UNIVERSITÀ
DEGLI STUDI
DELL'AQUILA

OLA Compilation Guide

Online Learning Agreement

www.learning-agreement.eu

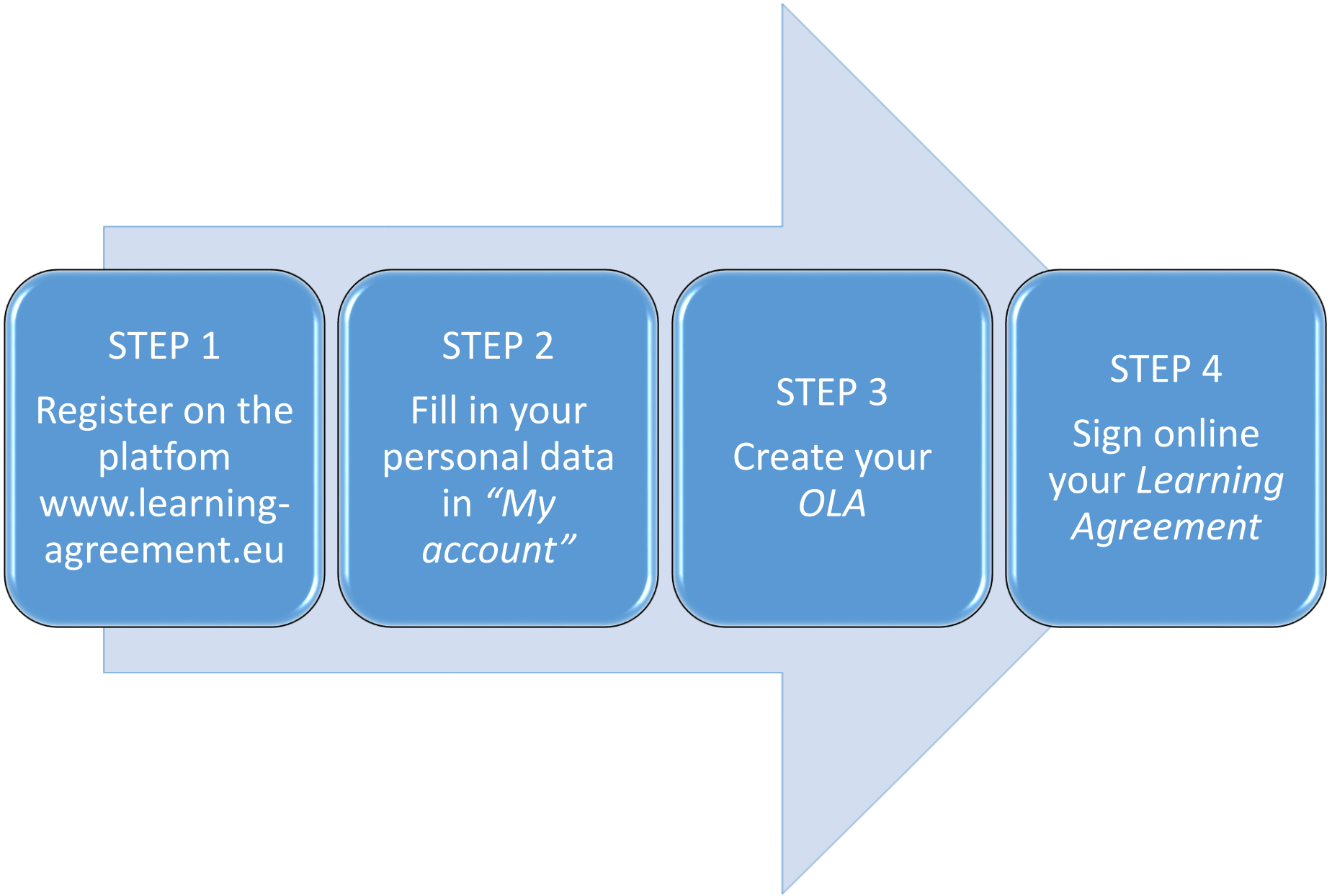
The *Online Learning Agreement (OLA)* allows all ERASMUS+ students to draw up their Learning Agreement via an online platform, accessing the website https://www.learning-agreement.eu and speeding up the submission and any subsequent amendment to the document. Through this platform, it will be possible 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 OLA'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 OLA, since you will be able to download it from the website once signed by all parts.

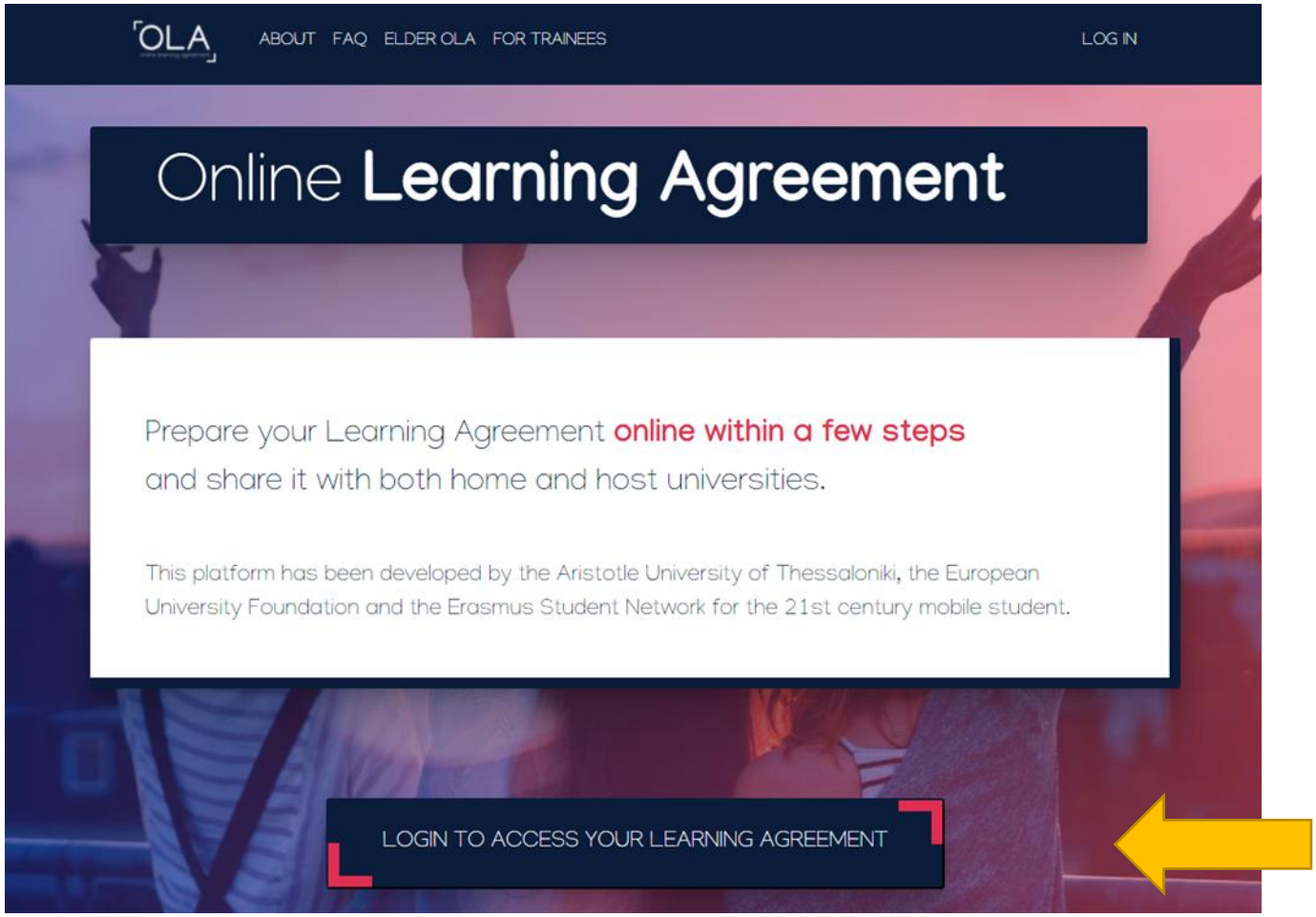
WARNING: It is not allowed to create more than one version of the OLA. The OLA must have only one version, so we kindly ask you to fill it with great attention. Once signed by all parts, before the start of your mobility, you will be able – if needed – to change your OLA within the first month from the 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*/OLA just once; if you will attend two semesters, you will be able to change your *Learning Agreement*/OLA 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, and in the filling and signing of your OLA.

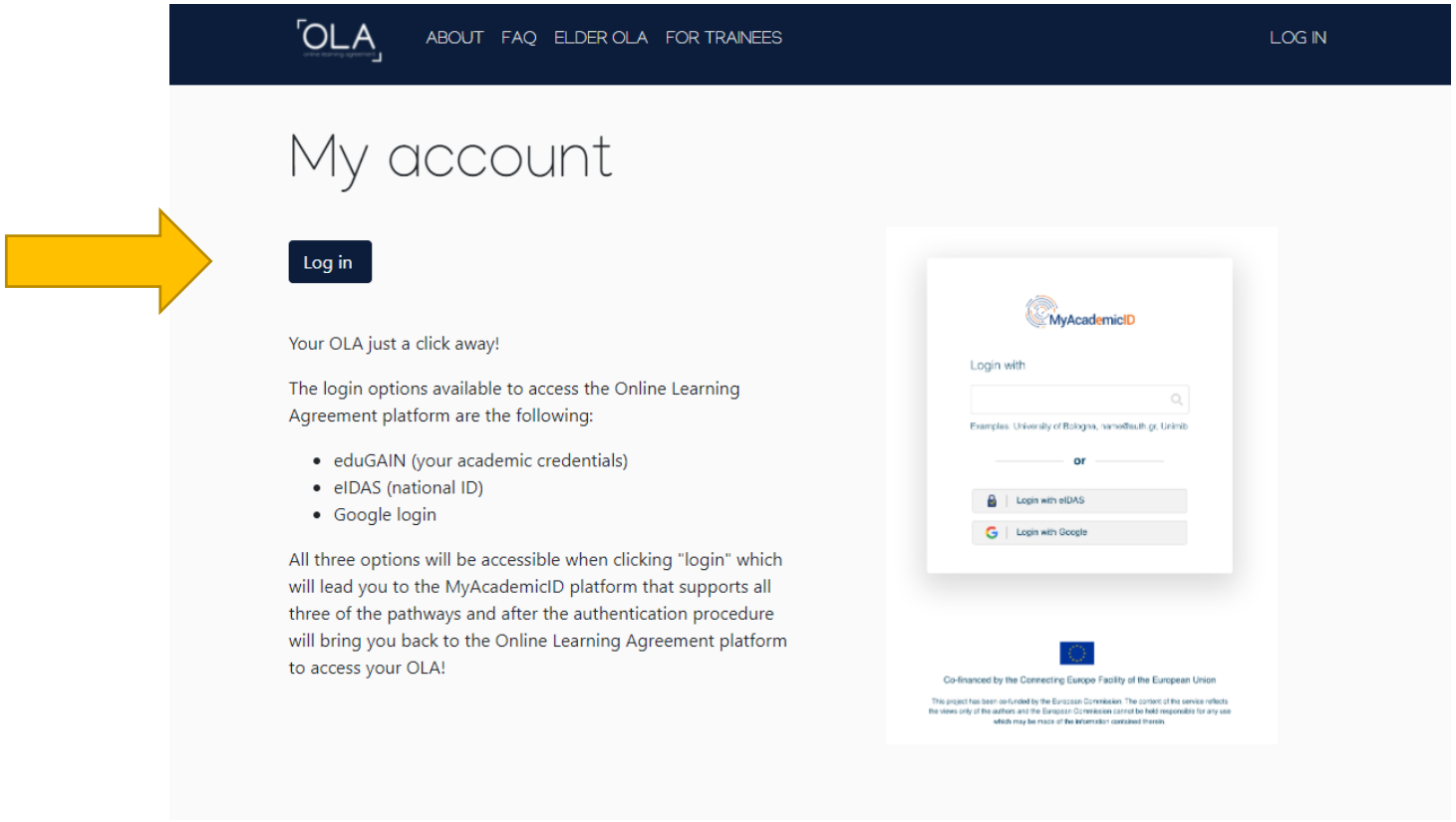

STEP 1
Register on the platfom www.learning-agreement.eu
STEP 2
Fill in your personal data in *"My account"*
STEP 3
Create your *OLA*
STEP 4
Sign online your *Learning Agreement*

STEP 1

Register on the platform www.learning-agreement.eu



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



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.

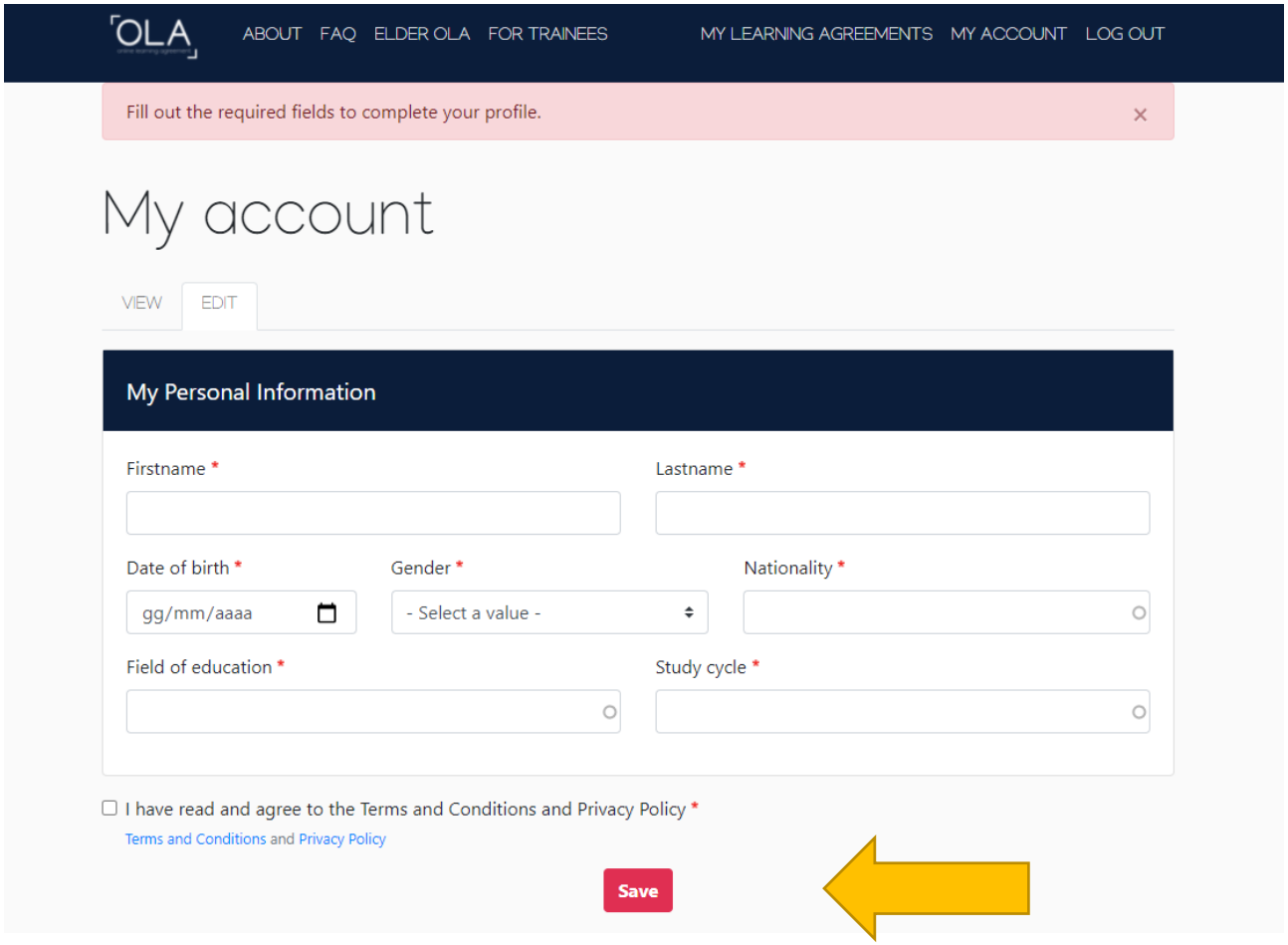
Click on “Proceed to register on the My AcademicID IAM Service”.

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"



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 webste.

Study Cycle: select from the drop-down menu:

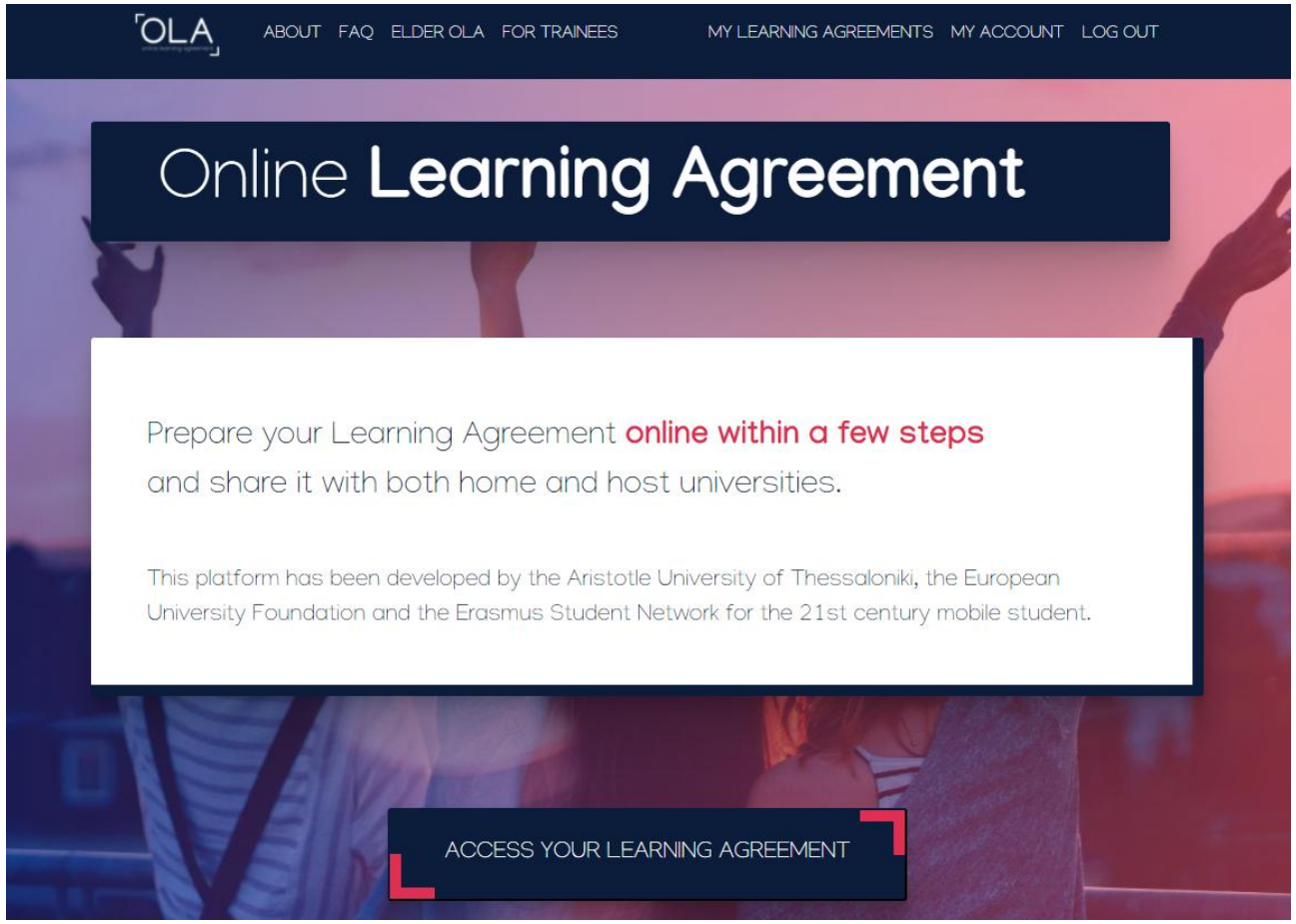
- EQF level 6 for Bachelor Degree mobility;

- EQF level 7 for Master Degree or Single-cycle Degree mobility;

- EQF level 8 for PhD mobility.

STEP 3

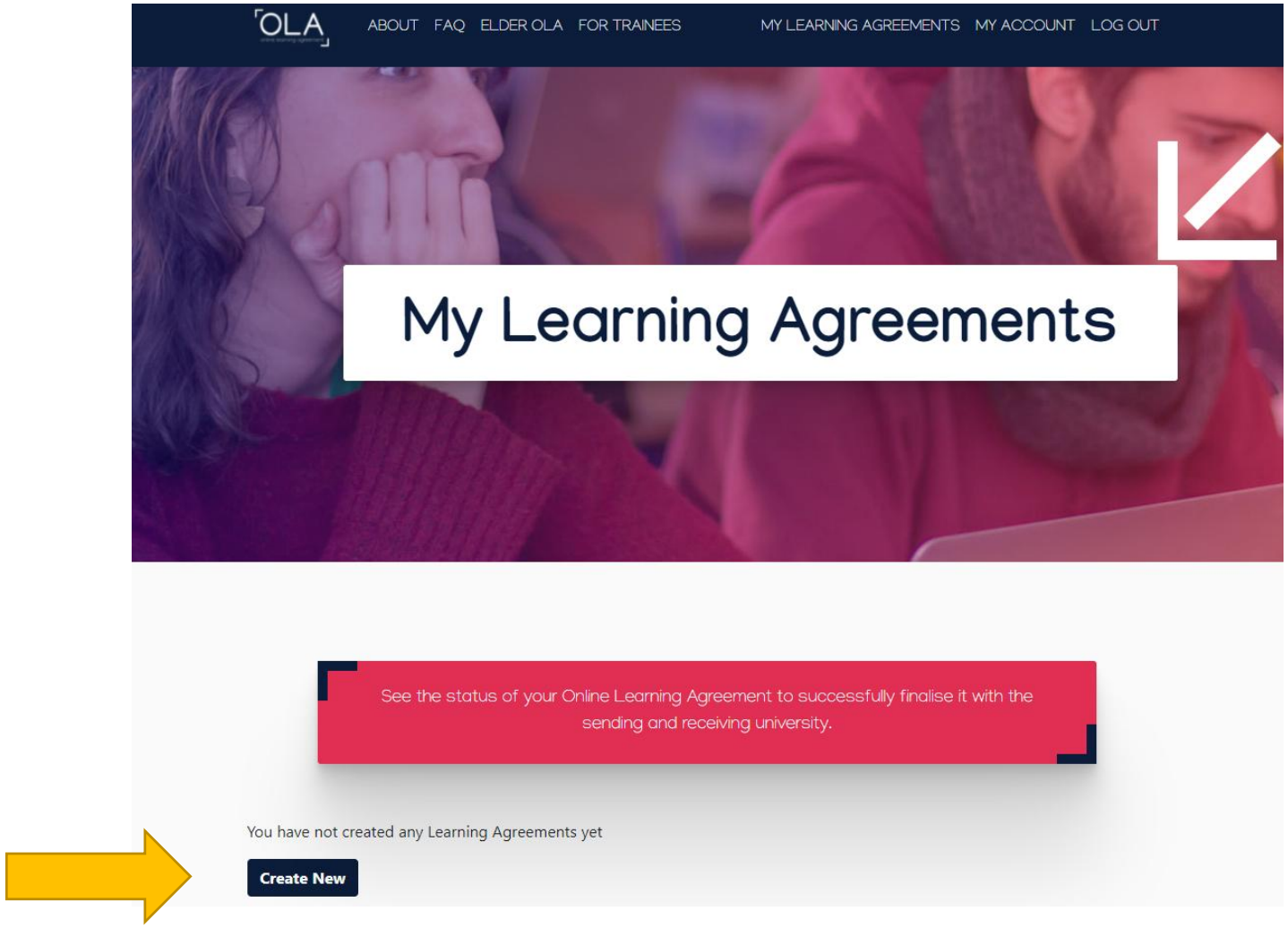
Fill your OLA



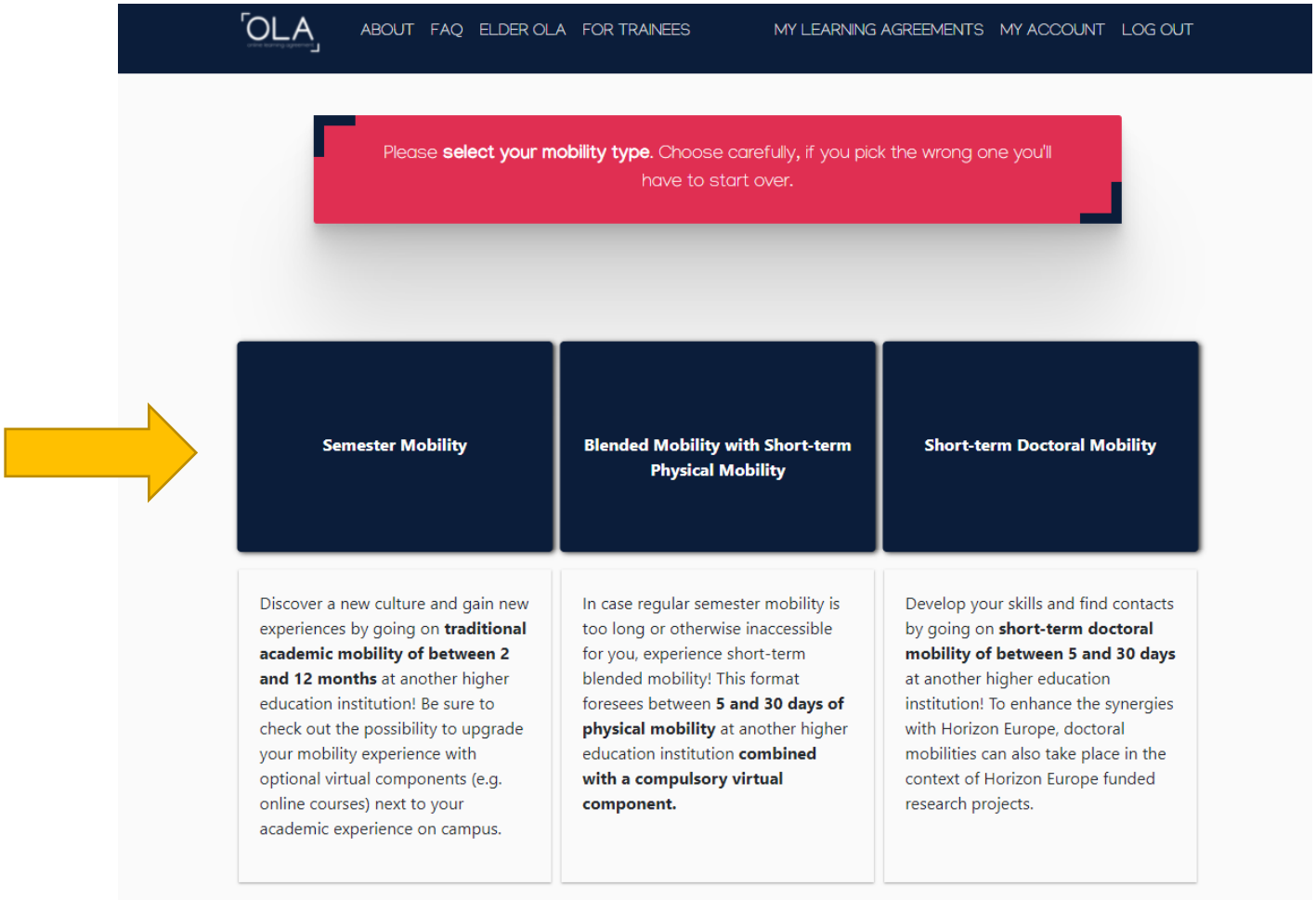
Now you are all set to fill in your OLA!

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

Click on “Create New”, bottom page.

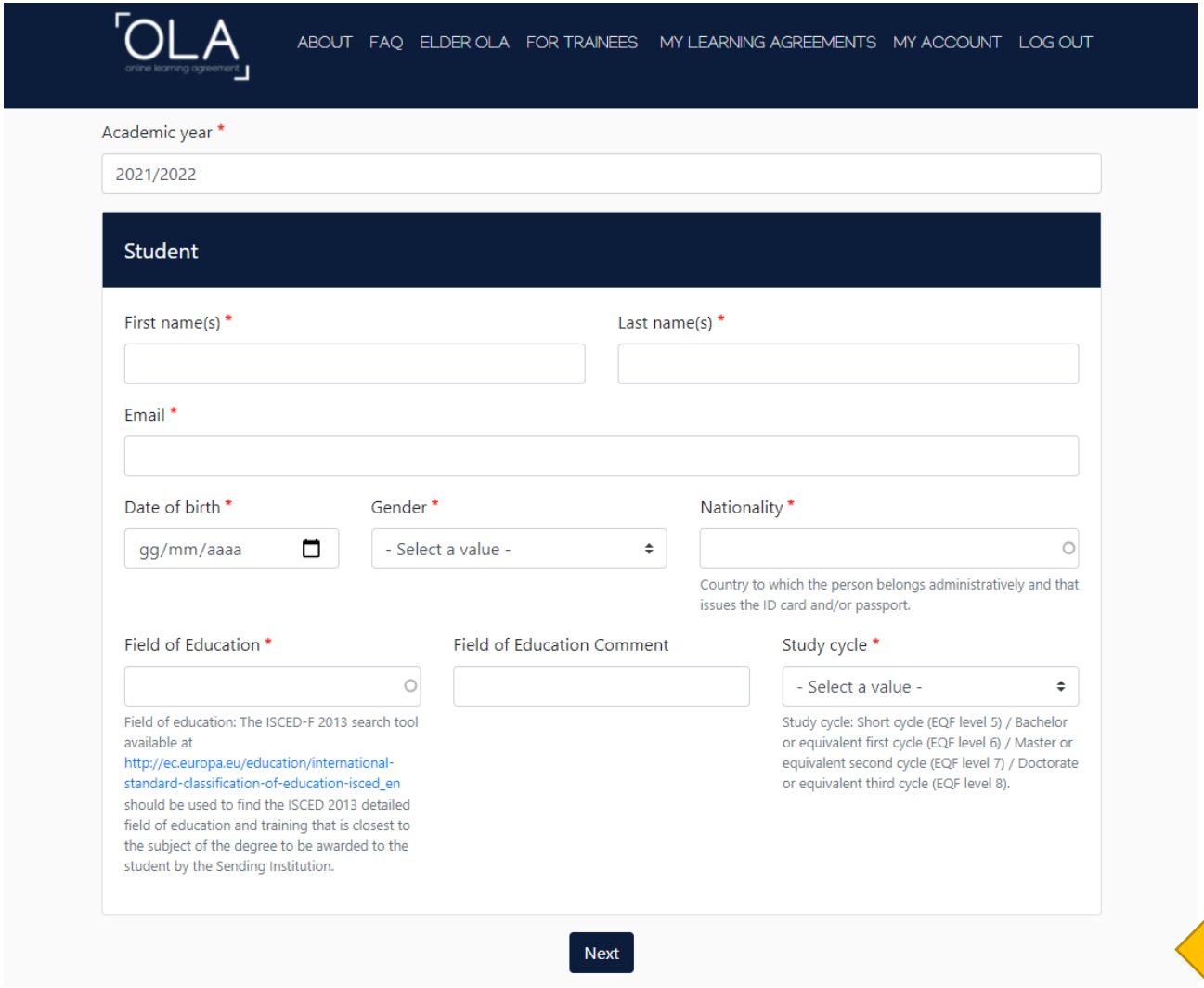


Now you have to select the mobility type for which you are filling the OLA: in your case this is “Semester Mobility”, i.e., Erasmus student with a mobility period from 2 up to 12 months.



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

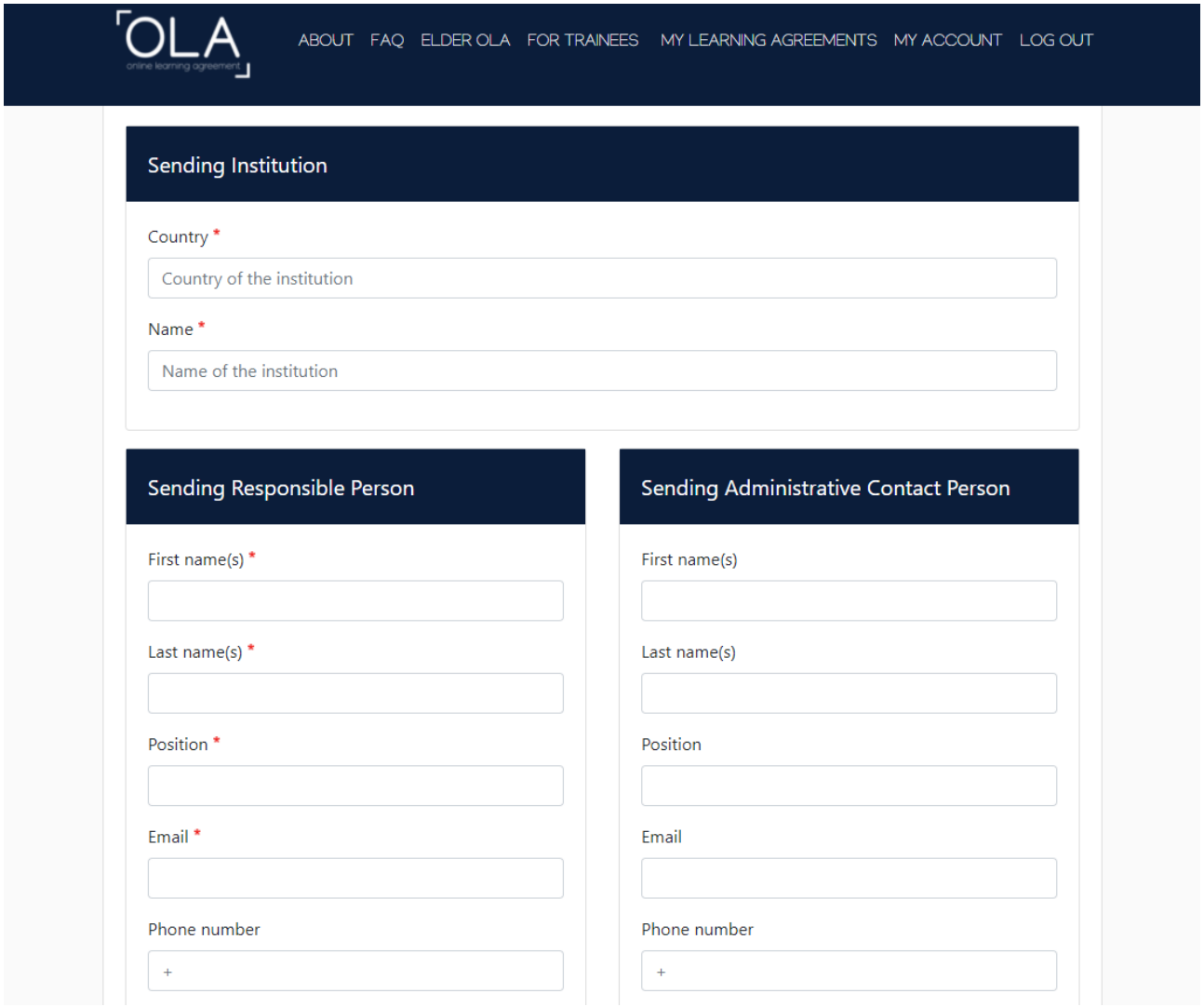
In the first window, “Student”, you will find your date prefilled, from having previously filled in the “My account” section.



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 OLA might not be visible to professors asked to sign it.

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



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.

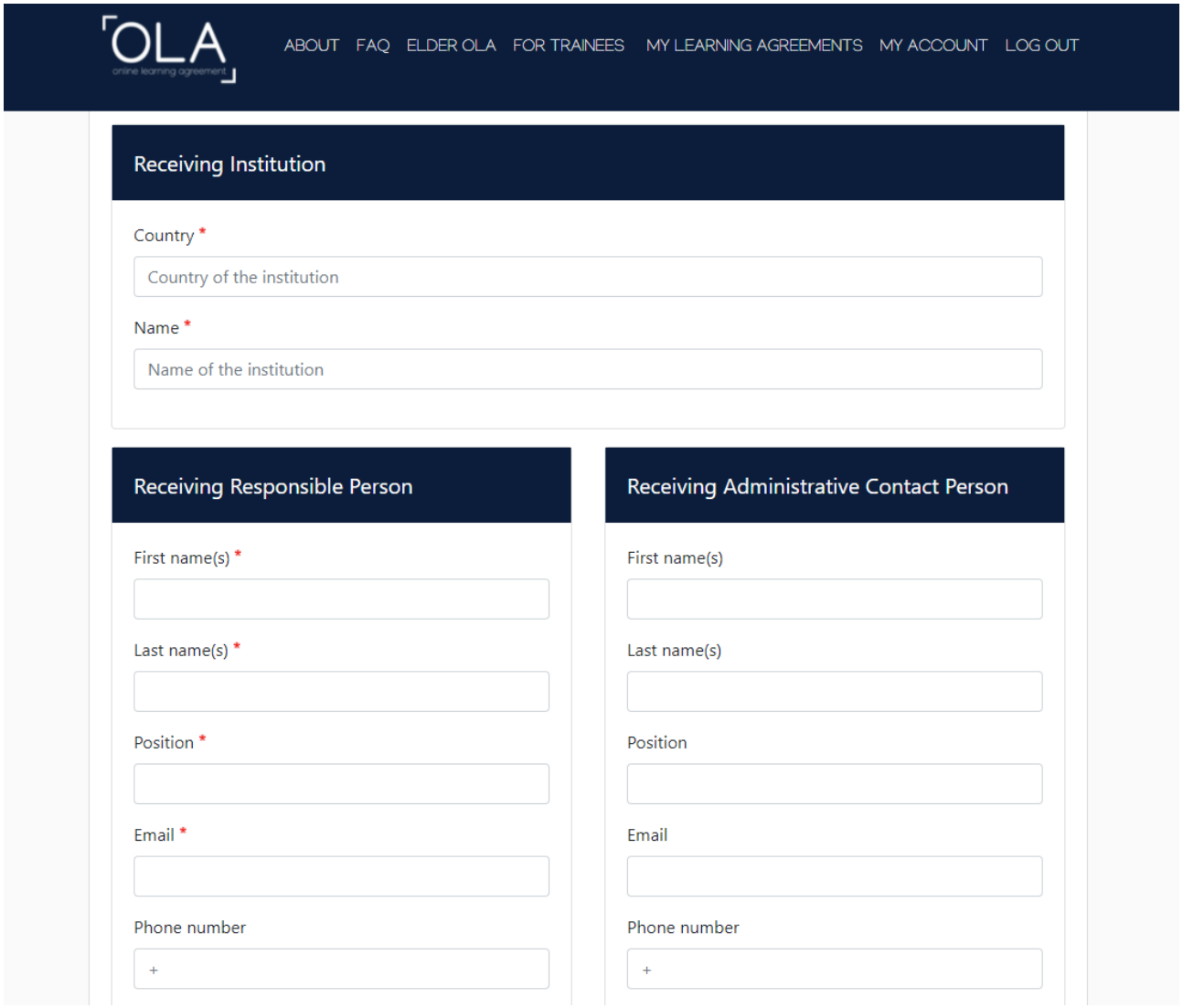
Sending Administrative Contact Person: non-mandatory data. You can leave this section blank.

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*:

Department	Erasmus coordinator
DICEAA – Department of Civil, Construction-Architectural and Environmental Engineering	Prof. Donato Di Ludovico
DISIM – 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)
DIIIE – Department of Industrial and Information Engineering and Economics	Prof. Stefano Sfarra Prof. Marco Amendola (for Economics Area students)
MESVA – Department of Life, Health and Environmental Sciences	Prof. Massimo Maria Marcello De Martinis
DISCAB – Department of Biotechnological and Applied Clinical Sciences	Prof.ssa Cristina Pellegrini
DSFC – Department of Physical and Chemical Sciences	Prof.ssa Carla Macolino
DSU – 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*.



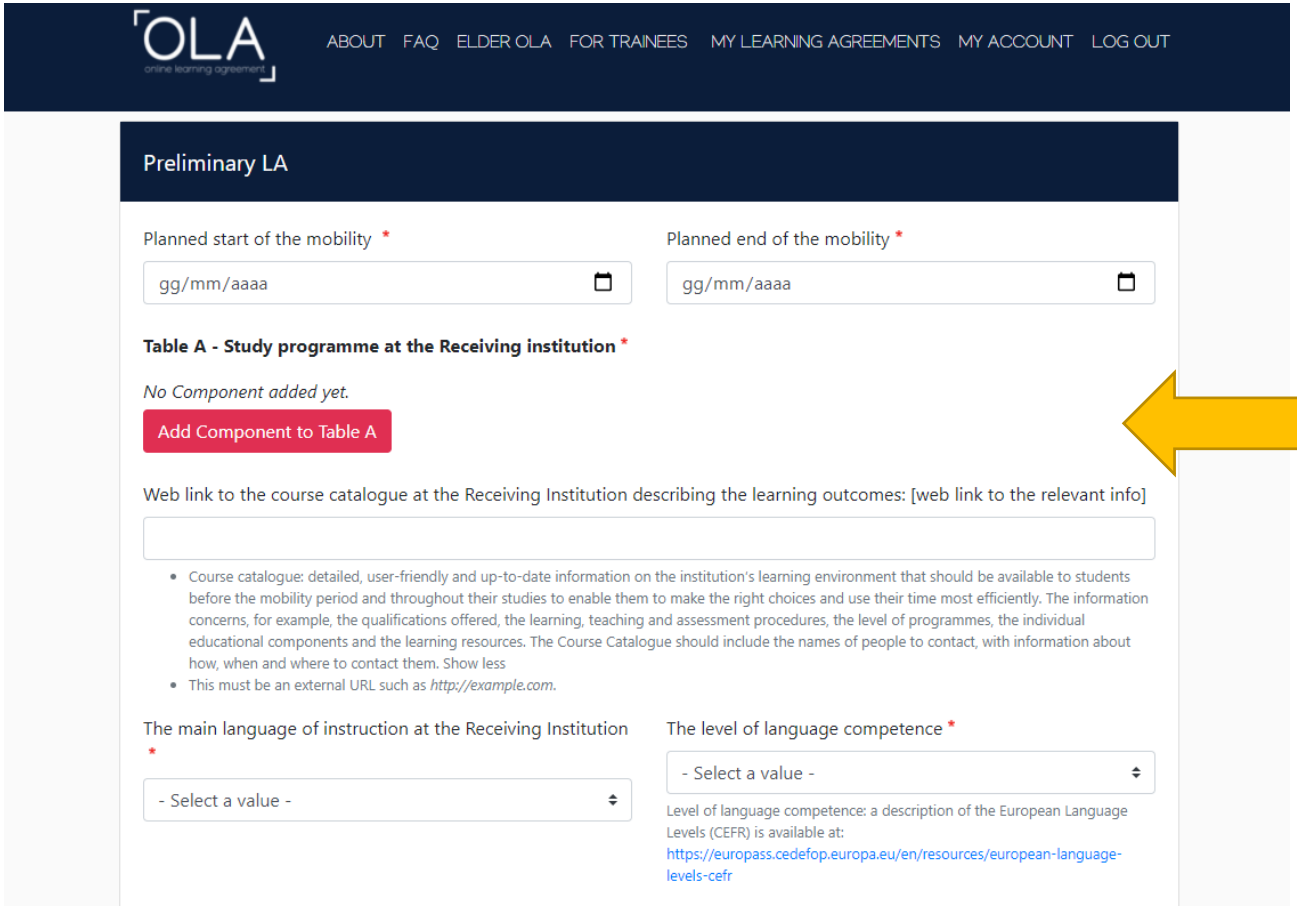
Receiving Institution: select the country and university of destination from the drop-down menu, and fill in the name of the relevant department. The address and Erasmus code of the host institution will appear automatically.

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**, <u>you must contact the foreign university that will be hosting you.</u>

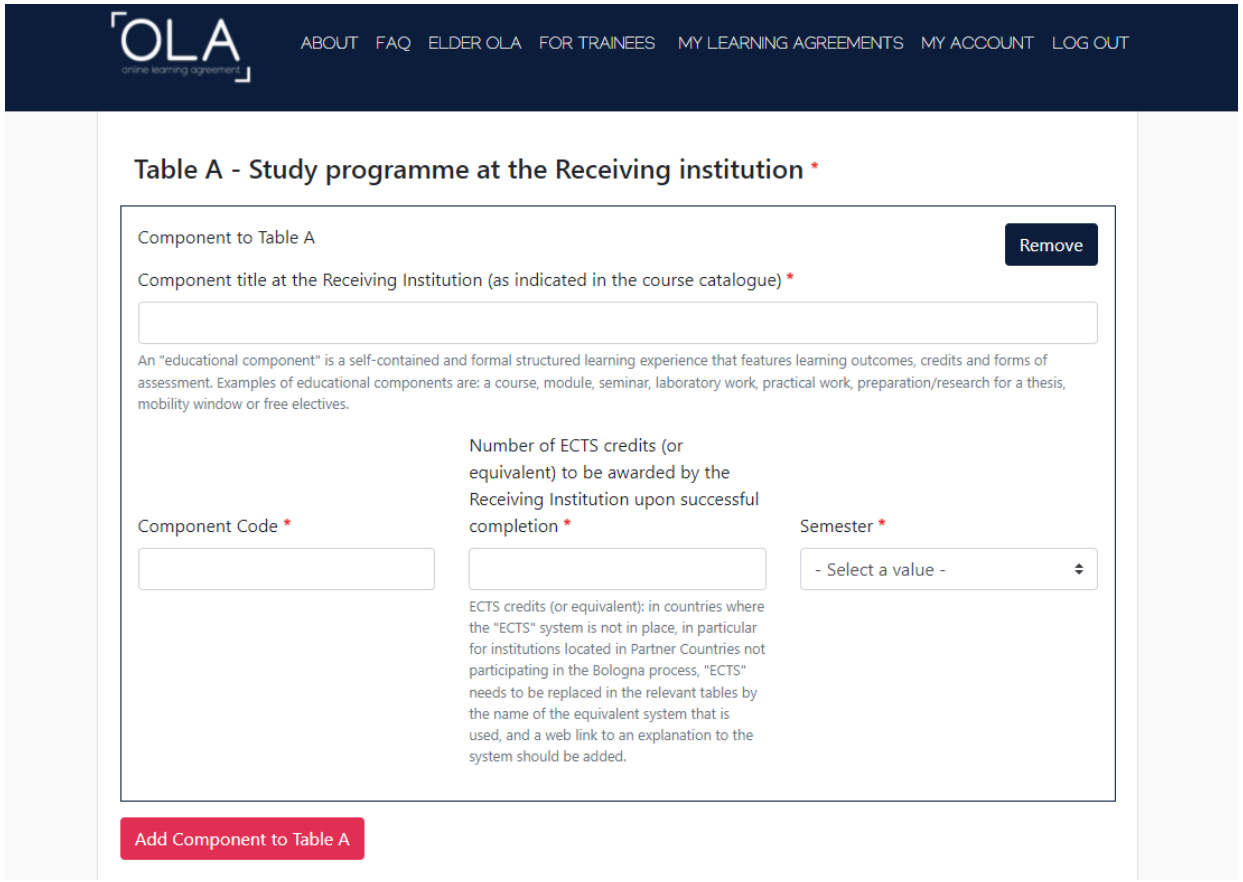
Receiving Administrative Contact Person: non mandatory data. You can leave this field blank.

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.



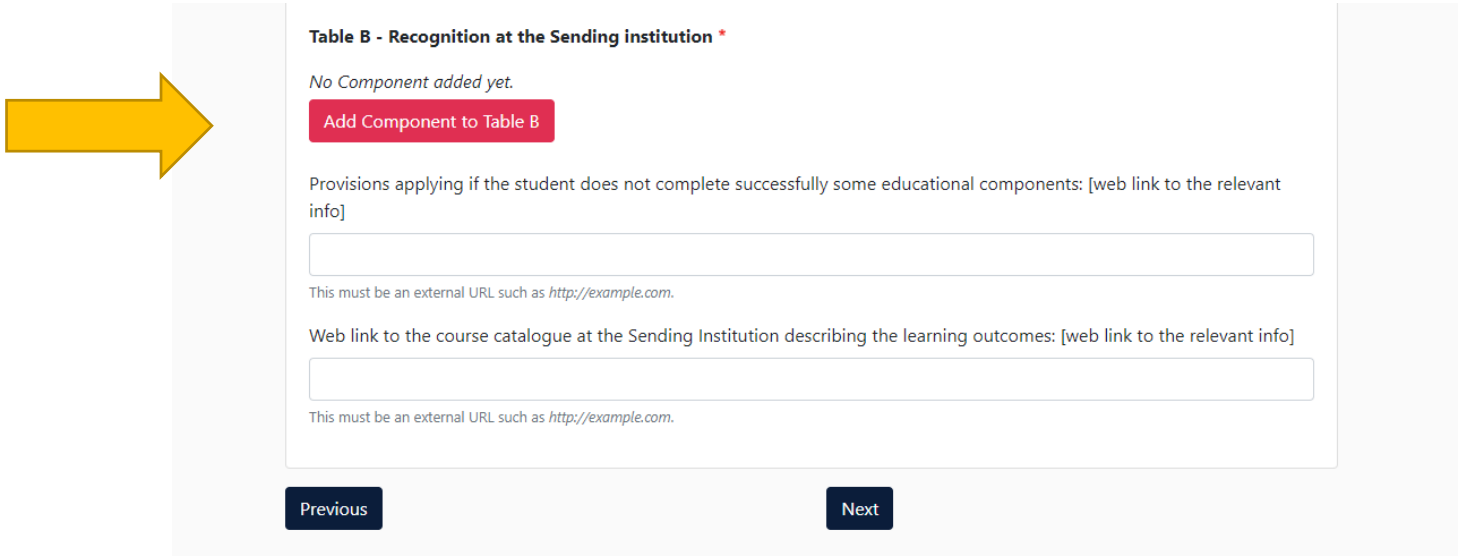
Add Component to Table A: layout for entering foreign courses (to be repeated for each course you intend to add to your study plan, until the *Learning Agreement* is complete).



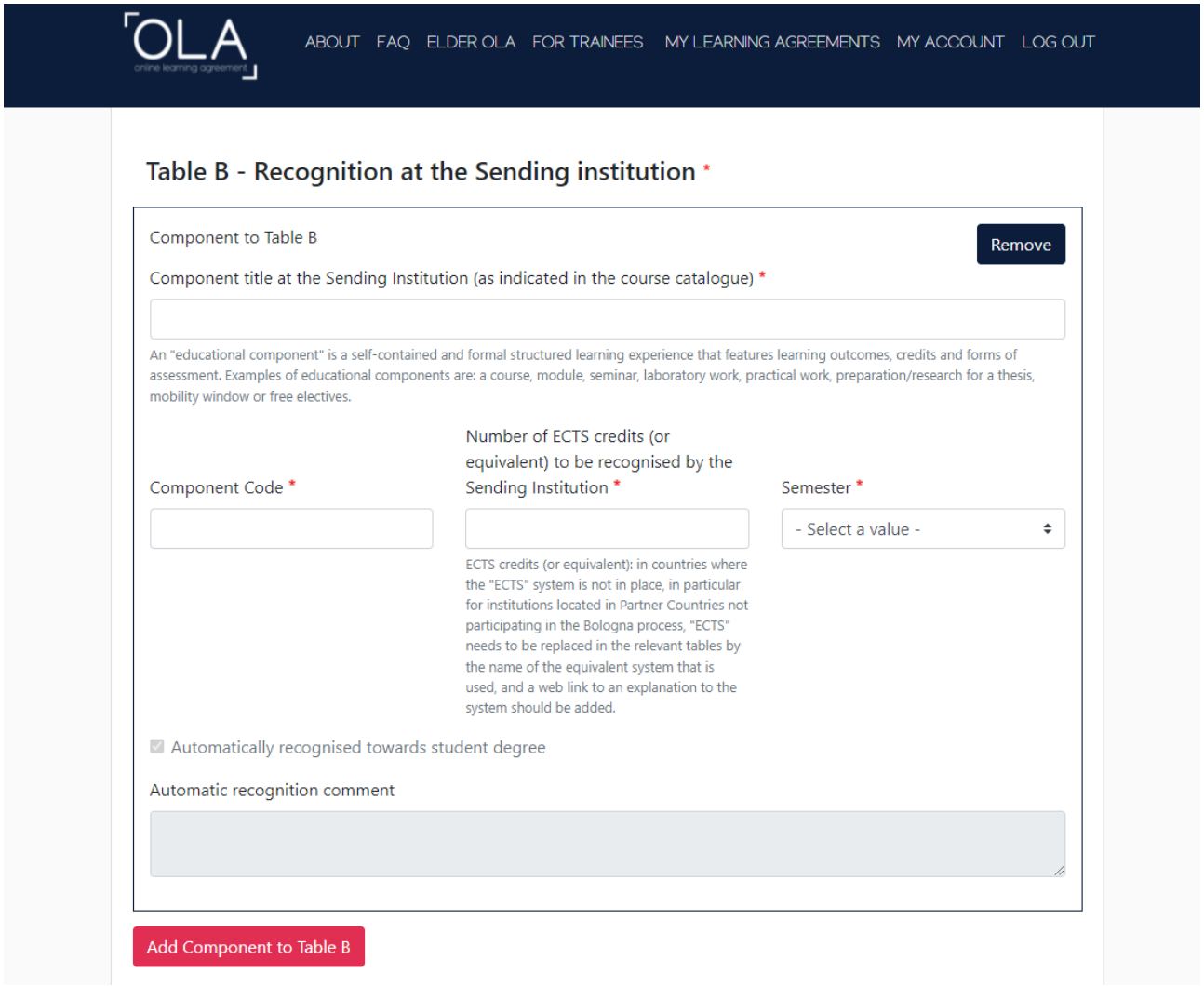
In “Table A – Study programme at the Receiving institution” please insert:

- the course to be attended at the destination institution (identified in the *Course Catalogue* of the receiving institution);
- the course code (<u>if not available, enter NA</u>);
- 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.



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).



In “Table B – Recognition att 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 OLA.

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 OLA 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.

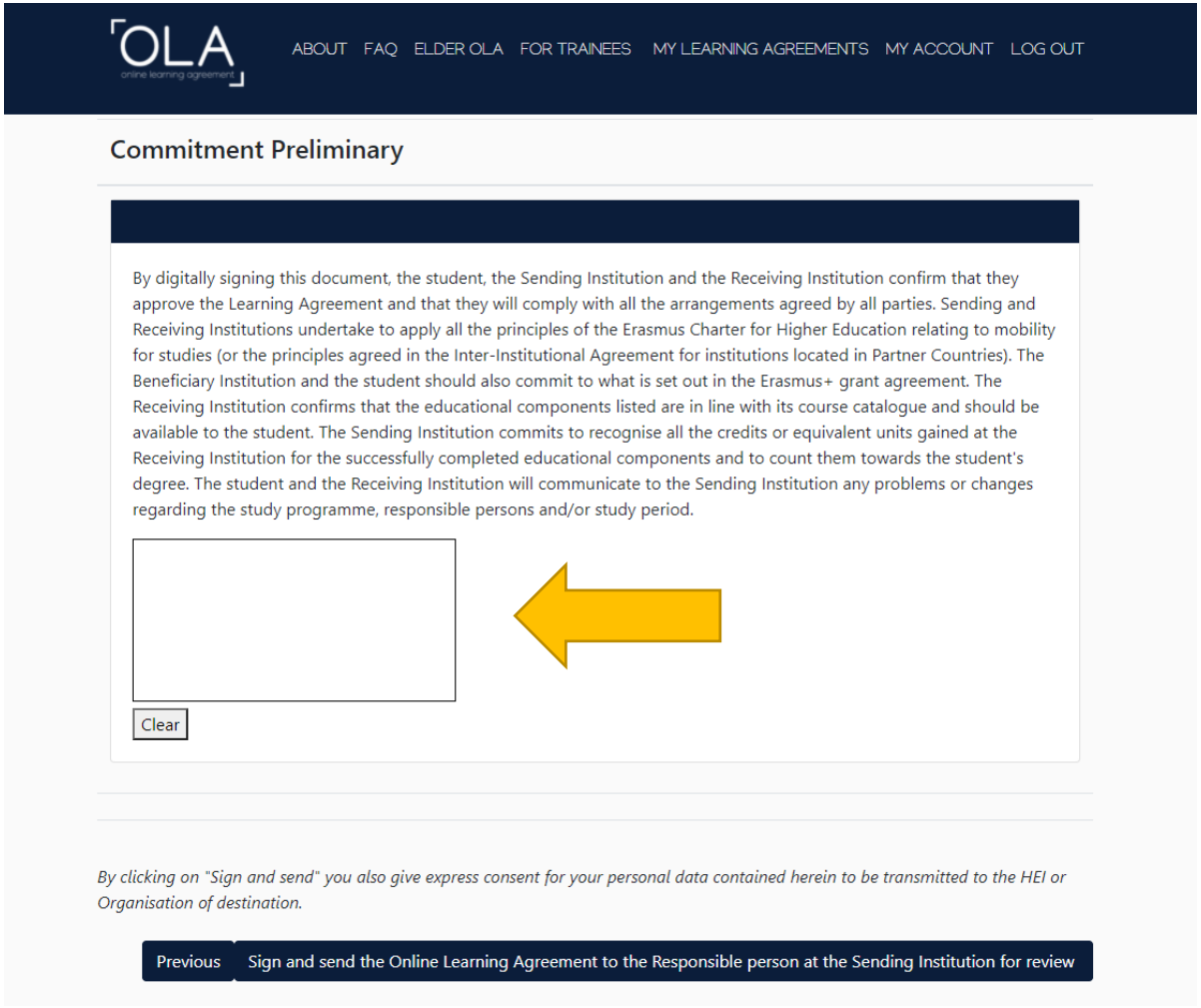
Research activities – PhD

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

PhD students must therefore complete the OLA 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



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 OLA, <u>but you will not be able to edit it.</u>

Your OLA 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 OLA (and until all parties involved have signed it), you will no longer be able to make changes to the content of the OLA, 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 OLA 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 OLA **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 OLA, 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.

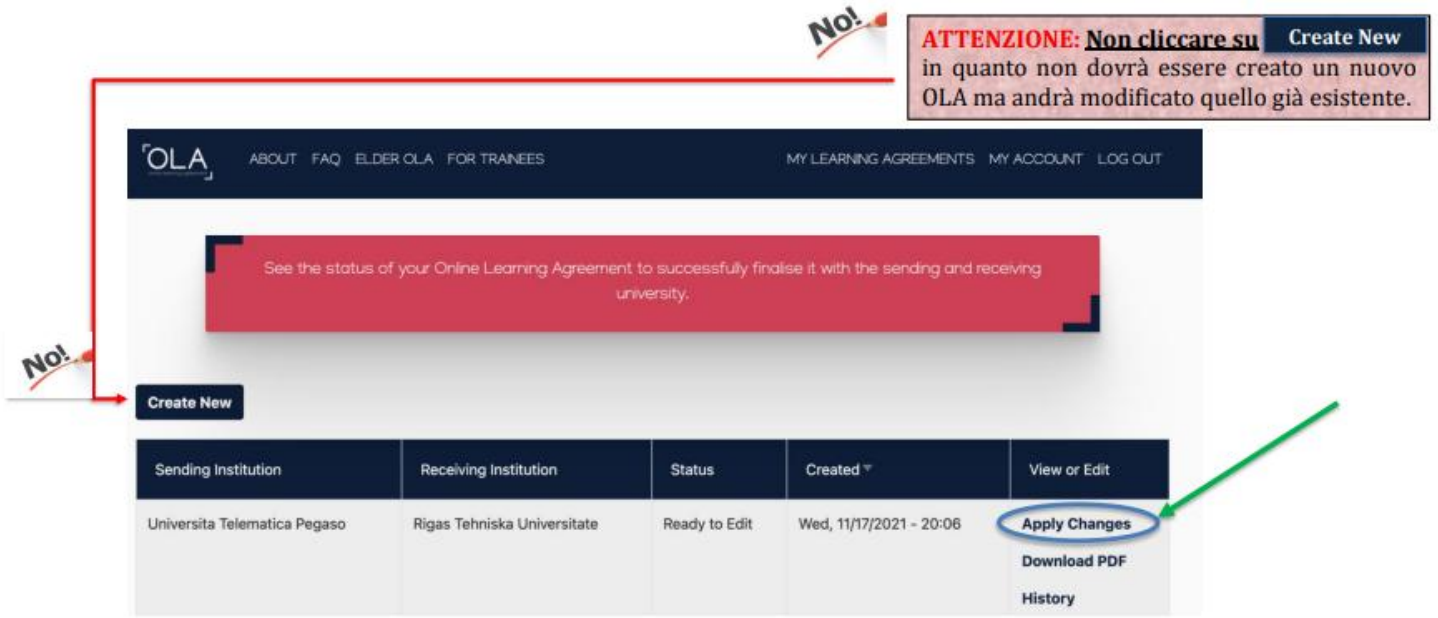
IMPORTANT: You must ensure that you have the signatures of both Referents/Coordinators on your Online Learning Agreement at least 15 days before your departure (or by the deadline indicated by the receiving institution, if more restrictive).

POSSIBLE STEP

How to change your OLA if already signed by all three parties

Only once you have arrived to the Receiving University, you may change your OLA 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 OLA can only be changed if it has been signed by all three parties.**

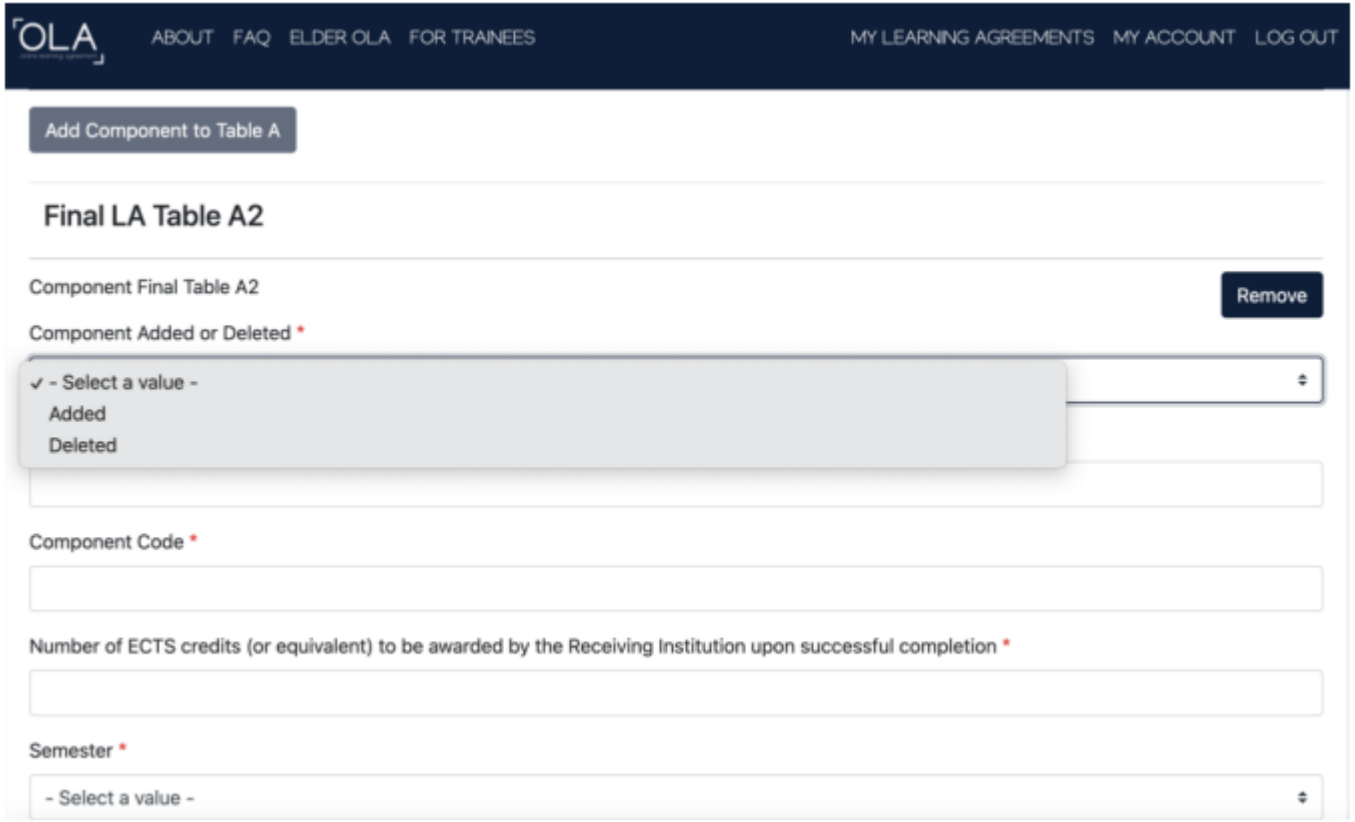
If you are attending one semester at the receiving institution, you may modify your Learning Agreement once only; if you are attending two semesters, you may modify your Learning Agreement a maximum of two times.



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 OLA 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).



Once you have made the changes, you must sign your OLA 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 OLA.

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

How to create the OLA: https://www.youtube.com/watch?v=paIKpHJvTlg

How to change the OLA 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.