Guide OnlineLearning Agreement (OLA)

www.learning-agreement.eu

What is the Online Learning Agreement?

The Learning Agreement becomes online for all the Erasmus Students. The OLA is the easiest way to complete your Learning Agreement, get it signed, receive feedback from the sending and receiving institutions and have an overview of the final version of the document.

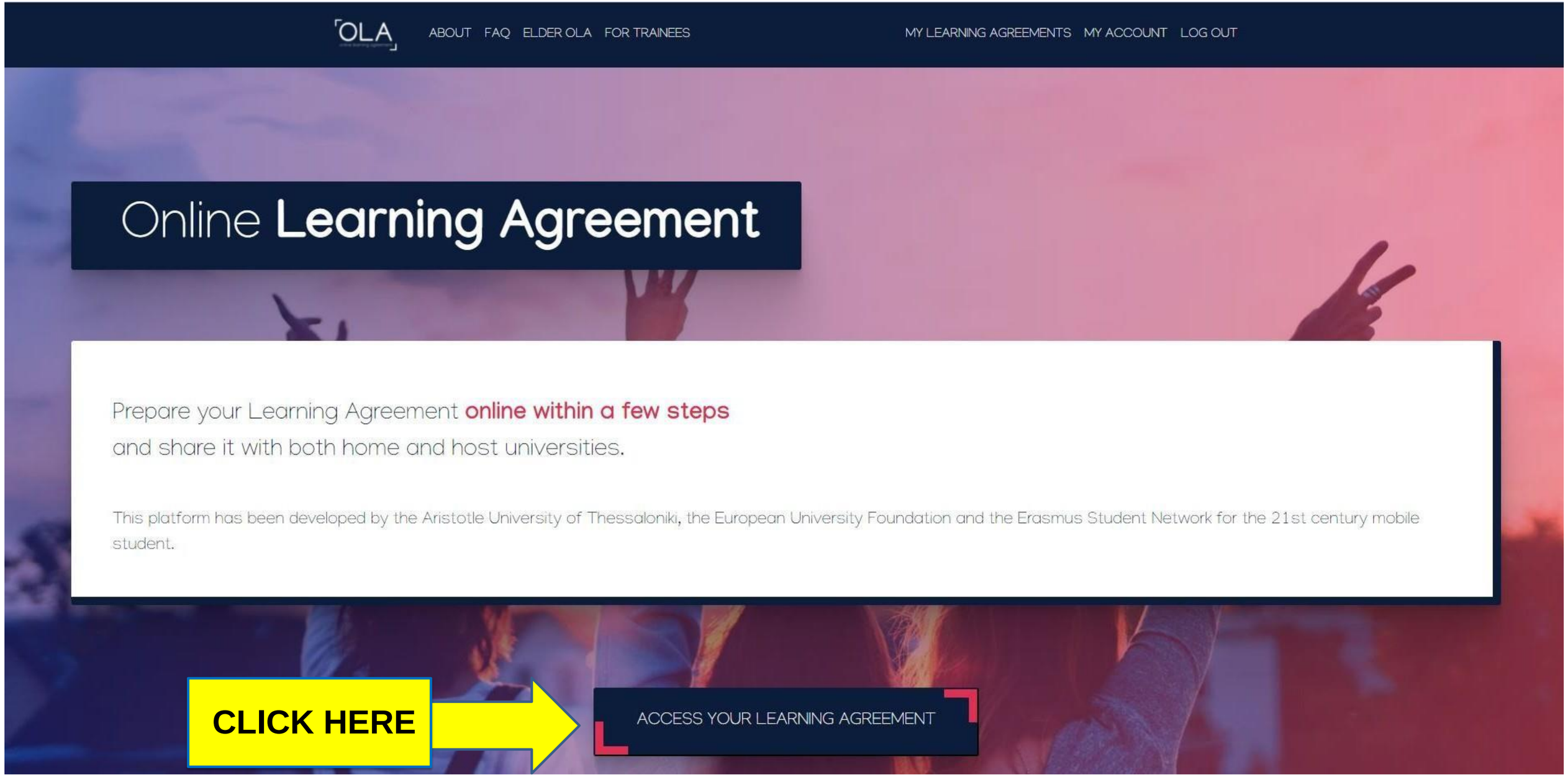
The Learning Agreement is the basis for recognizing the activities carried out abroad.

The Online Learning Agreement (OLA) needs to be approved by the signatures of the student, the Erasmus Coordinator of the sending institution (Sending Institution Responsible Person), and the Erasmus Coordinator of the host institution (Receiving Institution Responsible Person).

The OLA can be easily signed online.

The OLA is always available on the platform, it can be downloaded and it can be printed whenever needed.

www.learning-agreement.eu



My account

CLICK HERE ON LOG IN

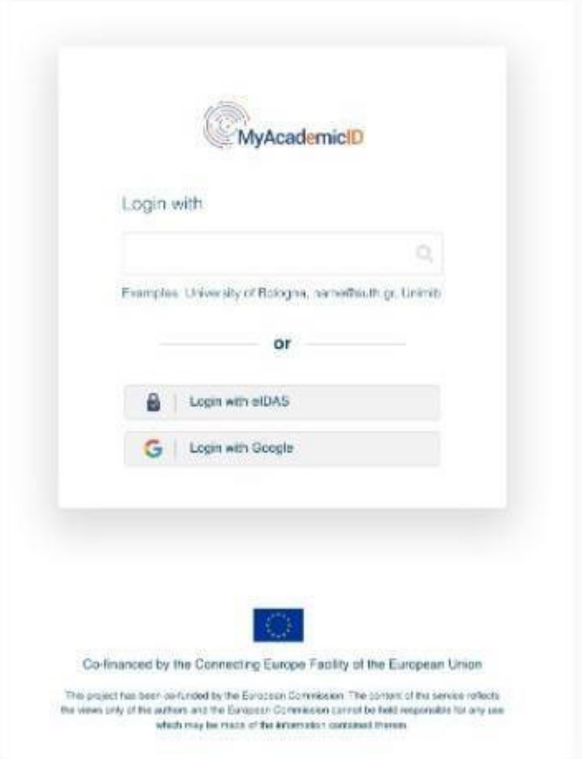
Log in

Your OLA just a click away!

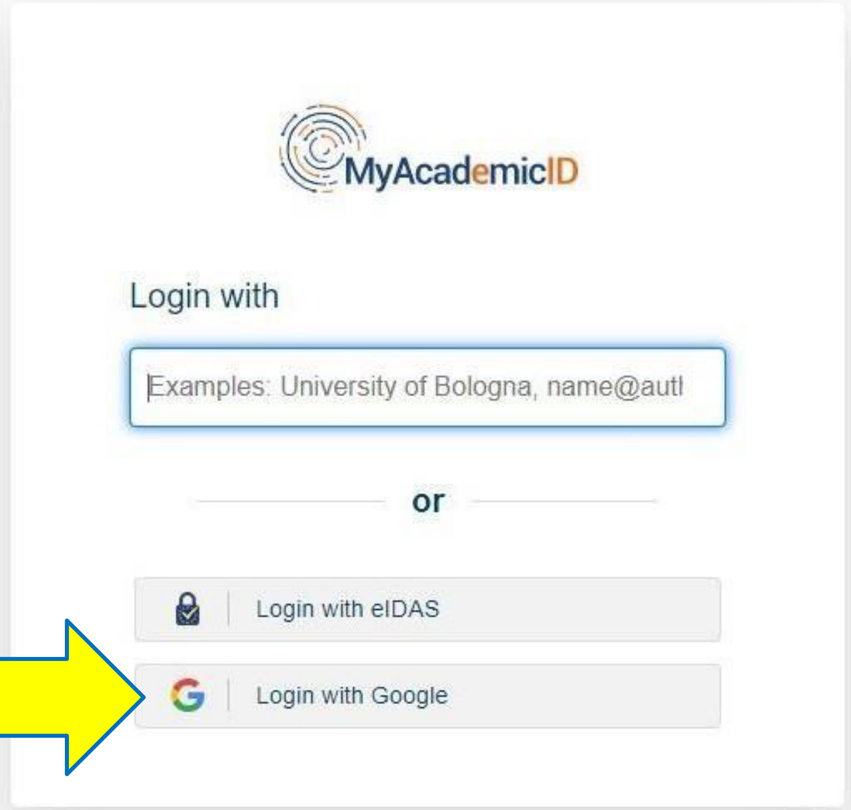
The login options available to access the Online Learning Agreement platform are the following:

- 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!



LOG IN BY USING GOOGLE WITH YOUR ACADEMIC CREDENTIALS



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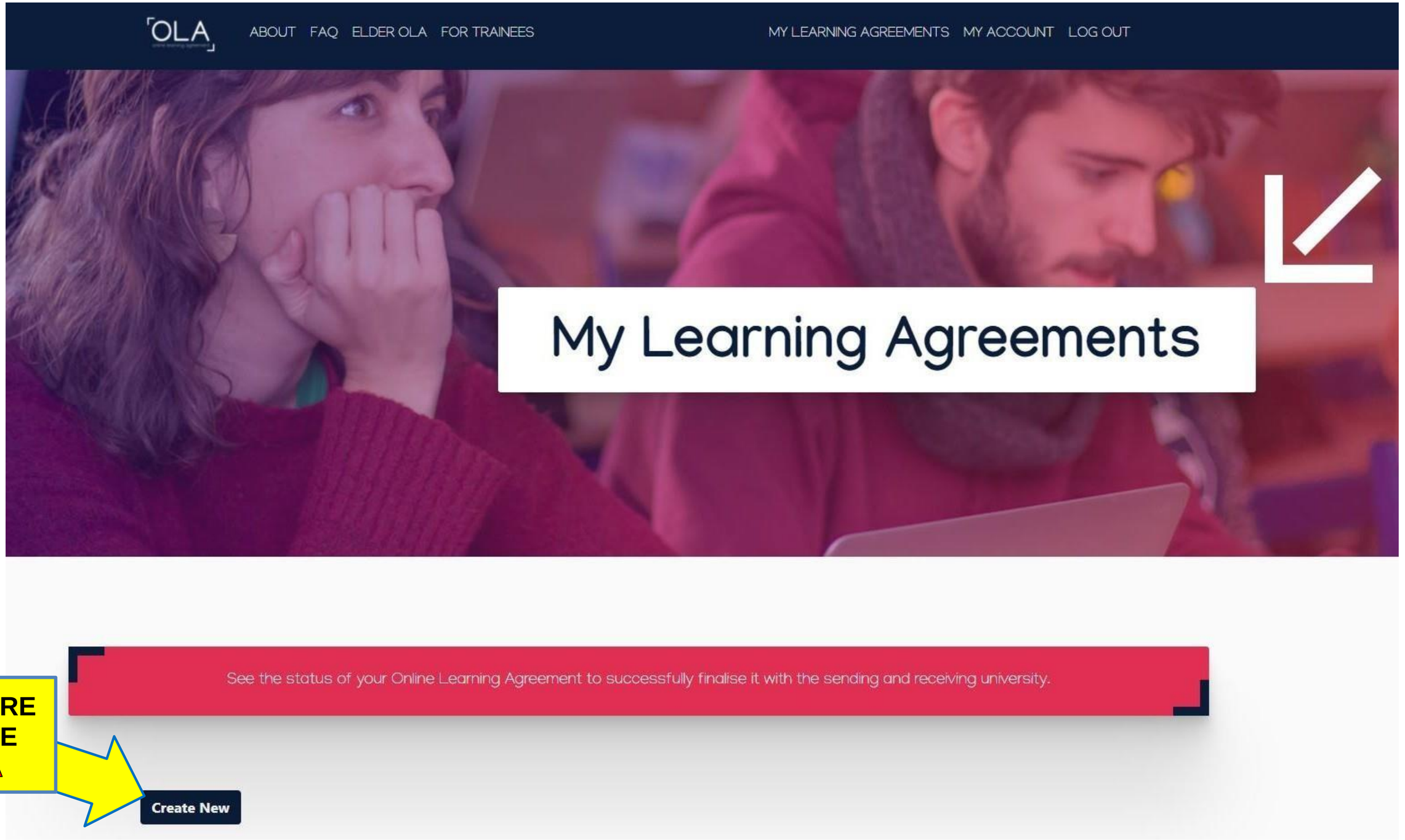
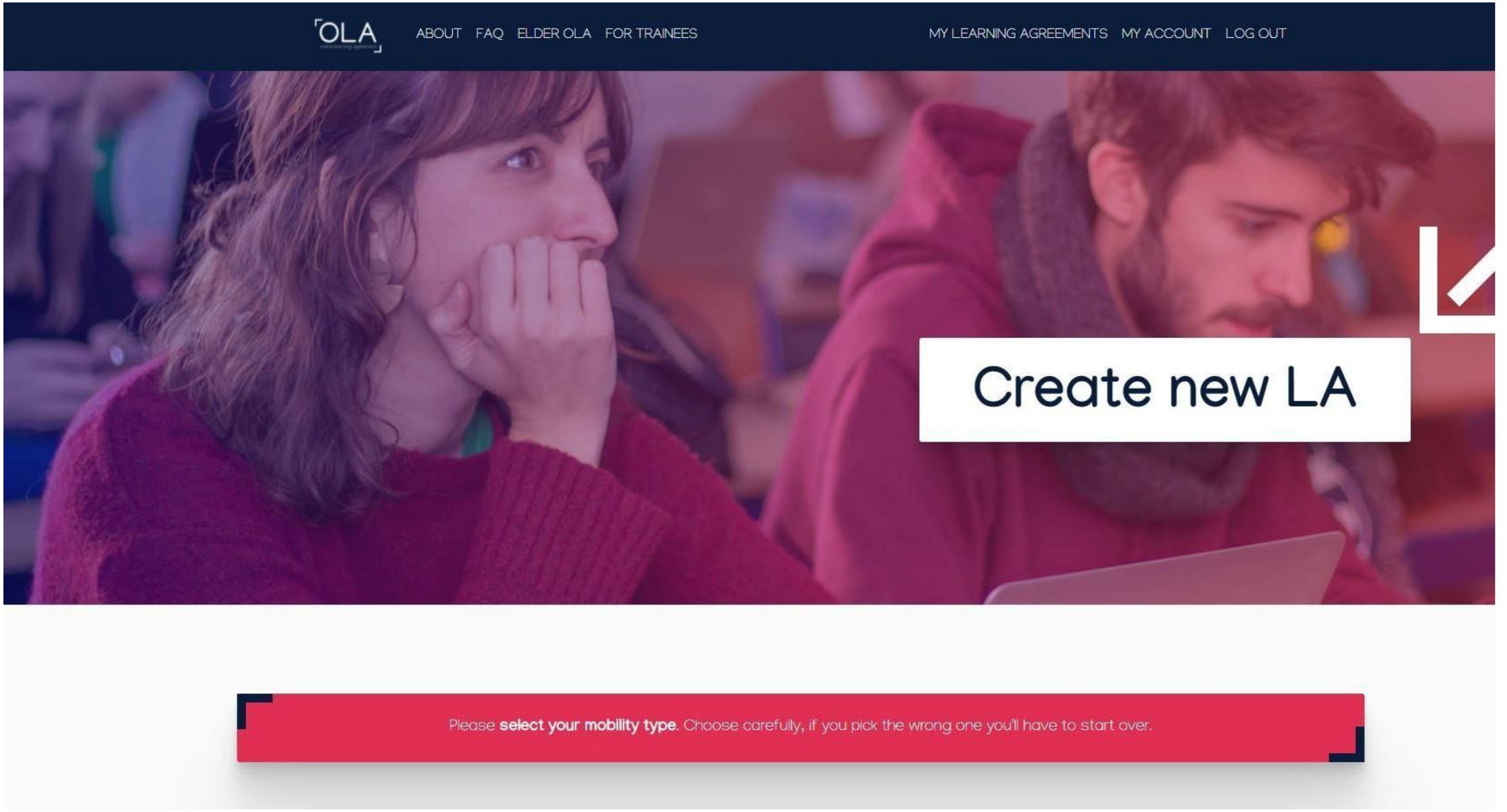

OLA
ABOUT
FAQ
ELDER OLA
FOR TRAINEES
MY LEARNING AGREEMENTS
MY ACCOUNT
LOG OUT
My Learning Agreements
See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.
CLICK HERE TO CREATE YOUR OLA
Create New


OLA
ABOUT
FAQ
ELDER OLA
FOR TRAINEES
MY LEARNING AGREEMENTS
MY ACCOUNT
LOG OUT
Create new LA
Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

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

CLICK ON "SEMESTER MOBILITY" TO STUDY ABROAD

Semester Mobility

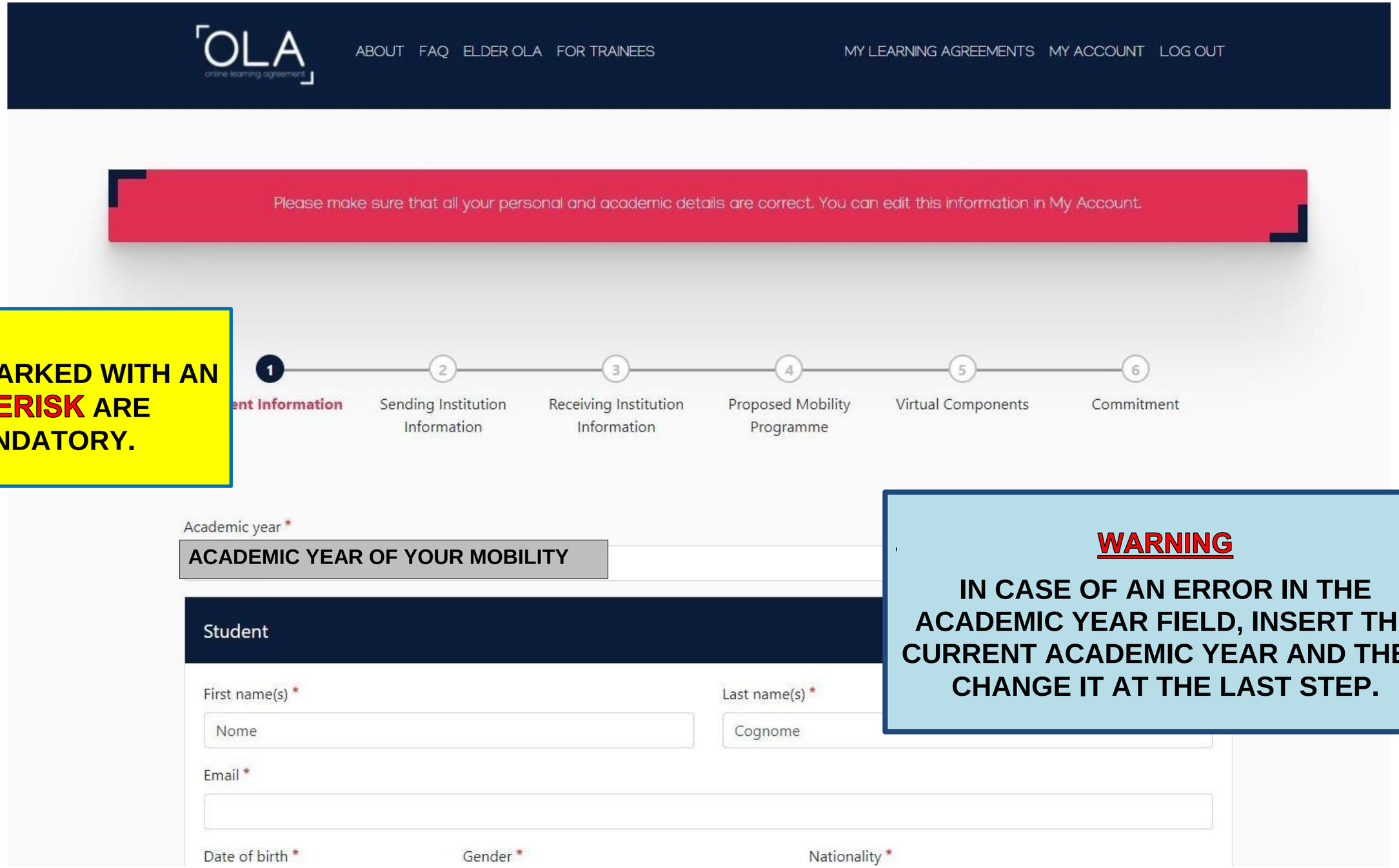
Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your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



FIELDS MARKED WITH AN ASTERISK ARE MANDATORY.

WARNING

IN CASE OF AN ERROR IN THE ACADEMIC YEAR FIELD, INSERT THE CURRENT ACADEMIC YEAR AND THEN CHANGE IT AT THE LAST STEP.

Student

First name(s) *

Nome

Last name(s) *

Cognome

Email *

Date of birth *

01/01/2000

Gender *

- Select a value -

Nationality *

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *

Field of educati… CED-F 2013 search tool available at http://ec.euro… ucation/international-standard-classification-of-… on-isced_en should be used to find the ISCED 2013 … field of education and training that is closest to the … of the degree to be awarded to the student by the S… institution.

Field of Education Comment

Study cycle *

- Select a value -

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

Next

ADD YOUR FIELD OF STUDY

YOU CAN USE:
- **EQF6 BACHELOR**
- **EQF7 MASTER**

FILL IT IN WITH THE INFORMATIONS OF YOUR HOME INSTITUTION

Academic year *

ACADEMIC YEAR OF YOUR MOBILITY

Sending

Sending Institution

Country *

YOUR COUNTRY

Name *

NAME OF YOUR HOME INSTITUTION

Faculty/Department *

Address *

CITY OF YOUR HOME INSTITUTION

Erasmus Code *

ERASMUS CODE OF YOUR HOME INSTITUTION

FILL THIS SECTION WITH THE DATA OF THE ERASMUS RESPONSIBLE PERSON IN YOUR HOME INSTITUTION

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 document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

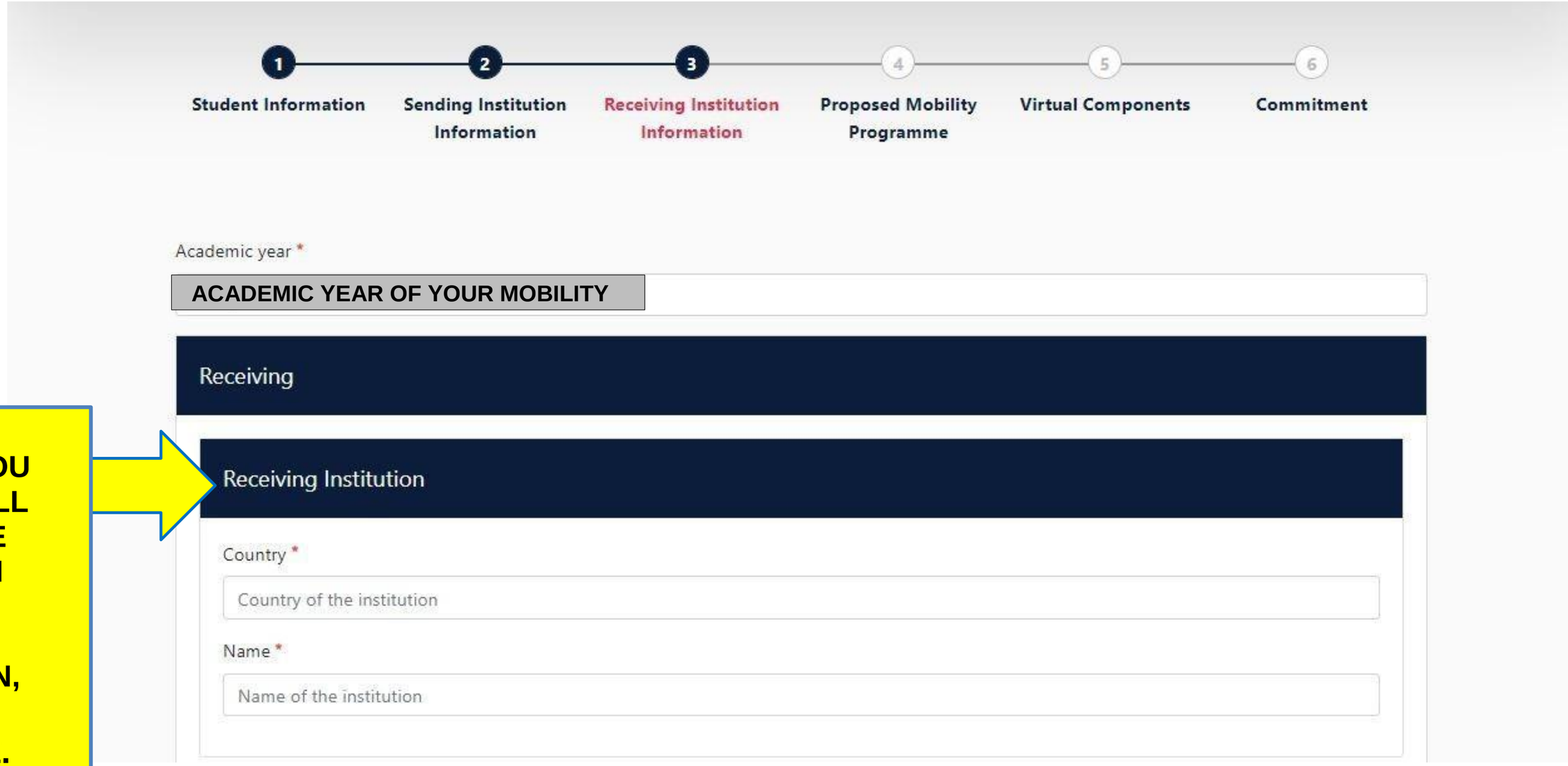
+

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.

NOT MANDATORY SECTION

Previous

Next



THIS IS THE SECTION YOU HAVE TO FILL IN WITH THE DATA FROM THE RECEIVING INSTITUTION, ABAQ, IN YOUR CASE.

FILL IT IN AS IT FOLLOWS

Academic year *

ACADEMIC YEAR OF YOUR MOBILITY

Receiving

Receiving Institution

Country *

ITALY

Name *

ACCADEMIA DI BELLE ARTI

Faculty/Department *

FINE ARTS

Address *

L'AQUILA

Erasmus Code *

I L-AQUIL03

Receiving Responsible Person

First name(s) *

BARBARA

Last name(s) *

DRUDI

Position *

ERASMUS COORDINATOR

Email *

b.drudi@abaq.it

Phone number

+39 0862317360

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

+

NOT MANDATORY SECTION

Previous

Next

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

Academic year *

ACADEMIC YEAR OF YOUR MOBILITY

Preliminary LA

Planned start of the mobility * gg/mm/aaaa

Planned end of the mobility * gg/mm/aaaa

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

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should throughout their studies to enable them to make the right choices and use their time most efficiently. The information con teaching and assessment procedures, the level of programmes, the individual educational components and the learning re people to contact, with information about how, when and where to contact them. Show less

ADD THE ANTICIPATED MOBILITY PERIOD (YOU CAN FIND THE ACADEMIC CALENDAR ON OUR WEBSITE (abaq.it); REMEMBER TO PUT A FEW DAYS BEFORE THE START OF THE SEMESTER AND A FEW DAYS AFTER, SO AS NOT TO ENCOUNTER UNFORESEEN CIRCUMSTANCES)

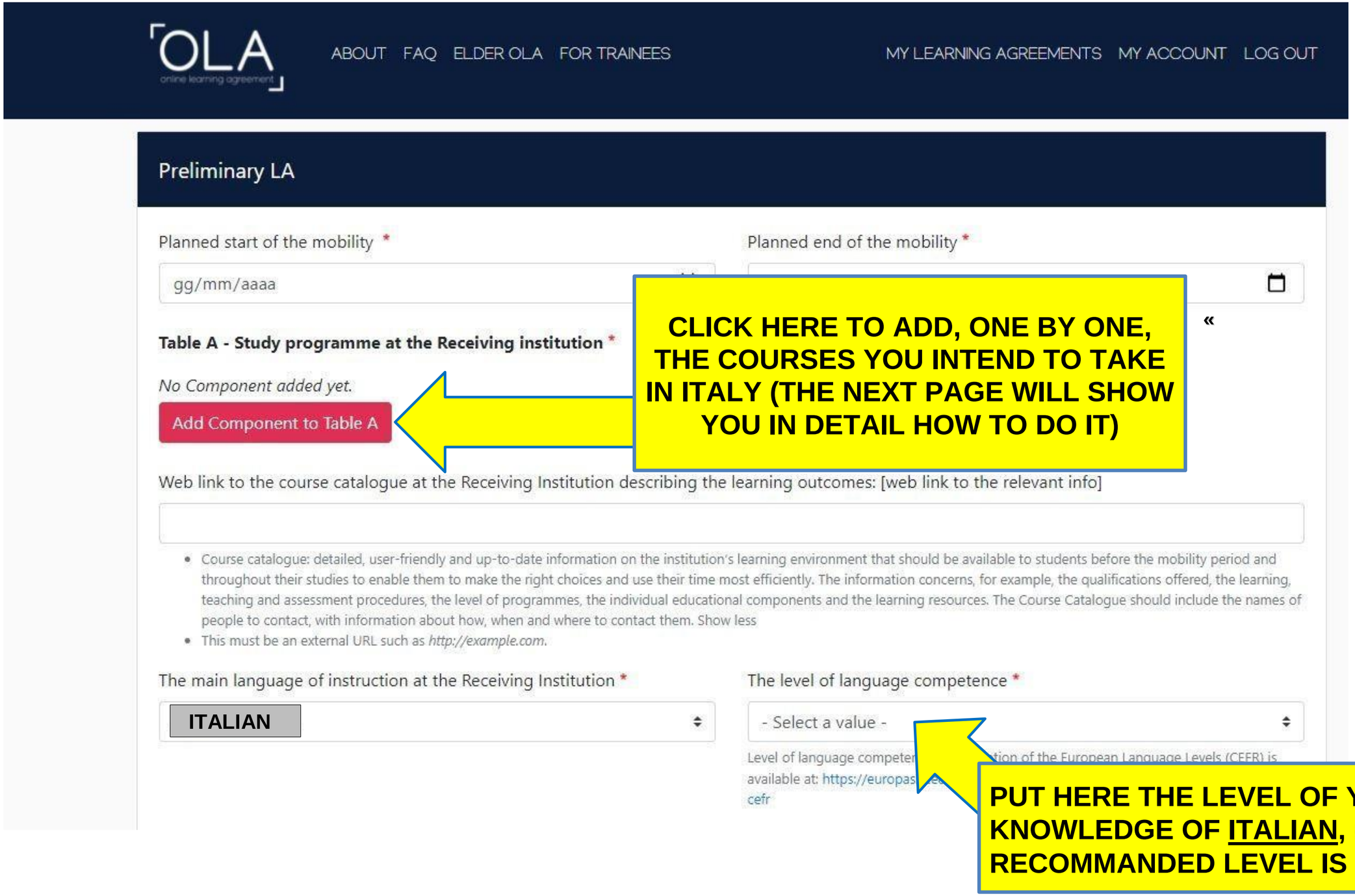

OLA
online learning agreement
ABOUT FAQ ELDER OLA FOR TRAINEES
MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT
Preliminary LA
Planned start of the mobility *
gg/mm/aaaa
Planned end of the mobility *
«
Table A - Study programme at the Receiving institution *
No Component added yet.
Add Component to Table A
CLICK HERE TO ADD, ONE BY ONE, THE COURSES YOU INTEND TO TAKE IN ITALY (THE NEXT PAGE WILL SHOW YOU IN DETAIL HOW TO DO IT)
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 *
ITALIAN
The level of language competence *
- Select a value -
Level of language competer tion of the European Language Levels (CEFR) is available at: https://europas e cefr
PUT HERE THE LEVEL OF YOUR KNOWLEDGE OF ITALIAN, (THE RECOMMANDED LEVEL IS B1)

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

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

An "educational component" is a self-contained and formal structured learning experience that features 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 awarded by the Receiving Institution upon successful completion *

ECTS credits (or equivale countries where the "ECTS" system is not particular for institutions located in Partner Coun t participating in the Bologna process, "ECTS to be replaced in the relevant tables by the n the equivalent system that

Semester *

- Select a value -

ENTER THE NAME OF THE COURSE AS INDICATED IN THE TABLE OF COURSES IN THE GENERAL COURSE CATALOGUE (abaq.it)

ADD HERE THE CODE OF THE COURSE YOU ARE CHOOSING (IF THE CODE IS NOT PRESENT, JUST PUT DOWN NA)

ADD THE CREDITS NUMBER OF THE COURSE (CFA)

ADD THE SEMESTER IN WICH THE COURSE IS HELD (FIRST/WINTER, SECOND/SUMMER, OR FULL ACADEMICYEAR)

-

Once you have entered
all the courses you intend to take here in **ABAQ** one by one,
you will have to do the same
with the courses you will be replacing at your home institution.

To do so, you will have to click on
"ADD COMPONENT TO TABLE B"
which will allow you to do exactly that.

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 lea ing out
components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobili

ENTER THE NAME OF THE COURSE YOU ARE GOING TO SUBSTITUTE IN YOUR HOME INSTITUTION, AS INDICATED IN YOUR STUDY PLAN

Component Code *

ADD THE COURSE CODE

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

ECTS credits (or equ t); in countries where the
"ECTS" system is in particular for institutions
located in Partner C s not participating in the
Bologna process, "E eeds to be replaced in the
relevant tables by t e of the equivalent system that
is used, and a web n explanation to the system
s

ADD THE NUMBER OF CREDITS

Semester *

- Select a value -

ADD THE SEMESTER IN WICH THE COURSE IS HELD (FIRST/WINTER, SECOND/SUMMER, OR FULL ACADEMICYEAR)

degre

Automatic recognition comment

Add Component to Table B

Your Online Learning Agreement has been updated. ×

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

Academic year *

ACADEMIC YEAR OF YOUR MOBILITY

Table C

Please add the Table if you wish to indicat… …n the learning outcomes.

Add Component to Table C

TABLE C REFERS TO THE ON-LINE COURSES, SO IF THERE ARE NONE (USUALLY ABAQ DOES NOT OFFER SUCH COURSES), YOU CAN DIRECTLY CLICK ON NEXT.

Previous

Next

Academic year *

ACADEMIC YEAR OF YOUR MOBILITY

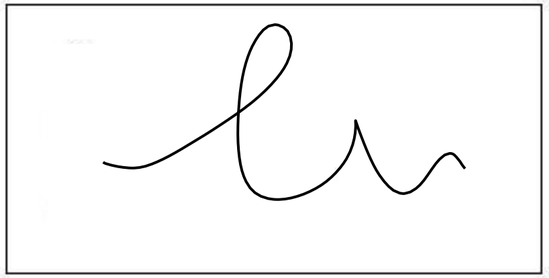
Commitment Preliminary

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

TO SIGN YOUR OLA YOU CAN USE YOUR COMPUTER MOUSE/ TOUCH SCREEN

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

ONCE YOU HAVE COMPLETED EACH PASSAGE, CLICK HERE.

NOW YOUR PROPOSAL CAN BE ACCEPTED AND SIGNED BY THE COORDINATORS OF BOTH INSTITUTIONS.

By clicking on "Sign and send" you also give express consent for your personal data contained in [illegible] transmitted to the HEI or Organisation of destination.

Previous | Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

WARNING

Both "**Responsible Persons**" can reject the Learning Agreement and send comments on what needs to be corrected.
In this case, you will receive an automatic email, and you will have to correct your Learning Agreement according to the instructions received from the Contact Person/Coordinator.

To modify the Learning Agreement that has already been filled out, you will have to use the "New learning agreement with changes" (this function accesses the Learning Agreement that has already been completed).

Once the corrections have been made, the document must be signed again by all parties involved (Student, Sending Responsible Person, Receiving Responsible Person).

The conclusion of the process will provide the complete Learning Agreement, ready for use during your mobility period.