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, 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:
   a. 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.
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
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

b. Proceed with the registration

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

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

My account

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 *

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

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@aut1@unibo.it

or

Login with eIDAS

Login with Google

chose Identity provided (generally the home institution)
2) data insert:

My account

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!)
4) “Student Information”

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

Field of Education *

Field of Education Comment

Study cycle *

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).

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education] 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.
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**: Country of the institution
- **Name**: Name of the institution

**Sending Responsible Person**

- **First name(s)**
- **Last name(s)**
- **Position**
- **Email**
- **Phone number**

**Sending Administrative Contact 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 or exceptional amendment 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.*

*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:
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](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

Sign the document

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]

The main language of instruction at the Receiving institution

- Select a value -

The level of language competence

- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.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]

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

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.

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.
### My Learning Agreements

- **Status:***

<table>
<thead>
<tr>
<th>Role</th>
<th>email</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The status of your Details Learning Agreement is successfully found in the following record below.