

# Online Learning Agreement

## Where to start?

1. Go to this page to create your Online Learning Agreement (OLA): <https://learning-agreement.eu/>
2. You register in the system via *MyAcademicID*.
3. Type "IT University of Copenhagen".
4. Log-in with your ITU credentials.
5. You will receive an email with a link to confirm your user.

## First page: My Account

1. Enter your personal information.
2. *Field of Education (ISCEDcode)*: ITU students can write "0610".
3. *Study Cycle*: Choose
  - a. *Bachelor or equivalent first cycle (EQF level 6) OR*
  - b. *Master or equivalent second cycle (EQF level 7) (kandidat).*
4. Read and accept *Terms and Conditions*.
5. Press *Save*.
6. Create *New Learning Agreement*.
7. Choose *Semester Mobility*.

## How to fill in the OLA

There are six steps:

### 1. Student Information

- *Academic Year*: It is very important that you type in the academic year *you are going abroad*.
- Your personal information should have been transferred from your account details.

### 2. Sending Institution

- *Country*: Denmark
- *Name*: IT-Universitetet i København
- *Faculty/Department*: type in "Computer Science", "Digital Design" or "Business IT".
- *Sending Responsible Person*: Anna Elizabeth Thomsen, Erasmus+ Coordinator, aeli@itu.dk, +4572189054
- *Sending Administrative Contact Person*: Do not fill this in.

### 3. Receiving Institution

- Select *Country* and *Name* of the Partner University.
- *Receiving Responsible Person* and possibly *Receiving Administrative Contact Person*: You can find this information on the Partner University website, in an email from the Partner University, or by contacting the Partner University directly.

#### 4. Proposed Mobility Programme

- Start and end date of the mobility: Find the dates on the Partner University website, in an email from the Partner University or by asking the Partner University.
- *Table A – Study Programme at the Receiving Institution*: Fill in the courses you are expecting to attend at the receiving institution. You can add courses by pressing *Add Component to Table A*.
- *The main language of instruction of the Receiving Institution*: This is the primary teaching language at the Partner University. Also choose your *Level of Language Competence* in this language.
- *Table B – Recognition at the Sending Institution*: Fill in the title(s) of the mandatory course(s) and/or modules (specialisation courses or elective courses – course titles not necessary for specialisation courses and electives) you should have completed at ITU if you did not go on exchange. You can add courses by pressing *Add Component to Table B*.

#### 5. Virtual Components

- Do not fill in anything here.

#### 6. Commitment

- Sign the OLA digitally.
- Press *Sign and send the Online Learning Agreement to the Responsible Person at the Sending Institution for Review*.

Now you have completed the steps in creating the OLA. First the OLA will go to the ITU Responsible Person for review and signature, and hereafter to the Responsible Person at the Partner University for review and signature.

You can always log-in the system to see the status of the OLA.

For help you can always ask Anna Elizabeth Thomsen (aeli@itu.dk) and check the [online tutorials](#).

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### Changing your OLA

Please refer to the [online tutorials](#) for a video on how to change the OLA.