USER MANUAL

ONLINE LEARNING AGREEMENT (OLA)

UFFICIO ERASMUS: erasmus@conservatoriomatera.it

M° PATRIZIA LOMUSCIO
Coordinatore Relazioni Internazionali

Conservatorio di musica
“E. R. Duni”
Matera
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

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.
Indicate your name and email address, confirm and submit

Enter your personal information:

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)

Click on **Create New**:

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

**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 6 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.
1- **Student Information**: check the accuracy of the information (be aware of the correct academic year!) and click on «*Next*»

### Student Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>First name(s) *</td>
<td>Cognome</td>
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<tr>
<td>Last name(s) *</td>
<td>Nome</td>
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<tr>
<td>Email *</td>
<td><a href="mailto:illuiondirizzo@email.it">illuiondirizzo@email.it</a></td>
</tr>
<tr>
<td>Date of birth *</td>
<td>05/04/1998</td>
</tr>
<tr>
<td>Gender *</td>
<td>Female</td>
</tr>
<tr>
<td>Nationality *</td>
<td>Italy (313)</td>
</tr>
</tbody>
</table>

**Field of Education *:** Music and performing arts (0210) (747)

**Field of Education Comment:**
Field of education: The ISCED-F 2013 search tool available at [http://oc.ea.europa.eu/education/international-standard-classification-of-education-ised](http://oc.ea.europa.eu/education/international-standard-classification-of-education-ised) 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 *:** Bachelor or equivalent first cycle (EQF level 6)

**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 Institution

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Country *</td>
<td>Country of the institution</td>
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<tr>
<td>Name *</td>
<td>Name of the institution</td>
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### Sending Responsible Person

<table>
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<tr>
<td>First name(s) *</td>
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<td>Last name(s) *</td>
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<td>Position *</td>
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<tr>
<td>Email *</td>
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<tr>
<td>Phone number *</td>
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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

<table>
<thead>
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<th>Field</th>
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<tbody>
<tr>
<td>First name(s)</td>
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<td>Last name(s)</td>
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<tr>
<td>Position</td>
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<tr>
<td>Email</td>
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<tr>
<td>Phone number</td>
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</table>

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

![Image of Receiving Institution form]

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.

![Image of Table A form]
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”
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