



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

ONLINE LEARNING AGREEMENT (OLA)

Guida alla compilazione

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, 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

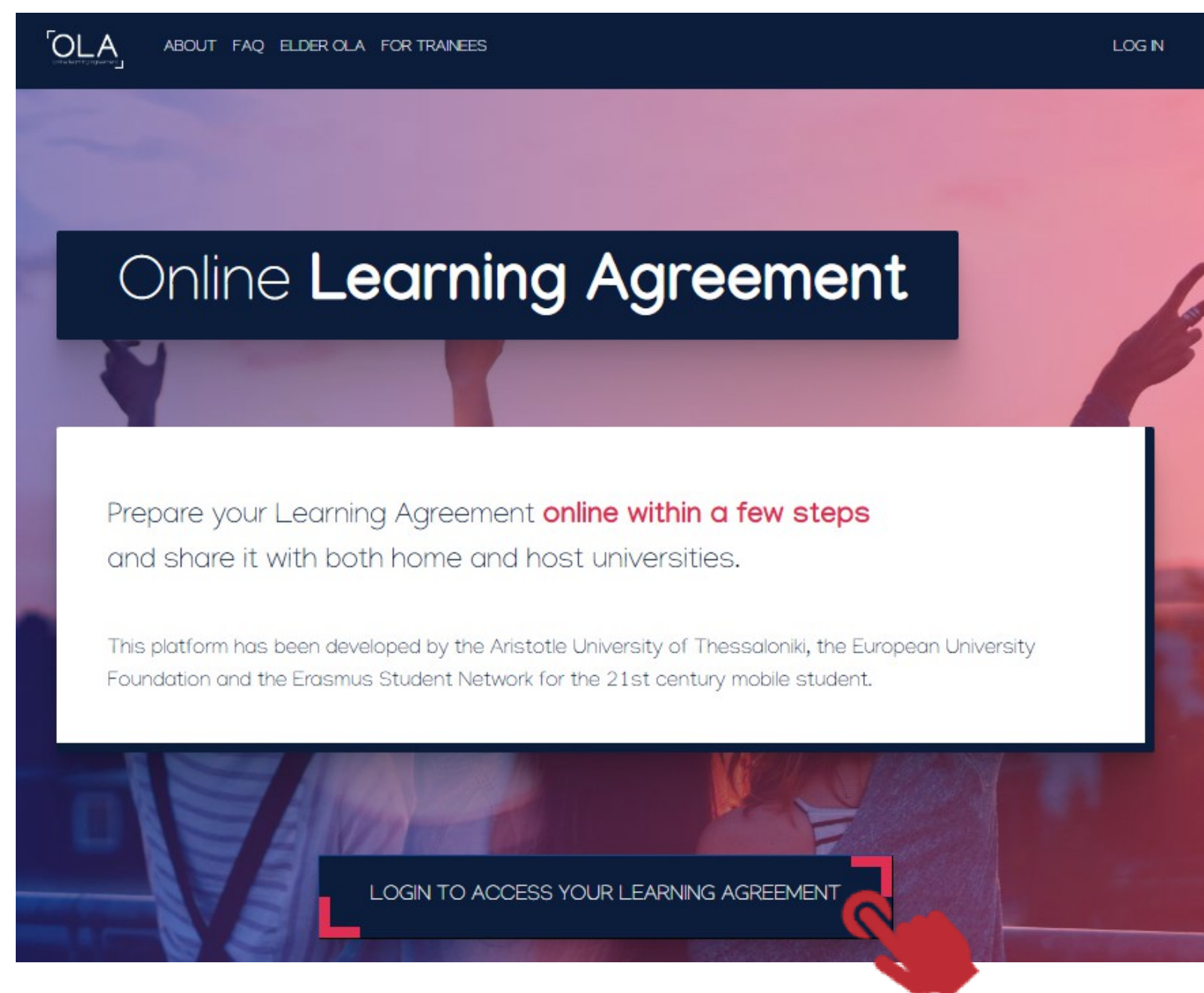
Firma dell'OLA



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STEP 1: REGISTRAZIONE

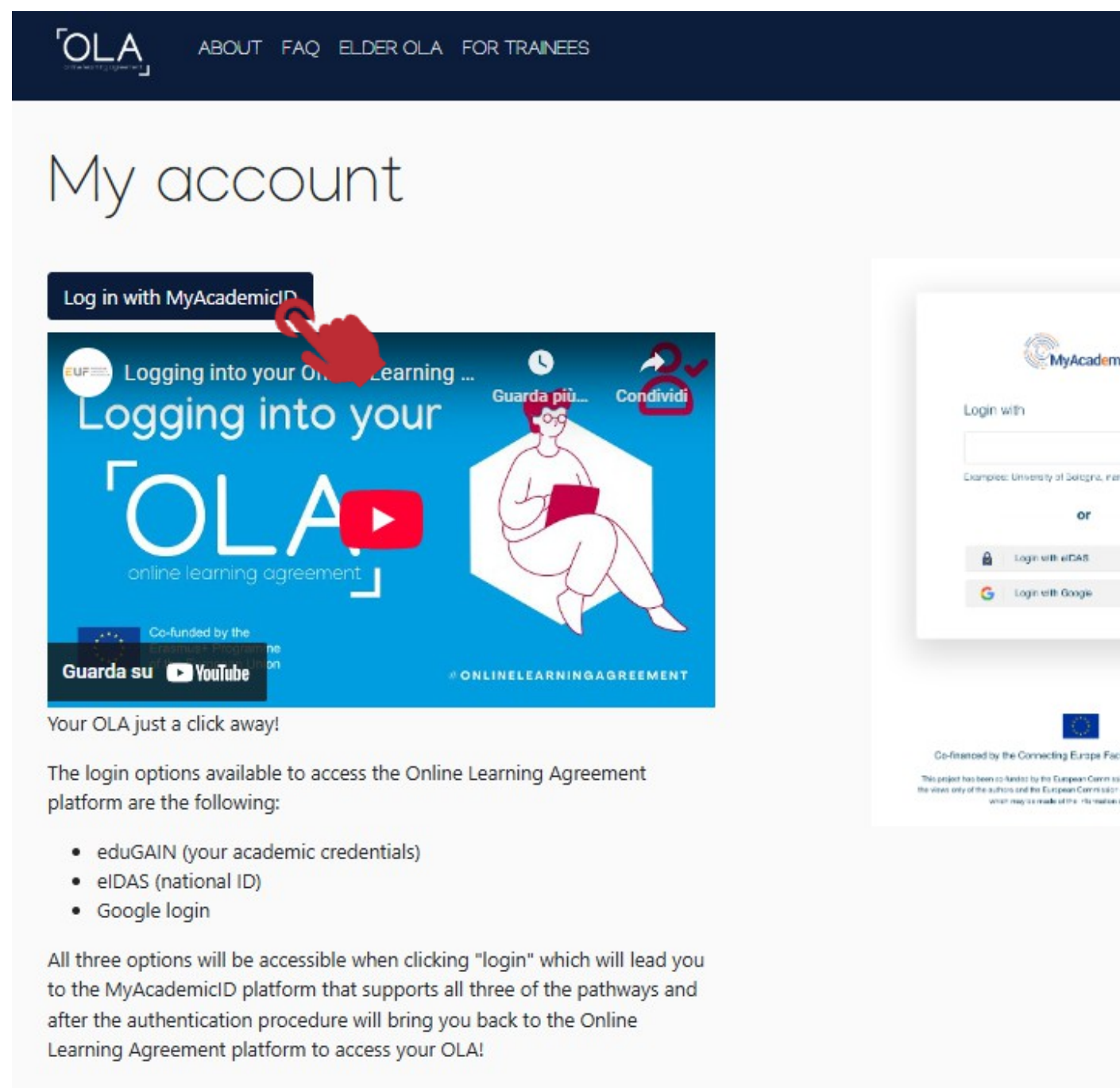
Accedi alla piattaforma EWP: www.learning-agreement.eu



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

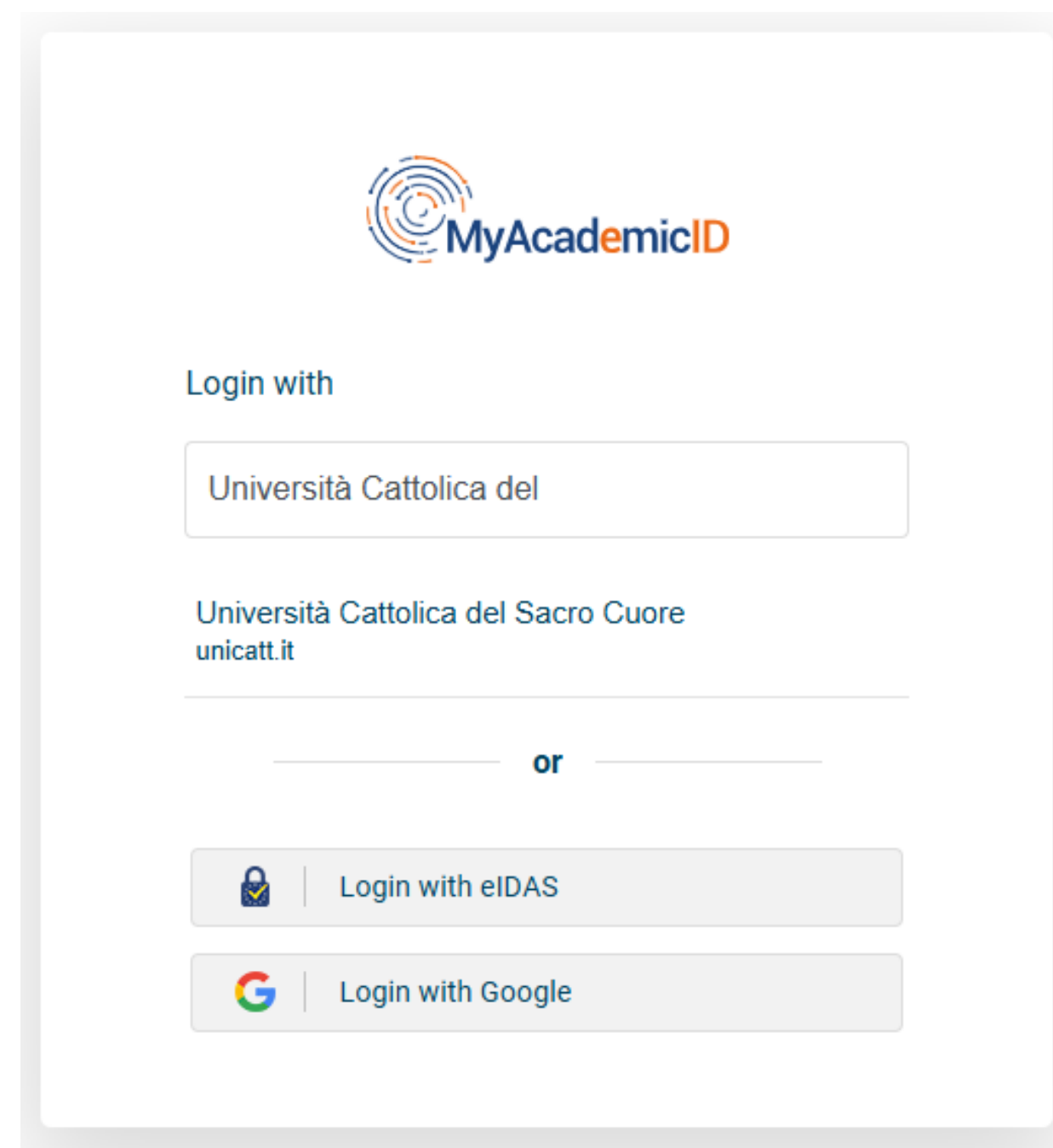
#ONLINELEARNINGAGREEMENT

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



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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)

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

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

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)

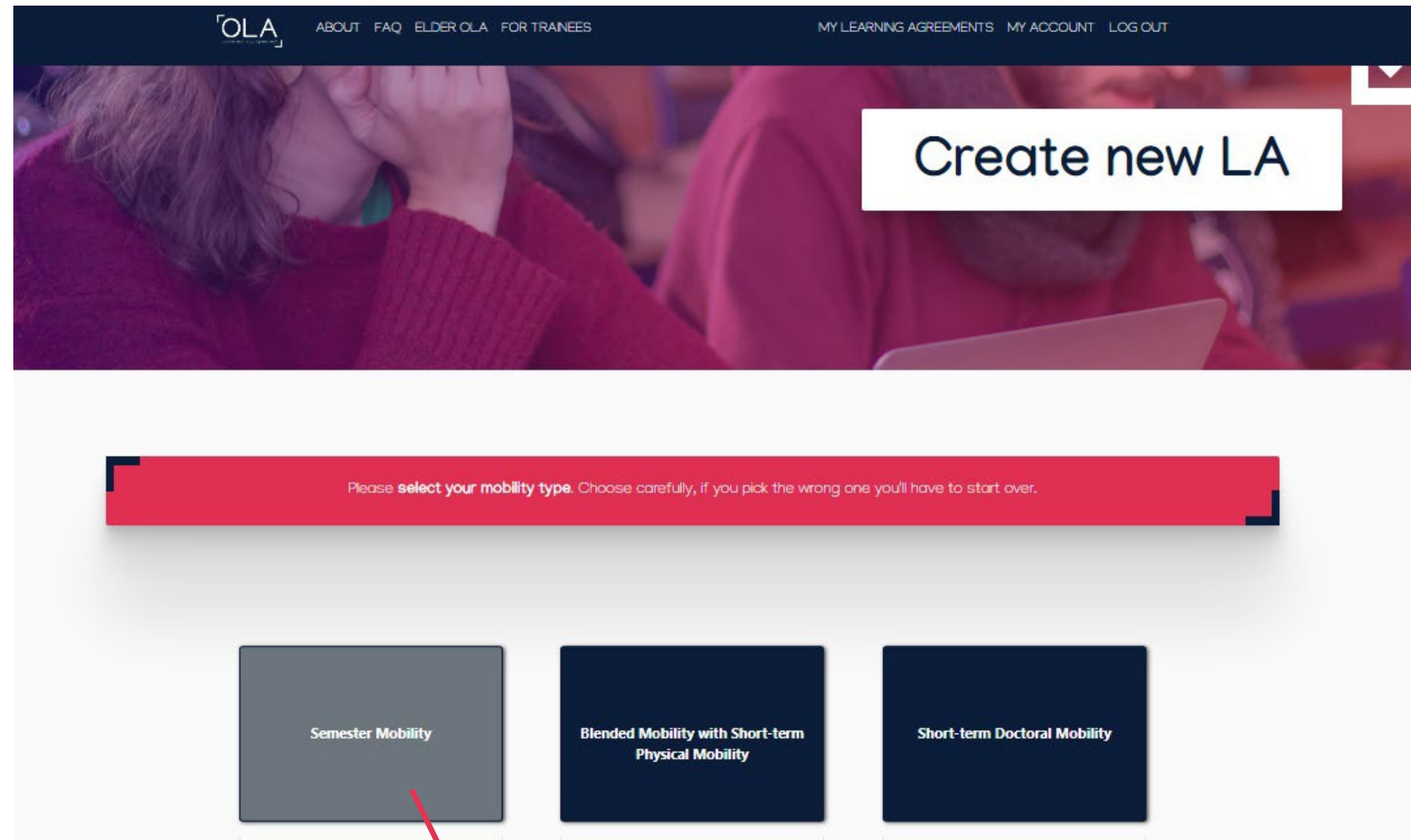
0541: Mathematics (11.1 - 461)

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



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STEP 3: CREAZIONE OLA



clicca qui per creare il tuo OLA



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STEP 3: COMPILAZIONE OLA

compila tutti i campi segnalati come obbligatori con *

aggiungi l'anno
accademico della
mobilità

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)

Field of Education *
Languages (023) (752)

Field of Education Comment

Study cycle *
Bachelor or equivalent first cycle (EQF level 5)

Field of education: The ISCED-F 2013 search tool available at 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.

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

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

Sending Responsible/Administrative Person:

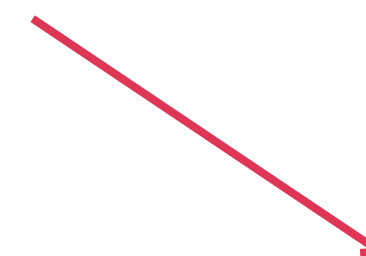
- SURNAME: Samsa
- FIRST NAME: Gianluca
- POSITION: Associate Director Education Abroad
- EMAIL: erasmus-mi@unicatt.it
- TELEPHONE: +39 02 7234 5252



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STEP 3: RECEIVING RESPONSIBLE PERSON

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
Last name(s) *	Last name(s)
Position *	Position
Email *	Email
Phone number +	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



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



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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

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 *

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)

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 *

- Select a value -

The level of language competence *

- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://european-council.europa.eu/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B



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STEP 4: FIRMA DELL'OLA

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

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.

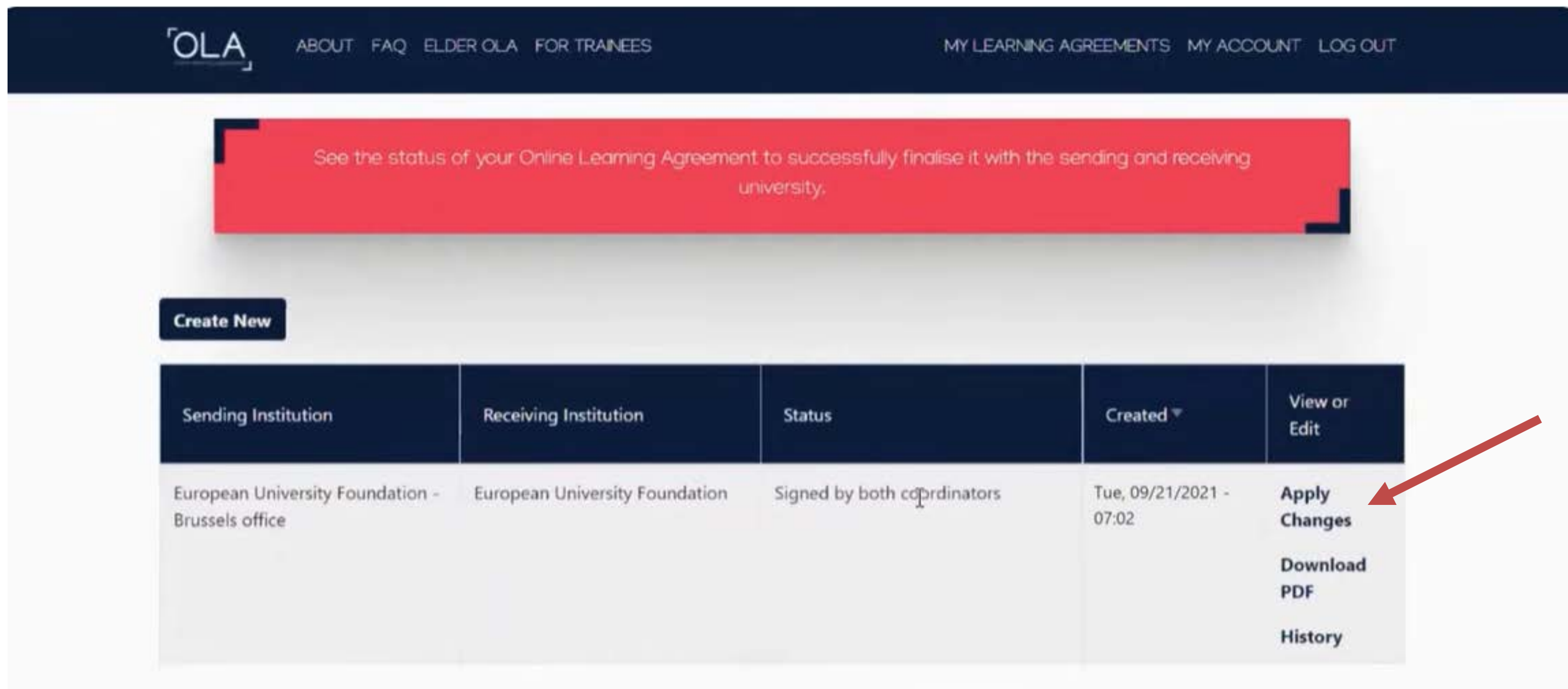
Una volta che il documento sarà firmato, riceverai un'email di conferma.

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

Modificare il proprio OLA

- Si può effettuare la modifica al documento online SOLO una volta → apporta modifiche solo quando sei sicuro di poter compilare la versione definitiva del documento
- Puoi modificare il documento solo quando è già stato firmato da entrambe le istituzioni



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

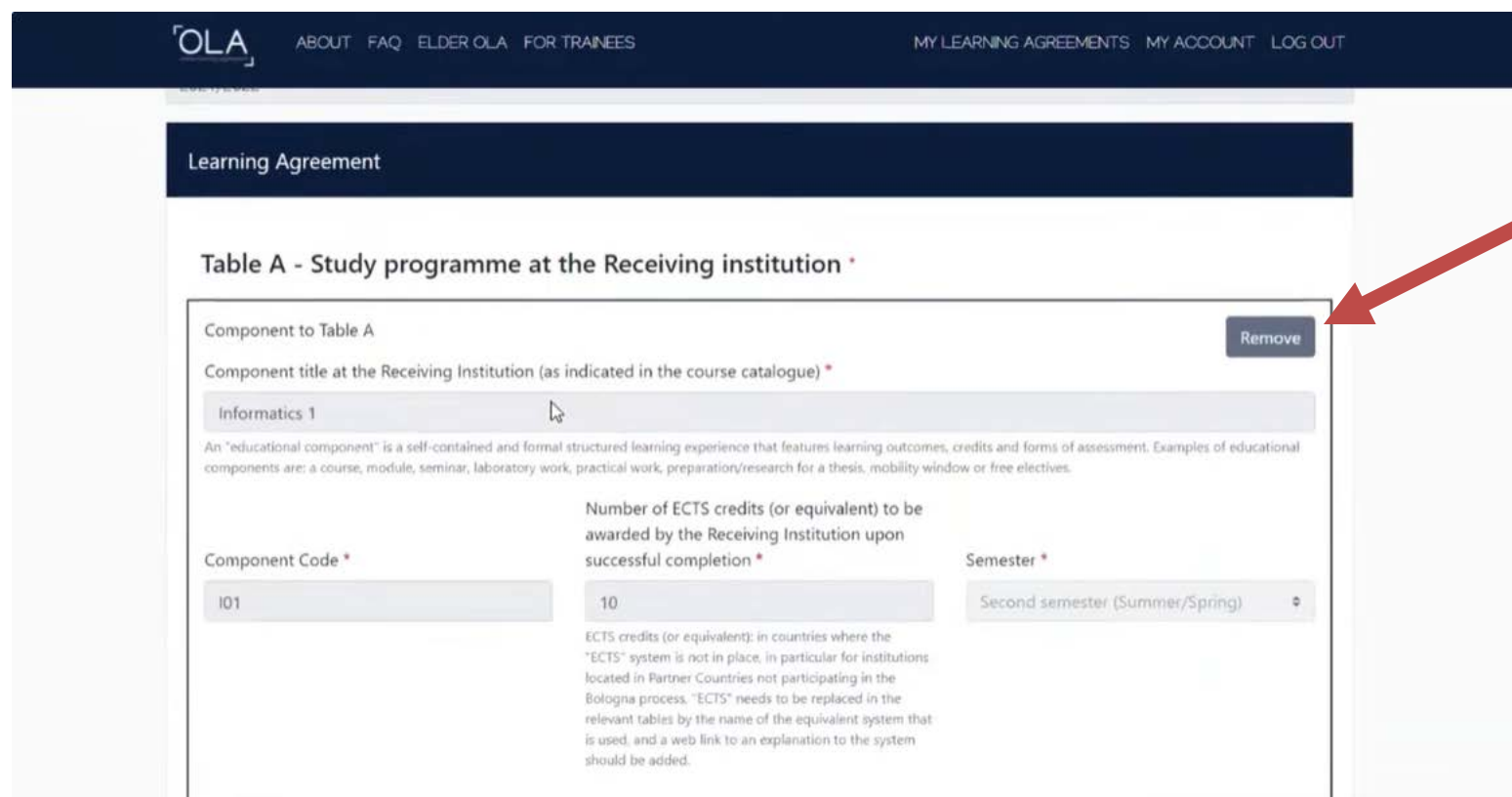
See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

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

Modificare il proprio OLA

- In questa sezione, puoi rimuovere o aggiungere corsi
- Dovrai modificare sia la Table A che la 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, preparatory/research for a thesis, mobility window or free electives.

Component Code *

101

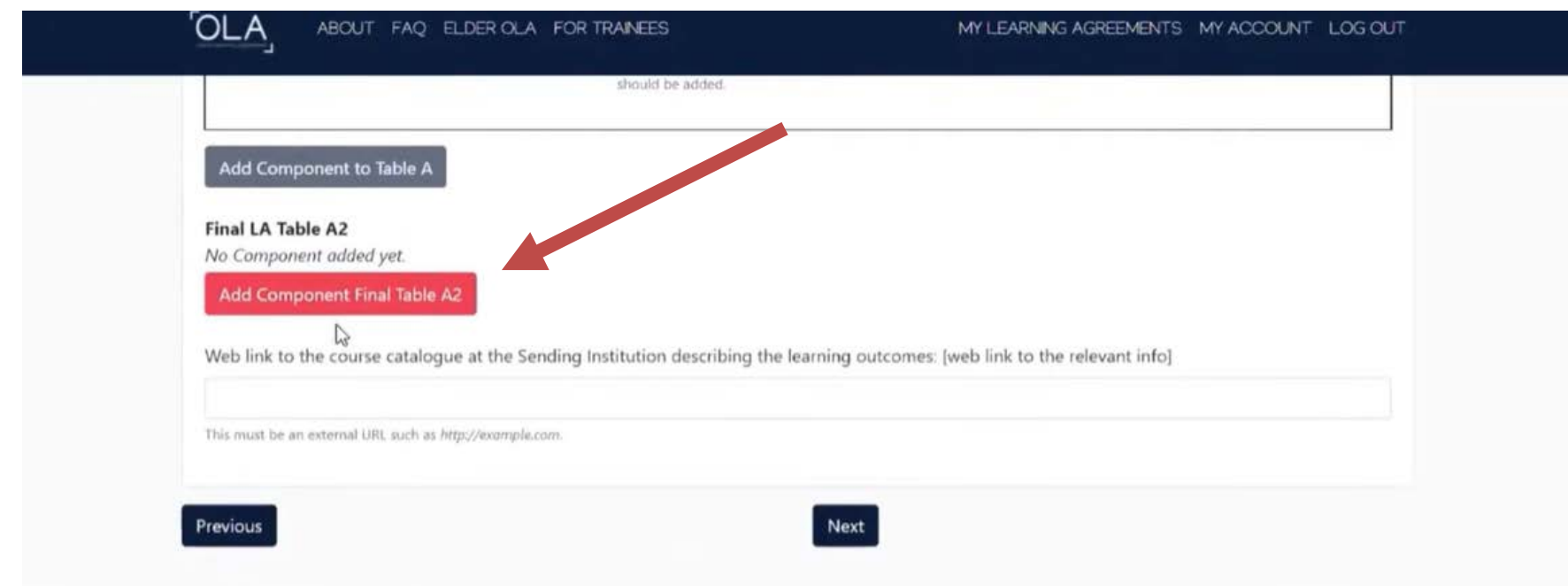
Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

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

Per maggiori informazioni visita: <https://www.youtube.com/watch?v=DJQrbAD7038>



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Domande?

Contattaci all'indirizzo: erasmus-mi@unicatt.it