ONLINE LEARNING AGREEMENT 3.0
How to prepare your OLA

www.learning-agreement.eu
About the OLA 3.0

Before departing for your Erasmus+ exchange your Online Learning Agreement (OLA) must be signed. OLA is an agreement between student, unibz and the partner institution and describes the academic content of your planned stay. In some cases it is part of the application to the host institution.

The Learning Agreement is currently divided into these sections:
— **Before the mobility**: it is the proposal of the courses to be attended and supported at the destination and must be completed and approved before the mobility starts;
— **During the mobility**: through this section it is possible to make changes to the previously approved Before the mobility;

Online Learning Agreement, in order to be considered approved, requires the signature of the student, the person in charge at the sending institution (Academic Contact Person) and the person in charge at the destination institution.

We advise you to have this guide open while you fill in the OLA on the official website: it corresponds to the steps in your OLA.

Please use Google Chrome, Firefox (not Internet Explorer) while editing the OLA.
In order to create your Online Learning Agreement (OLA), please use the following link:

www.learning-agreement.eu

Click on Login to access your Learning Agreement
My account

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!
1. Enter: @unibz

2. Click here
Login with your unibz credentials.

Username has to be provided without @unibz.it

Example
Username: MRossi
Don’t worry! Click here

You tried to access (a service via) MyAcademicID IAM Service, but we couldn’t find a registration. Let’s fix that!

Proceed to register on the MyAcademicID IAM Service service
Fill in the form with your unibz e-mail address and create the Username according to the instructions below.

Username has to be 4–16 characters long and can contain only lowercase letters, numbers, "_" and "-"
1. Check your mailbox and click the link to verify your email address. Check also in the spam folder.

![Email verification](image)

Your email address was verified.

2. Log in again at: [www.learning-agreement.eu](http://www.learning-agreement.eu)
Fill in all required entry fields
You can now fill in the Learning Agreement before the mobility by clicking on Create New.
Click on **Semester Mobility**

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

In case regular semester mobility is too long or otherwise inaccessible for you, experience **short-term blended mobility**! This format foresees **between 5 and 30 days of physical mobility** at another higher education institution combined with a compulsory virtual component.

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.
**Student Information**

Enter the academic year of your exchange mobility.

Please use your official unibz email address.

Select the ISCED code. You can find the list of ISCED codes at the bottom of [this webpage](#).
Sending Institution

Add the details of your Academic Contact Person (Prof. at unibz), who will receive the invitation to review and sign your agreement.*

Add the details of your Faculty’s Administrative Contact Person for outgoing students (optional).

*You can find the details of the Academic Contact Person related to your course of study/destination at the bottom of this webpage.
Receiving Institution

Enter the data of the Host Institution.

This information must be provided by the host institution.

The Contact and Responsible Persons can be the same person, but it is the responsible who will receive the invitation to review and sign the agreement.
Enter the planned start and end of the mobility

Add the exams you plan to take at the host university by clicking here [to be repeated for each course you intend to add until the Learning Agreement is complete]

Add the equivalences at unibz by clicking here
When you add a component please enter:

— The course to be attended (to be found in the Course Catalogue of the host university)

— The course code (if it is not available, enter NA)

— The number of ECTS credits of the chosen course

— The semester/quarter in which the course is attended

Do the same for Table B, with the equivalences at unibz

Important: the courses have to be entered in the same order in table A and table B
Please skip this section and click on Next.
Drag the cursor in this area to sign your OLA.

After signing the document, click **send** to obtain your coordinators’ signatures.

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review.
Once the Learning Agreement has been signed by the unibz Academic Contact Person, it will automatically be sent to the Responsible Person at the host university.

When the OLA has been approved by both Responsible Persons you will be notified via e-mail.

You will then be able to download a PDF copy of the Learning Agreement complete with signatures from the website.
Attention: the OLA can be rejected by the coordinators. In this case, you will receive a notification by email.

You will have to correct the Learning Agreement according to the instructions received from the Responsible Person/Coordinator.

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

For technical problems, please contact the online platform support: support@erasmusapp.eu

For administrative problems related to Erasmus+ mobility, please contact: international.relations@unibz.it

For problems concerning courses you wish to attend during your mobility, please contact your faculty’s administrative referent for outgoing students.