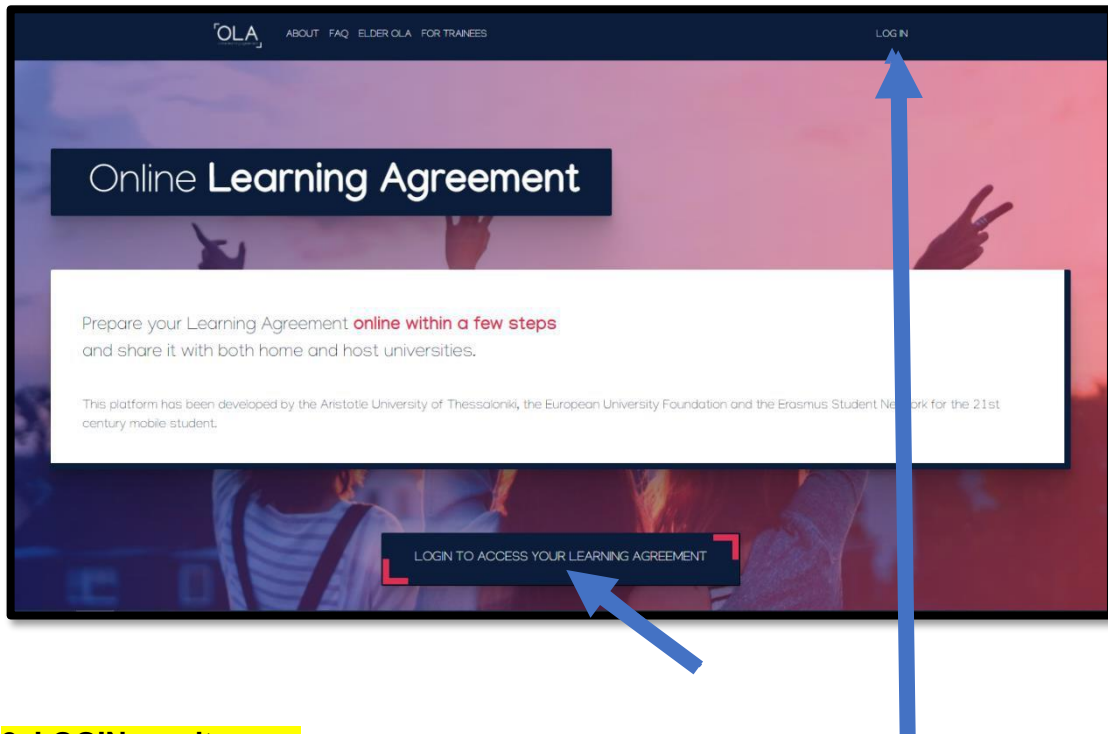


TUTORIAL PER OLA (Online Learning Agreement)

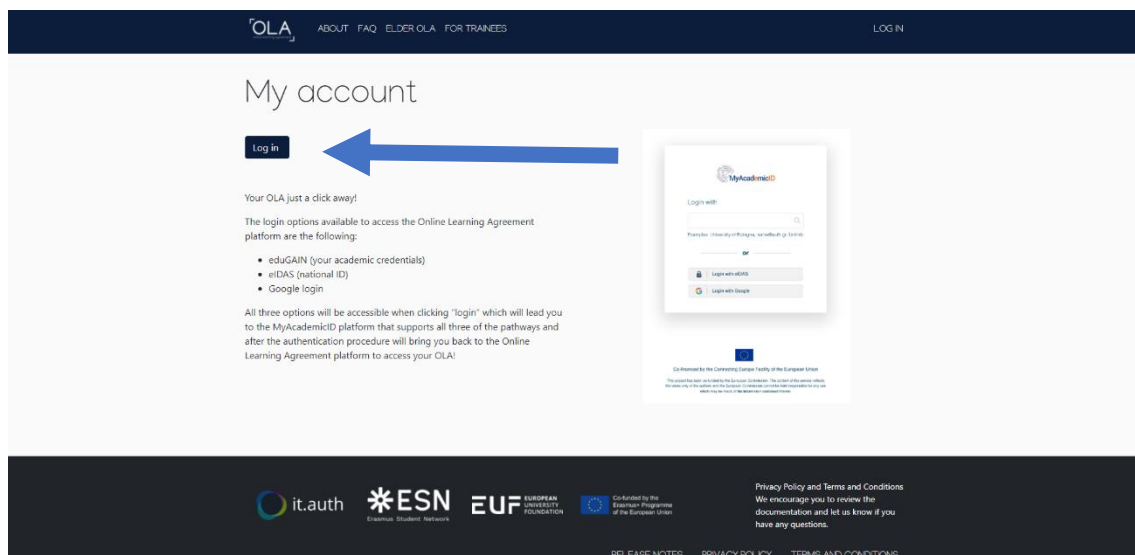
IMPORTANT: no cal omplir tot l'OLA de cop la primera vegada: podeu anar omplint dades, gravar-les i tornar més endavant i continuar

1. Aneu a www.learning-agreement.eu

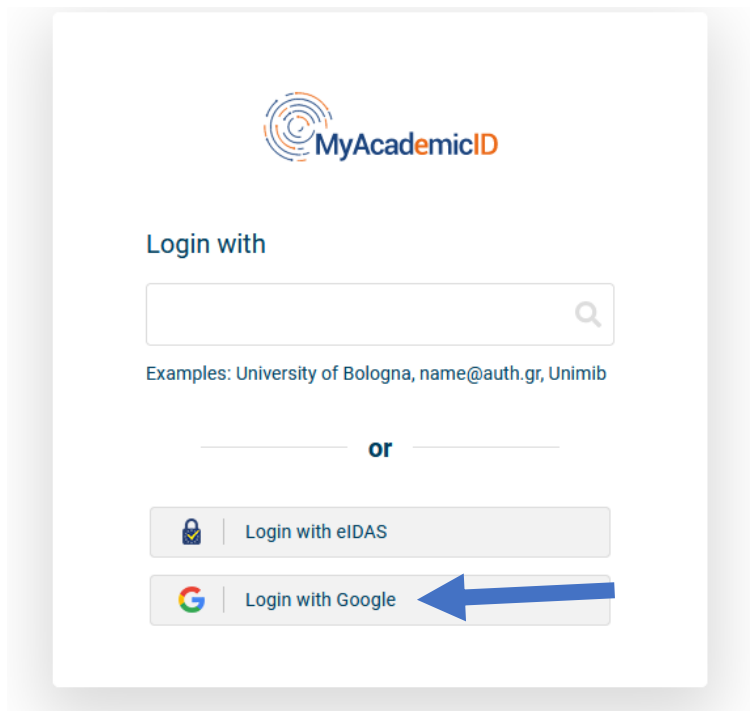
2. Cliqueu a LOGIN



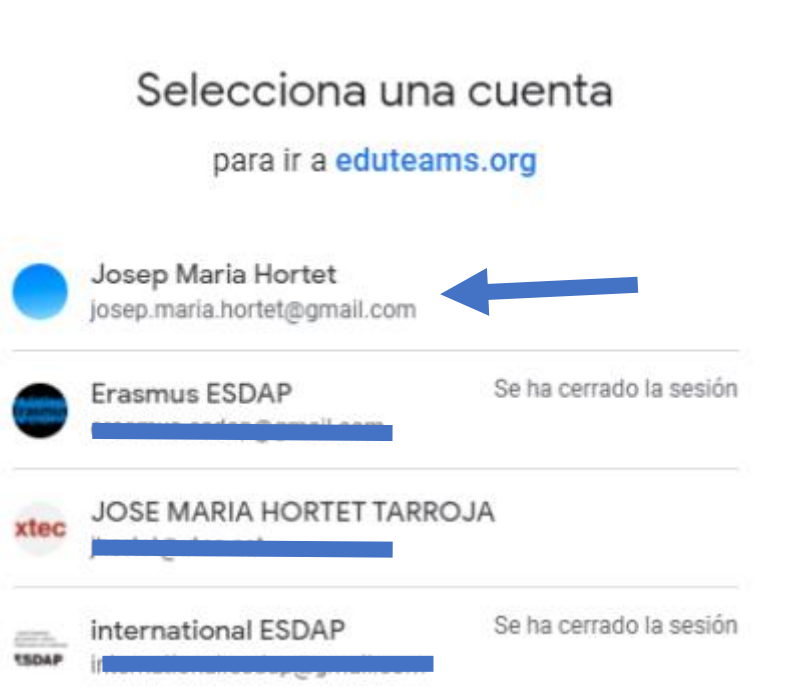
2. LOGIN un altre cop



3. LOGIN with GOOGLE:



4. Esculliu el vostre compte de google (l'adreça amb que us he donat d'alta):



5. Seguiu les instruccions:

rebreu un mail amb un enllaç de verificació. Cliqueu-lo i continueu amb el procés.



The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

[Proceed to register on the MyAcademicID IAM Service](#)

6. Ompliu els camps:

My account

VIEW EDIT

My Personal Information

Firstname *

Josep

Lastname *

Hortet

Date of birth *

23/01/1999



Gender *

Male

Nationality *

Spain (409)



Field of education *

"Fashion, interior and industrial design (0212) (897)"



Study cycle *

Bachelor or equivalent first cycle (EQF level 6) (19)



I have read and agree to the Terms and Conditions and Privacy Policy *

[Terms and Conditions and Privacy Policy](#)

Save

important:

a) A **field of education**, tot i que feu disseny gràfic, heu d'escollir **"fashion, interior and industrial design (0212)"**. Crec que és un error de disseny d'aplicació i s'han deixat l'opció de gràfic. M'imagino que la ompliran més endavant.

b) A **study cycle**, heu d'escollir: **"bachelor or equivalent first cycle (EQF level 6)"**

c) Cliqueu **"Save"**

7. Us hauria de sortir aquesta pantalla, amb el vostre destí. Cliqueu a "edit":

Create New				
Sending Institution	Receiving Institution	Status	Created	View or Edit
Escola Superior de Disseny i d'Arts Plàstiques	CENTRO DE INVESTIGACAO E FORMACAO EM ARTES E DESIGN LDA	Ready to Edit	Wed, 06/02/2021 - 10:47	Edit Download PDF History

8. Pàgina 1: student information:

hauria d'estar tot bé. Si hi ha alguna errada, corregiu-la

Academic year *

2021/2022

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *

Field of Education Comment

Study cycle *

Field of education: The ISCED-F 2013 search tool available

Study cycle: Short cycle (EQF level 5) / Bachelor or

9. Pàgina 2: Sending institution

A **faculty/department**, poseu-hi: Graphic Design, Interior Design, Fashion Design o Product Design, segons sigui el cas

Faculty/Department *

A **Sending Responsible i Sending Administrative**, si no us surt la informació, aquesta és la informació que heu de posar (phone number no cal):

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Josep Maria"/>	<input type="text" value="Josep Maria"/>
Last name(s) *	Last name(s)
<input type="text" value="Hortet"/>	<input type="text" value="Hortet"/>
Position *	Position
<input type="text" value="Erasmus Coordinator"/>	<input type="text" value="Erasmus Coordinator"/>
Email *	Email
<input type="text" value="international@esdapcatalunya.cat"/>	<input type="text" value="international@esdapcatalunya.cat"/>
Phone number	Phone number

10. Pàgina 3: Receiving institution

Us haurien de sortir les dades correctes de la vostra institució:

Receiving Institution	
Country *	<input type="text" value="Portugal x"/>
Name *	<input type="text" value="CENTRO DE INVESTIGACAO E FORMACAO EM ARTES E DESIGN LDA x"/>
Faculty/Department	<input type="text" value="Product Design"/>
Address *	<input type="text" value="AVENIDA CALOUSTE GULBENKIAN, 4460 268 SENHORA DA HORA"/>
Erasmus Code *	<input type="text" value="P MATOSIN01"/>

A Receiving Responsible i Receiving Administrative, us sortirà la mateixa persona. Si el camp “position” està buit, poseu-hi “Erasmus Coordinator”:

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Antonino"/>	<input type="text" value="Antonino"/>
Last name(s) *	Last name(s)
<input type="text" value="Jorge"/>	<input type="text" value="Jorge"/>
Position *	Position
<input type="text" value="Erasmus Coordinator"/>	<input type="text" value="Erasmus Coordinator"/>
Email *	Email
<input type="text" value="antoninojorge@casa.pt"/>	<input type="text" value="antoninojorge@casa.pt"/>
Phone number	Phone number
<input type="text"/>	<input type="text"/>

11. Acabar pàgina 3:

al clicar “next”, poden passar 2 coses:

a) la vostra institució de destí TÉ l’OLA al corrent: heu de seguir omplint les dades: assignatures i crèdits d’ESDAP i de destí. A l’acabar, signeu el OLA.

b) la vostra institució de destí no NO TÈ l’OLA al corrent: us donarà aquest error:

The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via the Erasmus Without Paper Network as of yet. Please refer to your mobility coordinator for advice on the next steps. ×

M’ho heu de dir i jo em posaré en contacte amb ells.

12. Dates de la mobilitat

Als alumnes dels quals tinc les dates, se les he posat. A la resta, he posat una data aproximada, (pel primer semestre). Si encara no teniu les dates, podeu entrar més endavant i corregir-les (**abans de signar/tancar el OLA**).

13. Pàgina 4: Proposed mobility programme (o Preliminary LA):

Table A: Receiving institution (universitat de destí)

Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

2. clicar

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

1. poseu el link de la web del partner on surten les assignatures a escollir

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)			
<input type="text"/>			
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 *	
<input type="text"/>	<input type="text"/>	- Select a value -	
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			

codi d'assignatura: si no en té, pregunteu al vostre coordinador/a

repetir aquests passos per totes les assignatures

Table B: Sending institution (ESDAP)

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

repetir els passos anteriors, pero amb les assignatures matriculades a ESDAP

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

link a web ESDAP outgoing:
<http://www.esdap.cat/p/1/819/0/Outgoing-students>

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]

link a web ESDAP outgoing:
<http://www.esdap.cat/p/1/819/0/Outgoing-students>

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

MOLT IMPORTANT:

Per llistar les assignatures d'ESDAP (sending institution), sisplau, seguiu **el mateix ordre** en que apareixen en la vostra **SECRETARIA VIRTUAL**.

Trobareu la **TRADUCCIÓ A L'ANGLÈS** de les assignatures aquí:

<http://www.esdap.cat/p/1/814/0/Incoming-students>

(abaix de tot, **study programs**, escollir especialitat)