## Table of Contents

## Section 1: Student Information.



Notes:

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

## Section 2: Sending Institution Information.



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)*
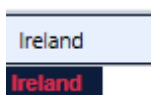
## Section 3: Receiving Institution Information.

### Receiving Institution

**Country** *

[redacted] ←

**Name** *

[redacted] x ←

**Faculty/Department**

(Receiving Department)

**Address** *

[redacted] ←

**Erasmus Code** *

[redacted] ←

### Receiving Responsible Person

**First name(s)** *

(Receiving Institution Coordinator First Name)

**Last name(s)** *

(Receiving Institution Coordinator First Name)

**Position** *

(Receiving Institution Coordinator Position)

**Email** *

(recevinginstitutioncoordinator@email.com)

**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)**

(Receiving Institution Admin First Name)

**Last name(s)**

(Receiving Institution Admin Last Name)

**Position**

(Receiving Institution Admin Constact)

**Email**

(recevinginstitutionadmin@email.com)

**Phone number**

+

Notes:

- The information needed to complete any fields with brackets or red arrows should be provided to you by the receiving institution.
- 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*)

Ireland

**Ireland**
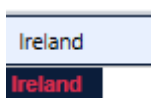
## Section 4: Proposed Mobility Programme.

**Preliminary LA**

Planned start of the mobility *

Planned end of the mobility *

### Table A - Study programme at the Receiving institution *
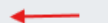
Component to Table A                                                    [Remove]

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

(Receiving 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 *

RIMT1

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

5

Semester *

First semester (Winter/Autumn)

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 *

English

The level of language competence *

Native speaker

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 should be given to you by the receiving institution. *(for example: 08/09/2025 to 22/12/2025)*
- The receiving institution should give you access to something which allows you to view the modules they offer.
- When going on Erasmus; it is an expectation of you to complete the equivalent amount of credits you would have received in MTU at the receiving institution. When completing **Table A**, repeat the 'add component' action until you have selected enough modules to make up for the credits you would receive in MTU. *(For example: MTU module = 5 credits/per module ; repeat 'add component' 6 times to make up the 30 credits you would receive in a semester in MTU)*
- Main language of instruction should always be **English**, unless specified otherwise.

## Table B - Recognition at the Sending institution *

**Component to Table B**                                                                    Remove

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

(MTU Equivalent 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 * | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * | Semester * |
|---|---|---|
| MTU1 | 5 | First semester (Winter/Autumn) ◆ |

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

[                                                                                          ]

**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 MTU you will be missing in place of going on Erasmus.
- The following link will allow you to find the Module Titles and Codes needed to complete this section. **MTU Courses** *(Select Department > Select Course > Scroll to Year X / Semester Y)*

### Section 5: Virtual Components.



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 ad 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 us 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 (Grant Agreement, Bank Form, Certificate of Arrival, etc...), you do not need to share a PDF version of your OLA as we are able to view it in the system regardless of its status.

If you have any further questions in relation to your Online Learning Agreement; please email us at Erasmuscork@mtu.ie or visit the International Office – located on the ground floor of the Administration Building.

*Office Open Hours: Mon – Fri 10:00 – 16:00 (Closed for Lunch from 13:00 – 14: 00)*