



Online Learning Agreement step by step

Register and create your profile following the instructions in the [portal](#) to complete your OLA.

Step 1: Student information

Add information about yourself and your field of study. In the field Academic Year, you should double check that the information is correct. The full academic year **2021/2022** should be denoted even if you are only going for a semester.

Step 2: Sending institution information

Select your country and home university

Fill in the Faculty/Department you are studying in

Indicate the Sending Responsible and Sending Administrative Contact person. Make sure the email address of your contact person is correct.

Step 3: Receiving institution information

Country: BULGARIA

Receiving institution name: UNIVERSITY OF NATIONAL AND WORLD ECONOMY

The screenshot shows a web browser window with the URL learning-agreement.eu/la/2/72ffe865-6bbf-4a95-8993-322d55d4d67c. The page header includes the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main content area is titled 'Receiving' and contains a 'Receiving Institution' form. The form fields are as follows:

- Country: Bulgaria (with a red 'x' icon)
- Name: UNIVERSITY OF NATIONAL AND WORLD ECONOMY (with a red 'x' icon)
- Faculty/Department: (empty field)
- Address: Sofia
- Erasmus Code: BG SOFIA03

Receiving responsible person at UNWE:
Ekaterina Tosheva, Institutional Erasmus Coordinator
E-mail: erasmus.incoming@unwe.bg
Receiving Administrative Contact Person: not necessary

OLA
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Receiving Responsible Person

First name(s) *

Ekaterina

Last name(s) *

Tosheva

Position *

Institutional Erasmus Coordinator

Email *

erasmus.incoming@unwe.bg

Phone number

+359 2 81 95 389

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

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

erasmus.incoming@unwe.bg

Phone number

+

Step 4: Proposed Mobility Programme

Academic year: 2021/2022

Planned start of the mobility: 20.09.2021

Planned end of the mobility: 23.01.2022 or 05.06.2022

Table A: Study programme at UNWE: list the courses you will take at UNWE, you can find them [here](#).

Table B: Recognition at the sending institution: list the courses at your home university 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 university will be able to sign it. The signature field works best on touch screen, but you can also sign your OLA using a regular computer and pointer/mouse.

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Information Information Programme

Academic year *
2021/2022

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.



Clear

[Previous](#) Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Your home university will then receive your OLA by email from the Erasmus Dashboard.