

# Guideline for OLA (Online Learning Agreement)



- 1 Go to <https://exchanger.kion.com.tr/>  
Login with your edugain username or with your e-mail address and password

A screenshot of the KION login page. The page has a white background with a blue KION logo at the top left. Below the logo, there is a "Login" section with a small flag icon. Underneath, the tenant is listed as "uskudar.edu.tr" with a "switch" button. There are two options for signing in: "Kimo" and "Edugain", with a red box around "Edugain" and a blue arrow pointing to it. Below these options is a checkbox for "Or login with local account".

## Find Your Institution

Your university, organization or company

Examples: Science Institute, Lee@uni.edu, UCLA

Remember this choice [Learn More](#)

Uskudar University  
uskudar.edu.tr



Login to KION Login Servisi

Staff Log in with Username -  
Students Login with Student  
Number

> Forgot your password?

> Need Help?

Username or Student Number

Student e-mail  
(name.surname@st.uskudar.edu.tr)

Password

Password  
(same password that is used on OBS system)

Don't Remember Login

Clear prior granting of  
permission for release of your  
information to this service.

Login

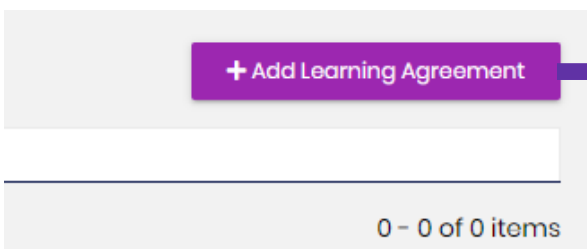
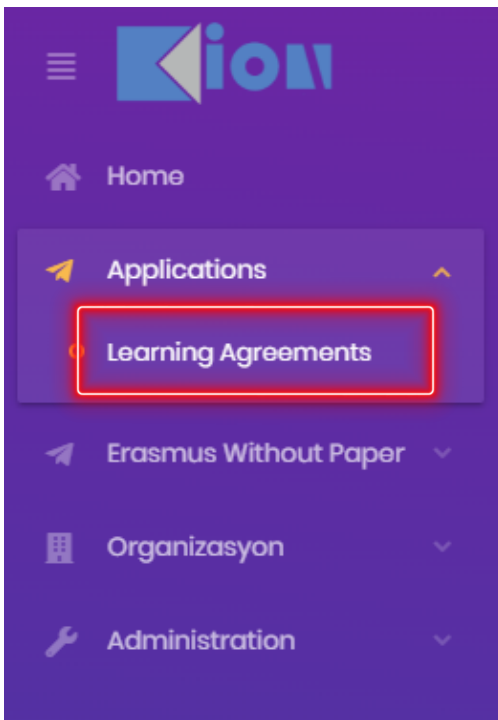


YETKİM'e kayıtlı  
üniversiteler için KION Login Servisi

# Guideline for OLA (Online Learning Agreement)



**2** Click on applications > Learning Agreements



Click in top right corner to add a new OLA.

# Guideline for OLA (Online Learning Agreement)



## 3 Select the type of agreement you want to create

Create/Update Learning Agreement



Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.

### Semester Mobility

Discover a new culture and gain new experiences by going on traditional academic mobility of between 2 and 12 months at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

### Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between 5 and 30 days of physical mobility at another higher education institution combined with a compulsory virtual component.

### Short-term Doctoral Mobility

Develop your skills and find contacts by going on short-term doctoral mobility of between 5 and 30 days at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

## 4 Start filling in all the required information

Create/Update Learning Agreement



Student Information



Sending Institution Information



Receiving Institution Information



Proposed Mobility Programme



Virtual Components



Commitment

Selected Mobility Type

Mobility Type

Semester Mobility

Nomination Information

Academic Year

Full Name

Unit

#

# Guideline for OLA (Online Learning Agreement)



## 5 Fill in the sending institution information

Create/Update Learning Agreement

Student Information | **Sending Institution Information** | Receiving Institution Information | Proposed Mobility Programme | Virtual Components | Commitment

**Sending Hoi Information**

Organization  Department

**Sending Institution Responsible Person (Academic Staff)**

Query On Exp Network

Name  Surname  Email

## 6 Fill in the receiving institution information

Create/Update Learning Agreement

Student Information | Sending Institution Information | **Receiving Institution Information** | Proposed Mobility Programme | Virtual Components | Commitment

**Receiving Hoi Information**

Organization  Department

Academic Year

# Guideline for OLA (Online Learning Agreement)



## 7 Make a proposed mobility programme

Create/Update Learning Agreement

Student Information | Sending Institution Information | Receiving Institution Information | **Proposed Mobility Programme** | Virtual Components | Commitment

**Preliminary OLA Options**

Planned Start Of The Mobility: mm/dd/yyyy | Planned End Of The Mobility: mm/dd/yyyy

**List of components studied (or planned to be studied) at the receiving HEI**

Table A - Study programme at the Receiving Institution Add +

## 8 Add virtual components

Create/Update Learning Agreement

Student Information | Sending Institution Information | Receiving Institution Information | Proposed Mobility Programme | **Virtual Components** | Commitment

**Virtual components at the Sending Institution**

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.

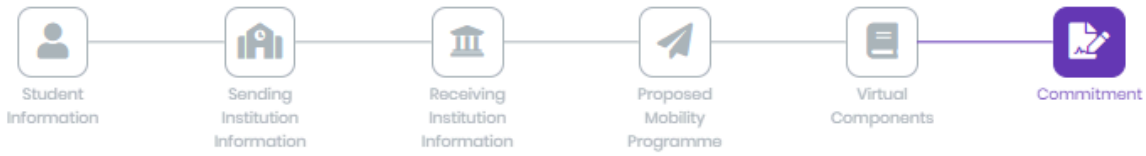
Table C - Add Virtual Component Add +

# Guideline for OLA (Online Learning Agreement)



## 9 Finally sign the agreement

### Create/Update Learning Agreement



### Pre Commitment

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.

Signature

Clear

Undo