
The Online Learning Agreement for Traineeships

This tutorial aims to explain the usage of the Online Learning Agreement for Traineeships, available at: <https://www.learning-agreement.eu>.

Abbreviations:

- **ECHE** – Erasmus Charter for Higher Education
- **HEI** – Higher Education Institution
- **LA** – Learning Agreement
- **OLA** – Online Learning Agreement
- **EUF** - European University Foundation
- **ESN** - Erasmus Student Network

Online Learning Agreement now available also for managing Traineeships!

The OLA system offers support in mobility management for ECHE holders across Europe and is already widely used with more than 27,000 OLAs for studies created.

Now, the Traineeship/Placement management is also made easier by using the OLA platform to interact with the LAs online. Sending Institutions as well as Receiving Organisations/Enterprises are able to review and sign the LAs as well as download the final version of the document.

It is important to note that in-depth connection with the Erasmus Dashboard (or mobility management platform for HEIs) is foreseen in the near future, and will offer HEIs even more functionalities to monitor and manage the OLAs for Traineeships.

The OLA for Traineeships is developed in the framework of the Online Learning Agreement follow up project (known as OLA+¹) with the financial support of the European Commission.

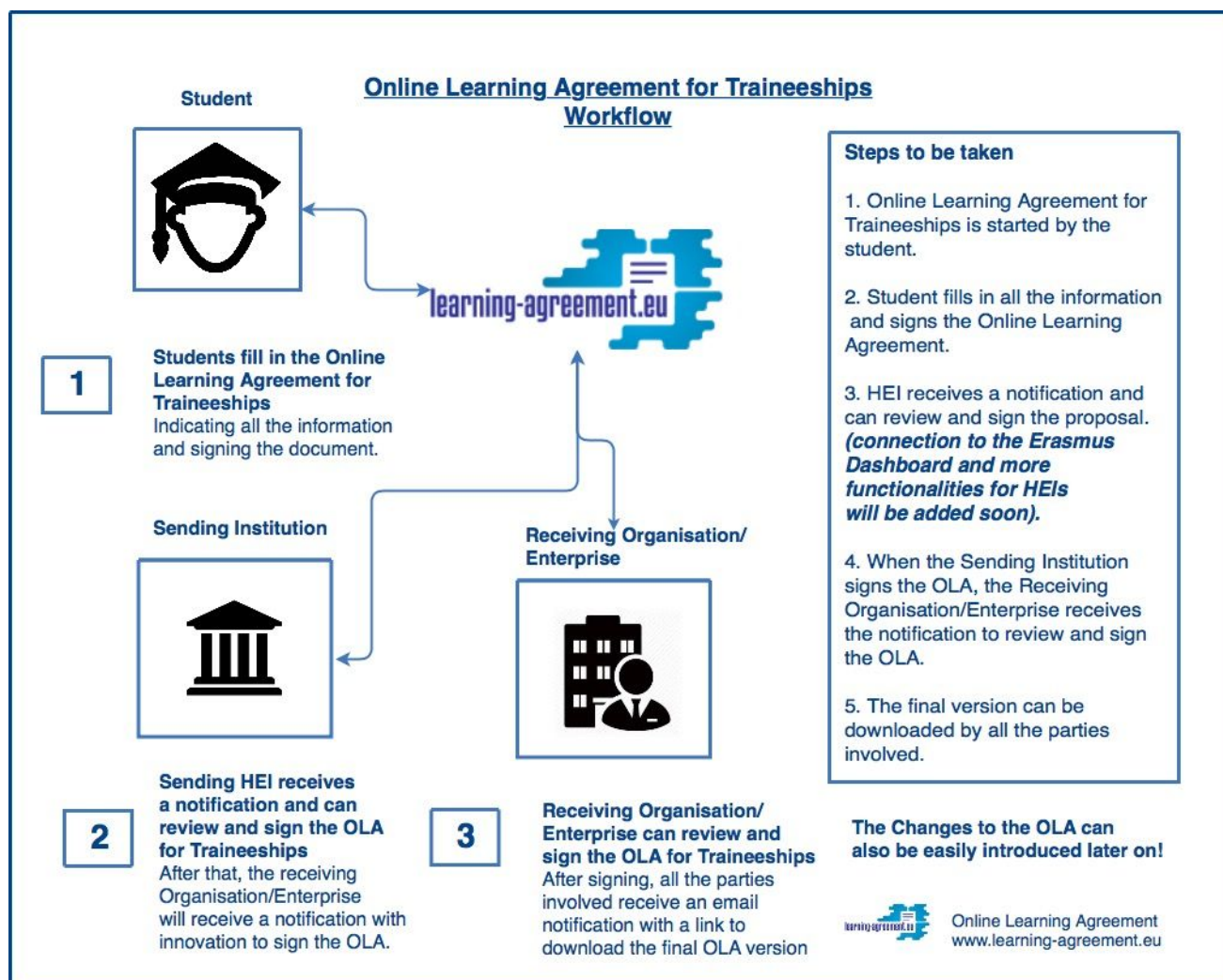
Access

Online Learning Agreement - <https://www.learning-agreement.eu>.

¹ EUF (coordinating institution), 8 universities (University of Luxembourg (Luxembourg), Lodz University of Technology (Poland), University of Vienna (Austria), University of Marburg (Germany), University of Alcalá (Spain), University of Bergen (Norway), Erasmus University of Rotterdam (The Netherlands), Pantheon-Sorbonne University (France) and the Erasmus Student Network.



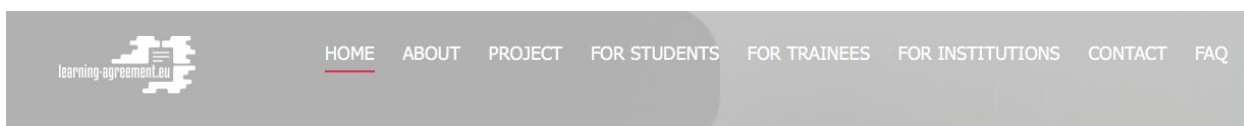
How does it work - a visual map



Features for students

The OLA for Traineeships allows students to:

- Create and finalise their LA;
- Sign the LA online;
- Download the LA (if needed);
- Introduce changes to the LA (during mobility) and finalise the updates with the Sending Institution and Receiving Organisation/Enterprise online.



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Online Learning Agreement for Traineeships - Step-by-Step Registration

Students can use their existing login credentials for the OLA platform or Erasmus+ App, or register [here](#). Registering creates an Erasmus Profile and the login credentials confer access to both tools:

- OLA platform www.learning-agreement.eu
- Erasmus+ App (available in Google Play and Apple store)

How can my Erasmus students use the OLA for Traineeships?

1. Mobile students access the OLA platform, (<https://www.learning-agreement.eu/trainee/home/login.php>) complete the LA for Traineeships fields and sign it.

You are that close to start your ERASMUS experience...

2Sending Institution

3Receiving Organisation/Enterprise

4Proposed Mobility Programme

5Responsible Persons

Receiving Organisation/Enterprise

Receiving Organisation/Enterprise name *

Department *

Address *

Website *

Country *

Size: The organisation has more than 250 employees:

Contact person name *



Planned period of the mobility

From *

01/2019

To *

06/2019

▼ LANGUAGE COMPETENCE OF THE TRAINEE

The level of language competence in **No Language set** [the main language of instruction] that the Trainee already has or agrees to acquire by the start of the study period is: **No Level set**

Language *

French

Level *

B2

▼ TABLE B: RECOGNITION AT THE SENDING INSTITUTION

Please use only one of the following three boxes (click to expand): *

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award the following amount of ECTS credits (or equivalent):

30

Give a grade based on:



Traineeship certificate



Final report



Interview

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document:



Yes



No

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

You are that close to start your ERASMUS experience...

1
Trainee

2
Sending
Institution

3
Receiving
Organisation/Ent

4
Proposed
Mobility
Programme

5
Responsible
Persons

6
Commitment

Commitment of the three parties

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period.

The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement.

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE



TRAINEE'S SIGNATURE

Date: 2019-01-05 15:13:24

< PREVIOUS

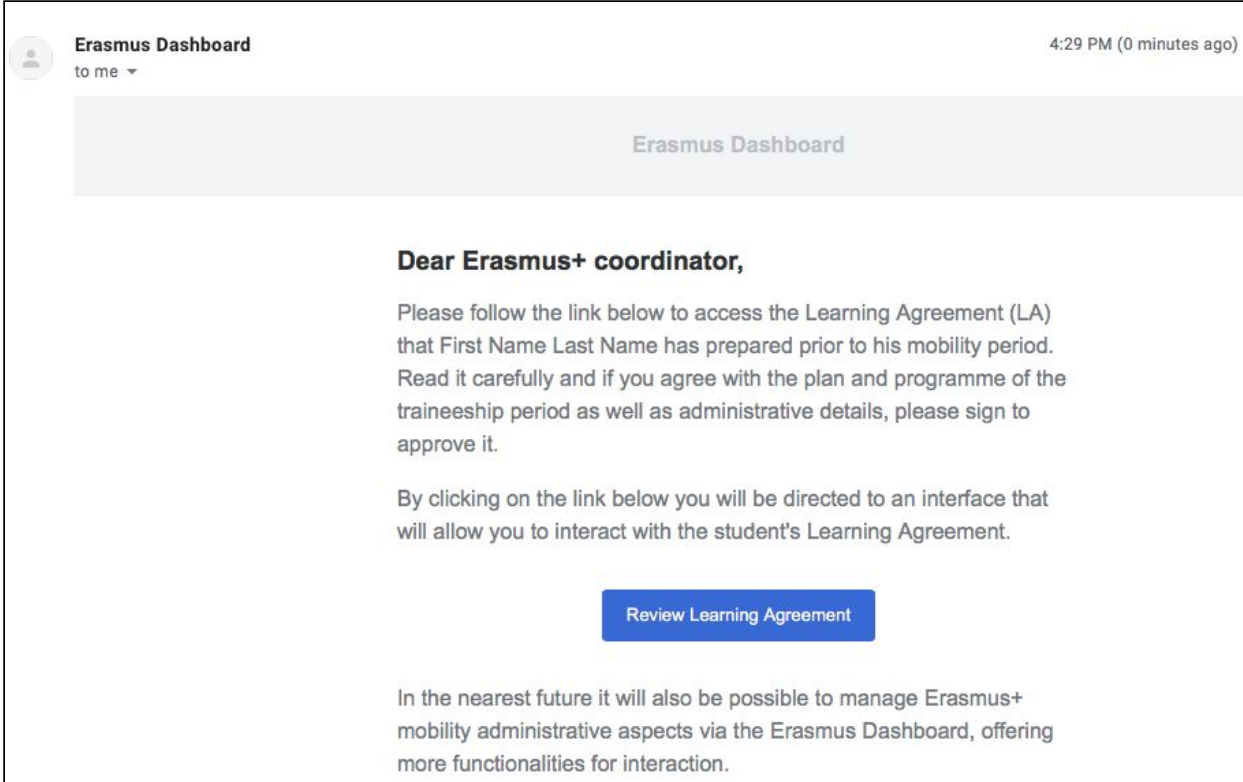
SEND TO SENDING INST. COORDINATOR



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2. The coordinator at the Sending Institution then receives an automatic notification via email to review and sign the LA for Traineeships.



The screenshot shows an email notification from the Erasmus Dashboard. The header includes a profile icon, the text "Erasmus Dashboard to me", and the time "4:29 PM (0 minutes ago)". The main content area has a grey header with "Erasmus Dashboard". The body of the email starts with "Dear Erasmus+ coordinator," followed by a paragraph explaining the purpose of the Learning Agreement (LA) and a paragraph about the dashboard's future capabilities. A blue button labeled "Review Learning Agreement" is centered below the text.

Erasmus Dashboard
to me ▾ 4:29 PM (0 minutes ago)

Erasmus Dashboard

Dear Erasmus+ coordinator,

Please follow the link below to access the Learning Agreement (LA) that First Name Last Name has prepared prior to his mobility period. Read it carefully and if you agree with the plan and programme of the traineeship period as well as administrative details, please sign to approve it.

By clicking on the link below you will be directed to an interface that will allow you to interact with the student's Learning Agreement.

[Review Learning Agreement](#)

In the nearest future it will also be possible to manage Erasmus+ mobility administrative aspects via the Erasmus Dashboard, offering more functionalities for interaction.

In the near future, also in-depth connection with the Erasmus Dashboard is foreseen, offering HEIs even more functionalities to monitor and manage the OLA for Traineeships.

After signing the OLA, HEIs can in the meantime download the Learning Agreement as a PDF version.



The screenshot shows a confirmation email from the Trainee platform. The header features the "learning-agreement.eu" logo and the text "Trainee platform". The main content area contains a thank-you message and instructions regarding the Learning Agreement (LA) approval process. At the bottom, there are logos for the European University Foundation (EUF), I*ESN, and the Erasmus+ Programme of the European Union, along with a link to the Privacy Policy and Terms and Conditions.

learning-agreement.eu Trainee platform

Thank you for signing the Learning Agreement (LA). The document has been sent for approval to the Coordinator at the Receiving Organisation/Enterprise. Until then the Trainee cannot change it.


You will receive an email notification when the Receiving Organisation/Enterprise approves the agreement, together with a link that you can use to download the final LA. You can also download the current version of the LA [here](#)

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[Privacy Policy and Terms and Conditions](#). We encourage you to review the documentation and let us know if you have any questions.
2015-2019 European University Foundation

4. After the Sending Institution has approved and signed the LA, the Receiving Organisation/Enterprise receives an automatic notification via email to check and sign the LA for Traineeships.

The sending institution



Responsible person`s signature Date:2019-01-05

Signature scan field for receiving coordinator

This field works on touch screen (ex. on mobile phones or laptop with touch screen)

Before signing - check if your institution accept touchscreen scanned signatures!

If you experience difficulties in signing, please try a different browser (preferably Firefox, Chrome or IE10).

Clear

By signing below you accept the Learning Agreement and agree to the Terms and Conditions and Privacy Policy of this Platform.

Sign document

5. When all three parties have confirmed the OLA for Traineeships proposal, they receive a notification to download the finalised version of the LA.



Dear Erasmus+ colleague,

The Learning Agreement (LA) for Erasmus+ traineeships that First Name Last Name has prepared is now signed by all three parties (student, sending higher education institution and the receiving organisation/enterprise) and can be downloaded using the link below.

[Review Learning Agreement](#)

Best regards,
Online Learning Agreement team

6. Later on, changes to the LA or during mobility section can be introduced and details about the content of the Traineeship, duration as well as responsible persons can be changed and confirmed by the Sending Institution and the Receiving/Organisation Enterprise.

Address	Rue Joseph II, 120 BE-1000 Bruxelles Belgium	Country, Country code	Belgium / BE
Contact person name	John Doe	Contact person e-mail / phone	ola1+demo-account@uni-foundation.eu / 00123456789
Mentor name	Jane Doe	Mentor e-mail / phone	ola1+demo-account@uni-foundation.eu / 00123456789

Section to be completed DURING THE MOBILITY

Table A2 - Exceptional changes to table A

Planned period of the mobility: from [month/year] 01/2019 till [month/year] 06/2019

Traineeship title: EU-project assistant internship

Working hours: 33

Detailed programme of the traineeship:

Main tasks and responsibilities: - Assistance in implementing network-wide project activities - Support for the administration of project activities - Support for reporting and evaluation of project results - Assistance in planning and developing new project proposal - Assistance with project-based communication tasks such as newsletters, Social Media



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Useful information

Erasmus Going Digital:

To learn about the latest updates on the Erasmus Going Digital conference and workshop cycle, upcoming webinars and latest functionalities introduced to the infrastructure, check our website and social media channels: .

Website: www.uni-foundation.eu

Twitter: [@Uni_Foundation](https://twitter.com/Uni_Foundation)

LinkedIn: [European University Foundation](https://www.linkedin.com/company/european-university-foundation)

Hashtags: #ErasmusGoingDigital, #EWP, #ErasmusApp, #ErasmusDashboard, #OLA

Support email:

For HEIs: dashboard@uni-foundation.eu

For students: support@erasmusapp.eu



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