



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

# ONLINE LEARNING AGREEMENT (OLA) Guida alla compilazione

- [Italiano](#)
- [English](#)

# CHE COS'È L'OLA?

Il **Learning Agreement** è un documento fondamentale nel processo di mobilità Erasmus, in quanto definisce il **piano di studi** che lo studente svolgerà presso l'università ospitante e costituisce la **base per il riconoscimento accademico** delle attività svolte all'estero.

Per semplificare e velocizzare le procedure di approvazione e modifica, il Learning Agreement è stato **digitalizzato**: nasce così l'**Online Learning Agreement (OLA)**, che consente agli studenti Erasmus di compilare, firmare e far approvare il proprio piano di studi attraverso una piattaforma online.

L'OLA deve essere compilato **prima dell'inizio del periodo di mobilità**, concordato con il **coordinatore Erasmus** del corso di studi e approvato dall'università ospitante. Nel documento vanno indicati gli **esami che si intende sostenere all'estero** e la loro **corrispondenza** con quelli che verranno riconosciuti al ritorno.

Per essere valido, l'OLA deve riportare la **firma elettronica di tre soggetti**:

- lo **studente**
- il **coordinatore Erasmus della sede di provenienza** (*Sending Institution Responsible Person*)
- il **coordinatore Erasmus della sede ospitante** (*Receiving Institution Responsible Person*)

Non è necessaria la stampa del documento: l'OLA può essere firmato interamente **online**, ma resta sempre disponibile sulla piattaforma per essere consultato, scaricato o stampato in caso di necessità.

È consentita **una sola versione dell'OLA per studente**. Eventuali modifiche sono ammesse **una sola volta per semestre di mobilità**.

Questa guida vi accompagnerà passo dopo passo nella **registrazione** alla piattaforma [www.learning-agreement.eu](http://www.learning-agreement.eu), nonché nella **compilazione e firma** del vostro Online Learning Agreement.



# PROSSIMI PASSAGGI

## STEP 1

Registrazione  
sulla piattaforma



## STEP 2

Compilazione dati  
personali



## STEP 3

Creazione dell'OLA

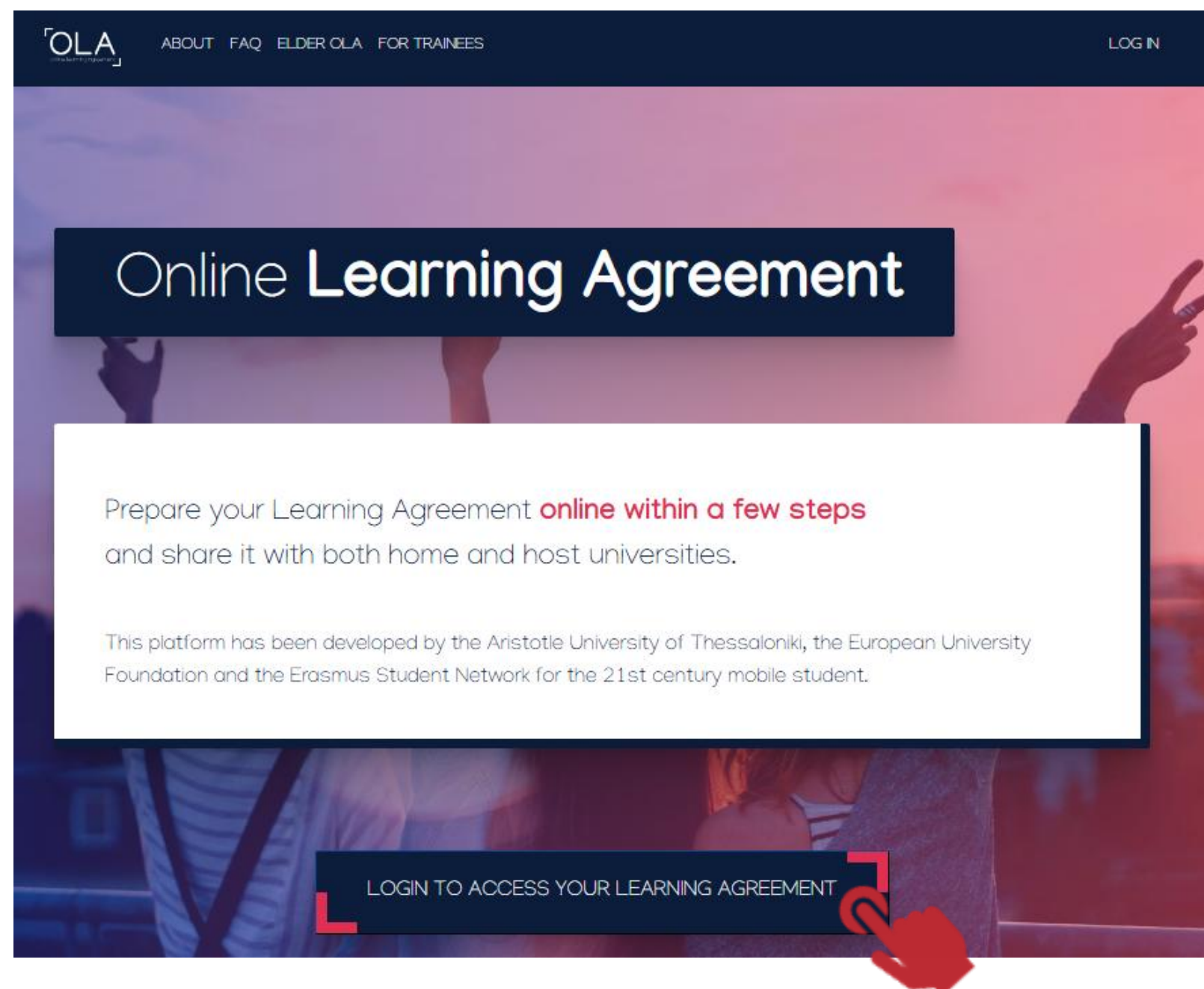


## STEP 4

Firma dell'OLA

# STEP 1: REGISTRAZIONE

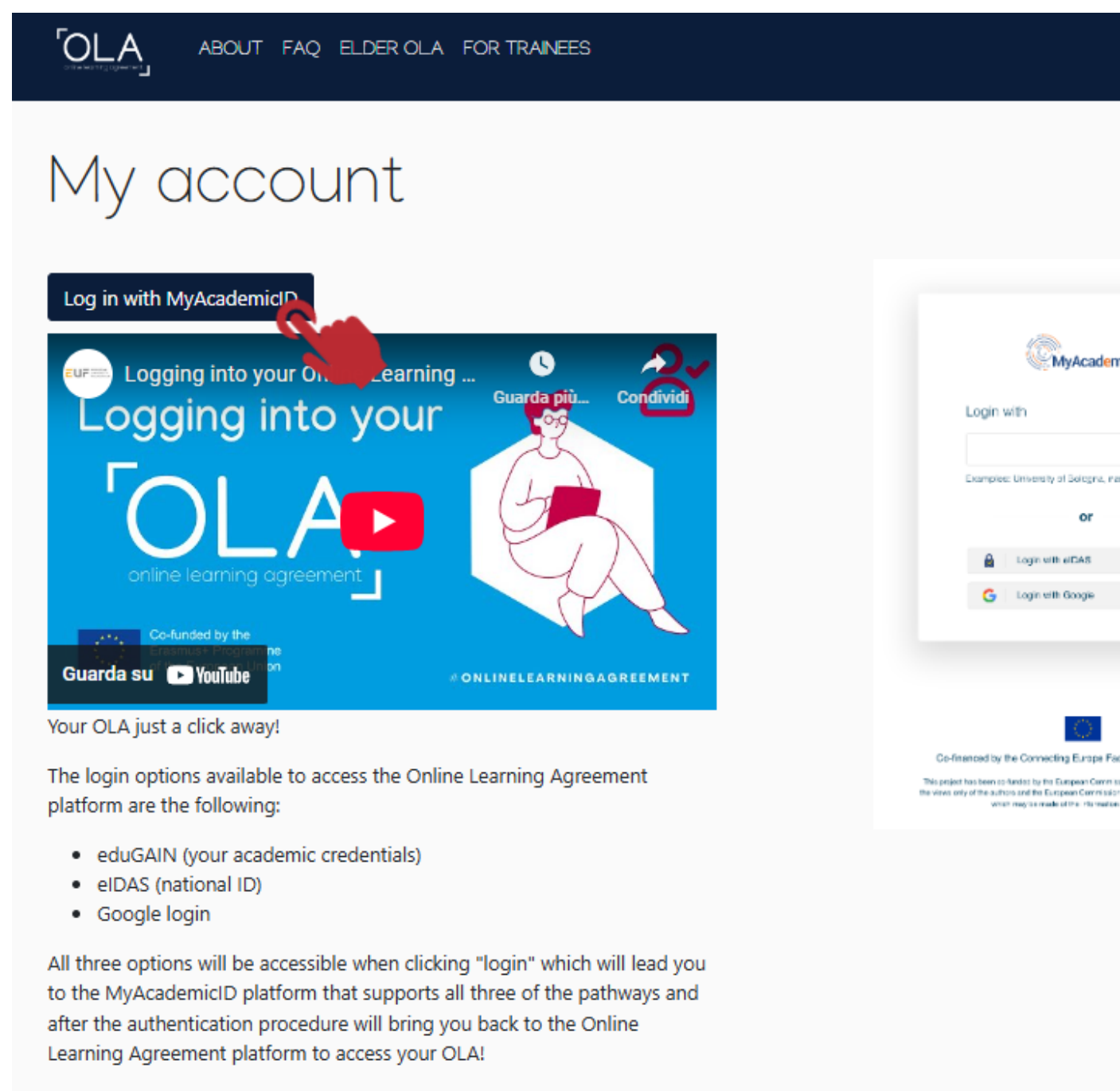
Accedi alla piattaforma EWP: [www.learning-agreement.eu](http://www.learning-agreement.eu)



Clicca poi su “**LOGIN TO ACCESS YOUR LEARNING AGREEMENT**”

# STEP 1: REGISTRAZIONE

Clicca su **“Log in with MyAcademicID”**; nella schermata successiva inserisci **“Università Cattolica del Sacro Cuore”** e clicca sul risultato: sarai reindirizzato alla pagina di login, dove dovrai inserire le tue **credenziali iCatt.**



OLA ABOUT FAQ ELDER OLA FOR TRAINEES

## My account

Log in with MyAcademicID

Logging into your Online Learning ...  
Guarda più... Condividi

OLA  
online learning agreement

Co-funded by the  
European Union

Guarda su YouTube

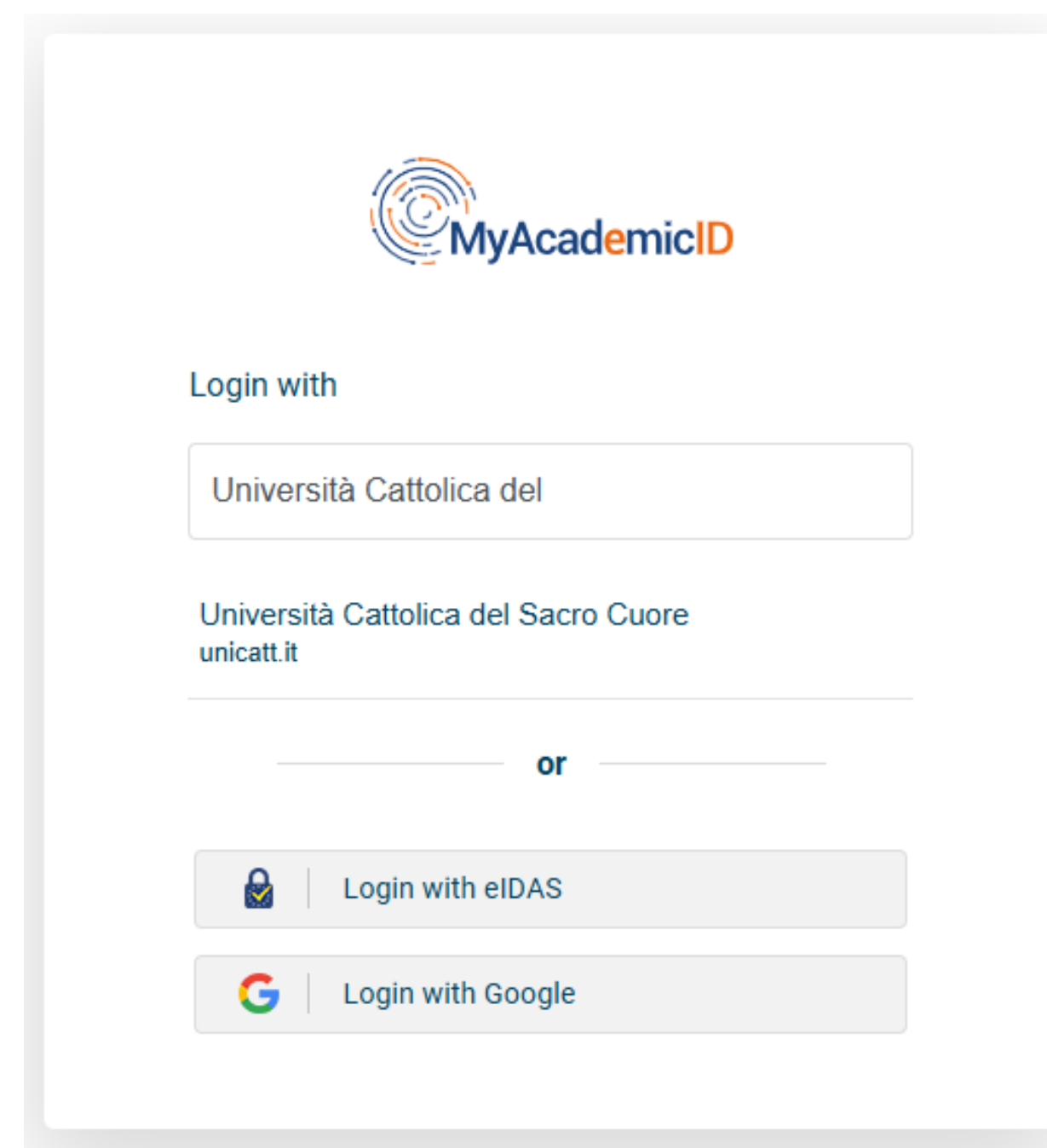
#ONLINELEARNINGAGREEMENT

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!



MyAcademicID

Login with

Università Cattolica del

Università Cattolica del Sacro Cuore  
unicatt.it

or

Login with eIDAS

Login with Google



# STEP 1: REGISTRAZIONE

Clicca su “**Proceed to register on the MyAcademicID IAM Service**” e, dopo aver controllato i dati precompilati, clicca su “**Confirm**” per accettare l’informativa, poi clicca su “**Submit**”



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**

# STEP 2: DATI PERSONALI

Compila i campi nella schermata “**My account**” e accetta i termini e le condizioni del servizio.

Nel campo “**Field of education**” sarà necessario selezionare dal menù a tendina il codice ISCED, un valore univoco che identifica il livello di studio e l’area disciplinare della facoltà di appartenenza (v. tabella a lato).

es. facoltà di Scienze politiche e sociali → codice 0312

Nel campo “**Study cycle**” sarà necessario selezionare dal menu a tendina una delle seguenti opzioni:

- EQF level 6 per la mobilità in Laurea Triennale;
- EQF level 7 per la mobilità in Laurea Magistrale o Laurea Magistrale a Ciclo Unico;
- EQF level 8 per mobilità in Dottorato di Ricerca

**Subject area, Code [3]: Inserire nel "Learning Agreement" SOLO il codice in neretto corrispondente alla propria facoltà di appartenenza**

**0311:** Economics (14.3 - 314) - **0410:** Business and administration, not further defined (04.0, 04.1, 04.2 - 3, 34, 340)

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**0421:** Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380)

**0421:** Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380)

**0220:** Humanities (except languages), not further defined (08.0 - 2, 22, 220)

**0912:** Medicine (12.1, 12.2 - 721)

**0313:** Psychology (14.4 - 311)

**0810:** Agriculture, not further defined (01.0, 01.1 - 6, 62, 620)

**0540:** Mathematics and statistics, not further defined (11.0 - 4, 46)

**0110:** Education, not further defined (05.0, 05.1 - 1, 14, 140)

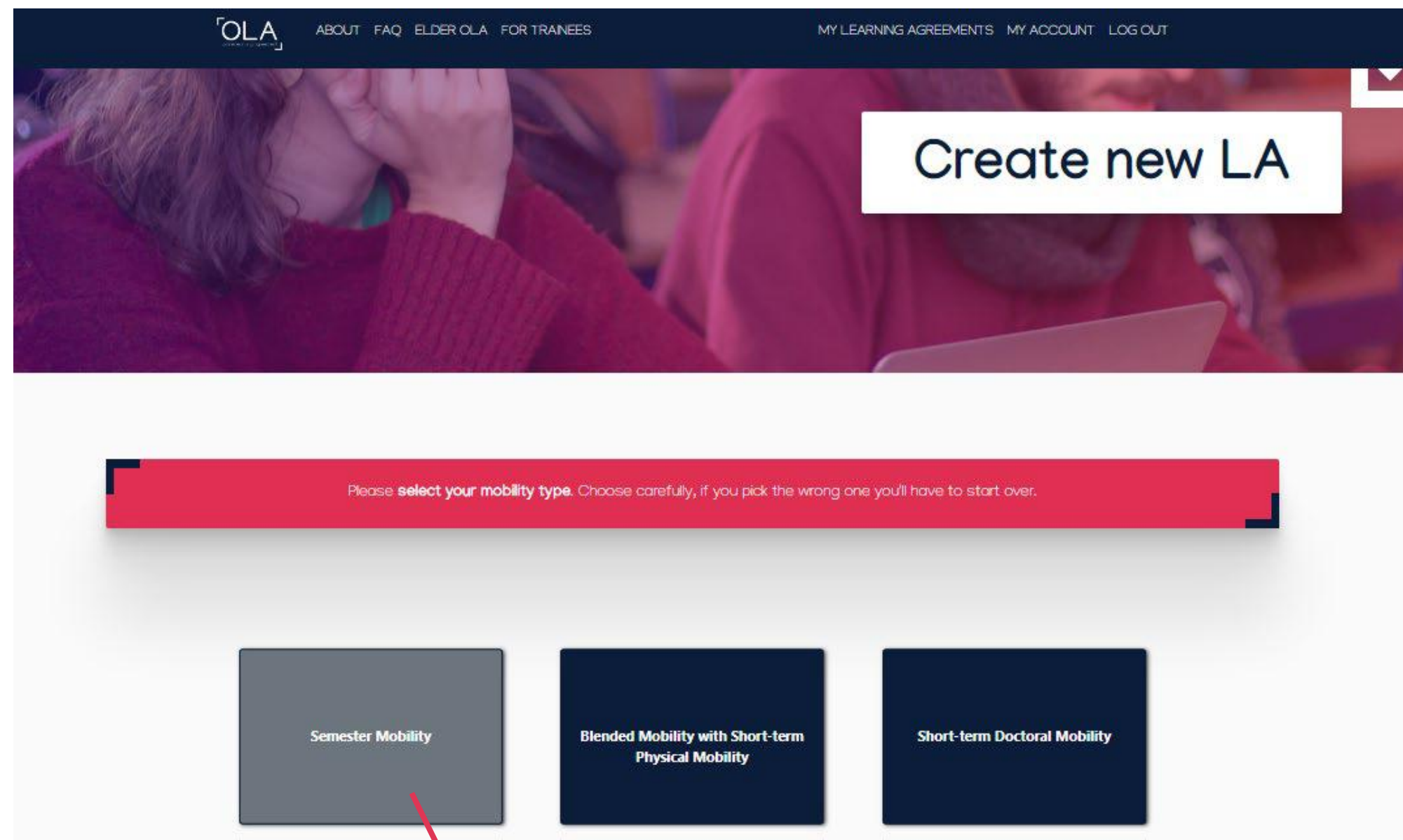
**0231:** Language acquisition (09.0, 09.2, 09.5, 09.6 - 222)

**0541:** Mathematics (11.1 - 461)

**0312:** Political sciences and civics (14.1, 14.6 - 313)



# STEP 3: CREAZIONE OLA

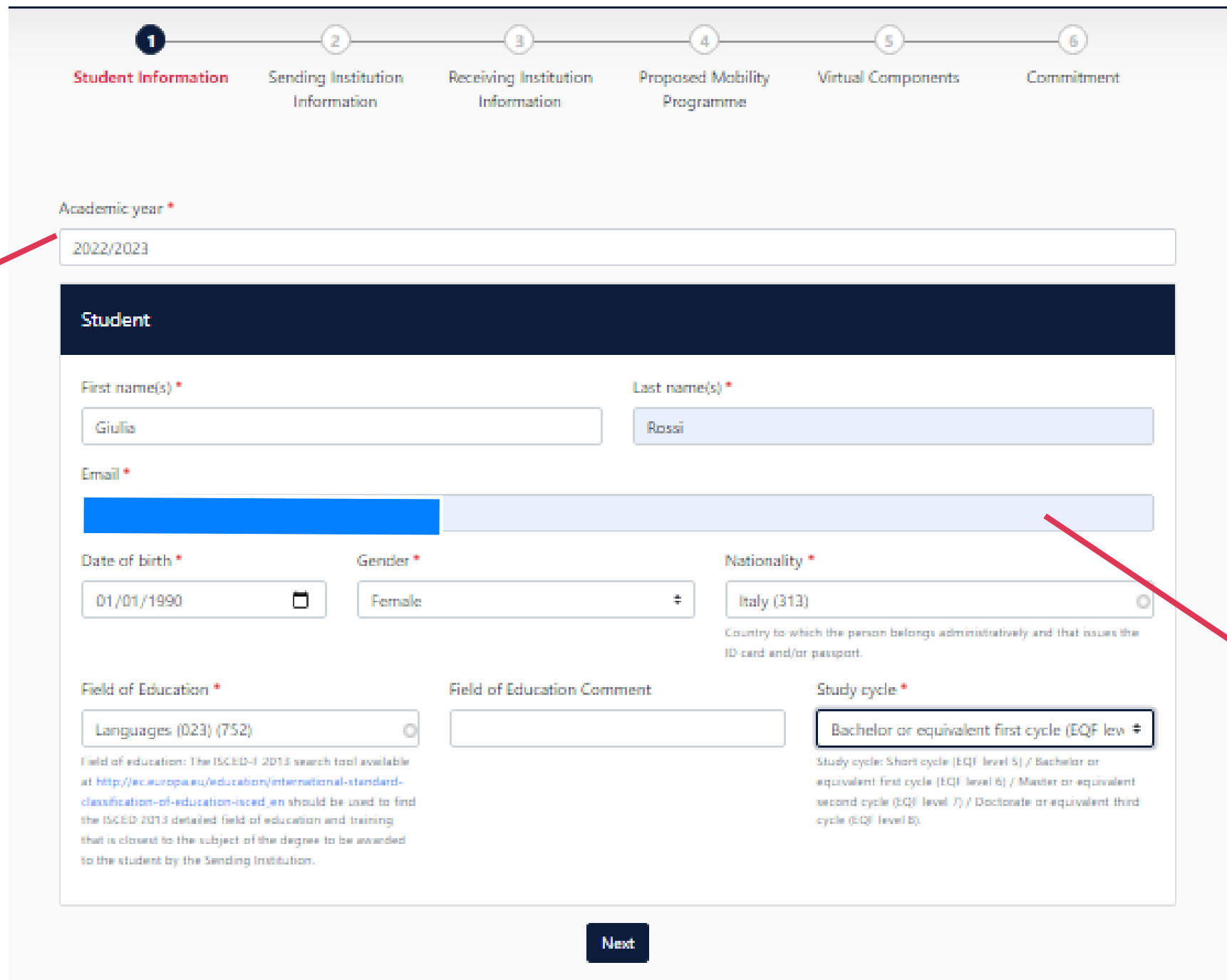


clicca qui per creare il tuo OLA



# STEP 3: COMPILAZIONE OLA

Compila tutti i campi segnalati come obbligatori con \*



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

Academic year \*  
2022/2023

**Student**

First name(s) \*  
Giulia

Last name(s) \*  
Rossi

Email \*  
[Redacted]

Date of birth \*  
01/01/1990

Gender \*  
Female

Nationality \*  
Italy (313)  
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \*  
Languages (023) (752)  
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

Study cycle \*  
Bachelor or equivalent first cycle (EQF level 4)

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).

Next

aggiungi l'anno accademico della mobilità

inserisci il tuo indirizzo e-mail istituzionale

# STEP 3: SENDING RESPONSIBLE PERSON

## Sending Responsible Person

First name(s) \*

Gianluca

Last name(s) \*

Samsa

Position \*

Associate Director Education Abroad

Email \*

erasmus-mi@unicatt.it

Phone number

+390272345252

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)

Gianluca

Last name(s)

Samsa

Position

Associate Director Education Abroad

Email

erasmus-mi@unicatt.it

Phone number

+390272345252

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.

Previous

Next

## PER LA SEDE DI MILANO:

### Sending Responsible/Administrative Person:

- SURNAME: Samsa
- FIRST NAME: Gianluca
- POSITION: Associate Director Education Abroad
- EMAIL: [erasmus-mi@unicatt.it](mailto:erasmus-mi@unicatt.it)
- TELEPHONE: +39 02 7234 5252

# STEP 3: SENDING RESPONSIBLE PERSON

## Sending Responsible Person

First name(s) \*

Gianluca

Last name(s) \*

Samsa

Position \*

Associate Director Education Abroad

Email \*

erasmus-mi@unicatt.it

Phone number

+390272345252

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## Sending Administrative Contact Person

First name(s)

Gianluca

Last name(s)

Samsa

Position

Associate Director Education Abroad

Email

erasmus-mi@unicatt.it

Phone number

+390272345252

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.

Previous

Next

## PER LA SEDE DI BRESCIA:

### Sending Responsible/Administrative Person:

- SURNAME: Samsa
- FIRST NAME: Gianluca
- POSITION: Associate Director Education Abroad
- EMAIL: ucsc.international-bs@unicatt.it
- TELEPHONE: +39 030 2406 250

# STEP 3: SENDING RESPONSIBLE PERSON

## Sending Responsible Person

First name(s) \*

Gianluca

Last name(s) \*

Samsa

Position \*

Associate Director Education Abroad

Email \*

erasmus-mi@unicatt.it

Phone number

+390272345252

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)

Gianluca

Last name(s)

Samsa

Position

Associate Director Education Abroad

Email

erasmus-mi@unicatt.it

Phone number

+390272345252

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.

Previous

Next

## PER LA SEDE DI PIACENZA/CREMONA

### Sending Responsible/Administrative Person:

- SURNAME: Samsa
- FIRST NAME: Gianluca
- POSITION: Associate Director Education Abroad
- EMAIL: [programmi.internazionali-pc@unicatt.it](mailto:programmi.internazionali-pc@unicatt.it)
- TELEPHONE: +39 02 7234 5252

# STEP 3: SENDING RESPONSIBLE PERSON

## Sending Responsible Person

First name(s) \*

Gianluca

Last name(s) \*

Samsa

Position \*

Associate Director Education Abroad

Email \*

erasmus-mi@unicatt.it

Phone number

+390272345252

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)

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Last name(s)

Samsa

Position

Associate Director Education Abroad

Email

erasmus-mi@unicatt.it

Phone number

+390272345252

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.

Previous

Next

## PER LA SEDE DI ROMA

### Sending Responsible/Administrative Person:

- SURNAME: Samsa
- FIRST NAME: Gianluca
- POSITION: Associate Director Education Abroad
- EMAIL: ucsc.international-rm@unicatt.it
- TELEPHONE: +39 02 7234 5252



# STEP 3: RECEIVING RESPONSIBLE PERSON

**Receiving Responsible Person**

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

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.

Previous

**Receiving Administrative Contact Person**

First name(s)

Last name(s)

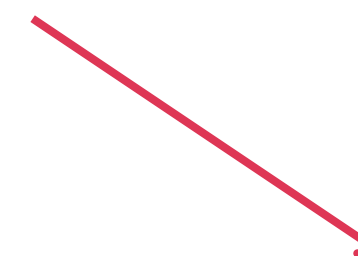
Position

Email

Phone number

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.

Next



Contatta l'ateneo ospitante per chiedere le informazioni relative alla **Receiving Responsible Person**



# STEP 4: TABLE A - B

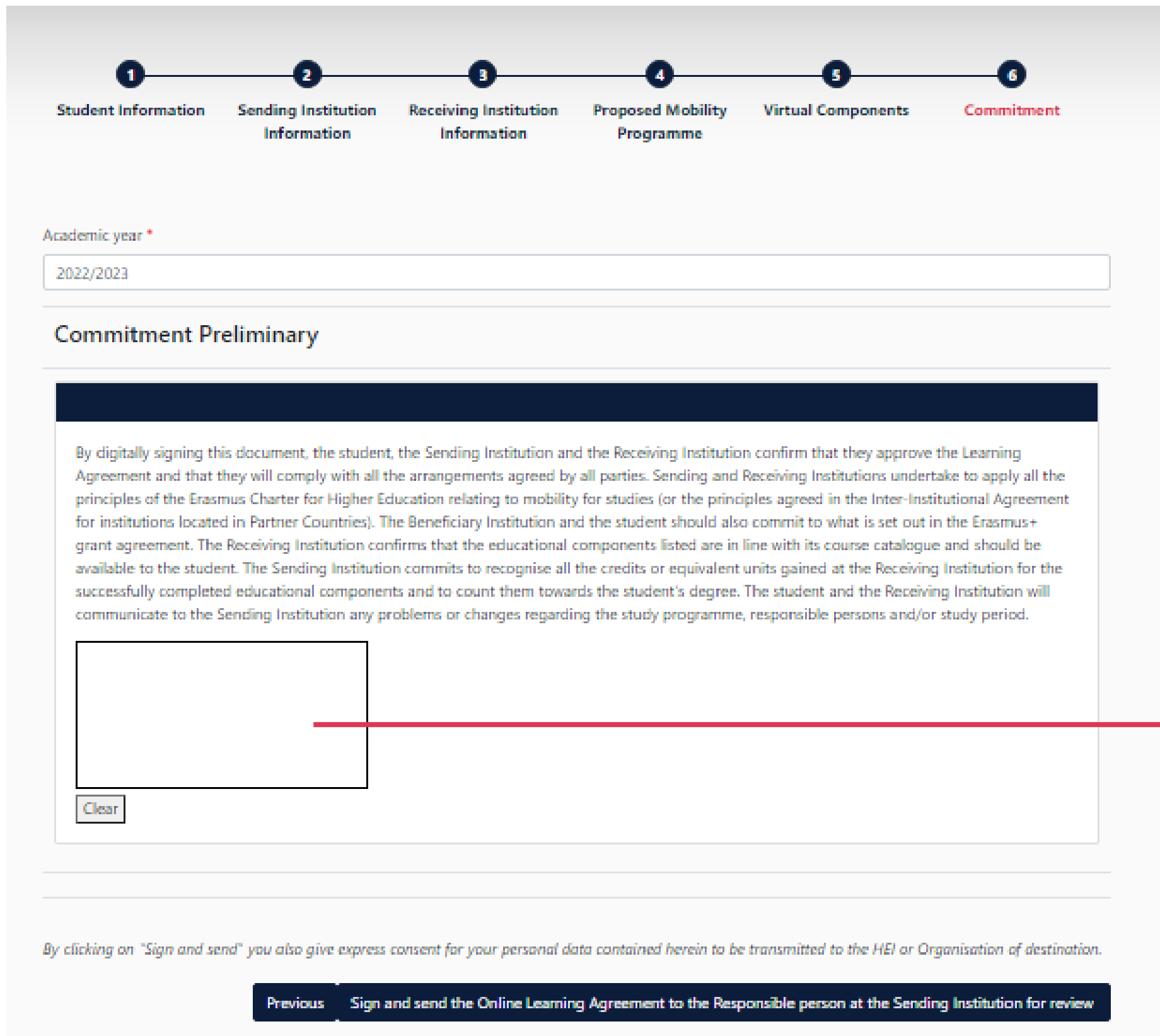
Nella **TABLE A** inserisci gli esami che sosterrai all'estero

Nella **TABLE B** inserisci gli esami per i quali richiederai il riconoscimento in Cattolica

The screenshot shows a multi-step form for mobility applications. The steps are: 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 'Proposed Mobility Programme' section includes:

- Academic year: 2022/2023
- Preliminary LA: (dark blue header)
- 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 to the relevant info]
- The main language of instruction at the Receiving Institution: - Select a value -
- The level of language competence: - Select a value -
- Table B - Recognition at the Sending institution: No Component added yet. Add Component to Table B

# STEP 4: FIRMA DELL'OLA



The screenshot shows a web interface for signing an Online Learning Agreement (OLA). At the top, a progress bar consists of six numbered steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Step 6 is highlighted in red. Below the progress bar, there is a dropdown menu for 'Academic year' with '2022/2023' selected. The main section is titled 'Commitment Preliminary' and contains a text box with a disclaimer: '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.' Below the text is a large empty rectangular box for a signature, with a 'Clear' button underneath. At the bottom of the page, there is a 'Previous' button and a 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review' button. A red arrow points from the signature box to the text 'Firma qui il tuo OLA'.

Dopo aver firmato il documento, clicca qui per ottenere la firma dei tuoi coordinatori.

Puoi controllare lo stato del tuo OLA dal tuo account e scaricarne una copia in PDF.

Una volta che il documento sarà firmato, riceverai un'email di conferma.

**ATTENZIONE:** l'OLA può essere rifiutato dai coordinatori. In questo caso riceverai un'email per aggiornare il documento e dovrai ripetere la procedura.

Firma qui il tuo OLA





UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

# ONLINE LEARNING AGREEMENT (OLA) Tutorial

# What is the «OLA»?

The **Learning Agreement** is a key document in the Erasmus mobility process: it outlines the **study plan** that the student will follow at the host university and serves as **the basis for the academic recognition** of the activities completed abroad.

To simplify and speed up the approval and modification procedures, the Learning Agreement has been **digitized**: this has led to the creation of the **Online Learning Agreement (OLA)**, which allows Erasmus students to complete, sign, and have their study plan approved via an online platform called EWP.

The OLA must be completed **before the start of the mobility period**, agreed upon with the Erasmus coordinator of the degree program, and approved by the host university. The document must list all the exams you intend to take abroad and specify which ones will be recognized upon your return at your home university.

To be valid, the OLA must bear the electronic signatures of **three parties**:

- 1. the student**
- 2. the Erasmus coordinator at the home institution** (*Sending Institution Responsible Person*)
- 3. the Erasmus coordinator at the host institution** (*Receiving Institution Responsible Person*)

You do not need to print the document: the OLA can be signed entirely online, but it remains available on the platform for viewing, downloading, or printing if necessary.

**Only one version** of the OLA is permitted per student.

Changes to the original OLA may be made only **once per semester**.

This guide will walk you through the process of registering on the [www.learning-agreement.eu](http://www.learning-agreement.eu) platform, as well as completing and signing your Online Learning Agreement.



# STEP BY STEP

## STEP 1

Registration



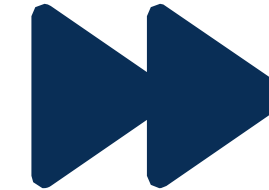
## STEP 2

Filling of your  
personal data



## STEP 3

OLA  
creation



## STEP 4

OLA signatures

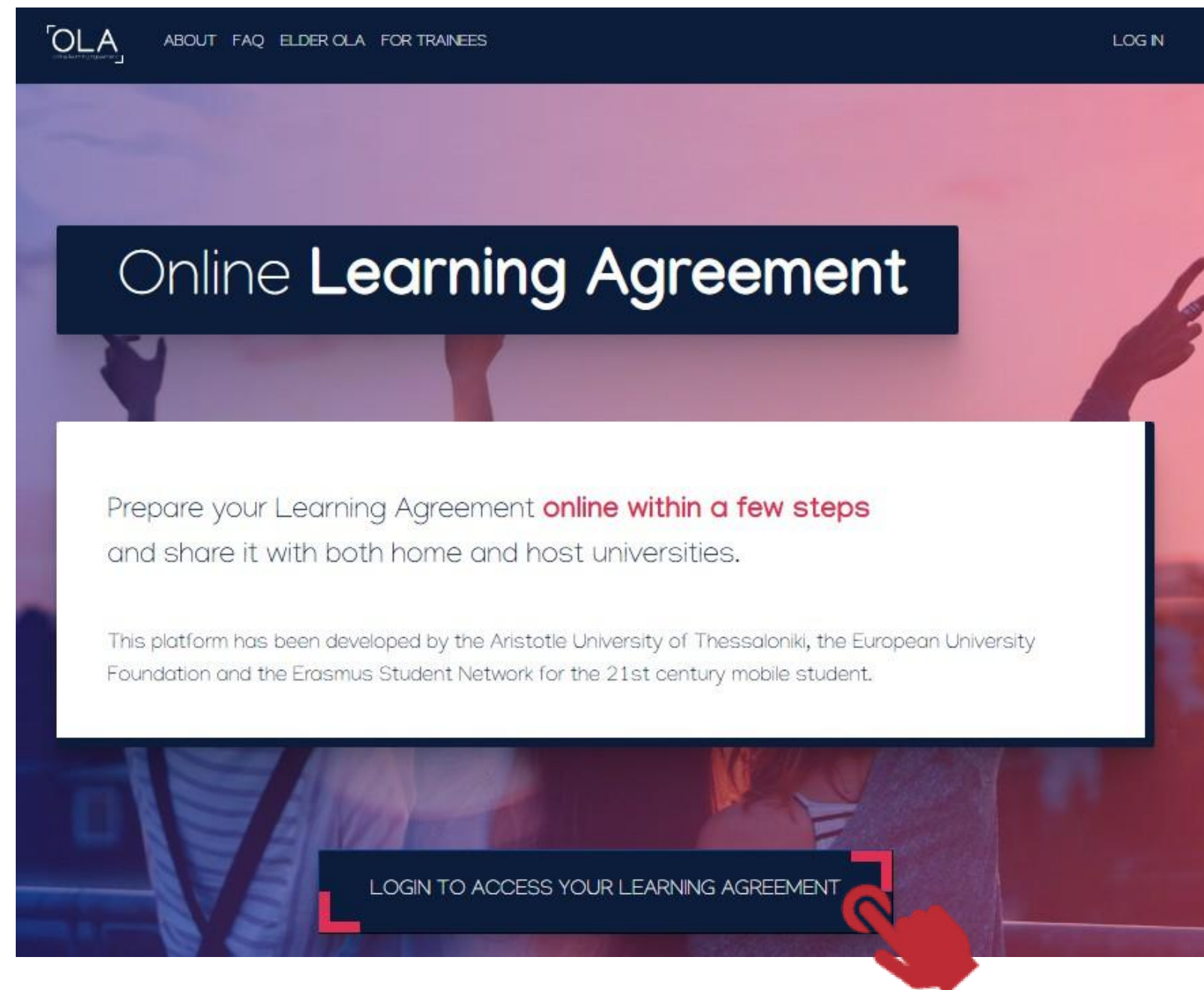


UNIVERSITÀ  
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# STEP 1: REGISTRATION

Log into the EWP platform:

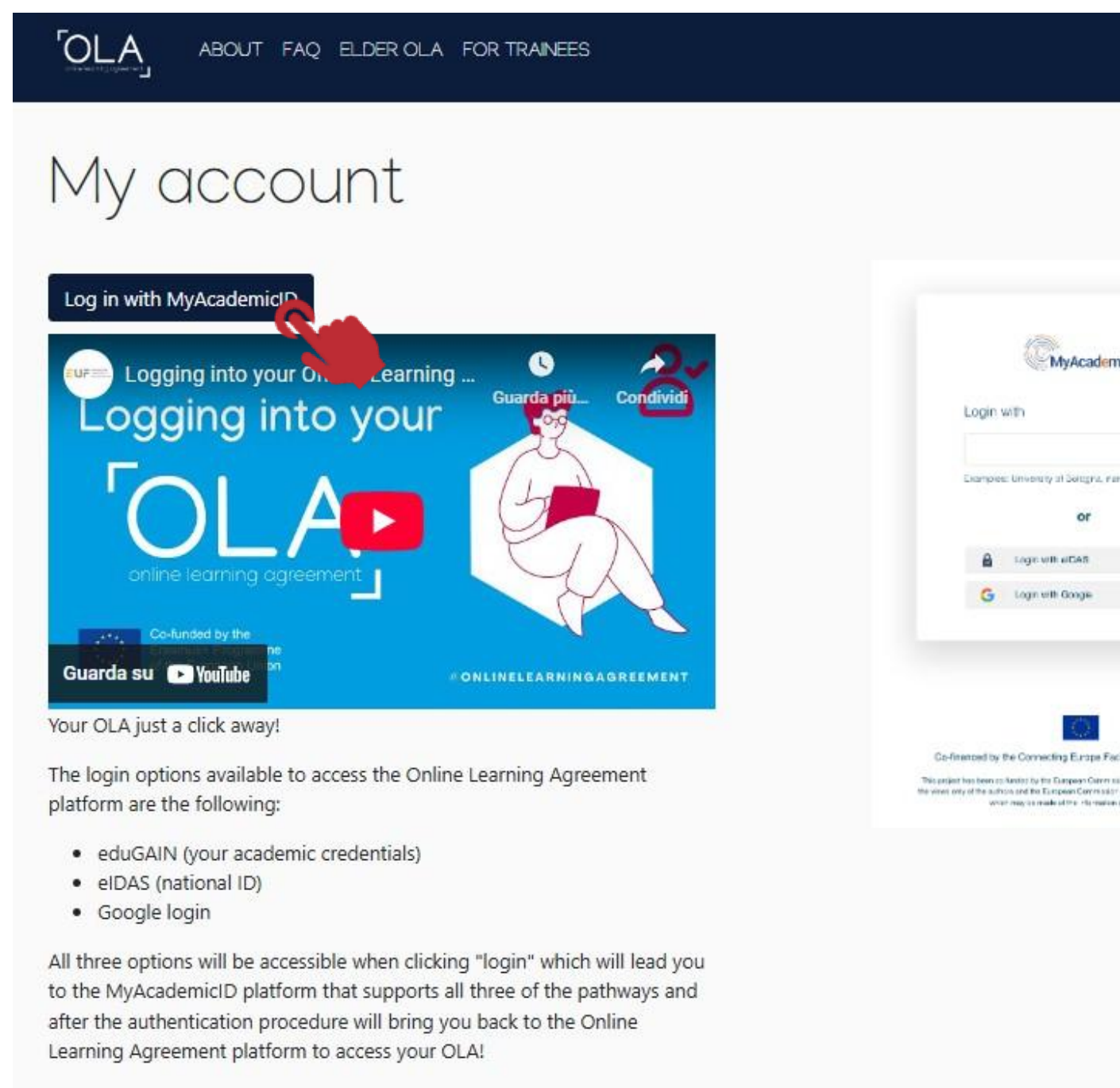
[www.learning-agreement.eu](http://www.learning-agreement.eu)



Click on “**LOGIN TO ACCESS YOUR LEARNING AGREEMENT**”

# STEP 1: REGISTRATION

Click on “**Log in with MyAcademicID**”;  
On the next screen, enter “**Università Cattolica del Sacro Cuore**” and click on the result: you will be redirected to our login page, where you will need to **enter your iCatt credentials**.



OLA ABOUT FAQ ELDER OLA FOR TRAINEES

## My account

Log in with MyAcademicID

Logging into your Online Learning ...  
Logging into your OLA  
Guarda più... Condividi

OLA  
online learning agreement

Co-funded by the  
Guarda su YouTube

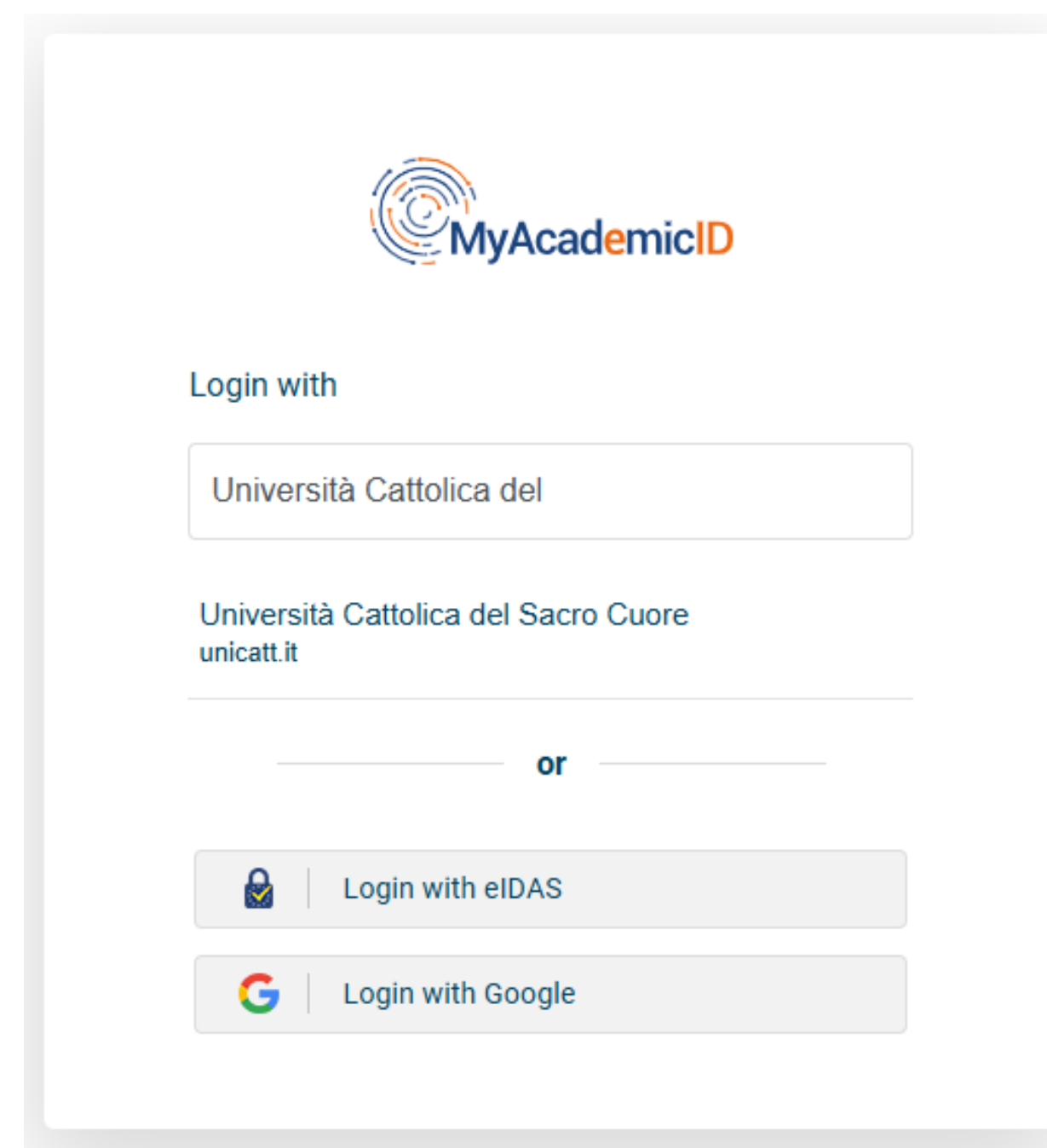
ONLINELEARNINGAGREEMENT

Your OLA just a click away!

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

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- 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!



MyAcademicID

Login with

Università Cattolica del

Università Cattolica del Sacro Cuore  
unicatt.it

or

Login with eIDAS

Login with Google



# STEP 1: REGISTRATION

Click on “**Proceed to register on the MyAcademicID IAM Service**” and, after checking the pre-filled information, click “**Confirm**” to accept the terms and conditions, then click “**Submit**”.



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**

# STEP 2: PERSONAL DATA

Fill in the required fields on the “**My account**” area, and accept the terms and conditions of the service.

In “**Field of education**”, you will need to select the ISCED code from the menu. The ISCED code is a value that specifies your study level and your disciplinary area.

Ex: Political and Social sciences: 0312

In the “**Study cycle**” field you will need to select one of the following options:

- **EQF level 6:** mobility abroad during your Bachelor’s degree
- **EQF level 7:** mobility abroad during your Master’s degree
- **EQF level 8:** mobility abroad during your PhD

**Subject area, Code [3]: Inserire nel "Learning Agreement" SOLO il codice in neretto corrispondente alla propria facoltà di appartenenza**

**0311:** Economics (14.3 - 314) - **0410:** Business and administration, not further defined (04.0, 04.1, 04.2 - 3, 34, 340)

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**0110:** Education, not further defined (05.0, 05.1 - 1, 14, 140)

**0231:** Language acquisition (09.0, 09.2, 09.5, 09.6 - 222)

**0541:** Mathematics (11.1 - 461)

**0312:** Political sciences and civics (14.1, 14.6 - 313)



# STEP 3: OLA CREATION

OLA ABOUT FAQ ELDER OLA FOR TRANEES 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.

Semester Mobility

Blended Mobility with Short-term Physical Mobility

Short-term Doctoral Mobility

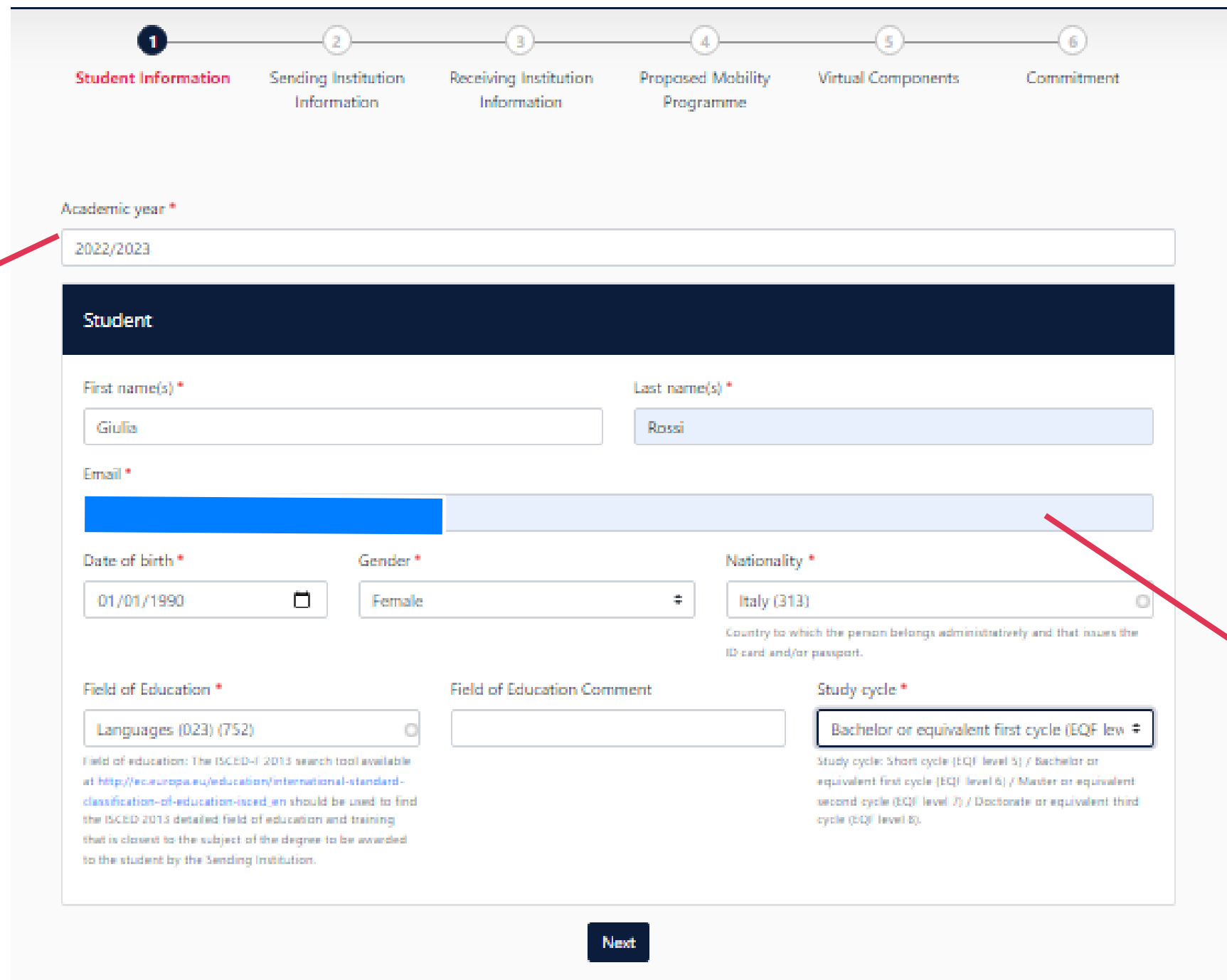
Click here to create your OLA



# STEP 3: OLA CREATION

Fill in all the field marked as compulsory with\*

Add the academic  
year of your  
mobility



The screenshot shows a multi-step form for creating an OLA. The steps are: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Step 1 is currently active. The form includes the following fields:

- Academic year \* (text input: 2022/2023)
- Student section (dark blue header):
  - First name(s) \* (text input: Giulia)
  - Last name(s) \* (text input: Rossi)
  - Email \* (text input: [redacted]@icatt)
  - Date of birth \* (calendar input: 01/01/1990)
  - Gender \* (dropdown: Female)
  - Nationality \* (dropdown: Italy (313))
- Field of Education \* (dropdown: Languages (023) (752))
- Field of Education Comment (text input)
- Study cycle \* (dropdown: Bachelor or equivalent first cycle (EQF level 4))

At the bottom of the form is a "Next" button.

Add your @icatt  
e-mail address



# STEP 3: SENDING RESPONSIBLE PERSON

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Gianluca"/>	<input type="text" value="Gianluca"/>
Last name(s) *	Last name(s)
<input type="text" value="Samsa"/>	<input type="text" value="Samsa"/>
Position *	Position
<input type="text" value="Associate Director Education Abroad"/>	<input type="text" value="Associate Director Education Abroad"/>
Email *	Email
<input type="text" value="erasmus-mi@unicatt.it"/>	<input type="text" value="erasmus-mi@unicatt.it"/>
Phone number	Phone number
<input type="text" value="+390272345252"/>	<input type="text" value="+390272345252"/>
<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>	<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>

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

## MILAN CAMPUS

### Sending Responsible/Administrative Person:

- First Name: Gianluca
- Last Name: Samsa
- Position: Associate Director Education Abroad
- Email: erasmus-mi@unicatt.it
- Phone number: +39 0302406250



# STEP 3: SENDING RESPONSIBLE PERSON

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Gianluca"/>	<input type="text" value="Gianluca"/>
Last name(s) *	Last name(s)
<input type="text" value="Samsa"/>	<input type="text" value="Samsa"/>
Position *	Position
<input type="text" value="Associate Director Education Abroad"/>	<input type="text" value="Associate Director Education Abroad"/>
Email *	Email
<input type="text" value="erasmus-mi@unicatt.it"/>	<input type="text" value="erasmus-mi@unicatt.it"/>
Phone number	Phone number
<input type="text" value="+390272345252"/>	<input type="text" value="+390272345252"/>
<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>	<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>

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## BRESCIA CAMPUS

### Sending Responsible/Administrative Person:

First Name: Gianluca

- Last Name: Samsa
- Position: Associate Director Education Abroad
- Email: [ucsc.international-bs@unicatt.it](mailto:ucsc.international-bs@unicatt.it)
- Phone number: +39 0302406250



# STEP 3: SENDING RESPONSIBLE PERSON

Sending Responsible Person	Sending Administrative Contact Person
First name(s) * <input type="text" value="Gianluca"/>	First name(s) <input type="text" value="Gianluca"/>
Last name(s) * <input type="text" value="Samsa"/>	Last name(s) <input type="text" value="Samsa"/>
Position * <input type="text" value="Associate Director Education Abroad"/>	Position <input type="text" value="Associate Director Education Abroad"/>
Email * <input type="text" value="erasmus-mi@unicatt.it"/>	Email <input type="text" value="erasmus-mi@unicatt.it"/>
Phone number <input type="text" value="+390272345252"/>	Phone number <input type="text" value="+390272345252"/>
<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>	<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>
<a href="#">Previous</a>	<a href="#">Next</a>

## PIACENZA/CREMONA CAMPUS

### Sending Responsible/Administrative Person:

- First Name: Gianluca
- Last Name: Samsa
- Position: Associate Director Education Abroad
- Email: programmi.Internazionali-pc@unicatt.it
- Phone number: +39 0302406250



# STEP 3: SENDING RESPONSIBLE PERSON

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Gianluca"/>	<input type="text" value="Gianluca"/>
Last name(s) *	Last name(s)
<input type="text" value="Samsa"/>	<input type="text" value="Samsa"/>
Position *	Position
<input type="text" value="Associate Director Education Abroad"/>	<input type="text" value="Associate Director Education Abroad"/>
Email *	Email
<input type="text" value="erasmus-mi@unicatt.it"/>	<input type="text" value="erasmus-mi@unicatt.it"/>
Phone number	Phone number
<input type="text" value="+390272345252"/>	<input type="text" value="+390272345252"/>
<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>	<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>

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## ROMA CAMPUS

### Sending Responsible/Administrative Person:

- First Name: Gianluca
- Last Name: Samsa
- Position: Associate Director Education Abroad
- Email: [ucsc.international-rm@unicatt.it](mailto:ucsc.international-rm@unicatt.it)
- Phone number: +39 0302406250



# STEP 3: RECEIVING RESPONSIBLE PERSON

**Receiving Responsible Person**

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

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

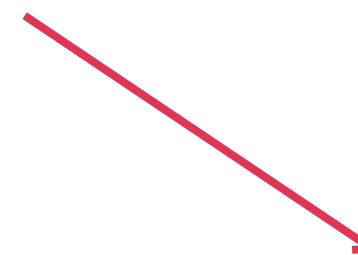
Email

Phone number

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.

Previous

Next

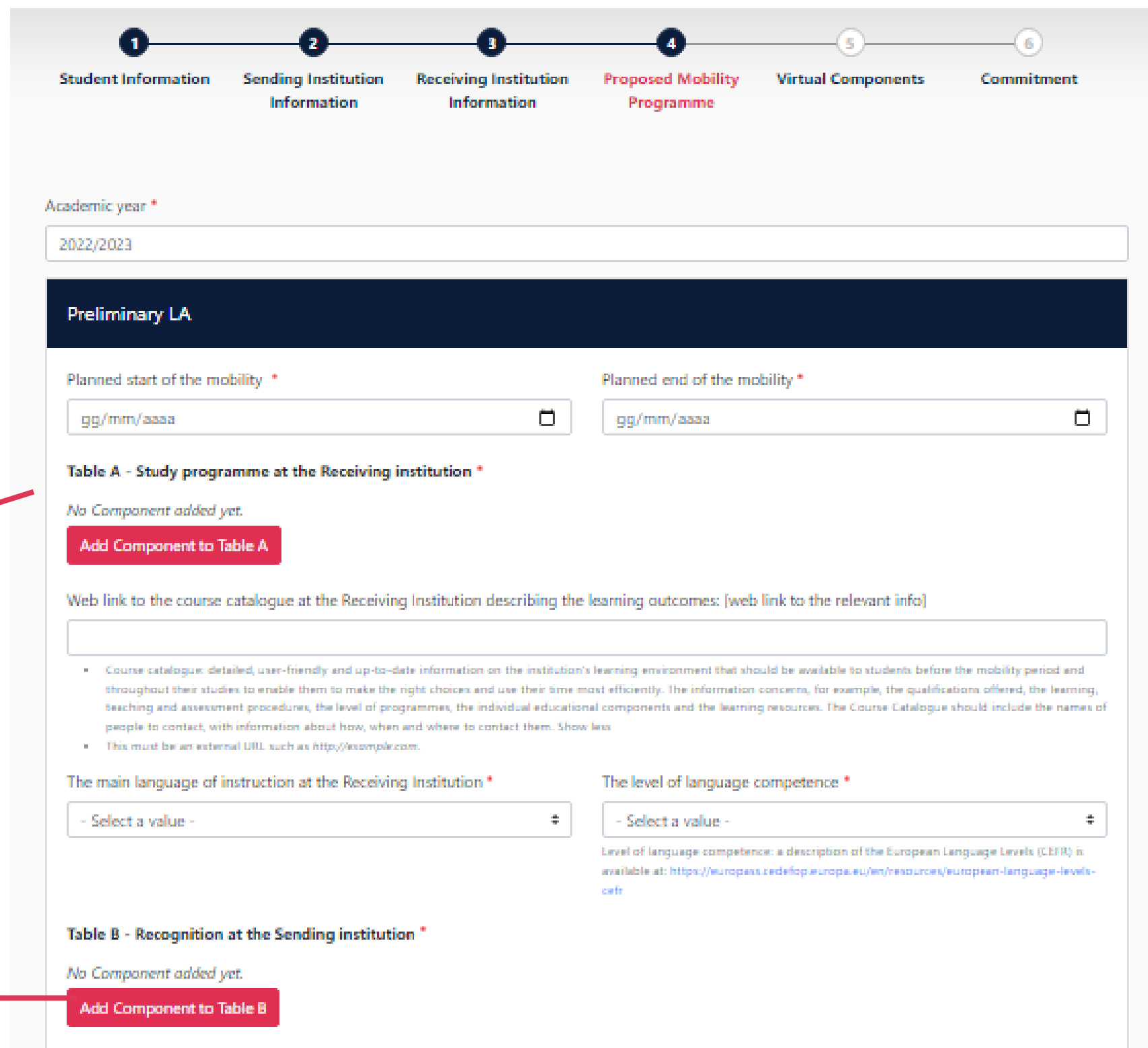


Ask your host university for the information regarding the **Receiving Responsible Person**

# STEP 4: TABLE A - B

**TABLE A** Enter all the exams you will take abroad.

**TABLE B** enter the Università Cattolica exams for which you will ask the recognition.



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

Academic year \*

2022/2023

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>

Table B - Recognition at the Sending institution \*

No Component added yet.

[Add Component to Table B](#)

# STEP 4: SIGN

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

Academic year \*  
2022/2023

### 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

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.

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

After signing the document, click here to have your coordinators sign it.

You can check the status of your OLA from your account and download a PDF copy.

Once the document has been signed by your coordinators, you will receive a confirmation email.

**NOTE:** Your OLA may be rejected by the coordinators.

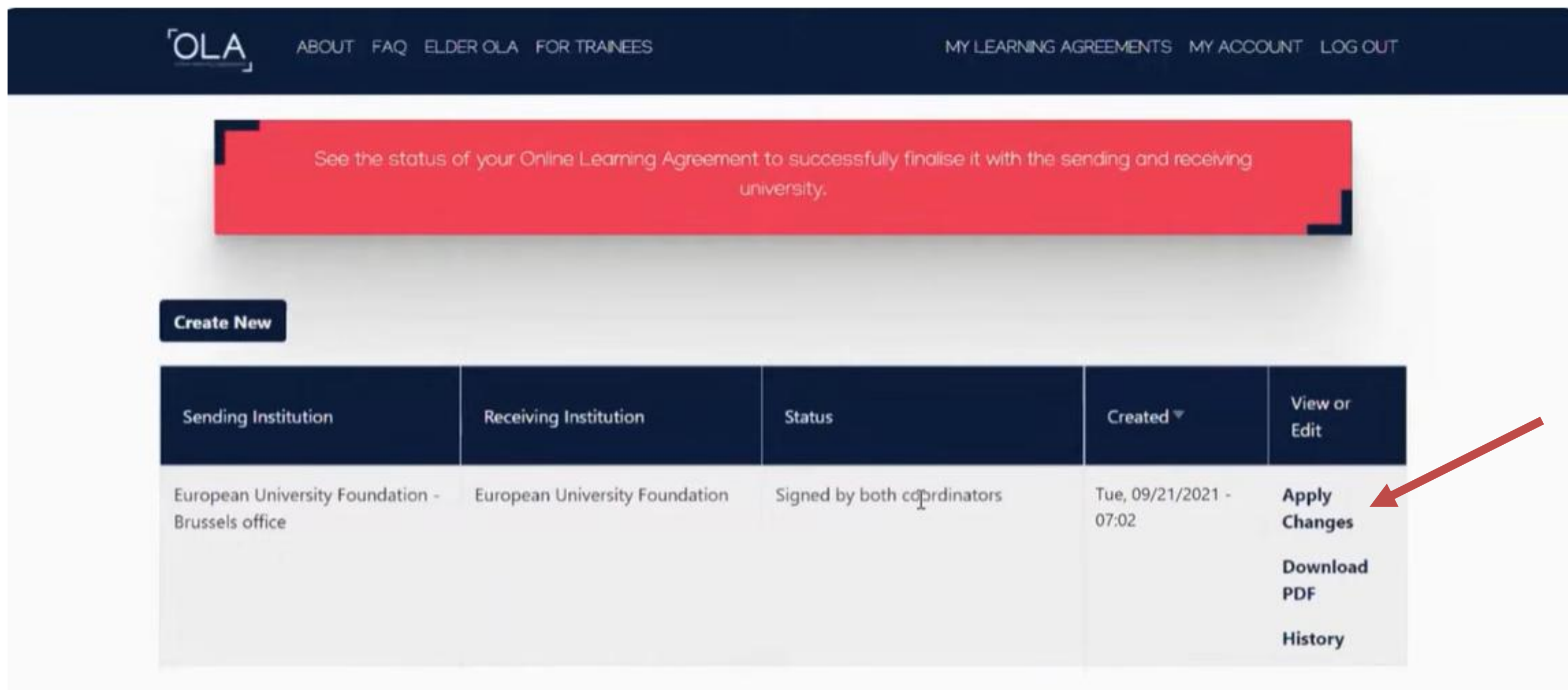
In this case, you will receive an email asking you to update the document, and you will have to repeat the process.

→ **Sign here**



# Edit your OLA

- **You can edit your OLA only ONCE** → make changes only when you are sure it is the final version of the document.
- You can edit your OLA only when it has already been **signed by both universities.**

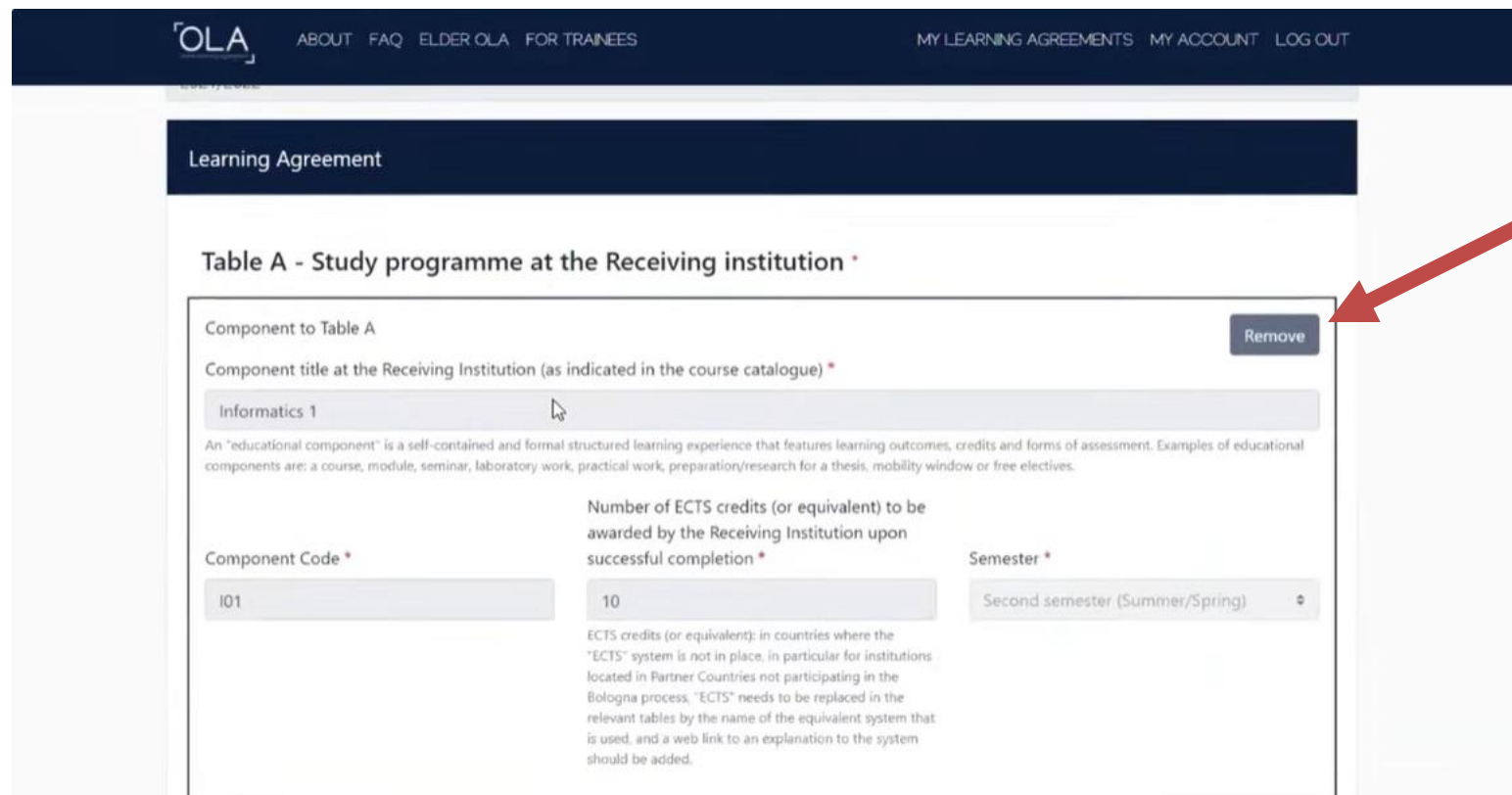


The screenshot shows the OLA management interface. At the top, there is a navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar is a red banner with the text: "See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university." Below the banner is a "Create New" button. The main content is a table with the following columns: Sending Institution, Receiving Institution, Status, Created, and View or Edit. The table contains one row with the following data: Sending Institution: European University Foundation - Brussels office; Receiving Institution: European University Foundation; Status: Signed by both coordinators; Created: Tue, 09/21/2021 - 07:02; View or Edit: Apply Changes, Download PDF, History. A red arrow points to the "Apply Changes" button in the "View or Edit" column.

Sending Institution	Receiving Institution	Status	Created	View or Edit
European University Foundation - Brussels office	European University Foundation	Signed by both coordinators	Tue, 09/21/2021 - 07:02	<a href="#">Apply Changes</a> <a href="#">Download PDF</a> <a href="#">History</a>

# Edit your OLA

- Here you can delete or add course
- You will need to modify both table A and table B



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

Learning Agreement

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) \*

Informatics 1

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, preparator/research for a thesis, mobility window or free electives.

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

Component Code \*

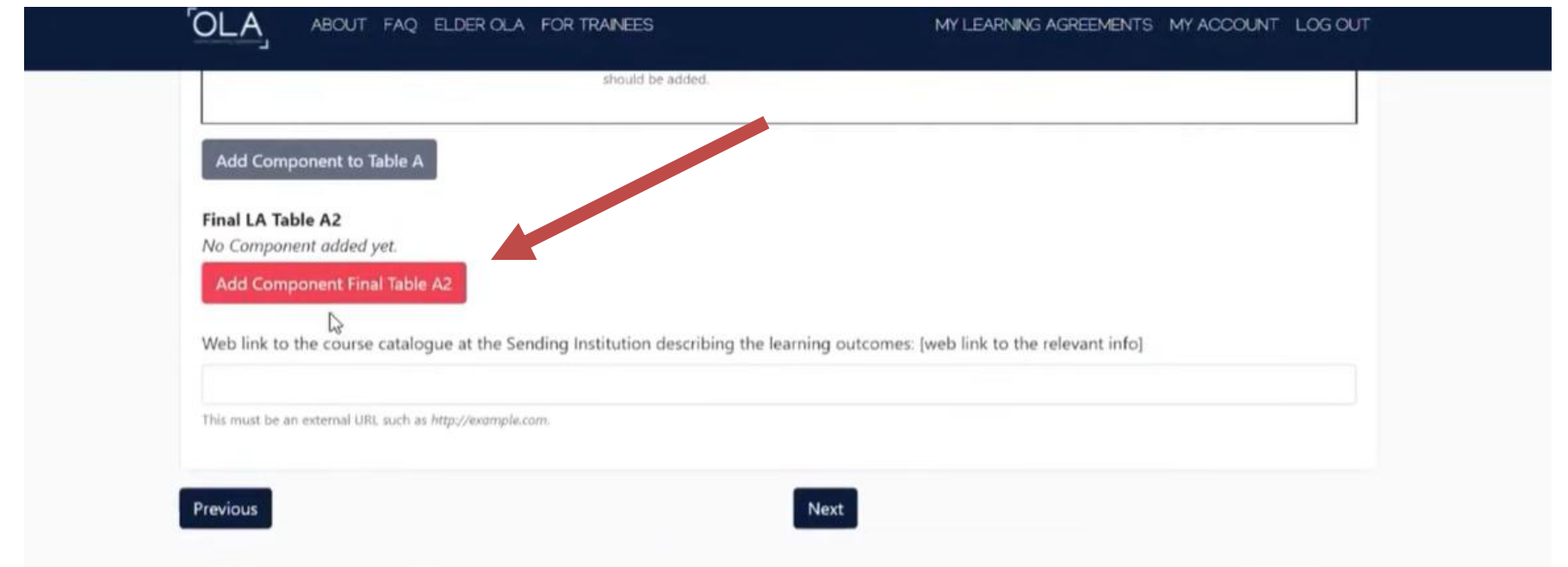
101

10

Semester \*

Second semester (Summer/Spring)

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.



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

should be added.

Add Component to Table A

Final LA Table A2  
No Component added yet.

Add Component Final Table A2

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

Check this website for more information: <https://www.youtube.com/watch?v=DJQrbAD7038>

# Contatti/Contacts

**Milano:** [erasmus-mi@unicatt.it](mailto:erasmus-mi@unicatt.it)

**Brescia:** [ucsc.international-bs@unicatt.it](mailto:ucsc.international-bs@unicatt.it)

**Piacenza/Cremona:** [programmi.internazionali-pc@unicatt.it](mailto:programmi.internazionali-pc@unicatt.it)

**Roma:** [ucsc.international-rm@unicatt.it](mailto:ucsc.international-rm@unicatt.it)



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CATTOLICA  
del Sacro Cuore