

# **ONLINE LEARNING AGREEMENT 3.0**

How to prepare your OLA



www.learning-agreement.eu



## About the OLA 3.0

Before departing for you 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;
- <u>During the mobility</u>: through this section it is possible to make changes to the previously approved Before the mobility;

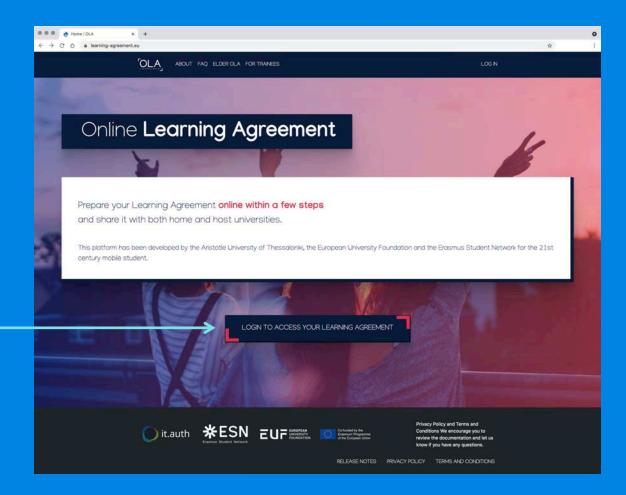
Online Learning Agreement, in order to be considered approved, requires the signature of the student, the person in charge at the sending institution (Academic Contact Person) and the person in charge at the destination institution.

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.

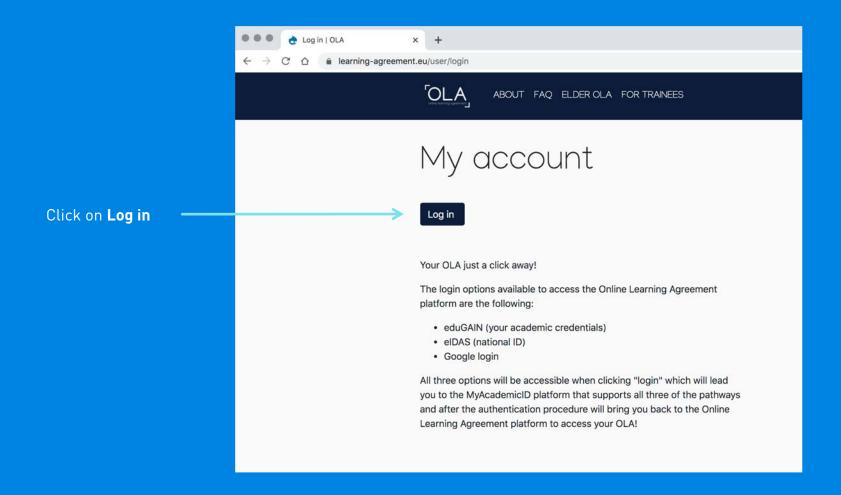
Please use Google Chrome, Firefox (not Internet Explorer) while editing the OLA.

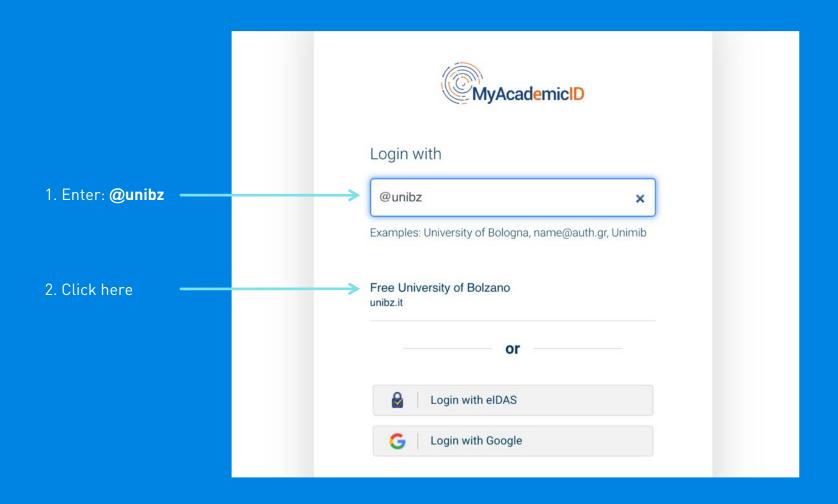


In order to create your Online Learning Agreement(OLA), please use the following link: <a href="https://www.learning-agreement.eu">www.learning-agreement.eu</a>



Click on Login to access your Learning Agreement







Login with your unibz credentials.

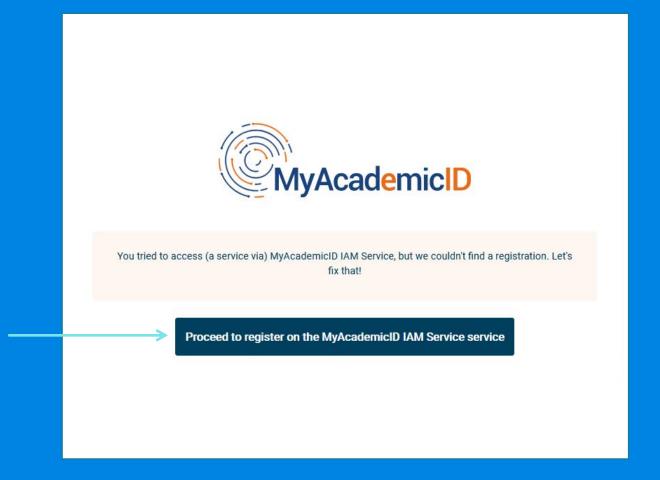
Username has to be provided without @unibz.it

Example Username: MRossi



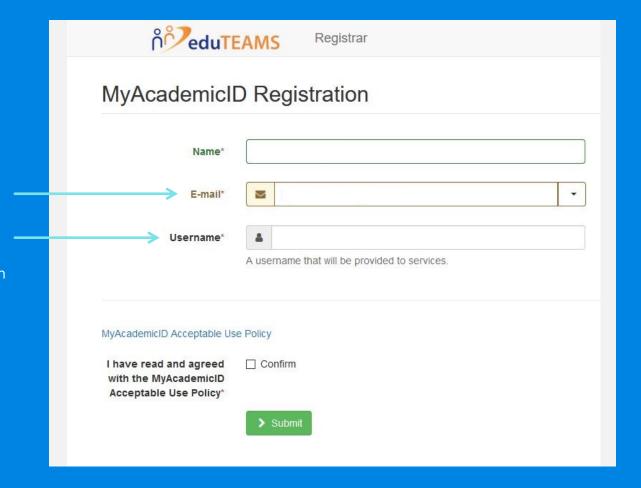
Don't worry!

Click here



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.

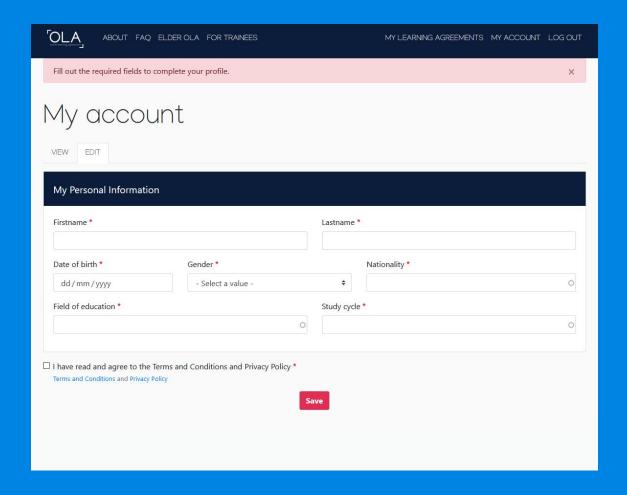


Your email address was verified.

2. Log in again at: www.learning-agreement.eu

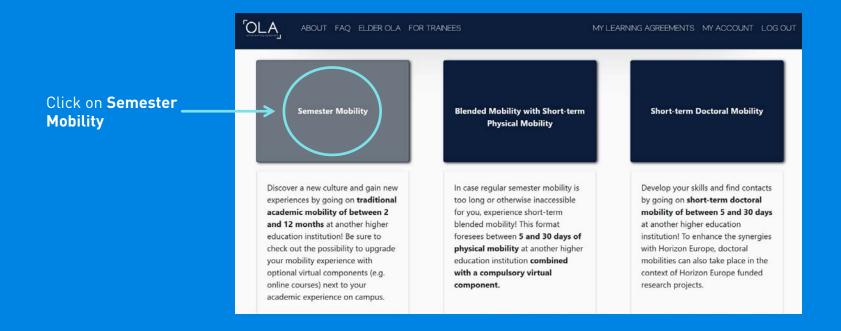


Fill in all required entry fields



My Learning Agreements You have not created any Learning Agreements yet Create New

You can now fill in the Learning Agreement
Before the mobility by clicking on
Create New

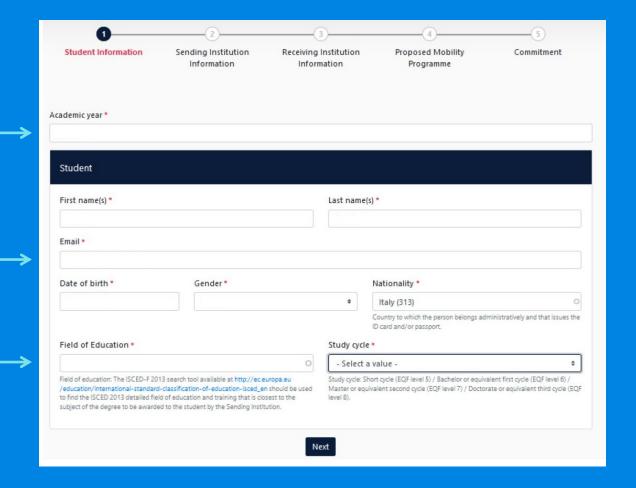


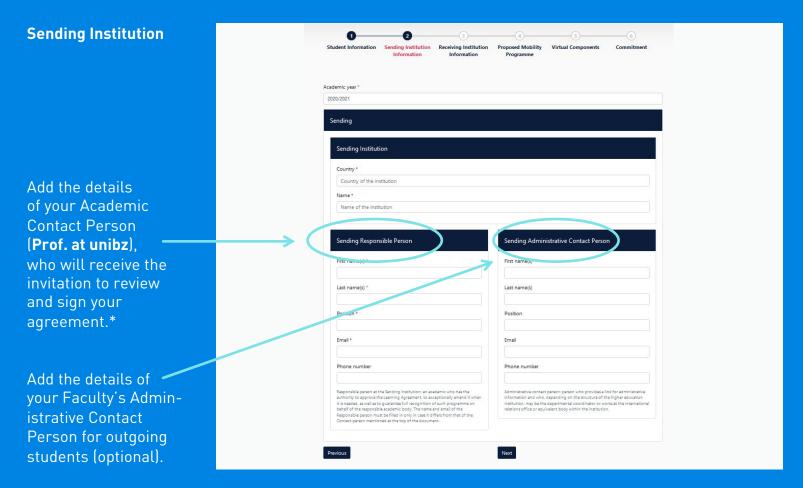
### Student Information

Enter the academic year of your exchange mobility.

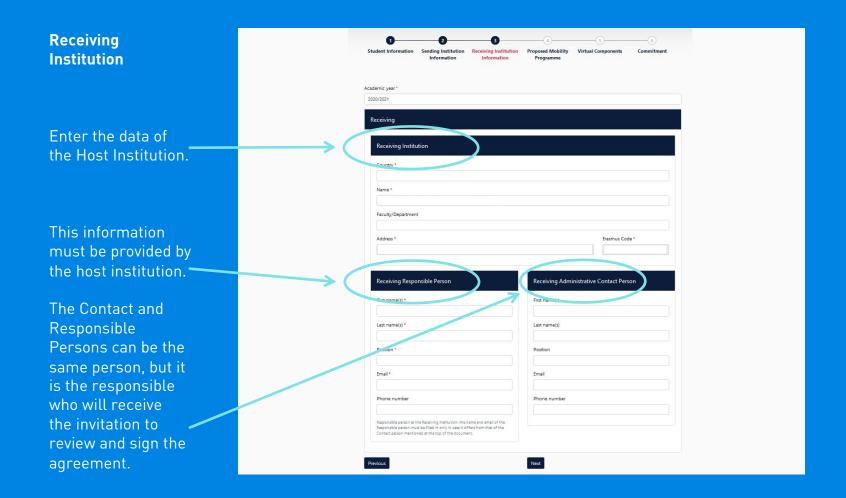
Please use your official unibz email address.

Select the ISCED code. You can find the list of ISCED codes at the bottom of this webpage.





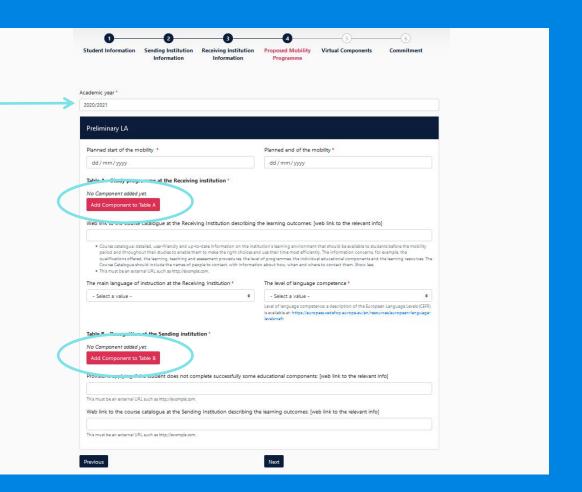
\*You can find the details of the **Academic Contact Person** related to your course of study/destination at the bottom <u>of this webpage</u>.



Enter the planned start and end of the mobility

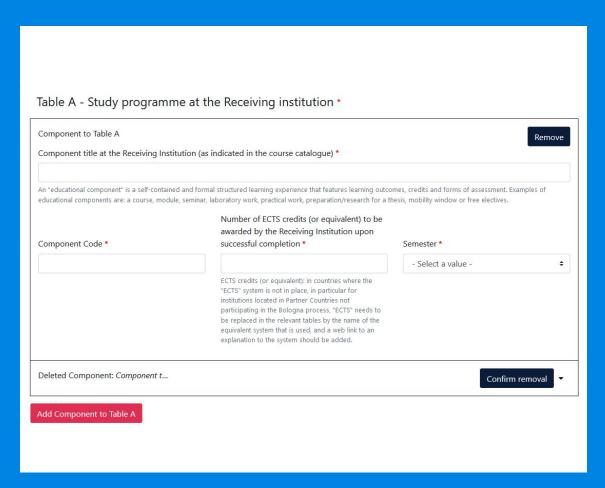
Add the exams you plan to take at the host university by clicking here (to be repeated for each course you intend to add until the Learning Agreement is complete)

Add the equivalences at unibz by clicking here

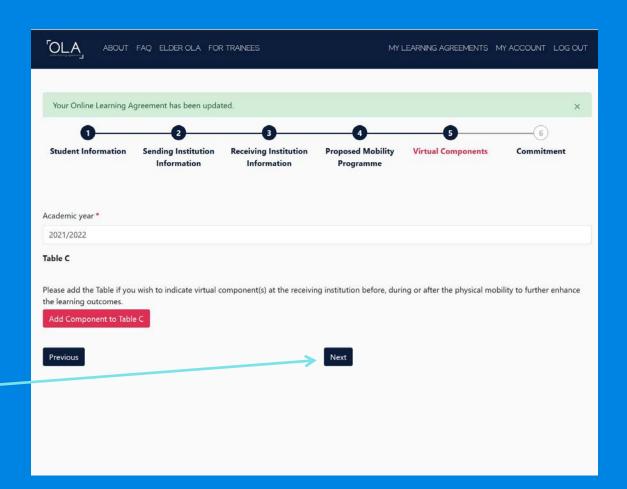


# When you add a component please enter:

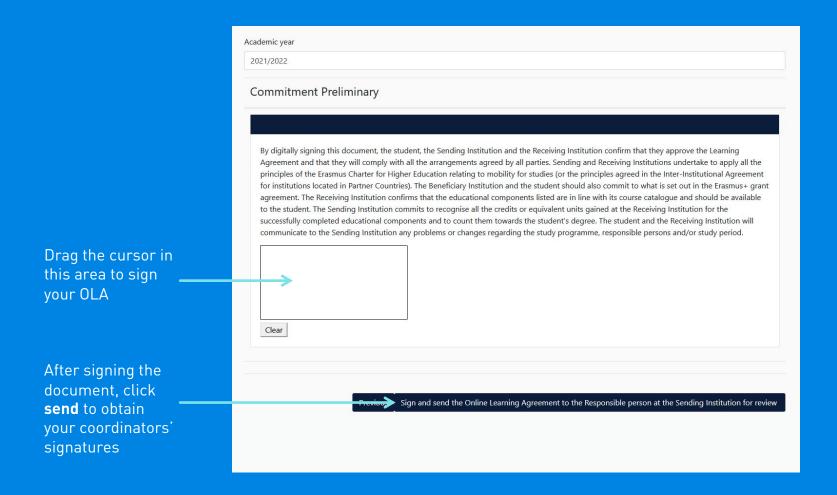
- —The course to be attended (to be found in the Course Catalogue of the host university)
- —The course code (if it is not available, enter NA)
- —The number of ECTS credits of the chosen course
- —The semester/ quarter in which the course is attended



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 sectionand click on **Next** 



- 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.

Online Learning Agreement

#### Dear student,

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the Online Learning Agreement platform to view and download the signed LA <a href="www.learning-agreement.eu">www.learning-agreement.eu</a>.

Best regards, Online Learning Agreement team



**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).

#### Dear student.

We inform you that your sending/receiving higher education institution is not ready to sign your Learning Agreement yet. Please see their comments below and we hope it will provide the needed support to finalise your Learning Agreement and have an enriching mobility experience.

Comments from your sending higher education institution

The component code is \_\_\_\_\_ and CFU

Update your learning agreement

Please click on the button to access your Online Learning Agreement and edit it accordingly. Afterwards you need to sign it again and wait for the approval of your sending and receiving higher education institutions.

Should you still need more information regarding the finalisation of your OLA, please contact the respective higher education institutions.

Best regards,

Online Learning Agreement team

# Online Learning Agreement

#### Contacts:

For technical problems, please contact the online platform support: <a href="mailto:support@erasmusapp.eu">support@erasmusapp.eu</a>

For administrative problems related to Erasmus+ mobility, please contact: <a href="mailto:international.relations@unibz.it">international.relations@unibz.it</a>

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