

Guide for completing OLA (Learning Agreement online)

The objective of this guide is to allow ERASMUS students to prepare the Learning Agreement through an online platform, which will allow them to interact directly and quickly with the coordinators of the sending and destination Universities in order to finalize the document, approve and sign it, always online, as well as download, once signed by the parties, the document from the site, avoiding the exchange of scans and signatures.

Through the OLA website <https://www.learning-agreement.eu> or the Erasmus App + (downloadable from google play - for android systems - and from the app store - for IOS systems) or directly from the [https site://erasmusapp.eu](https://erasmusapp.eu), it will be possible to manage the phases of the digital document (before and during), greatly speeding up the times for the submission and modification of the LA.

NOTA BENE:

It is strongly recommended to prepare well in advance the Learning Agreement with the direct support of the Erasmus coordinator and the formal control of the administrative staff of the home Institution, following this procedure:

- 1. prepare the Learning agreement, using the .doc document downloadable from the incoming Erasmus SMS page of UniStrapg, paying particular attention to filling in all the mandatory fields;**
- 2. send the draft of the document to the Erasmus coordinators of the home institution for a preliminary formal check;**
- 3. once you have received confirmation of the correctness of the document from the Erasmus coordinator of the home Institution, proceed with completing the online form (OLA).**

The Learning Agreement requires 3 approval signatures:

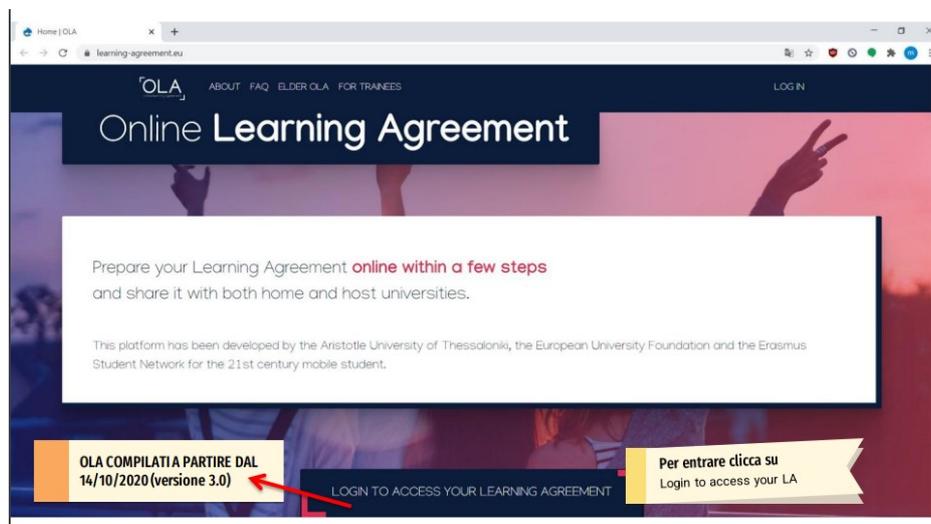
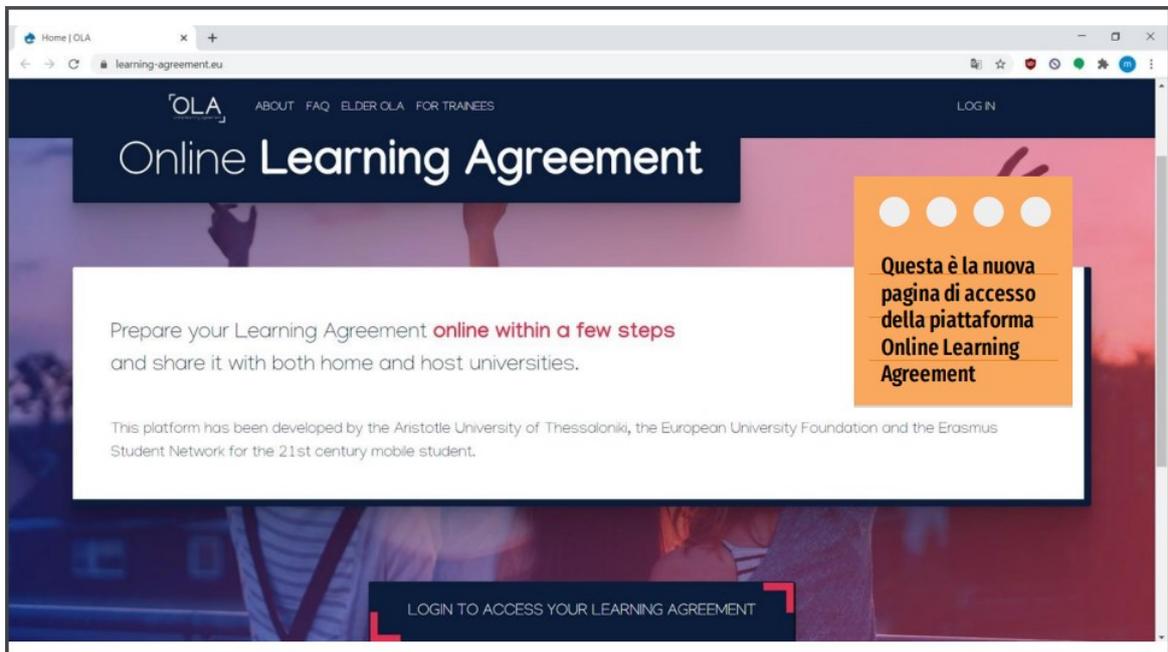
- to. student's signature;
- b. signature of the Erasmus contact person of the university to which they belong;
- c. form of the Erasmus contact person at the destination site.

Before the mobility begins, it is absolutely necessary that the LA agreement has been finalized and approved by each of the parties involved.

OLA compilation

The access modality foresees the autonomous registration by the student through the site <https://www.learning-agreement.eu>

All the screens that follow must therefore be completed by the student.



Enter by clicking on "**Login to access your Learning agreement**"

This screen will appear, click Log in again

My account

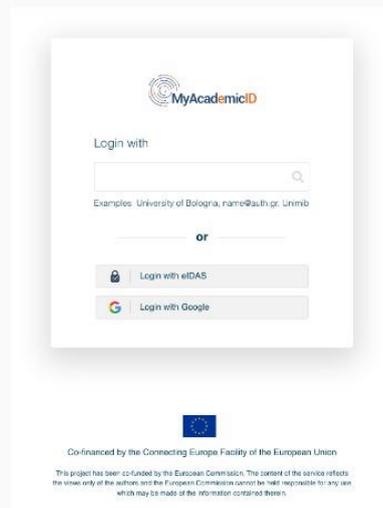
[Log in](#)

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

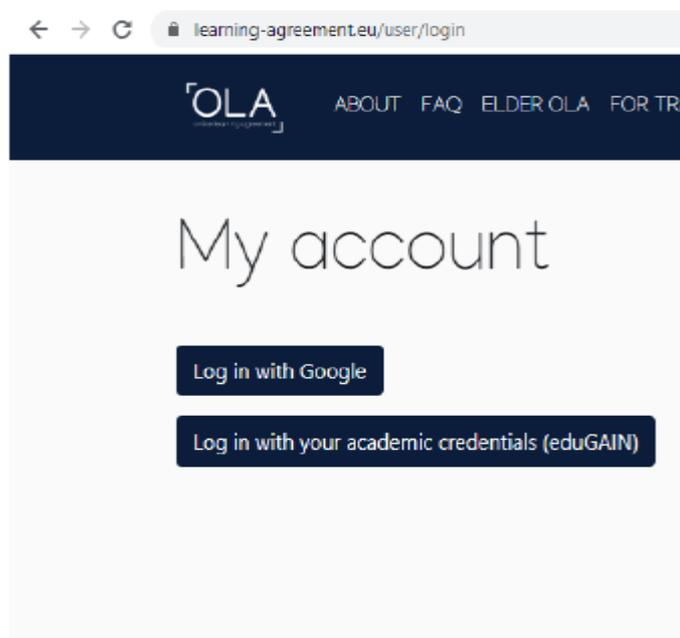


1) Authentication

The student is enabled to fill in the Learning Agreement online using **EXCLUSIVELY** the institutional email assigned by the home institution.

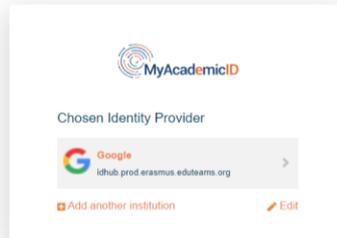
There are currently 2 access methods:

- 1) through a google account;
- 2) via EDUGAIN



1) Autenticazione tramite un account google:

a. Select Google as Identity Provider



Co-financed by the Connecting Europe Facility of the European Union
This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

[MyAcademicID Support Helpdesk](#) | [eduTEAMS by GEANT](#) | [Privacy Policy](#)

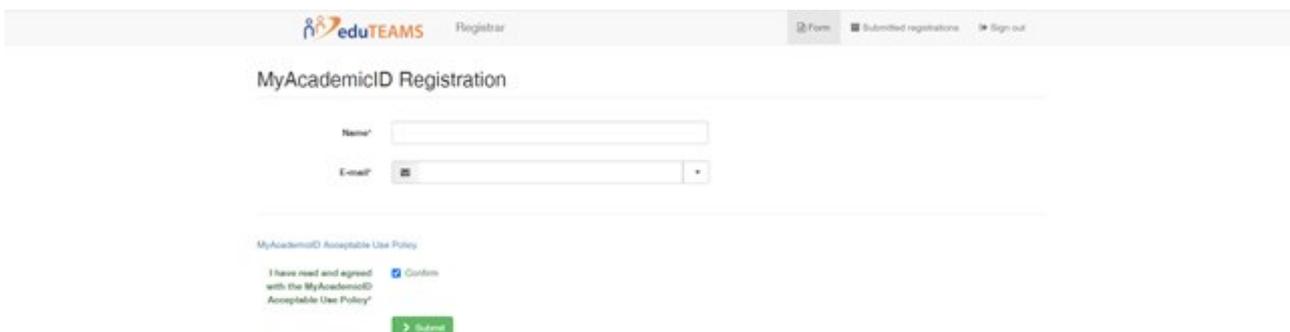
b. Proceed with the registration



[MyAcademicID Support Helpdesk](#)

MyAcademicID IAM Service by [GEANT](#) | [Privacy Policy](#)

c. Enter your name, surname and address @gmail.com/@ institutional domain

A screenshot of the MyAcademicID Registration form. At the top, the "eduTEAMS Registrar" logo is on the left, and "Form", "Submitted registrations", and "Sign out" links are on the right. The main heading is "MyAcademicID Registration". Below this, there are two input fields: "Name*" and "E-mail*", both with dropdown arrows. Below the form, there is a section for the "MyAcademicID Acceptable Use Policy" with a checked "Confirm" checkbox and a "Submit" button.

d. You will receive a confirmation request to the indicated email address; once approved login OLA again using your Google credentials.

e. Enter your personal information

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Fill out the required fields to complete your profile. X

My account

VIEW EDIT

My Personal Information

Firstname *	Lastname *	
<input type="text"/>	<input type="text"/>	
Date of birth *	Gender *	Nationality *
<input type="text" value="gg/mm/aaaa"/>	<input type="text" value="- Select a value -"/>	<input type="text"/>
Field of education *	Study cycle *	
<input type="text"/>	<input type="text"/>	

I have read and agree to the [Terms and Conditions](#) and [Privacy Policy](#)

Save

2) Authentication via EDUGAIN:

My account

Log in

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

Utilizzare come metodo di login
"Log in with your academic
credentials (eduGAIN)"

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!



Login with

Examples: University of Bologna, name@autun

chose Indentity provided
(generally the home institution)

or



Login with eIDAS



Login with Google

2) data insert:

My account

VIEW EDIT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

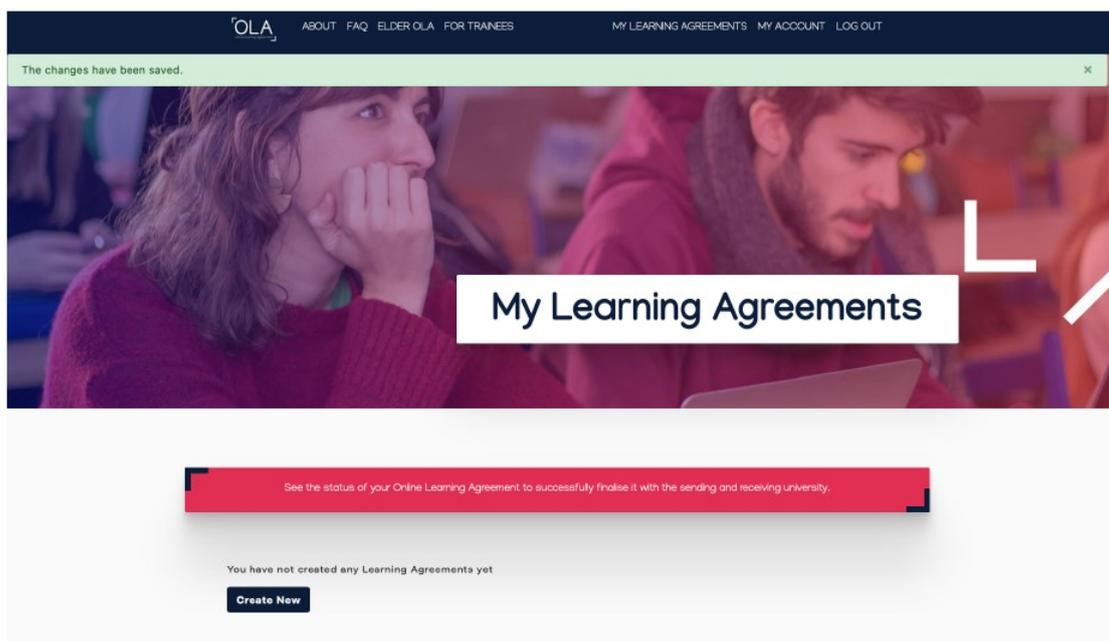
Study cycle *

I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions and Privacy Policy](#)

Save

3) generate the Learning Agreement:

Once the previously entered data has been saved, the following screen will follow to create your Online Learning Agreement → select "Create new"



The following screen will follow and you will have to click on the type of mobility assigned (**select semester Mobility!**)

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) "Student Information"



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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 at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

4) "Sending Institution Information"

Complete all fields paying particular attention to the academic year in which the mobility will take place, the country and the name of your institution

Sending Institution

Country *

Name *

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

5) "Receiving Institution Information"

Once the section has been completed, click on NEXT: the screen referring to the destination University will open: proceed as for sending. If the data is not known, contact the Erasmus coordinator of your University for the administrative contact person. Once the screen is finished, proceed by clicking on next

Choose the hosting country (**ITALY**) and lately the hosting Institution (**Università per Stranieri di Perugia**)

Use the following details:

Receiving Institution

Country *

Name *

Faculty/Department

Address *

Erasmus Code *

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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 person mentioned at the top of the document.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

6) "Proposed Mobility programme"

Your Online Learning Agreement has been updated. ×

Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.

- 1 Student Information
- 2 Sending Institution Information
- 3 Receiving Institution Information
- 4 **Proposed Mobility Programme**
- 5 Virtual Components
- 6 Commitment

Enter the mobility period envisaged or by selecting the date from the calendar (**attention, the start and end dates must coincide with the dates entered in the acceptance letters from the foreign branch or with the start and end of the courses - including exam sessions exam**) or by proceeding manually.

For the choice of courses to be followed abroad, consult the course catalog (<https://www.unistrapg.it/en/studying-at-unistrapg/degree-courses>)

To add courses, click on "Add component to Table A" and the screen with the specifications will open (course name, course code - if not available, insert NA, ECTS of the course chosen, semester / quarter / year of reference, link of the course course catalog - syllabus - of the foreign branch), enter the language of instruction at the host university and their own language skills (min. A1> C2 max.).

Click on "Add component to Table B" by entering the course of your study plan at UNISTRAPG with all the required references, which you intend to replace and which will be recognized when you return home.

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

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

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *

The level of language competence *

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://euopass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

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

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]

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

7) "Commitment"

Your Online Learning Agreement has been updated.



All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.



Academic year *

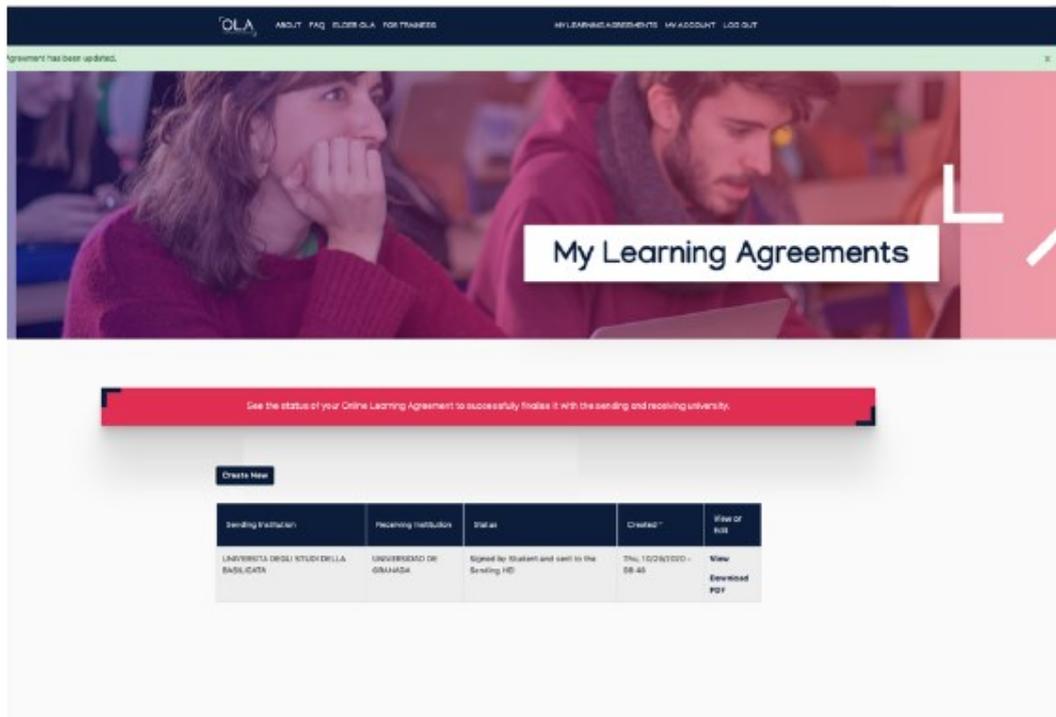
Commitment Preliminary

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.

Sign the document



Attention: from this moment on, in case of compilation errors, the student will no longer be able to make changes so sign only if you are sure of what is written inside of the platform



At this point, the Erasmus coordinator of your university will receive an e-mail (to the address you entered on the OLA platform) containing an invitation to check the student's proposal: they can approve it or request to make some changes.

Once digitally signed by the Erasmus coordinator of the Home University, the OLA will be automatically sent to the Erasmus coordinator of the Università per Stranieri di Perugia:

Prof. Federica GUAZZINI

email: federica.guazzini@unistrapg.it

The student will always be able to see at what stage the approval process is in the "status" column

colonna "status"

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REFINE DATA LOBBING

My Learning Agreements

See the status of your Online Learning Agreement to successfully finalize it with the sending and receiving institutions.

Create New

Sending Institution	Receiving Institution	Status	Created	View or Edit
UNIVERSITA DEGLI STUDI DELLA BASILICATA	UNIVERSIDAD DE GUAYAMA	Signed by Student and sent to the Sending HEI	Fri, 10/29/2020 - 09:48	View Download PDF