USER MANUAL

ONLINE LEARNING AGREEMENT

(OLA)

UFFICIO ERASMUS: erasmus@conservatoriomatera.it

Mº PATRIZIA LOMUSCIO

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.
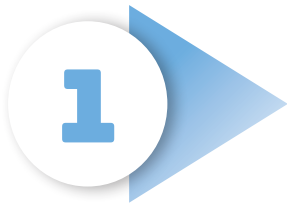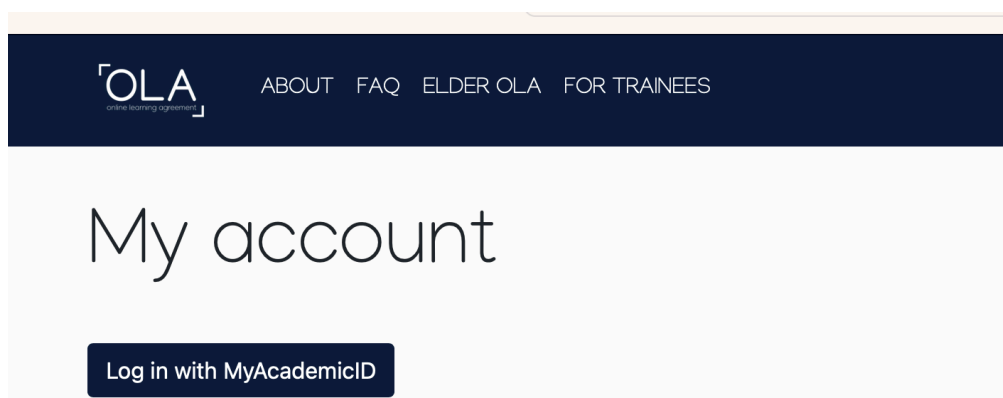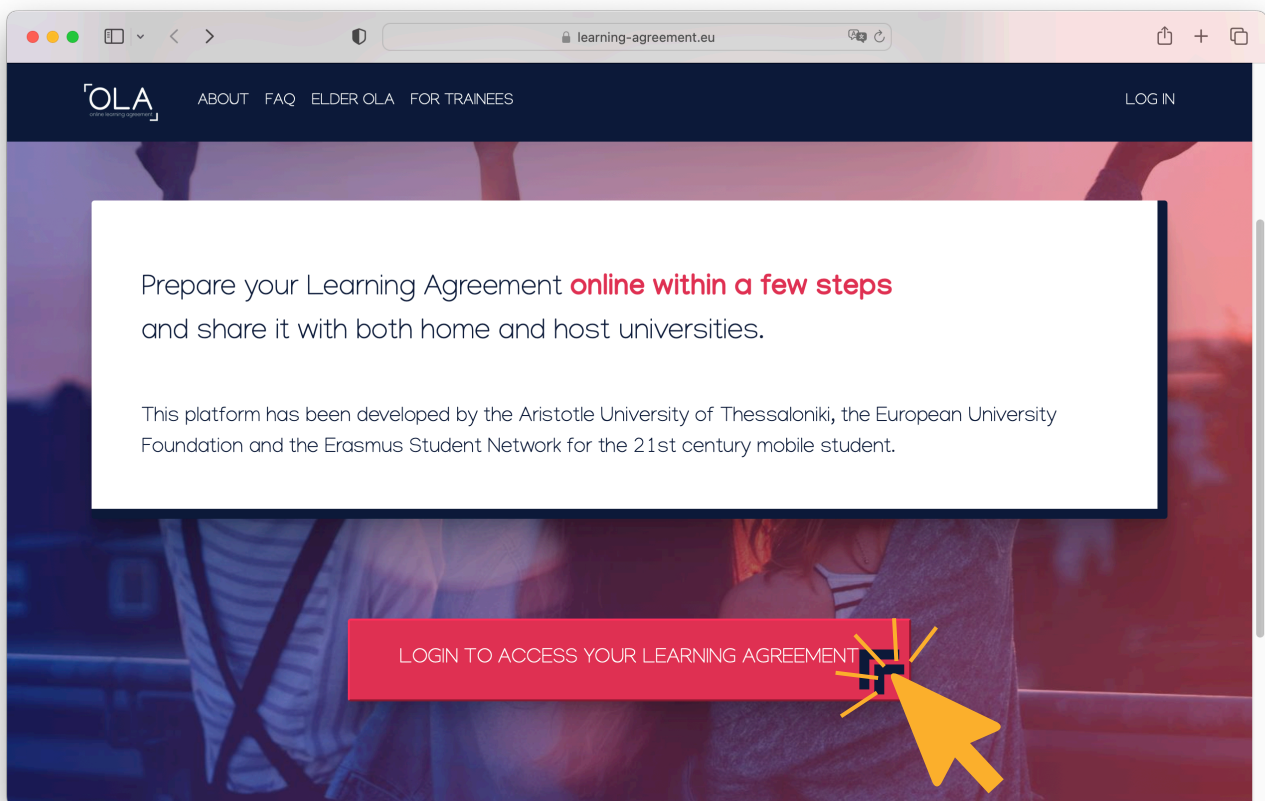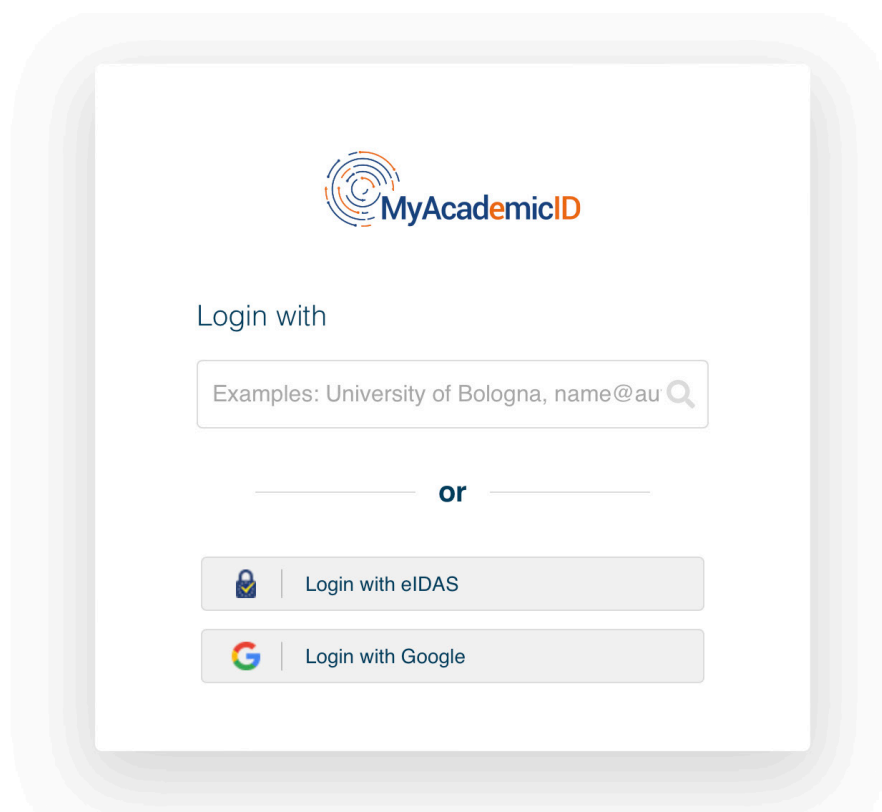
1 ▶ CREATE YOUR «ERASMUS+ PROFILE»

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

Then, click on «*Proceed to register on the MyAcademicID IAM Service*»

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*   Nome e Cognome

E-mail*   iltuoindirizzo@email.it

Acceptable Use Policy

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

> Submit

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 *
- Select a value -

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

Save

Field of education:
- 0215 Music and performing arts

Erasmus+

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* :
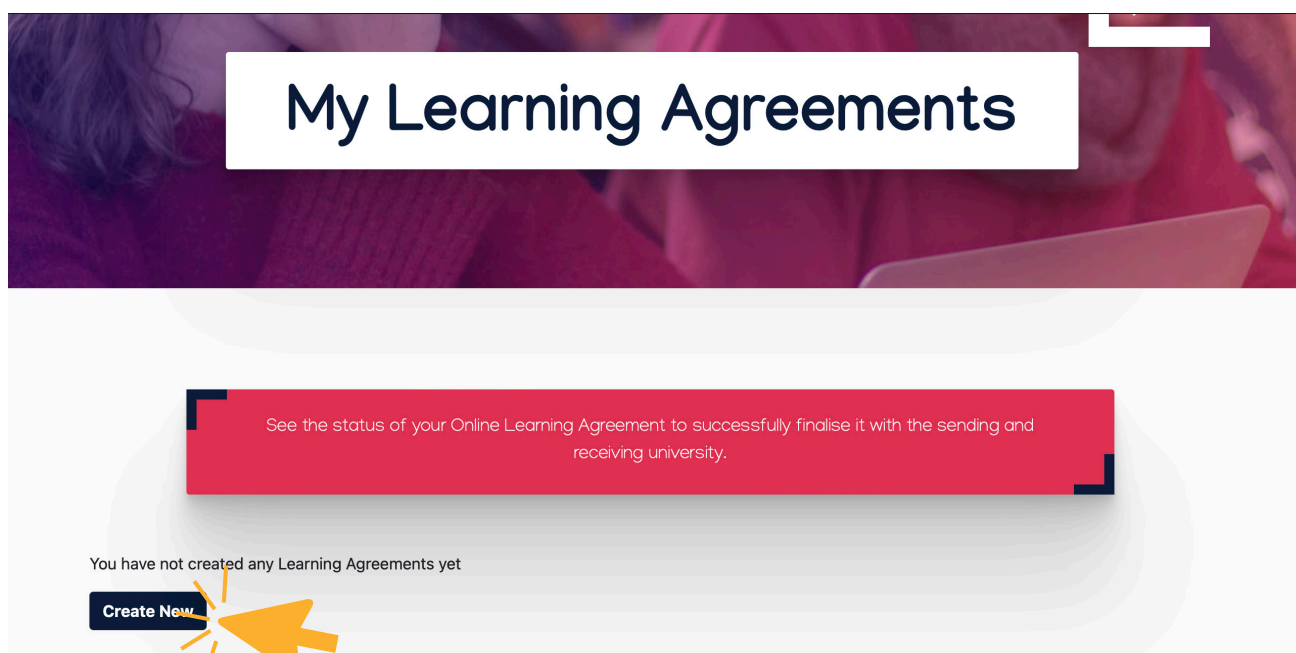
Select your mobility type: «*Semester Mobility*» :

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

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.

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

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.

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

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*"

Erasmus+

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