

## Online Learning Agreement Guidelines

### How to prepare and approve your OLA

1. Prepare your OLA after you have been accepted as a student at American College.
2. Fill out your OLA and sign it online.
3. Your home institution will automatically receive a notification by e-mail to sign your OLA once you have signed it.
4. We at American College, will automatically receive a notification by e-mail to sign your OLA once your home institution has signed it.
5. After American College has signed it, your OLA is complete.
6. Download the **Erasmus+ App** to track your OLA and other useful information.

### Details to fill in your OLA

Log in to Online Learning Agreement to create your Learning Agreement.

1. Through MyAcademicID, log in with your institution's name and use your student-email credentials
2. Complete your personal information in "My Account"
3. Select "My Learning Agreements" to create your LA

### Step 1: Student Information

Academic Year: to be completed in the correct format e.g. 2022/2023

Student information will be completed automatically as in "My Account"

### Step 2: Sending Institution Information

Make sure the email address of the contact person at your home institution is correct.

### Step 3: Receiving Institution Information

Receiving institution name: American College – CY NICOSIA22

Faculty/department: the faculty/department where you will attend most of your courses

Receiving Responsible Person: Please choose the Institutional Erasmus+ Program Coordinator at American College.

Receiving Administrative Contact Person: please use the email [erasmus@ac.ac.cy](mailto:erasmus@ac.ac.cy)

**Academic year:** i.e. 2022/2023

**Planned start of the mobility:** based on American College's academic calendar

**Planned end of the mobility:** based on American College's academic calendar

**Table A: Study programme at the receiving institution:** list the courses you will enrolled at American College

**Table B: Recognition at the sending institution:** list the courses at your home institution that will be substituted

### **Step 5: Commitment**

Make sure that you sign your OLA. It is only when you have signed it that the coordinator at your home institution will be able to sign it, as well. The signature field works best on touch screen, but you can also sign your OLA using a regular computer and a pointer/mouse. Your home institution will then receive your OLA by email from the Erasmus Dashboard.

If your home institution requires to have the Learning Agreement as a PDF/in paper version, you can download a PDF of the OLA after it has been signed by all parties and give it to your home institution.

### **During the Mobility**

It is also possible to adjust the OLA during the mobility period if your home institution requires this. Sign in to the OLA system and fill out the section under New learning agreement with changes. This section can only be filled out if your original OLA (Before the mobility) is completed and signed by you, your home institution and American College.