

Guide for the OLA (Online Learning Agreement)



UNIVERSITÀ DI PARMA

The Online Learning Agreement

- The Online Learning Agreement is a study agreement that must be signed by the Student, the Home University and the Host University.
- If your home university provides a dedicated study platform, feel free to utilize it for completing your Learning Agreement. **Alternatively**, you can use the **European Dashboard** website dedicated to Erasmus students.
- This document contains all the academic activities you intend to carry out at the University of Parma. If required by your Home University, the L.A. can also include the activities that will be recognized by your Home University at the end of your study period.
- Amendments to the Online Learning Agreement can only be made if you already have the Before the Mobility section signed by both Universities.

Contacts and responsible people at Unipr:

- Insert the informations about your **Home Institution**.
- Sending Responsible Person is an academic who has the authority to approve your Learning Agreement and to guarantee full recognition of such program.
- **Receiving Institution:** University of Parma.

While completing your Learning Agreement you are asked to indicate Contact person and Responsible person.

Contact person is the administrative person from the International office of the University of Parma while the **Responsible person** is the professor in charge to evaluate and approve your Learning Agreement:

CONTACT PERSON	Head of the International Division (Administration)	Dr. Elena Raschiani Head of International Division Phone: +39.0521.904203 E-mail: incoming@unipr.it
RESPONSIBLE PERSON	The professor that will approve your Learning Agreement (Academic Part)	Please identify your Department Coordinator from THIS LIST

Here you
can find the
file

How to fill in your Learning Agreement:

- Now you have to create a preliminary LA with both expected dates of start and end of mobility and insert the study program you are willing to follow in Parma.

Component to Table A

Remove

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

Data Science For Marketing

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 *

1007332

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

9

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.

Semester *

First semester (Winter/Autumn) ⇅

How to find the infos to fill in your study plan?

- In this [website](#) you will find all the information you need to fill in your study plan (Medicine Department's students should also see pages 11-12 of this guide) .

In **column F** you will find the **Component Code**

F	G	H	I	N	S
Codice Insegnamento Component Code	Nome Insegnamento Component title (original)	Nome Insegnamento tradotto Component title (ENG translation)	Crediti (CFU) ECTS/CFU credits	Des. Periodo Insegnamento Semester of	Cod. Unità Didattica Module code
1000963	Alimentazione E Nutrizione Umana	Human Diet And Nutrition	6,00	Primo Semestre	
1006253	Attività DI Tirocinio E Formative Equivalenti	Internship Trainig Activities And Activities Equivalents	6,00	Secondo Semestre	
14250	Prova Finale	Final Exam	5,00	Secondo Semestre	
1003899	Tecnologie Alimentari 3	Food Technology 3	12,00	Secondo Semestre	1006630
1003899	Tecnologie Alimentari 3	Food Technology 3	12,00	Secondo Semestre	1006556
1006660	Tirocinio In Mobilita' Internazionale	Internship In International Mobility	6,00	Secondo Semestre	
1006659	Tirocinio Presso Struttura Dell'Ateneo	Internship At The Structure Of The University	6,00	Secondo Semestre	
1006658	Tirocinio Presso Struttura Esterna	Internship At External Structure	6,00	Secondo Semestre	
1008858	Attività Formative A Scelta Dello Studente Pt	Chek Activities Chosen By The Student	8,00	Primo Semestre	

If applicable:

In **column S** you will find the **Code of the single Module**

In **column G** you will find the **Component title** at the Receiving Institution

In **column I** you will find the **amount of ECTS credits**

In **column N** you will find the **semester**

Table B:

- You have to do the same with the study program of your Sending Institution, in this case you have to fill in the boxes with the data related to the corresponding course at your home university.

Component to Table B

Remove

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

Statistics for management

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 *

1006534

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

8

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.

Semester *

First semester (Winter/Autumn)

☒ Automatically recognised towards student degree

Automatic recognition comment

How to finalize your Learning Agreement:

- It's the time to sign and confirm the LA!
- The system will now send the proposed LA to your Home Responsible Person for approval (an E-mail will be sent from this address: no-reply@learning-agreement.eu).
- Once it is signed, it will be received by the Responsible Person in Parma.
- When it is signed by both Responsible People and by you, you have to download the PDF and send it via E-mail to incoming@unipr.it.

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
UNIVERSITY OF PARIS PARMA	UNIVERSITÀ DEGLI STUDI DI PARMA	Signed by Student and sent to the Sending HEI	Fri, 03/08/2024 - 17:25	View Download PDF History

How to select modules from a subject:

- In this [webpage](#) you will find all the information you need to fill in your study plan.

In column **F** you will find the **Component Code**

In column **G** you will find the **Component title** at the Receiving Institution

In column **N** you will find the **semester**

In column **S** you will find the **code** of the **module**

In column **T** you will find the **title** of the **module**

In column **V** you will find the **amount of CFU/ECTS** for the Module

(F) Codice Insegnamento Component Cod	(G) Nome Insegnamento Component title (original)	I Crediti (CFU) ECTS/CFU credits	(N) Des. Periodo Insegnamento Semester of	(S) Cod. Unità Didattica Module code	(T) Des. Unità Didattica Module title	U Des. Unità Didattica Inglese Module title / ENL	(V) Crediti dell'Unità Didattica Module ECTS/CFU
1011012	Pediatria Generale E Specialistica (Annuale) (Tpves)	9,00	Annuale	03553	GENETICA MEDICA	MEDICAL GENETICS	1,00
1011012	Pediatria Generale E Specialistica (Annuale) (Tpves)	9,00	Annuale	01946	NEUROPSICHIATRIA INFANTILE	CHILD NEUROPSYCHIATRY	1,00
1011012	Pediatria Generale E Specialistica (Annuale) (Tpves)	9,00	Annuale	1000139	PEDIATRIA GENERALE E SPECIALISTICA	GENERAL AND SPECIALISED PEDIATRICS	3,00
14250	Prova Finale	18,00	Secondo Semestre				
1008941	Tirocinio Pratico-Valutativo Per Esame Di Abilitazione (Tpves) - Area Chirurgica	5,00	Primo Semestre				

- The cells highlighted in green refer to subjects divided in modules, hence you see the Component Title (subject) repeated for each Module. The credits refers to the whole subject.

How to select modules from a subject:

You will find the **Component Code** in **column F** : it refers to the subject.

Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] to [month/year]

Table A
Before the mobility

Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
1010306	MALATTIE EMATOLOGICHE, NEOPLASTICHE E INFETTIVE (1002444 Malattie Infettive I (B) + 1003096 Malattie Infettive II (B) + 14373 Tirocinio di Malattie Infettive)	Autumn	4
1010305	MALATTIE TESTA E COLLO (1002452 Malattie dell'Apparato Visivo B + 1007376 Tirocinio di Malattie dell'Apparato Visivo)	Autumn	3
08725	MALATTIE DELL'APPARATO LOCOMOTORE	Autumn	5
1008938	CLINICA CHIRURGICA GENERALE E SPECIALISTICA (1007320 Chirurgia Generale Tirocinio)	Autumn/Spring	4

Indicate the **Component Title of the Exam (column G)**, then if you are not going to take all the modules, you have to specify each **module Code (Column S)** and **Module title (column T)** for all the modules you are going to take.

Here you have to write the total **amount of ECTS (column V)**.
If you are going to take few modules instead of the full exams, you have to indicate the total amount of ects/cfu.

An example:



Erasmus+

Higher Education
Learning Agreement for Studies
Academic Year 2023/2024

Follo Alessia
alessia.follo@studenti.unipr.it

Student	Last name(s)		First name(s)		Date of birth	Gender	Nationality
	Alessia		Follo		2001-02-02	Female	Italy
	Field of education		Field of education clarification		Study cycle		
Economics (0311)				Master or equivalent second cycle (EQF level 7)			
Sending Institution	Name	Faculty /Department	Erasmus code (if applicable)	Address	Country	Contact person name ; email; phone	
Receiving Institution	Name	Faculty /Department	Erasmus code (if applicable)	Address	Country	Contact person name ; email; phone	
	UNIVERSITÀ DEGLI STUDI DI PARMA	/	I PARMA01	Parma	Italy	Alessandro Musu / alessandro.musu@unipr.it /	

The level of language competence in that the student already has or agrees to acquire by the start of the study period is: Italian Native speaker

Planned period of the mobility: from [month/year] 03-2024 to [month/year] 09-2024

Study Programme at the Receiving Institution				
Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn / spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	1009359	Channel Management	First semester (Winter/Autumn)	8
	1007332	Data Science For Marketing	First semester (Winter/Autumn)	9
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: https://				

Recognition at the Sending Institution					
Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn / spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion	Automatic Recognition
	1006534	Statistics for management	First semester (Winter/Autumn)	8	Yes
	1007864	Channel Metrics	First semester (Winter/Autumn)	8	Yes
Web link to the course catalogue at the Sending Institution describing the learning outcomes: https://					
Provisions applying if the student does not complete successfully some educational components: https://					

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution					
Table C	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Short description of the virtual component	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion	Automatic Recognition



An example:



Erasmus+

Higher Education
Learning Agreement for Studies

Academic Year 2023/2024

Follo Alessia
alessia.follo@studenti.unipr.it

Commitment

By 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 Sending 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 in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. 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.

Commitment	Name	Email / Phone	Position	Date	Signature
Student	Alessia Follo	alessia.follo@studenti.unipr.it	Student	11-03-24	
Commitment	Name	Email / Phone	Position	Date	Signature
Responsible person at the Sending Institution	Stefano Camurri	stefano.camurri@unipr.it	Responsible person at the Sending Institution	11-03-24	Action Timestamped
Responsible person at the Receiving Institution	Alessandro Musu	alessandro.musu@unipr.it	Responsible person at the Receiving Institution	11-03-24	Action Timestamped



To summarise:

- The OLA (and its changes) must contain all signatures (Student, Home University and Host University).
- Make sure a copy of the OLA (and its changes) is filed at the Erasmus and International Home. If in doubt send it again to incoming@unipr.it .
- DEADLINE: the During the Mobility section must be submitted within one month from the beginning of the courses 31 October for the first semester and 31 March for the second semester).
- Only one amendment to the OLA is allowed per semester.
- Add the course of Italian and/or Teaching Placement in the OLA (Before the Mobility or During the Mobility section) if you want the recognition of credits.



UNIVERSITÀ DI PARMA

www.unipr.it

Stefano Camurri