One-Pager Step-by-Step OLA Guide for Faculties

1. You will receive an email from the Erasmus Dashboard:
   - 'Learning Agreement (for student xxxx xxxx) - confirmation request'
2. Click on the link and login to the Dashboard.
   - Because of security reasons, a login is required. To login, enter your own login credentials (your email address and password) which you initially used to create your account. This account will come with assigned permissions (i.e. either reviewer and signee permissions, or reviewer permissions only).[1] By default, F/I/C/S managers are assigned with both 'review and sign' permissions.
3. If the OLA does not automatically open: On Erasmus Dashboard, under 'Mobilities (OLA 3.0)' go to 'Outgoing students'. Type the name of the student and click on it.
4. The OLA will open. Here you can see the information that the student filled in. You can then:
   - Sign and send the OLA to the partner (once signed and submitted, this is automatically sent to the partner).
     P.S. In order to approve changes, always ensure that the Programme of Studies is signed by the student and their UM EAC/HOD/Dean/Director (more than one if more than one area of study is concerned).
   - Decline the OLA and give a reason for the decline. The student can adjust it according to your instructions and resubmit the same document.
   - Save the document. You will first see an online pdf, which you can download and save.
   - Do not untick the option for 'Automatic Recognition' since this confirms that students will not be further assessed for the recognition of the ECTS obtained from abroad. For further information, kindy check the website to understand what this means and how it works.
5. After signing, the OLA will be sent to the partner.
   - The partner will also need an account to login and sign. Partner accounts are managed directly by the partner universities themselves.
6. If the OLA is signed by all parties, students can make changes from their side after which a new round of signatures is triggered.
     P.S. In order to approve changes, always ensure that the Programme of Studies' changes section is also signed by the student and their UM EAC/HOD/Dean/Director (more than one if more than one area of study is concerned).
   - After changes, you can find the previous versions of the document in the overview of the student's OLA (Revisions).

- ❖ FAQs:
   - ⬥ If a student has entered the wrong person to sign the OLA, the authorized signee can login to the Dashboard, find the student's OLA and decline the OLA, providing an instruction to change the details of the 'responsible person'.

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[1] **Let us know if you do not have access to the Erasmus Dashboard yet or if you require different permissions.**