



UNIVERSITÀ  
DEGLI STUDI  
DELL'AQUILA

# DLA Compilation Guide (Digital Learning Agreement) – former OLA

[www.learning-agreement.eu](http://www.learning-agreement.eu)

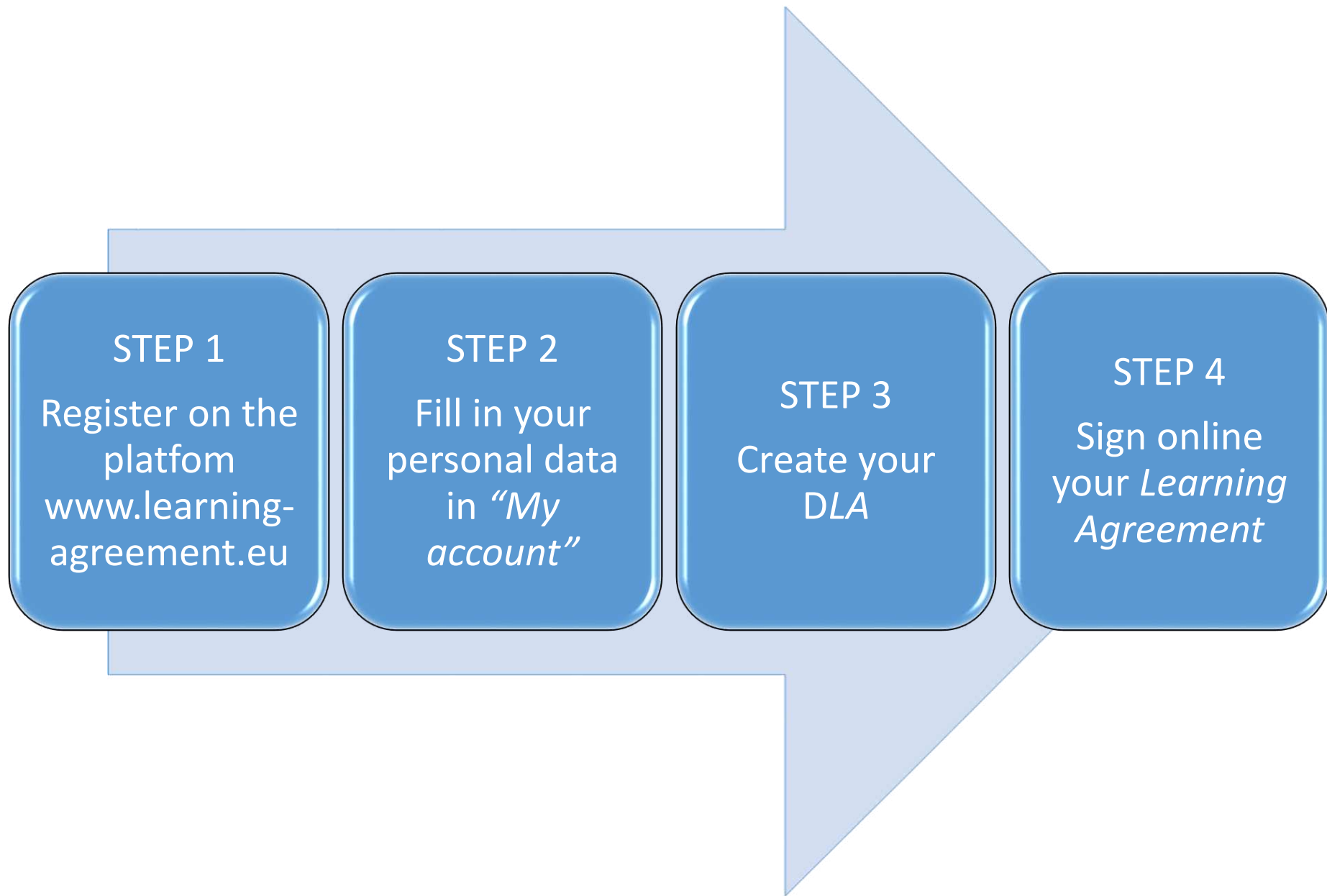
The **Digital Learning Agreement (DLA)** – formerly known as *Online Learning Agreement (OLA)* – allows all ERASMUS+ students to draw up their Learning Agreement via an online platform, accessing the website <https://www.learning-agreement.eu> and speeding up the submission and any subsequent amendment to the document. Through this platform, it will be possible to sign the document, have it signed by the involved parts of the mobility, get comments back from both Sending and Receiving Institutions, as well as getting a complete overview of its last updated version. *The Learning Agreement represents the basis of the recognition for all the activities carried out abroad.*

**Before leaving, in order to define your DLA's content, you will have to agree with the referee professors at your department on the courses and related exams that you will take at the Receiving Institution.**

To be valid, the *Online Learning Agreement*, must be signed online by the student, by the Responsible person at the Sending Institution, (Erasmus Referee at UnivAQ) and by the Responsible person at the Receiving Institution (Erasmus Referee at Receiving Institution). It is not necessary to print your DLA, since you will be able to download it from the website once signed by all parts.

**WARNING: It is not allowed to create more than one version of the DLA. The DLA must have only one version, so we kindly ask you to fill it with great attention.** Once signed by all parts, before the start of your mobility, you will be able – if needed – to change your DLA within the first month from the arrival at the Receiving Institution. Changes must ALWAYS be accepted by all the signing parts. If you will attend one semester at the Receiving Institution, you will be able to change your *Learning Agreement*/DLA just once; if you will attend two semesters, you will be able to change your *Learning Agreement*/DLA just twice. **Not respecting these guidelines might jeopardize the recognition of the taken exams.**

This Guide will help you in both the registration on the platform [www.learning-agreement.eu](http://www.learning-agreement.eu), and in the filling and signing of your DLA.



## STEP 1

Register on the platform [www.learning-agreement.eu](http://www.learning-agreement.eu)

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

# Online Learning Agreement

Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

Click on “LOGIN TO ACCESS YOUR LEARNING AGREEMENT”: the next window will open, with three options.

## My account

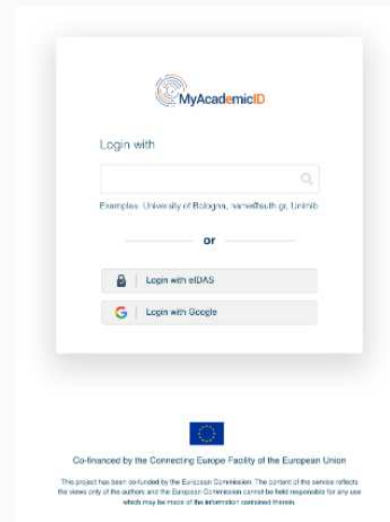
Log in

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!



Click on “Log in” and choose as access option to the “Log in with your academic credentials (eduGAIN)”. Put here you UnivAQ e-mail address.

By clicking on “Università degli Studi dell’Aquila”, you will be rerouted to the Login page, where you will be asked to insert your UnivAQ credentials.



The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

[Proceed to register on the MyAcademicID IAM Service](#)

Click on "Proceed to register on the My AcademicID IAM Service".

In the next window you will find your name and e-mail fields pre-filled, so you will just have to flag "Confirm" to accept the informative and then click on "Submit".

Now you will get an e-mail with a link: click here to confirm your registration to the platform. If you do not get this email, check the spam folder.

## STEP 2

*Fill your personal data in “My account”*

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

Fill in the “My account” window with your personal data, accepting the Terms and Conditions.

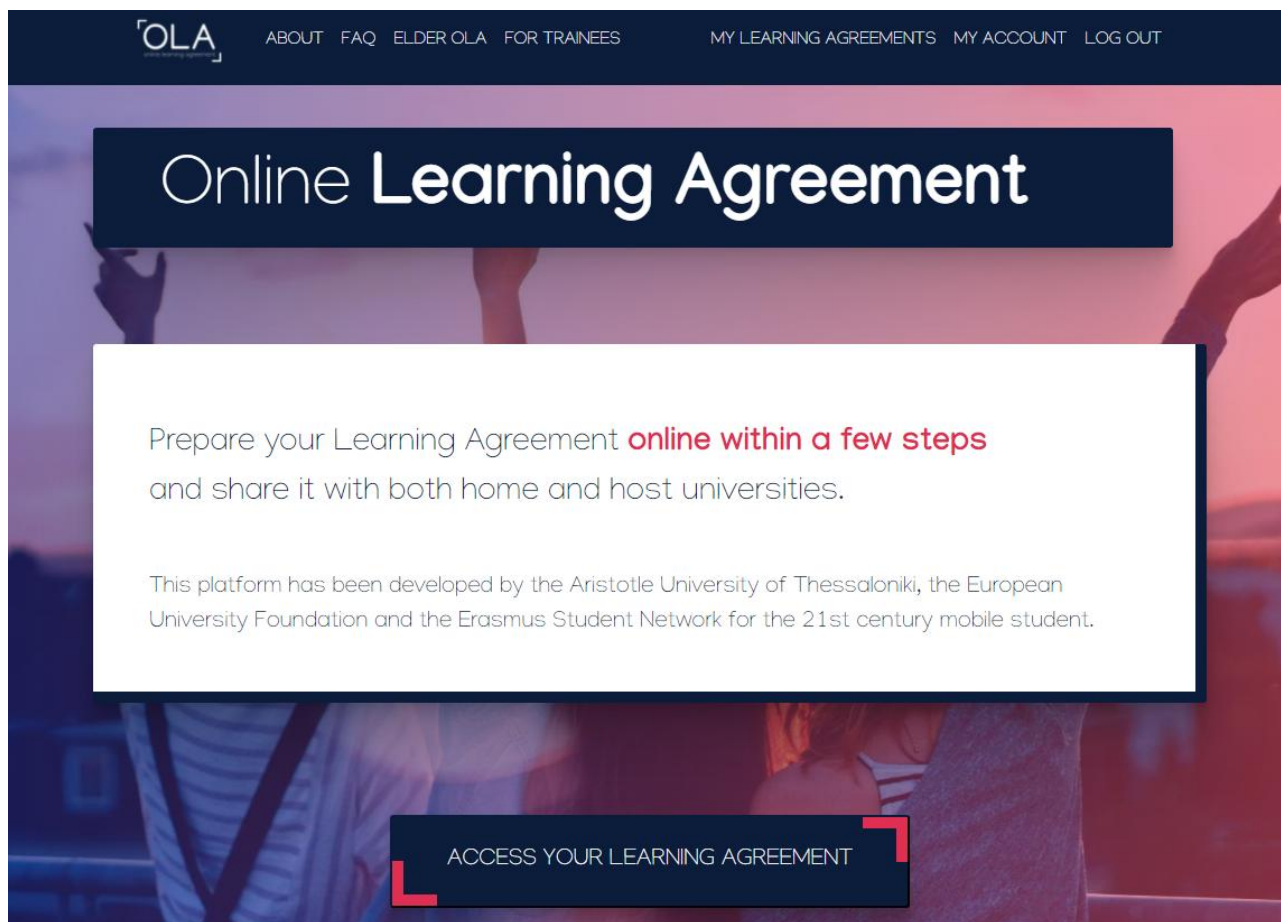
**Field of education:** select from the drop-down menu the ISCED code of the bilateral agreement, with reference to **Allegato 1 - Elenco accordi attivi** of the Erasmus + call you are taking part to, available on the UnivAQ website.

**Study Cycle:** select from the drop-down menu:

- EQF level 6 for Bachelor Degree mobility;
- EQF level 7 for Master Degree or Single-cycle Degree mobility;
- EQF level 8 for PhD mobility.

## STEP 3

### *Fill your DLA*

The image shows a screenshot of the OLA (Online Learning Agreement) website. At the top, there is a dark blue navigation bar with the OLA logo on the left and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT' on the right. Below the navigation bar is a large banner with a background image of people's hands raised. The banner features a dark blue box with the text 'Online Learning Agreement' in white. Below this, a white box contains the text: 'Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.' Underneath, smaller text reads: 'This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.' At the bottom of the banner, there is a dark blue button with the text 'ACCESS YOUR LEARNING AGREEMENT' in white. A yellow arrow points from the right side of the page towards this button.

*Now you are all set to fill in your DLA!*

Go back to the home page and click on “ACCESS YOUR LEARNING AGREEMENT”.

Click on “Create New”, bottom page.

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

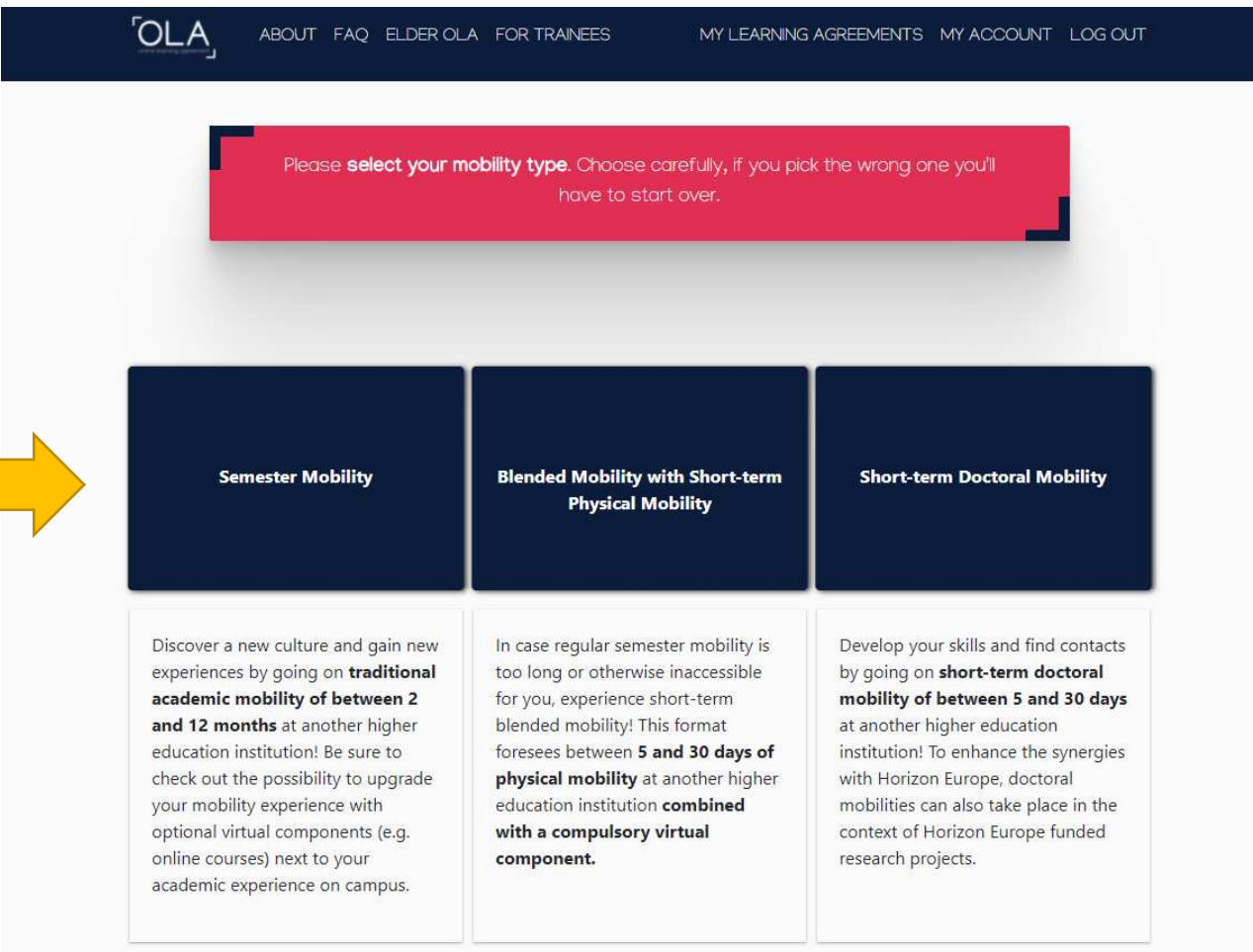
## My Learning Agreements

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](#)

Now you have to select the mobility type for which you are filling the DLA: in your case this is “Semester Mobility”, i.e., Erasmus student with a mobility period from 2 up to 12 months.



The screenshot shows the OLA website interface. At the top, there is a dark blue navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, a red banner contains the instruction: "Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over." Below the banner, three dark blue boxes represent the mobility options: "Semester Mobility", "Blended Mobility with Short-term Physical Mobility", and "Short-term Doctoral Mobility". A yellow arrow points to the "Semester Mobility" box. Below each box is a white text area providing details for that option.

Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral Mobility
Discover a new culture and gain new experiences by going on <b>traditional academic mobility of between 2 and 12 months</b> 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.	In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between <b>5 and 30 days of physical mobility</b> at another higher education institution <b>combined with a compulsory virtual component</b> .	Develop your skills and find contacts by going on <b>short-term doctoral mobility of between 5 and 30 days</b> 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.

Now you are ready to insert the data (**all data with marked with asterisk are mandatory**).

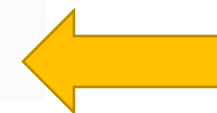
In the first window, “Student”, you will find your date prefilled, from having previously filled in the “My account” section.

**Academic Year:** insert the academic year of your mobility.

**PLEASE NOTE:** it is crucial that you insert the academic year in which your Erasmus+ will take place, otherwise your DLA might not be visible to professors asked to sign it.

Click on “Next” to access the second window, called “Sending Institution Information”.

The screenshot shows the 'Student' form in the OLA system. At the top, the OLA logo and navigation links (ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, LOG OUT) are visible. The 'Academic year' field is prefilled with '2021/2022'. Below this is a dark blue header for the 'Student' section. The form contains several required fields: 'First name(s)', 'Last name(s)', 'Email', 'Date of birth' (with a calendar icon), 'Gender' (a dropdown menu), 'Nationality' (with a country selection icon and a note: 'Country to which the person belongs administratively and that issues the ID card and/or passport.'), 'Field of Education' (with a selection icon and a note: 'Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](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.'), 'Field of Education Comment', and 'Study cycle' (a dropdown menu with a note: '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)'). A 'Next' button is located at the bottom center of the form.



### Sending Institution

Country \*

Name \*

### 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

**Sending Institution:** select from the drop-down menu “Italy” and “Università degli Studi dell’Aquila”, inserting the name of your department as well.

Both UnivAQ address and Erasmus code will automatically show up.

**Sending Responsible Person:** i.e., the Erasmus Referee at your Department, who has the authority to approve the *Learning Agreement*. You will find the referees’ list at the next page.

**Sending Administrative Contact Person:** non-mandatory data. You can leave this section blank.

Click on “Next” to access the third window, called “Receiving Institution Information”.

**Sending Responsible Person**, i.e. the Erasmus coordinator in your department, who has the authority to approve the *Online Learning Agreement*:

<b>Department</b>	<b>Erasmus coordinator</b>
<b>DICEAA</b> – Department of Civil, Construction-Architectural and Environmental Engineering	Prof. Donato Di Ludovico
<b>DISIM</b> – Department of Information Engineering, Computer Science and Mathematics	Prof.ssa Monica Nesi (Danilo Larivera for students enrolled in the double/joint degree programmes in Mathematical Modelling [I4Y] and Ingegneria Matematica/Mathematical Engineering [I4W] only)
<b>DIIE</b> – Department of Industrial and Information Engineering and Economics	Prof. Stefano Sfarra Prof. Marco Amendola (for Economics Area students)
<b>MESVA</b> – Department of Life, Health and Environmental Sciences	Prof. Massimo Maria Marcello De Martinis
<b>DISCAB</b> – Department of Biotechnological and Applied Clinical Sciences	Prof.ssa Cristina Pellegrini
<b>DSFC</b> – Department of Physical and Chemical Sciences	Prof.ssa Carla Macolino
<b>DSU</b> – Department of Human Sciences	Prof.ssa Barbara Maria Vogt

The professors' e-mail addresses are published on the University website. It is essential that you enter the correct e-mail address, otherwise the professor will not be able to sign your *Learning Agreement*.

### Receiving Institution

Country \*

Country of the institution

Name \*

Name of the institution

### Receiving Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

+

### Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

+

**Receiving Institution:** select the country and university of destination from the drop-down menu, and fill in the name of the relevant department. The address and Erasmus code of the host institution will appear automatically.

**Receiving Responsible Person:** This is the Erasmus coordinator at the host institution who is responsible for approving the Learning Agreement. Again, it is essential that you enter the correct contact person. To find out the name and e-mail address of the **Receiving Responsible Person**, you must contact the foreign university that will be hosting you.

Receiving Administrative Contact Person: non mandatory data. You can leave this field blank.

Then click on “Next” to access the fourth screen, called “Proposed Mobility Programme”.

Then enter the start and end dates of your mobility period (if you do not yet know the exact dates, you can enter the estimated dates, which will not need to be changed later), and complete Table A and Table B with the required information.

**OLA**  
online learning agreement

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

### Preliminary LA

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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**Add Component to Table A:** layout for entering foreign courses (to be repeated for each course you intend to add to your study plan, until the *Learning Agreement* is complete).

## 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 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 awarded by the Receiving Institution upon successful completion *	Semester *
<input type="text"/>	<input type="text"/>	- Select a value -


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.

Add Component to Table A

In "Table A – Study programme at the Receiving institution" please insert:

- the course to be attended at the destination institution (identified in the *Course Catalogue* of the receiving institution);
- the course code (if not available, enter NA);
- the semester (or term) in which the course is attended (first, second, third or full year);
- the number of ECTS for the chosen course;
- if available, the link to the course presentation page (*syllabus*).

Once you have uploaded the courses you are interested in, remember to enter the language of study that will be used at your destination (language of instruction) and your level of linguistic competence.



**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*.

[Previous](#) [Next](#)

**Add Component to Table B:** layout for adding Univaq courses (to be repeated for each course you wish to add to your study plan, until the Learning Agreement is complete).

### 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 \*

- Select a value -
▾

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

Add Component to Table B

In "Table B – Recognition at the Sending institution" insert:

- the course from your Univaq study plan that you intend to replace;
- the course code;
- the semester in which you attended the course;
- the number of ECTS credits for the chosen course.

**If you have not been expressly authorised for blended learning (in-person and online), do not open Table C and click Next.**

You have now reached the final screen, called 'Commitment', which will allow you to sign your DLA.

## Research for thesis activities

It is possible to carry out research for your thesis during your Erasmus+ study period, if agreed with both your Univaq supervisor and the host university. Thesis research must be added to the DLA in Table A as an overseas activity (Thesis work/Thesis research), entering the number of ECTS credits previously agreed with both your supervisor and the Erasmus coordinator of your department. The agreed number of ECTS credits must be less than the total number of credits required by your study plan for the final exam, and must be proportional to the duration of the mobility period and the expected workload abroad. In Table B, enter the words “Thesis research” and the same number of credits as for “Thesis work/Thesis research” in Table A.

Curricular traineeships may be undertaken during an Erasmus+ study period only if they complement other scheduled teaching activities, and if they have been agreed in advance with both the Univaq Erasmus coordinator and the host university. Any traineeship must also be added to the DLA in Table A and Table B, including the number of ECTS credits agreed with the Department’s Erasmus coordinator and the host institution. Any traineeship may only be undertaken at organisations affiliated with the host university.

## Research activities – PhD

Third-level courses (doctorates) do not require passing exams and the consequent acquisition of credits.

PhD students must therefore complete the DLA form, adding their research work (under “Research activity”, followed by a brief description of the activity in English) as a foreign activity in Table A, while in Table B they will enter “PhD research activity”, followed by a brief description of the activity in Italian.

## STEP 4


### *Sign the Learning Agreement*

**OLA**  
online learning agreement

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

#### 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.



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

Sign the document using your mouse or another input device within the rectangle.

After adding your signature, click on “Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review”.

A confirmation screen will appear, and from this point onwards, you will be able to view or download your DLA, but you will not be able to edit it.

Your DLA will then be automatically sent to the Erasmus coordinator in your department, who will either approve it or ask you to make corrections via email.

**ATTENTION:** Once you have signed your DLA (and until all parties involved have signed it), you will no longer be able to make changes to the content of the DLA, except in the event of rejection and a subsequent request for correction by the contact persons.

Once the *Learning Agreement* has been signed by the Sending Responsible Person (Erasmus Coordinator at Univaq), it will be automatically sent to the Erasmus Responsible Person at the host university.

You will receive an email notification both when the DLA has been approved/signed by the Sending Responsible Person (Univaq Erasmus Coordinator) and when it has been approved/signed by the Responsible Person Erasmus at the host university.

At this point, you can download a PDF copy of the Learning Agreement with all the necessary signatures from the website.

**ATTENTION:** Checking the status of your DLA **constantly** is of fundamental importance, **because you might receive correction requests** from the Erasmus coordinators. **In fact, both Responsible Persons can reject the Learning Agreement and send comments** on what needs to be corrected (you will find any comments on the last screen of your DLA, after the space reserved for your signature). If your agreement is rejected, you will receive an automatic e-mail and you **must** correct the Learning Agreement according to the instructions received from the Contact Person/Coordinator by clicking on 'My Learning Agreements', making the corrections and signing the document again. It will then be automatically sent first to the Erasmus Contact Person in your Department for signature and then to the Erasmus Responsible Person at the host university.

**IMPORTANT:** You must ensure that you have the signatures of both Referents/Coordinators on your Online Learning Agreement at least 15 days before your departure (or by the deadline indicated by the receiving institution, if more restrictive).

## POSSIBLE STEP

### *How to change your DLA if already signed by all three parties*

**Only once you have arrived to the Receiving University, you may change your DLA which has already been signed by all three parties** – if necessary – within and not later than one month after your arrival. Necessary changes must be accepted and signed by all parties, always through the platform <https://www.learning-agreement.eu>  
**ATTENTION: the DLA can only be changed if it has been signed by all three parties.**

If you are attending one semester at the receiving institution, you may modify your Learning Agreement once only; if you are attending two semesters, you may modify your Learning Agreement a maximum of two times.

**ATTENZIONE: Non cliccare su Create New**  
in quanto non dovrà essere creato un nuovo OLA ma andrà modificato quello già esistente.

**No!**

**No!**

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

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

Create New

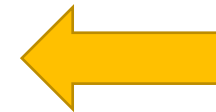
Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
Universita Telematica Pegaso	Rigas Tehniska Universitate	Ready to Edit	Wed, 11/17/2021 - 20:06	<b>Apply Changes</b> Download PDF History

In order to modify your Learning Agreement already signed by all three parties (Student, Sending Responsible Person, and Receiving Responsible Person), you must access 'My Learning Agreements' and click on 'Apply Changes'.

The screens displayed when you first created your DLA will then appear.

Click on “Next” until you reach the “Table A” and “Table B” screens and make the changes by clicking on “Deleted” (in case of replacements or deletions) and/or “Added” (in case of additions).

The screenshot shows the OLA system interface. At the top, there is a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, there is a button labeled "Add Component to Table A". The main content area is titled "Final LA Table A2". Underneath, there is a section for "Component Final Table A2" with a "Remove" button. Below that, there is a dropdown menu for "Component Added or Deleted" with options: "✓ - Select a value -", "Added", and "Deleted". There are also input fields for "Component Code", "Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion", and "Semester" with a dropdown menu for "Semester".



**Once you have made the changes, you must sign your DLA again, which will then be automatically sent to the Erasmus coordinator in your department for signature** (and then to the Erasmus Responsible Person at your receiving university).

**IMPORTANT:** Again, you must ensure that you have the signatures of both Referents/Coordinators on your amended Online Learning Agreement.

## Tutorial

There are several tutorials available online in English that can help you complete your DLA.

How to log in: <https://www.youtube.com/watch?v=rplepEmQF3Y>

How to create the DLA: <https://www.youtube.com/watch?v=palKpHJvTIg>

How to change the DLA signed by all three parties: <https://www.youtube.com/watch?v=DJQrbAD7038>

## Contacts

For technical issues, please contact the online platform support team via the following link:

<https://esci-sd.atlassian.net/servicedesk/customer/portals>

For problems/information regarding the courses you intend to take during your mobility, contact the Erasmus Coordinator of your department at Univaq.

To find out the name and contact details of the Receiving Responsible Person (the Erasmus coordinator at the destination institution who is responsible for approving the Learning Agreement), contact the foreign institution.