

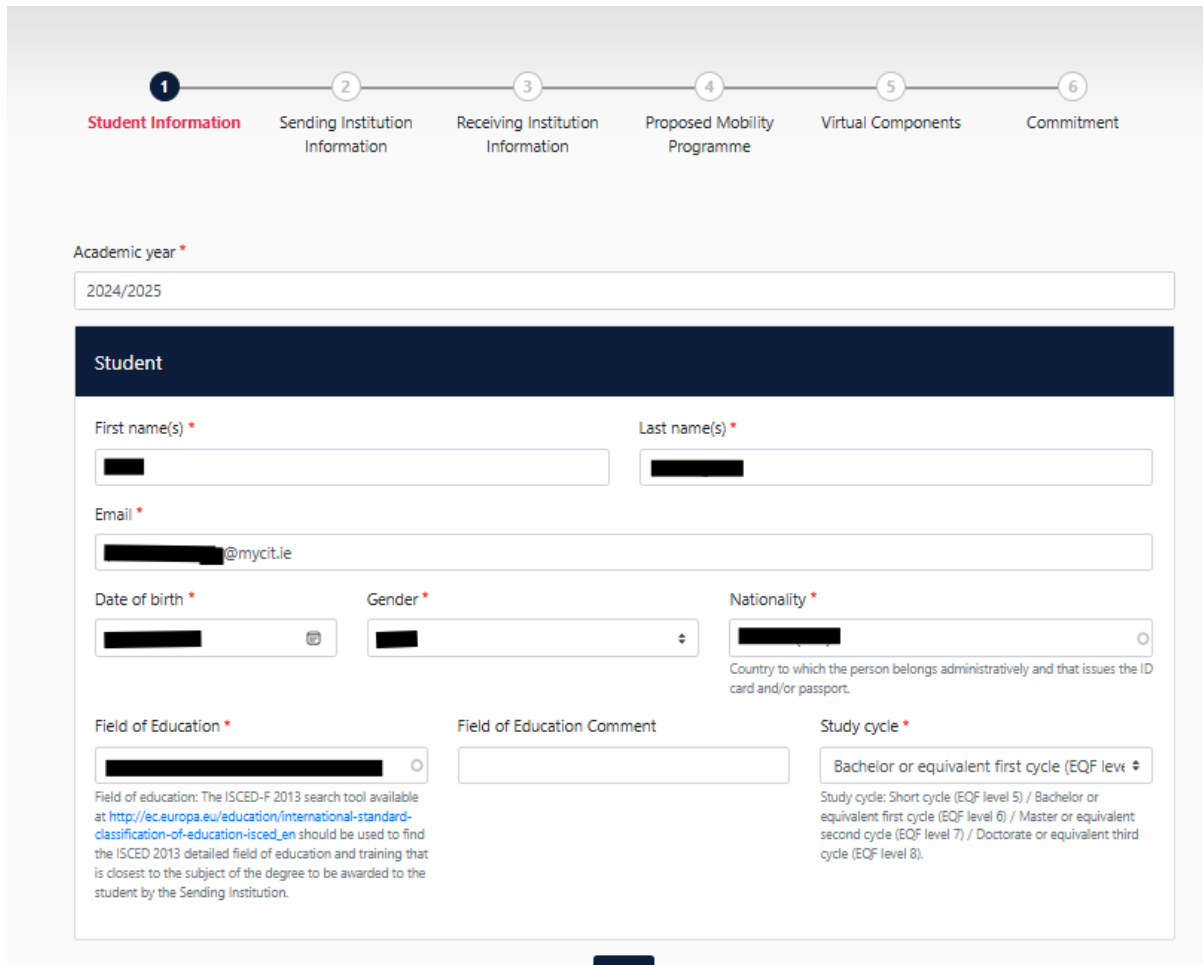
Table of Contents

Section 1: Student Information.	2
Section 2: Sending Institution Information.	3
Section 3: Receiving Institution Information.	4
Section 4: Proposed Mobility Programme.	5
Section 5: Virtual Components.	7
Section 6: Commitment.	8
Summary.	9

Please note: The following guide to completing a successful OLA was created using this [OLA Website](#).

Although your Institution may use a different software; the information contained within this guide is still applicable.

Section 1: Student Information.



The form is titled "Student Information" and is part of a 6-step process. The steps are: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

Academic year *
2024/2025

Student

First name(s) *
[Redacted]

Last name(s) *
[Redacted]

Email *
[Redacted]@mycit.ie

Date of birth *
[Redacted]

Gender *
[Redacted]

Nationality *
[Redacted]
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *
[Redacted]
Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Field of Education Comment
[Redacted]

Study cycle *
Bachelor or equivalent first cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Notes:

- When providing your email, please ensure that you use your student email address.
- In the Field of Education field, use the link provided in the document or this link [here](#) to search for your field of study. You may not be able to select an exact match to your course title so select the option which is closest to your field of study.

Section 2: Sending Institution Information.

Sending

Sending Institution

Country *

Name *

MUNSTER TECHNOLOGICAL UNIVERSITY

Faculty/Department *

(Your Department) x

Address *

Erasmus Code *

Sending Responsible Person

First name(s) *

(Erasmus Coordinator First Name)

Last name(s) *

(Erasmus Coordinator Last Name)

Position *

Erasmus Coordinator

Email *

(Erasmus Coordinator Email)

Phone number

+

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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.

Sending Administrative Contact Person

First name(s)

(Admin Contact First Name)

Last name(s)

(Admin Contact Last Name)

Position

(Admin Contact Position)

Email

(Admin Contact Email)

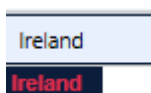
Phone number

+

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Notes:

- Please replace the information in brackets with what it says inside the brackets.
- When completing the Country / Name section, please **click** on the relevant information from the dropdown. (See example below)



Section 3: Receiving Institution Information.

Receiving

Receiving Institution

Country *
Ireland x

Name *
MUNSTER TECHNOLOGICAL UNIVERSITY x

Faculty/Department
Receiving Department x

Address *
Cork

Erasmus Code *
IRLMUNST01

Receiving Responsible Person

First name(s) *
(Assigned MTU Coordinator First Name)

Last name(s) *
(Assigned MTU Coordinator First Name)

Position *
(Assigned MTU Coordinator Position)

Email *
AssignedMTUcoordinator@mtu.ie

Phone number
+

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.

Receiving Administrative Contact Person

First name(s)
Kelley

Last name(s)
Pierse

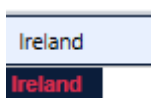
Position
Erasmus Clerical Officer

Email
erasmuscork@mtu.ie

Phone number
+

Notes:

- The information needed to complete any fields with brackets will be provided to you by the MTU.
- Please replace the information in brackets with what it says inside the brackets.
- When completing the Country / Name section, please **click** on the relevant information from the dropdown. (See example below)



Section 4: **Proposed Mobility Programme.**

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

08/09/2025

23/12/2025

Table A - Study programme at the Receiving institution *

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

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 *

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Notes:

- Planned Start and End to the Mobility will be given to you by the MTU Administrator. (for example: 08/09/2025 to 22/12/2025)
- Available MTU modules can be found [here](#).
- When going on Erasmus; it is an expectation of you to complete the equivalent amount of credits you would have received in your home institution at MTU. You will need to come to an agreement with your own Erasmus Coordinator regarding the number of credits you plan to take in MTU. When completing **Table A**, repeat the 'add component' action until you have selected enough modules to make up the agreed number of credits.
- MTU module Component Codes can be found on our website; typically they will follow a XXXX#### format (I.E. LEGS6001)
- Main language of instruction will always be **English**.

Table B - Recognition at the Sending institution *

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

(Home Institution Module Title)

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 *

HIMT1

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

5

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.

Semester *

First semester (Winter/Autumn)

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Previous

Next

Notes:

- Repeat the 'add component' action for each module from your home institution you will miss while in MTU.

Section 5: Virtual Components.

Table C

Component to Table C

Remove

Component title or description at the Receiving Institution *

(Virtual Component Title) ←

Component Code *

VCT ←

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

5 ←

Short description of the virtual component *

(Insert description) ←

☒ Automatically recognised towards student degree

Automatic recognition comment

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.

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

Notes:

- **Not all Erasmus mobilities will have a virtual component; only complete this section if there is a virtual component to your Erasmus Mobility.**
- Any information (*Blue Arrows*) regarding a virtual component should be provided to you by the host of the session.

Section 6: **Commitment.****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.

Sign
here

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](#)

Notes:

- The final step of the OLA is to sign your OLA.
- Before pressing the 'Sign and Send the OLA to the Responsible person at the Sending institution for review' button (*Blue Arrow*), make your best attempt to add your signature to the box provided on the document (*Sign here*). Your signature does not need to be perfect so do not worry too much about how it looks.
- Once you have added your signature press the 'Sign and Send the OLA to the Responsible person at the Sending institution for review' button. Your OLA will then be sent to your Erasmus Coordinator for review. You will be redirected to a page where you can track the status of your OLA. (*See Below*)

Sending Institution	Receiving Institution	Status	Created ▼	View or Edit
MUNSTER TECHNOLOGICAL UNIVERSITY		Signed by Student and sent to the Sending HEI		View Download PDF History

Summary.

Once your Online Learning Agreement has been completed, it will be reviewed and signed by your Erasmus Coordinator. The receiving institution will not receive it until it has been signed by both you and your coordinator.

Should edits need to be made, your coordinator is able to **Reject** the current version of the OLA. You will receive an email notification about this and will need to rectify the outline reason for rejection; and re sign the OLA for review once again.

Please note that when sending any documents to the International Office, you do not need to share a PDF version of your OLA as we are able to view it in the system once your coordinator has signed it.

If you have any further questions in relation to your Online Learning Agreement; please contact your Assigned MTU Coordinator.