

A partire dall'anno accademico 2022/2023, gli studenti Erasmus dovranno gestire il Learning Agreement mediante l'applicativo OLA (Online Learning Agreement), che prevede sia la compilazione che l'approvazione con firma online, senza lo scambio di documenti cartacei.

Il processo di organizzazione della mobilità Erasmus per studio prevede che lo studente in mobilità, il Coordinatore Erasmus dell'Università inviante ed il Coordinatore Erasmus dell'Università di destinazione debbano sottoscrivere il Learning Agreement, che costituisce la base per il riconoscimento delle attività svolte all'estero. Il Learning Agreement è pertanto un documento fondamentale nell'ambito della mobilità. L'OLA (Online Learning Agreement) è uno strumento che consente la gestione "dematerializzata" (paperless) dell'intero processo.

Il Learning Agreement è suddiviso in 2 sezioni:

1. La prima sezione composta dalla tabella A e B, dove vengono approvato il piano di studio all'estero (A) e il relativo riconoscimento presso l'Università ospitante (B);
2. La seconda sezione (*exceptional changes*) composta dalle tabelle A2 e B2:

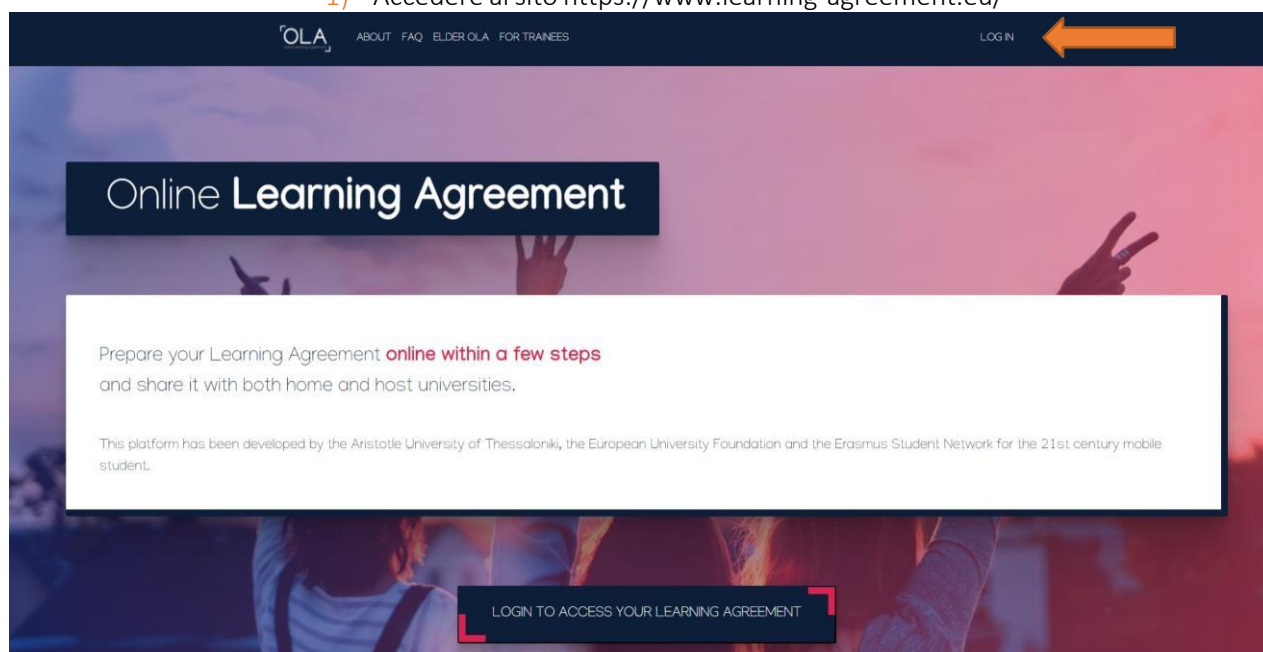
Per il riconoscimento degli esami sostenuti sarà necessario allegare in un'unica mail, unitamente ad una copia pdf dell'OLA, anche:

- *Transcript of Records* firmato e timbrato dall'Università ospitante;
- *Modulo di riconoscimento delle attività formative* svolte in mobilità: la compilazione è a cura dello studente.
- Erasmus Certificate a.a. 2026-2027

OLA 3.0 GUIDA ALL'UTILIZZO

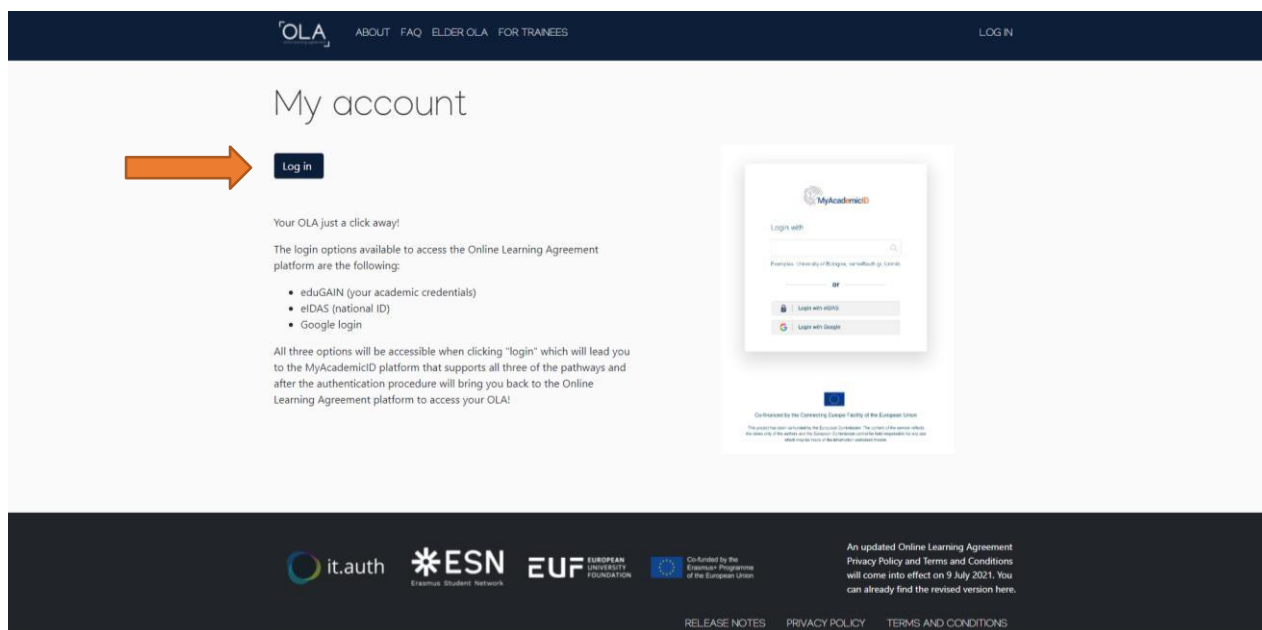
ATTENZIONE: In fase di compilazione SOLO i campi riportanti (*) sono obbligatori

- 1) Accedere al sito <https://www.learning-agreement.eu/>



e cliccare sul LOG IN

2) Comparirà questa schermata, cliccare nuovamente su Log in



OLA ABOUT FAQ ELDER OLA FOR TRANEES LOG IN

My account

Log in

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!



Co-financed by the Connecting Europe Facility of the European Union

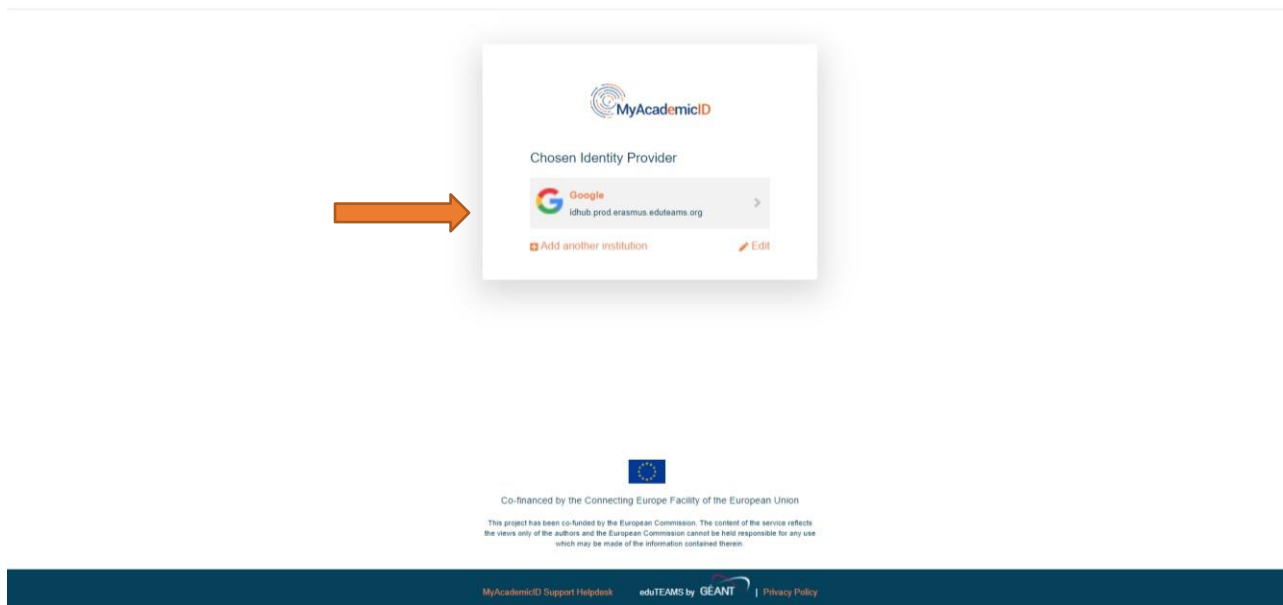
This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

it.auth *ESN Erasmus Student Network EUF EUROPEAN UNIVERSITY FOUNDATION Co-funded by the Erasmus+ Programme of the European Union

An updated Online Learning Agreement Privacy Policy and Terms and Conditions will come into effect on 9 July 2021. You can already find the revised version here.

RELEASE NOTES PRIVACY POLICY TERMS AND CONDITIONS

3) Selezionare Google come Identity Provider



MyAcademicID

Chosen Identity Provider

Google
idhub.prod.erasmus.eduteams.org

Add another institution Edit

Co-financed by the Connecting Europe Facility of the European Union

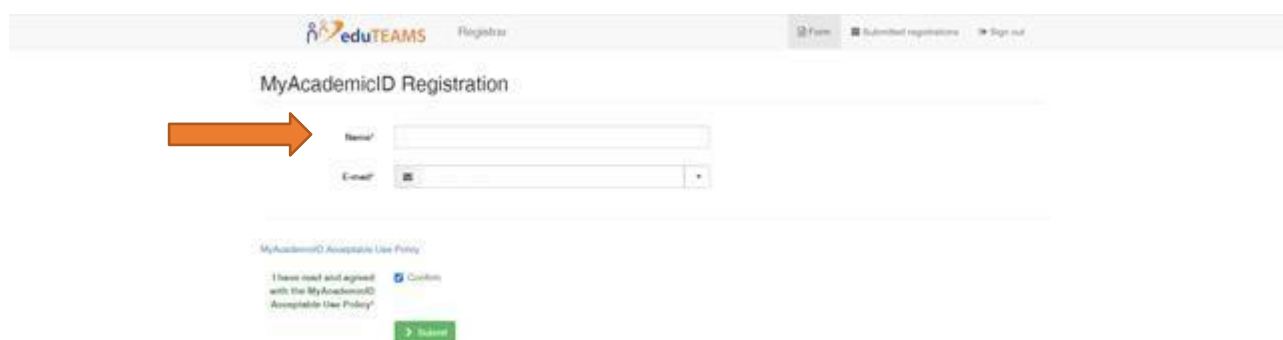
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MyAcademicID Support Helpdesk eduteams by GÉANT Privacy Policy

4) Procedere con la registrazione



5) Inserire nome, cognome e indirizzo email istituzionale: n.cognome@studenti.unistrasi.it

A screenshot of the MyAcademicID Registration form. The header includes the eduTEAMS logo, the word 'Registration', and links for 'Form', 'Submitted registrations', and 'Sign out'. The main heading is 'MyAcademicID Registration'. Below it, there are two input fields: 'Name*' and 'Email*'. An orange arrow points to the 'Name*' field. Below the input fields is a section for 'MyAcademicID Acceptable Use Policy' with a checkbox labeled 'Custom' and a 'Submit' button.

- 6) Al vostro indirizzo di posta elettronica giungerà la richiesta di verifica, una volta approvata accederete nuovamente all'OLA utilizzando le vostre credenziali Google.

Iniziamo dunque ad inserire le vostre informazioni personali

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

Fill out the required fields to complete your profile. X

My account

VIEW EDIT

My Personal Information

Firstname * Lastname *

Date of birth * Gender * Nationality *

gg/mm/aaaa - Select a value -

Field of education * Study cycle *

☐ I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions and Privacy Policy](#)

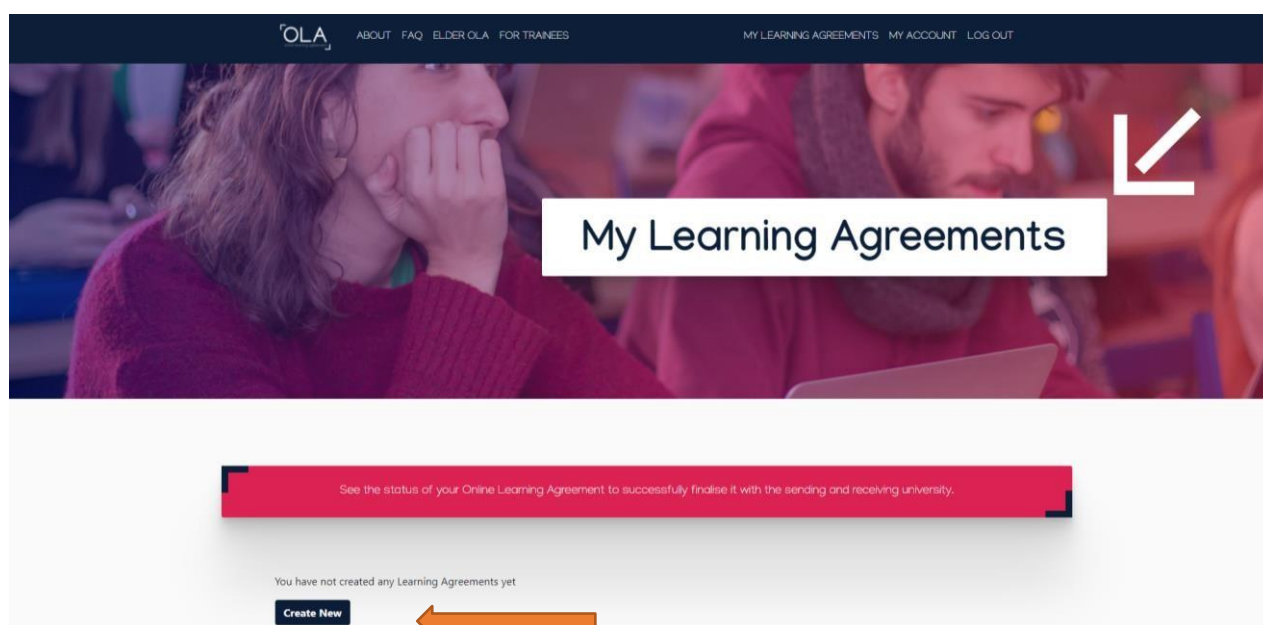
Save

Arts and Humanities (02)

LAUREA TRIENNALE:
Bachelor or equivalent
first cycle eqf level 6

LAUREA MAGISTRALE:
Master or equivalent
second cycle eqf level
7

- 7) A questo punto è possibile creare il proprio Online Learning Agreement



8) Selezionare il tipo di mobilità

OLA

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

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

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.

Blended Mobility with Short-term Physical Mobility

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**.

Short-term Doctoral Mobility

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.

9) Selezionare, dal menù a tendina, il paese di destinazione e l'Istituto di appartenenza

Academic year * 2021/2022

Sending

Sending Institution

Country * Italy x

Name *

Faculty/Department *

Address *

Erasmus Code *

Università per Stranieri di Siena

DISU (Dipartimento di Studi Umanistici) - Humanities

QUESTI CAMPI SI COMPILERANNO DI DEFAULT

10) Inserire i dati del proprio Istituto:

Sending Responsible Person		Sending 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 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.		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	

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11) Inserire i dati dell'Istituto ospitante (come indicati nella Scheda dell'Università Partner - https://www.unistrasi.it/1/160/675/Università_Partner.htm – o reperiti direttamente dal sito)

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	

- 12) Inserire le date di inizio e fine mobilità ed iniziare ad aggiungere (Add a component to table A) i corsi previsti all'estero, specificando codice (qualora non fornito inserire "N.A."), crediti e semestre di svolgimento degli stessi. Una volta inseriti tutti i corsi inserire il link al course catalogue dell'Istituto ospitante (come indicato nella Scheda dell'Università Partner - https://www.unistrasi.it/1/160/675/Università_Partner.htm – o reperito direttamente dal sito), la lingua d'istruzione ed il livello di competenza

The screenshot displays the 'Proposed Mobility Programme' form, which is part of a six-step process. The steps are: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme (current step), 5. Virtual Components, and 6. Commitment.

Academic year *
2021/2022

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 *

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>

Planned start of the mobility *
gg/mm/aaaa

Planned end of the mobility *
gg/mm/aaaa

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) *

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, preparation/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 *

Semester *
- Select a value -

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.

Red arrows indicate the following fields: the 'Add Component to Table A' button, the 'Web link to the course catalogue' field, the 'Component title' field, and the 'Number of ECTS credits' field.

- 13) Procedere dunque con la compilazione della tabella B, relativa ai corsi che verranno riconosciuti nel vostro Libretto UniStraSi

Table B - Recognition at the Sending institution *

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

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

Component Code *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

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.

☐ Automatically recognised towards student degree

Automatic recognition comment

- 14) Inserire i seguenti link:

https://unistrasi.it/1/160/663/ERASMUS_PLUS_STUDIO.htm

<https://dipartimento.unistrasi.it/92/Didattica.htm>

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL, such as <http://example.com>.

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

- 15) Nel caso siano previste attività di mobilità virtuale presso l'Istituto ospitante procedere con l'inserimento come sopra, in caso contrario cliccare su "Next"

The screenshot shows a progress bar at the top with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components (highlighted in red), and 6. Commitment. Below the progress bar, there is a message: "Your Online Learning Agreement has been updated." followed by a close button (X). Under the "Virtual Components" step, there is a section titled "Academic year *" with a dropdown menu showing "2021/2022". Below this is a section titled "Table C" with the text: "Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes." There is a red button labeled "Add Component to Table C". At the bottom, there are two buttons: "Previous" and "Next".

- 16) Inserire nel riquadro la propria firma (da effettuarsi con mouse o touchpad)

The screenshot shows the "Commitment Preliminary" section. At the top, there is a message: "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 this text is a large empty rectangular box for a signature. At the bottom left of the box is a "Clear" button.

Il vostro Learning agreement è pronto: il sistema invierà una notifica al vostro istituto affinché venga visionato e, se tutto risulterà corretto, il documento verrà firmato ed inviato all'Istituto ospitante per la finalizzazione.

Nella vostra area personale potrete visualizzare, editare e scaricare il documento, ma le firme compariranno solo quando le tre parti avranno firmato il documento