0".

## 5. korak

Preusmjeravanje na stranicu MyAcademicID IAM Service na kojoj je potrebno kliknuti na *Proceed to register on the MyAcademicID IAM Service*.



The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

**Proceed to register on the MyAcademicID IAM Service**

Vaše ime i prezime te e-mail adresa su unaprijed popunjeni. Prvo odaberite *Confirm* pa nakon *Submit*.



Registrar

### MyAcademicID Registration

Name\*

E-mail\*

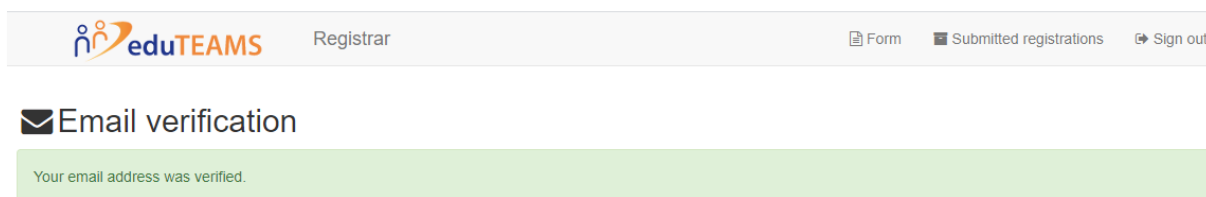
[MyAcademicID Acceptable Use Policy](#)

I have read and agreed with the MyAcademicID Acceptable Use Policy\* ☐ Confirm

**> Submit**

Pojavljuje se sljedeća poruka koja vas obavještava da je na vašu e-mail adresu koju ste ranije unijeli poslan e-mail za potvrdu adrese. Upit šalje [support@eduteams.org](mailto:support@eduteams.org) s naslovom [MyAcademicID]. Molimo potvrdite svoju e-mail adresu.

Nakon potvrde putem e-maila (gdje se ponovno zahtijeva postupak iz 3. i 4. koraka), vraćate se na gornju poruku i odabirete *Continue*. Prikazuje se sljedeća poruka.



## 6. korak

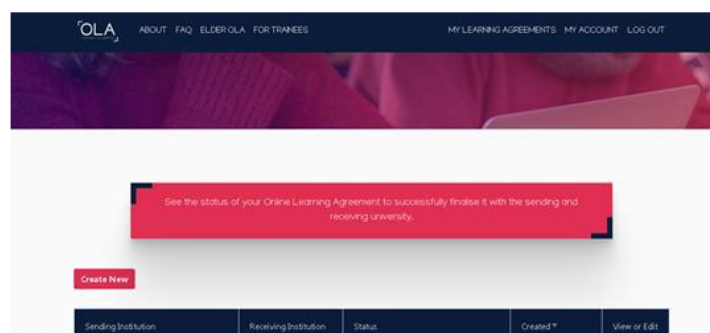
Prijavljujete se na OLA platformu na kojoj se otvara stranica vašeg osobnog računa na OLA platformi.

U odjeljku *My account* ispunjavate vaše osobne podatke.

The screenshot shows the "My account" page on the OLA platform. At the top is a dark blue navigation bar with the OLA logo and 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" tabs. The "EDIT" tab is active, showing a form titled "My Personal Information". The form contains fields for: Firstname, Lastname, Date of birth (with a calendar icon), Gender (a dropdown menu), Nationality (a dropdown menu), Field of education (a dropdown menu), and Study cycle (a dropdown menu). At the bottom of the form is a checkbox labeled "I have read and agree to the Terms and Conditions and Privacy Policy" with links to "Terms and Conditions" and "Privacy Policy". A red "Save" button is at the bottom right.

## 7. korak

Da biste započeli s izradom OLA, u odjeljku *My Learning Agreements* odaberite *Create new*.



## Postupak izrade OLA

### 1. korak

Odaberite kao tip mobilnosti *Semester Mobility*.

### 2. korak

Ispunjavate/provjeravate sva obavezna polja (označena crvenom zvjezdicom), počevši od akademske godine u kojoj idete na mobilnost. Zatim provjeravate svoje osobne podatke, studijsko područje i razinu studija. Nakon što provjerite/ispunite sva polja odaberite *Next*. Vaši se odabiri automatski spremaju i prelazite na sljedeći korak.

### 3. korak

Ispunjavate podatke o instituciji pošiljatelju, tj. podatke o Sveučilištu u Rijeci, odabirom s odgovarajućeg popisa koji se pojavljuje u poljima *Country* i *Name*, a zatim popunjavate ime vaše sastavnice te podatke odgovorne osobe za potpisivanje OLA *Sending Responsible Person*. Podatke o *Sending Administrative Contact Person* niste obvezni navesti. Vaš fakultetski koordinator obavijestit će vas o odgovornoj osobi za potpisivanje OLA na vašoj sastavnici/fakultetu.

The screenshot shows the 'Sending Institution' form in the OLA system. The form is titled 'Sending Institution' and contains the following fields:

- Country \***: A dropdown menu with 'Croatia' selected.
- Name \***: A dropdown menu with 'Sveučilište u Rijeci' selected.
- Faculty/Department \***: An empty text input field.
- Address \***: A text input field with 'Rijeka' entered.
- Erasmus Code \***: A text input field with 'HR RUEKA01' entered.

The OLA logo and navigation links (ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, LOG OUT) are visible at the top.

### 4. korak

Ispunite podatke o instituciji domaćin odabirom s odgovarajućeg popisa koji se pojavljuje u poljima *Country* i *Name* te naziv fakulteta na instituciji domaćin.

The screenshot shows the 'Receiving Institution' form in the OLA system. The form is titled 'Receiving Institution' and contains the following fields:

- Academic year \***: A dropdown menu with '2021/2022' selected.
- Country \***: A dropdown menu with 'Spain' selected.
- Name \***: A dropdown menu with 'UNIVERSIDAD DE CADIZ' selected.
- Faculty/Department**: An empty text input field.
- Address \***: A text input field with 'Cadiz' entered.
- Erasmus Code \***: A text input field with 'E CADIZ01' entered.

The OLA logo and navigation links (ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, LOG OUT) are visible at the top. A progress bar at the top of the form indicates the current step (3) is 'Receiving Institution Information'.

Ispunite detalje o *Sending Responsible Person* na instituciji domaćin. Ukoliko podatci o odgovornim osobama institucije domaćin nisu dostupni na njihovim web stranicama, iste zatražite od institucije domaćin putem e-maila. Odaberite *Next* za prijelaz na sljedeći korak.

| Receiving Responsible Person                                                                                                                                                                                                 | Receiving Administrative Contact Person |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| First name(s) *                                                                                                                                                                                                              | First name(s)                           |
| <input type="text"/>                                                                                                                                                                                                         | <input type="text"/>                    |
| Last name(s) *                                                                                                                                                                                                               | Last name(s)                            |
| <input type="text"/>                                                                                                                                                                                                         | <input type="text"/>                    |
| Position *                                                                                                                                                                                                                   | Position                                |
| <input type="text"/>                                                                                                                                                                                                         | <input type="text"/>                    |
| Email *                                                                                                                                                                                                                      | Email                                   |
| <input type="text"/>                                                                                                                                                                                                         | <input type="text"/>                    |
| Phone number                                                                                                                                                                                                                 | Phone number                            |
| <input type="text"/>                                                                                                                                                                                                         | <input type="text"/>                    |
| <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> |                                         |

Previous
Next

## 5. korak

Ispunite planirane datume početka i završetka studijskog boravka na temelju akademskog kalendara institucije domaćin. Zatim odaberite *Add Component to table A* kako biste započeli s ispunjavanjem planiranog studijskog programa na instituciji domaćinu iz tablice A, odnosno s odabirom kolegija koje planirate slušati na instituciji domaćinu. Možete navesti poveznicu na katalog kolegija dostupnih na instituciji domaćin koji ste koristili za odabir kolegija.

Preliminary LA

Planned start of the mobility \*
Planned end of the mobility \*

dd.mm.gggg.
dd.mm.gggg.

**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 \*

- Select a value -
- Select a value -

Pojavljuje se sljedeći okvir u kojem morate ispuniti naziv kolegija (*Component title*), šifru (*Component code*), pripadajući broj ECTS bodova kolegija (*Number of ECTS credits*) i semestar u kojem se određeni kolegij nudi. U slučaju da određeni kolegij nema pripadajuću šifru, u odgovarajuće polje navedite N/A (nije dostupno).

**OLA** ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

**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 \*

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

Kolegije dodajete odabirom *Add Component to table A* kada se pojavi drugi odgovarajući okvir. U slučaju pogreške ovaj unos možete izbrisati odabirom tipke *Remove*. Prije dovršetka radnje pojavljuje se nova poruka u kojoj se traži potvrda za određeno brisanje.

Kako biste popunili tablicu B slijedite isti postupak kao i kod popunjavanja tablice A.

**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

U poljima *The main language of instruction at the Receiving Institution* i *The level of language competence* upisujete jezik poduke na instituciji domaćin i razinu znanja iz tog jezika.



## 6. korak

Ovaj korak možete preskočiti, osim ako se s vašom institucijom domaćin nije razgovaralo o virtualnim komponentama.

Your Online Learning Agreement has been updated. ×

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year \*

2021/2022

Table C

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

Previous

Next

## 7. korak

Pažljivo pročitajte tekst o obvezama koje preuzimate potpisivanjem online obrasca Sporazuma o učenju (*Online Learning Agreement*) i potpišite se u odgovarajućem okviru pomoću računalnog miša ili odgovarajućeg dodirnog zaslona.

Nakon što su sva polja OLA ispravno i u potpunosti popunjena, klikom na *Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review* obrazac se šalje odgovornoj osobi s matične ustanove na odobrenje i potpisivanje.

Nakon što odgovorna osoba s matične ustanove online putem potpiše OLA, isti se automatizmom šalje na potpis odgovornoj osobi s institucije domaćin.

OLA  
online learning agreement

[ABOUT](#)
[FAQ](#)
[ELDER OLA](#)
[FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#)
[MY ACCOUNT](#)
[LOG OUT](#)

1

2

3

4

5

6

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

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.

OLA  
online learning agreement

[ABOUT](#)
[FAQ](#)
[ELDER OLA](#)
[FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#)
[MY ACCOUNT](#)
[LOG OUT](#)

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

OLA je odobren i zaključen nakon što odgovorna osoba s institucije domaćin online putem potpiše OLA.

Nakon što su sve tri strane potpisale OLA, primit ćete automatsku obavijest putem e-maila kojom vas se obavještava da je dokument spreman, kao i poveznicu za njegovo preuzimanje. Možete provjeriti status procesa izrade online obrasca na stranici OLA platforme u bilo kojem trenutku.

Po dolasku na instituciju domaćin student ima pravo izmijeniti OLA odabirom opcije *Changes to the Learning Agreement* brisanjem i dodavanjem kolegija poštujući korake iz gore navedenih uputa za ispunjavanje OLA.

Napomene: U slučaju nemogućnosti prelaska na sljedeći korak prilikom ispunjavanja online obrasca potrebno se vratiti na prethodni korak, osvježiti stranicu i ponovno ispuniti polja sljedećeg koraka.

## 8. korak

Preuzmite aplikaciju Erasmus+ App kako biste mogli pratiti svoj OLA i ostale korisne informacije za vašu mobilnost.

\*\*\*\*\*

Za sva dodatna pitanja vezano uz izradu OLA možete nas kontaktirati na [international@uniri.hr](mailto:international@uniri.hr).

Dokument će se ažurirati sukladno promjenama i nadogradnji unutar Erasmus Without Paper mreže.