

A partire dall'anno accademico 2022/2023, gli studenti Erasmus dovranno gestire il Learning Agreement mediante l'applicativo OLA (Online Learning Agreement), che prevede sia la compilazione che l'approvazione con firma online, senza lo scambio di documenti cartacei.

Il processo di organizzazione della mobilità Erasmus per studio prevede che lo studente in mobilità, il Coordinatore Erasmus dell'Università inviante ed il Coordinatore Erasmus dell'Università di destinazione debbano sottoscrivere il Learning Agreement, che costituisce la base per il riconoscimento delle attività svolte all'estero. Il Learning Agreement è pertanto un documento fondamentale nell'ambito della mobilità. L'OLA (Online Learning Agreement) è uno strumento che consente la gestione "dematerializzata" (paperless) dell'intero processo.

Il Learning Agreement è suddiviso in 3 sezioni:

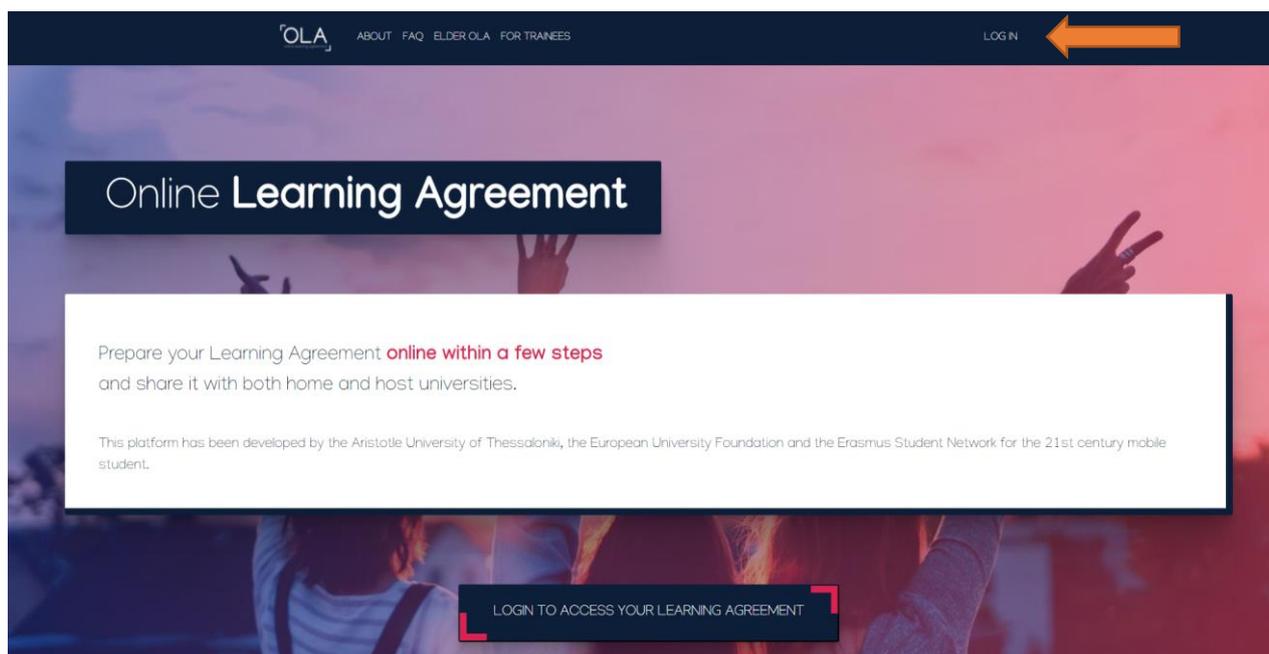
- Before the mobility è la proposta dei corsi da frequentare e sostenere presso la sede di destinazione e deve essere completato e approvato prima dell'inizio della mobilità;
- During the mobility attraverso questa sezione è possibile apportare modifiche al Before the mobility precedentemente approvato;
- After the mobility rilasciato dalla sede ospitante alla fine del periodo Erasmus.

OLA 3.0 GUIDA ALL'UTILIZZO

ATTENZIONE: In fase di compilazione SOLO i campi riportanti (*) sono obbligatori

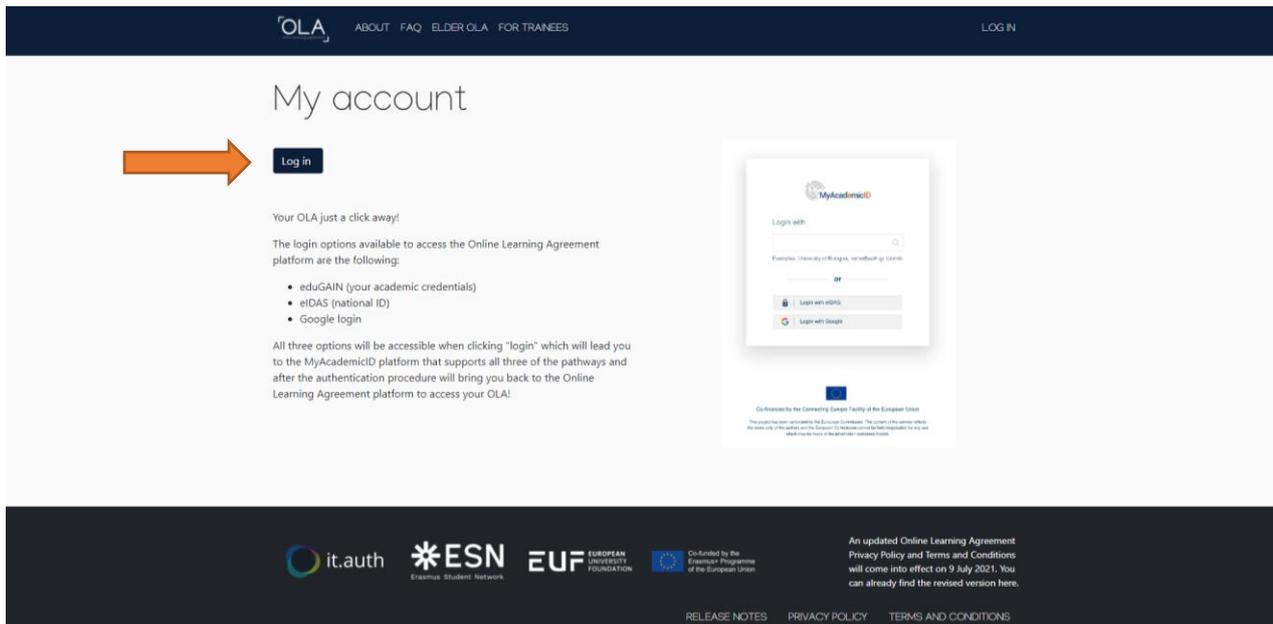
1) Accedere al sito <https://www.learning-agreement.eu/>

e cliccare sul LOG IN



2) Comparirà questa schermata, cliccare nuovamente su Log in

3)



OLA ABOUT FAQ ELDER OLA FOR TRANEES LOG IN

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

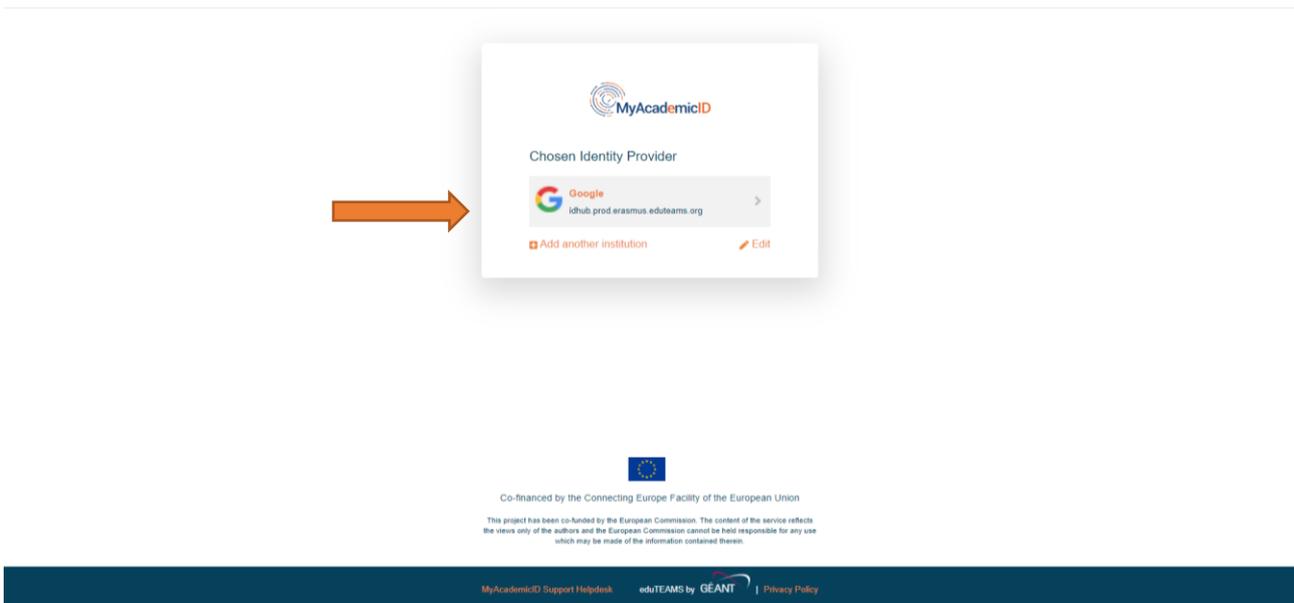
All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

it.auth ESN ERASMUS STUDENT NETWORK EUP EUROPEAN UNIVERSITY FOUNDATION Co-funded by the Erasmus Programme of the European Union

An updated Online Learning Agreement Privacy Policy and Terms and Conditions will come into effect on 9 July 2021. You can already find the revised version here.

RELEASE NOTES PRIVACY POLICY TERMS AND CONDITIONS

4) Selezionare Google come Identity Provider



MyAcademicID

Chosen Identity Provider

Google
ithub prod.erasmus.eduteams.org

Add another institution Edit

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 GÉANT Privacy Policy

5) Procedere con la registrazione



6) Inserire nome, cognome e indirizzo email istituzionale: n.cognome@studenti.unistrasi.it

eduTEAMS Registrar | Form | Submitted registrations | Sign out

MyAcademicID Registration

Name*

Email*

MyAcademicID Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy* Confirm

Submit

- 7) Al vostro indirizzo di posta elettronica giungerà la richiesta di verifica, una volta approvata accederete nuovamente all'OLA utilizzando le vostre credenziali Google.

Iniziamo dunque ad inserire le vostre informazioni personali

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Fill out the required fields to complete your profile. X

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

Arts and Humanities (02)

LAUREA TRIENNALE:
Bachelor or equivalent
first cycle eqf level 6

LAUREA MAGISTRALE:
Master or equivalent
second cycle eqf level
7

- 8) A questo punto è possibile creare il proprio Online Learning Agreement

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My Learning Agreements

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

You have not created any Learning Agreements yet

Create New

9) Selezionare il tipo di mobilità

10) Selezionare, dal menù a tendina, il paese di destinazione e l'Istituto di appartenenza

11) Inserire i dati del proprio Istituto:

Sending Responsible Person	Sending Administrative Contact Person
<p>First name(s) *</p> <input type="text"/>	<p>First name(s)</p> <input type="text"/>
<p>Last name(s) *</p> <input type="text"/>	<p>Last name(s)</p> <input type="text"/>
<p>Position *</p> <input type="text"/>	<p>Position</p> <input type="text"/>
<p>Email *</p> <input type="text"/>	<p>Email</p> <input type="text"/>
<p>Phone number</p> <input type="text"/>	<p>Phone number</p> <input type="text"/>
<p><small>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 document.</small></p>	<p><small>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.</small></p>
<p>Previous</p>	<p>Next</p>

Liana

TRONCI

ERASMUS COORDINATOR

tronci@unistrasi.it

Elisa

TRASTULLO

ERASMUS OFFICER

erasmus@unistrasi.it

12) Inserire i dati dell'Istituto ospitante (come indicati nella Scheda dell'Università Partner - https://www.unistrasi.it/1/160/675/Università_Partner.htm – o reperiti direttamente dal sito)

Receiving Responsible Person	Receiving Administrative Contact Person
<p>First name(s) *</p> <input type="text"/>	<p>First name(s)</p> <input type="text"/>
<p>Last name(s) *</p> <input type="text"/>	<p>Last name(s)</p> <input type="text"/>
<p>Position *</p> <input type="text"/>	<p>Position</p> <input type="text"/>
<p>Email *</p> <input type="text"/>	<p>Email</p> <input type="text"/>
<p>Phone number</p> <input type="text"/>	<p>Phone number</p> <input type="text"/>
<p><small>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.</small></p>	
<p>Previous</p>	<p>Next</p>

- 13) Inserire le date di inizio e fine mobilità ed iniziare ad aggiungere (Add a component to table A) i corsi previsti all'estero, specificando codice (qualora non fornito inserire "N.A."), crediti e semestre di svolgimento degli stessi. Una volta inseriti tutti i corsi inserire il link al course catalogue dell'Istituto ospitante (come indicato nella Scheda dell'Università Partner - https://www.unistrasi.it/1/160/675/Università_Partner.htm – o reperito direttamente dal sito), la lingua d'istruzione ed il livello di competenza

The screenshot shows a multi-step web form for mobility application. At the top, a progress bar indicates six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme (highlighted in red), 5. Virtual Components, and 6. Commitment. The current step, 'Proposed Mobility Programme', contains the following fields and sections:

- Academic year ***: A dropdown menu with '2021/2022' selected.
- Preliminary LA**: A dark blue header section.
- Planned start of the mobility ***: A date input field with 'gg/mm/aaaa' and a calendar icon.
- Planned end of the mobility ***: A date input field with 'gg/mm/aaaa' and a calendar icon.
- Table A - Study programme at the Receiving institution ***: A section with the text 'No Component added yet.' and a red button labeled '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]**: A text input field.
- The main language of instruction at the Receiving Institution ***: A dropdown menu.
- The level of language competence ***: A dropdown menu with a tooltip that reads: '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>'.
- Planned start of the mobility ***: A date input field with 'gg/mm/aaaa' and a calendar icon.
- Planned end of the mobility ***: A date input field with 'gg/mm/aaaa' and a calendar icon.
- Table A - Study programme at the Receiving institution ***: A table with the following fields:
 - Component title at the Receiving Institution (as indicated in the course catalogue) ***: A text input field with a 'Remove' button.
 - Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion ***: A text input field.
 - Component Code ***: A text input field.
 - Semester ***: A dropdown menu with '- Select a value -'.

Red arrows from the text above point to the 'Add Component to Table A' button, the 'Web link to the course catalogue' field, and the 'Table A' section.

14) Procedere dunque con la compilazione della tabella B, relativa ai corsi che verranno riconosciuti nel vostro Libretto UniStraSi

Table B - Recognition at the Sending institution *

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Automatically recognised towards student degree

Automatic recognition comment

15) Inserire i seguenti link:

https://unistrasi.it/1/160/663/ERASMUS_PLUS_STUDIO.htm

<https://dipartimento.unistrasi.it/92/Didattica.htm>

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>.

Previous Next

- 16) Nel caso siano previste attività di mobilità virtuale presso l'Istituto ospitante procedere con l'inserimento come sopra, in caso contrario cliccare su "Next"

Your Online Learning Agreement has been updated. x

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

Academic year *
2021/2022

Table C

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.

Add Component to Table C

Previous Next

- 17) Inserire nel riquadro la propria firma (da effettuarsi con mouse o touchpad)

Your Online Learning Agreement has been updated. x

Academic year *
2021/2022

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.

Clear

Il vostro Learning agreement è pronto: il sistema invierà una notifica al vostro istituto affinché venga visionato e, se tutto risulterà corretto, il documento verrà firmato ed inviato all'Istituto ospitante per la finalizzazione.

Nella vostra area personale potrete visualizzare, editare e scaricare il documento, ma le firme compariranno solo quando le tre parti avranno firmato il documento