

Upplýsingar til að fylla út Online Learning Agreement (OLA) vegna skiptináms

Instructions on how to fill out the Online Learning Agreement (OLA) for exchange studies

Byrja hér / Start here: <https://learning-agreement.eu>

Byrjið á að skrá ykkur inn og munið að **nota LHÍ netfangið ykkar.**

Start by login in and remember to **use your IUA e-mail address.**

Field of education:		
0114 Arts education		☐
0211 Film & visual communication (graphic design)		☐
0212 Design (product & fashion)		☐
0213 Fine arts		☐
0215 Music & Performing arts		☐
0731 Architecture		☐
Study Cycle:	Level 6 / BA ☐	Level 7 / MA ☐

Sending institution

Country: Iceland	
Name of the institution: LISTAHASKOLI ISLANDS	
Faculty / Department:	
Art education department	☐
Fine Art	☐
Music department	☐
Performance department	☐
Design department	☐
Architecture department	☐
Film department	☐

Sending Responsible person: Hér setur þú þinn deildarfulltrúa / Here you put the contact details for your programme coordinator	
Postition: Programme coordinator	
E-mail:	Phone: +354 545 2200
Sending Administrative Contact Person: Sumarliði V Snæland Ingimarsson	
Postition: Project manager for outgoing students / International Office	
E-mail: sumarlidiv@lhi.is	Phone: +354 545 2200

Receiving institution

Country:
Name of the institution:
Faculty / Department:
Receiving Responsible person: Fylltu þetta út samkvæmt leiðbeiningum frá alþjóðaskrifstofunni úti / Fill this with information according to the international office of the institution abroad

Postition:	
E-mail:	Phone:
Sending Administrative Contact Person: Fylltu þetta út samkvæmt leiðbeiningum frá alþjóðaskrifstofunni úti / Fill this with information according to the international office of the institution abroad	
Postition:	
E-mail:	Phone:

Proposed Mobility Program
Start of the mobility period: Þessi dagsetning á að vera sú sama og á samþykktarbréfinu (e. Letter of acceptance / Acceptance letter) frá skólanum úti. This date should correspond to the semester dates on your acceptance letter.
Planned end of the mobility period: Þessi dagsetning á að vera sú sama og á samþykktarbréfinu (e. Letter of acceptance / Acceptance letter) frá skólanum úti. This date should correspond to the semester dates on your acceptance letter.

TABLE A: Næst þarf að færa inn alla þá áfanga sem nemandi ætlar að skrá sig í í móttökuskólanum. Hvaða áfangar eru í boði er breytilegt eftir skólum og veita alþjóðaskrifstofur í hverjum skóla fyrir sig upplýsingar um það. Þá er iðulega hægt að finna kennsluskrá hvers námsárs á vefsíðum skólanna. Fyrir fullt nám þarf nemandi að skrá sig í 30 ECTS einingar á önn í skiptinámi.

TABLE A: The student now needs to add all the courses they intend to enroll in in the host university. Information on which courses are available to exchange students is provided by the host university's international office. One can usually also find a course catalogue for each respective academic year on the host university's website. Full-time students are expected to finish 30 ECTS credits per semester of exchange studies.

Add component to TABLE A
TABLE A – Study programme at the Receiving institution
Component title at the receiving institution: Heiti áfanga / Course title
Component Code: Kóði áfanga / course code
Number of ECTS: Fjöldi ECTS eininga í áfanganum / Course's ECTS credits
Semester: Semester the course will take place

The main language of instructions at Receiving institution:
The Level of language competence: Velja úr felliglugga /choose from dropdown list
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: Hér setur þú hlekk á kennsluskrá skólans úti. Þetta er mikilvægt svo deildarfulltrúinn þinn geti séð námsframboð og ítarlegri lýsingar á áföngunum sem nemandi ætlar að skrá sig í. / Here you need to insert a link to the host university's course catalogue. This is important so your department coordinator can view the courses on offer at the host university as well as more detailed description of each course.

TABLE B: Hér setur nemandi þá áfanga sem hann fer ekki í í LHÍ þar sem hann fór erlendis í skiptinámi. Ráðfærið ykkur við deildarfulltrúa ef þið vitið ekki hvaða áfanga þið megið setja hér en einingafjöldinn á að vera 30 ECTS fyrir nemendur í fullu námi. Nemendur í BA samtímadansbraut setja 30 ECTS eininga áfangann SKPTI000S Skiptinámi hér.

Table B: Here, the student adds all the courses they will not take in LHÍ as they are going on an exchange. Consult with your department coordinator if you are not sure which courses to put into this table but a full-time student should put courses with a sum of 30 ECTS here. Students in BA contemporary dance put [SKPTI000S Skiptinám](#) here.

Add component to TABLE B
TABLE B – Recognition at the Sending institution
Component title at the receiving institution: Heiti áfanga / Course title
Component Code: Kóði áfanga / course code
Number of ECTS: Fjöldi ECTS eininga í áfanganum / Course's ECTS credits
Semester: Semester the course will take place

Í hefðbundnu skiptinámi er vanalega ekkert sett í Table C – Virtual components.

In regular full-time exchange studies, [Table C – Virtual components] is usually left empty.

Að lokum skrifar þú undir samninginn og smellir á „Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review“. Nú fer deildarfulltrúinn þinn yfir námssamninginn og ýmist staðfestir hann eða hafnar. Sama gerir [responsible person at the host institution]. Staðfesti báðir aðilar samninginn færðu næst sendan styrksamning og viljayfirlýsingu til undirritunar en **styrksamningnum þarf að skila útprentuðum og undirrituðum** á skrifstofu LHÍ í Stakkahlíð, í Borgartúni eða í Laugarnesi. Yfirlýsingu má skila undirritaðri með styrksamningnum eða rafrænt á alþjóðaskrifstofu. 70% styrksins eru svo millifærð á umsækjanda stuttu áður en dvöl hefst. 30% styrksins eru svo millifærð að skiptináminu loknu þegar nemandi hefur skilað alþjóðaskrifstofu undirritaðri og stimplaðri **staðfestingu á dvöl** (e. confirmation of stay) og **námsferilsyfirliti** (e. transcript of records) frá móttökuskólanum.

Finally, you write your signature and click on „Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review“. Your department coordinator will now go over the OLA and either approve or reject it. Same goes for the responsible person at the host institution. If both institutions approve the OLA, you will soon receive an automated e-mail with two attachments: A grant agreement and an insurance waiver. The grant agreement **must be printed and signed and delivered to us in a hard copy** to Listaháskóli Íslands, Stakkahlíð 1, 105 Reykjavík. The insurance waiver must be signed and either sent to us printed along with the grant agreement or via e-mail to the international office. 70% of the grant will then be transferred to the applicant shortly before the start of the mobility. 30% of the grant will be transferred at the end of the mobility once the applicant has handed in a signed and stamped **confirmation of stay** and **transcript of records** from the host university.