



**USER MANUAL
ONLINE LEARNING
AGREEMENT
(OLA)**

image: freepik.com

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Coordinatore Relazioni Internazionali



Conservatorio di musica
"E. R. Duni"
Matera

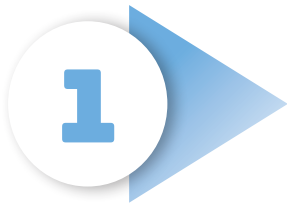
LEARNING AGREEMENT

The learning agreement is a compulsory document in the framework of your Erasmus exchange and must be signed before the beginning of your mobility by you, the coordinator of your home university and the coordinator of the receiving university.

It includes the list of courses (title, code, number of ECTS / number of hours). In order to facilitate the administrative procedures, the learning agreement is now to be filled in and signed via the Erasmus + mobile application or on the online platform Online Learning Agreement.

The following guidelines will help you to register on this platform, to fill in the learning agreement and sign it. Once signed by you, it will automatically be sent to the indicated coordinator at your home university for validation and signature.



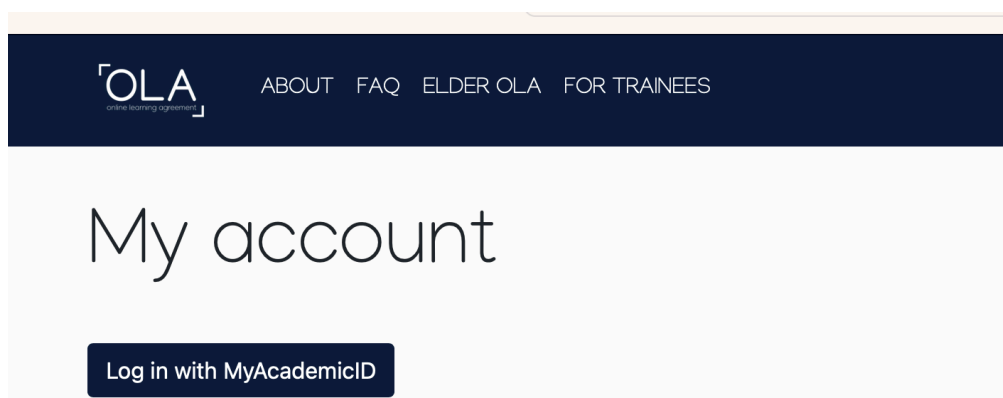
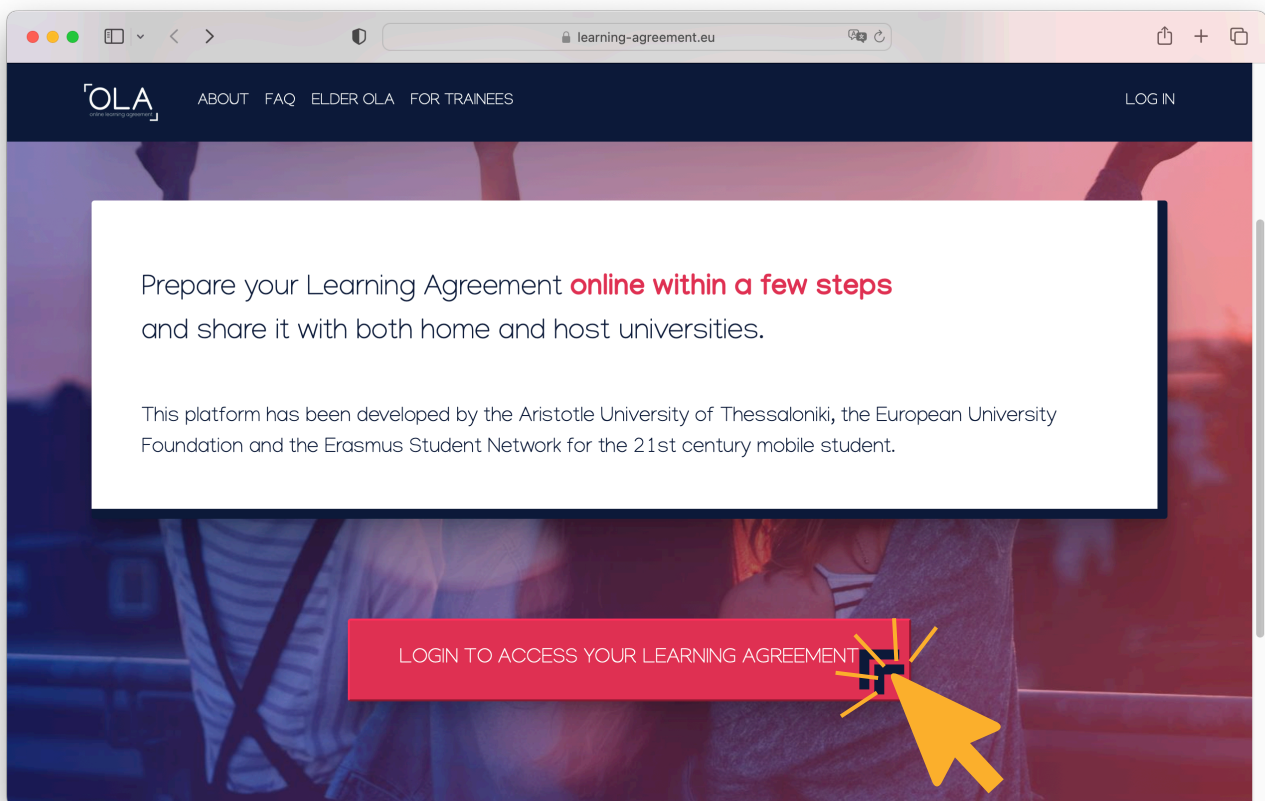


CREATE YOUR «ERASMUS+ PROFILE»

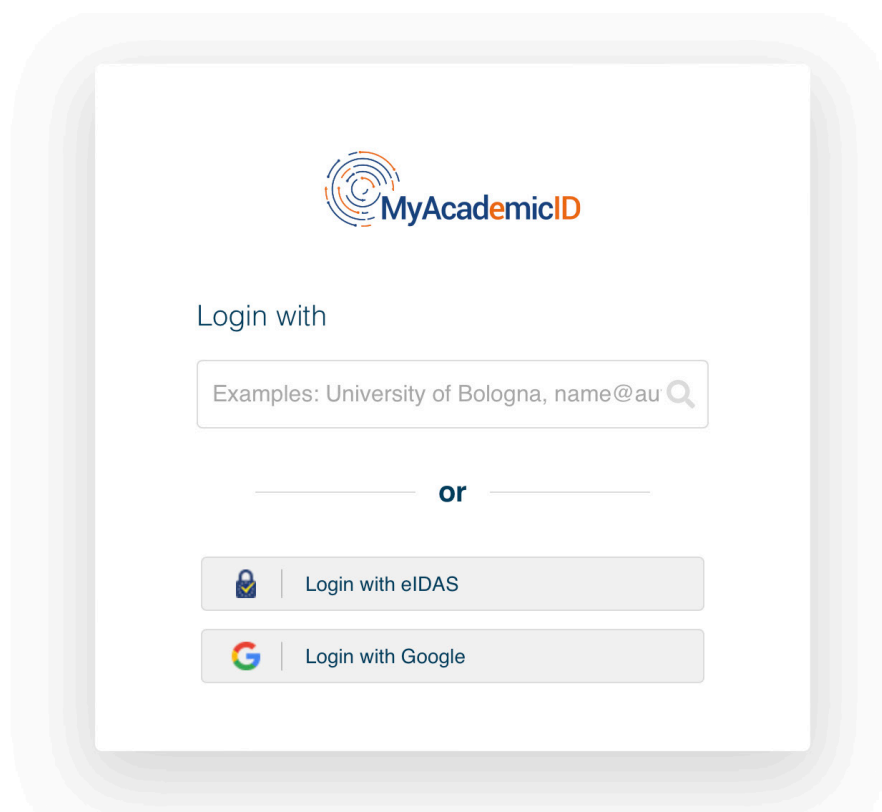
Click on the following link:

<https://www.learning-agreement.eu>

Click on «**LOGIN TO ACCESS YOUR LEARNING AGREEMENT**» then on «**LOG IN**»



Enter your Google Account



The image shows a login interface for MyAcademicID. At the top is the MyAcademicID logo. Below it, the text "Login with" is followed by a search input field containing the text "Examples: University of Bologna, name@au" and a magnifying glass icon. Below the input field is a horizontal line with the word "or" in the center. Underneath are two buttons: "Login with eIDAS" with a padlock icon and "Login with Google" with the Google logo icon.

Then, click on «[Proceed to register on the MyAcademicID IAM Service](#)»



The image shows a registration information page for MyAcademicID. At the top is the MyAcademicID logo. Below it is a text box explaining the service and listing four steps for registration. At the bottom is a dark blue button with the text "Proceed to register on the MyAcademicID IAM Service" and a yellow mouse cursor pointing to it.

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](#)



Indicate your name and email address, confirm and submit

MyAcademicID Registration

Name*

E-mail*

Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy*

Confirm

Enter your personal information:

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

My account

VIEW EDIT

My Personal Information

Firstname*

Lastname*

Date of birth*

Gender*

Nationality*

Field of education*

Study cycle*

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

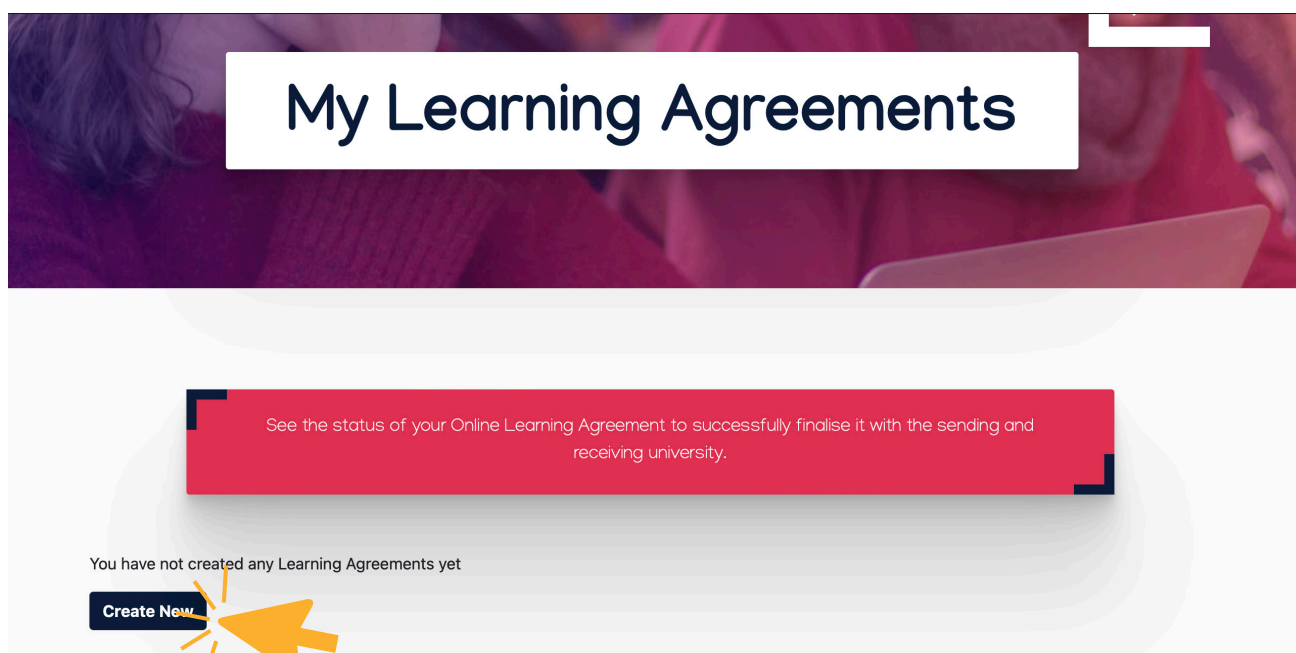
Field of education:
- 0215 Music and performing arts

Study Cycle:

- Bachelor or equivalent first cycle (EQF level 6)
- Master or equivalent second cycle (EQF level 7)
- Doctorate or equivalent third cycle (EQF level 8)

2 CREATE YOUR «ERASMUS+ PROFILE»

Click on [Create New](#) :



Select your mobility type: «[Semester Mobility](#)» :

Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral 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.



1- Student Information: check the accuracy of the information (be aware of the correct academic year!) and click on «**Next**»

Student

First name(s) * Last name(s) *

Email *

Date of birth * Gender * Nationality *
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education * Field of Education Comment Study cycle *
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).

2- Sending Institution: choose the name of your home university, then the name and email address of the responsible person at the Sending Institution, who will have the authority to approve your Learning Agreement.

Sending

Sending Institution

Country *

Name *

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

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.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

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.

3- Receiving Institution: choose the country, then Institution and Faculty, then the name and email address of the responsible person

Receiving Institution

Country *

Name *

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.

4- Proposed Mobility Programmes:

4.1 - Fill in the period of your mobility and complete «Table A» with the list of courses you have chosen.

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.

Component Code *

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

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.

Deleted Component: Component t... Confirm removal

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>

4.2 - Then complete «**Table B**» with the course list from your sending institution.

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 *
<input type="text"/>	<input type="text"/>	<input type="text" value="- 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.

Automatically recognised towards student degree

Automatic recognition comment

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

5- Virtual Components: only if required

6- Commitment: please update the academic year if necessary (academic year of the planned mobility) and sign in the frame with your computer mouse or your smartphone, then click on "**Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review**"

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

Academic year *
2020/2021

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

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

Your Learning Agreement will be automatically sent to sign to responsible person of you home Institution, then to the responsible person of your receiving institution.

At any time the Learning Agreement can be downloaded in pdf format.

**For any problem, please contact us at the following email address:
erasmus@conservatoriomatera.it**

