Guide for the OLA (Online Learning Agreement)



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.

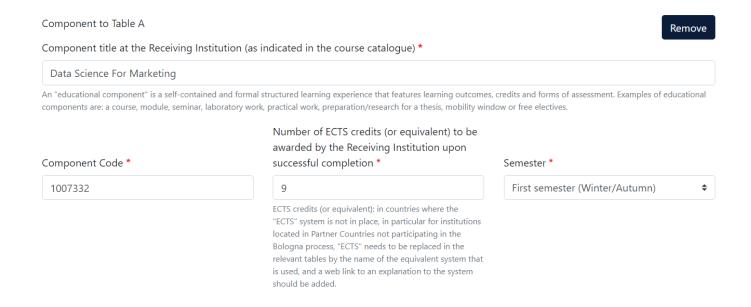
While completing your Learning Agreement you are asked to indicate Contact person and Responsible person.

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	Here you
RESPONSIBLE PERSON	The professor that will approve your Learning Agreement (Academic Part)	Please identify your <u>Department Coordinator</u> <u>from THIS LIST</u>	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.



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

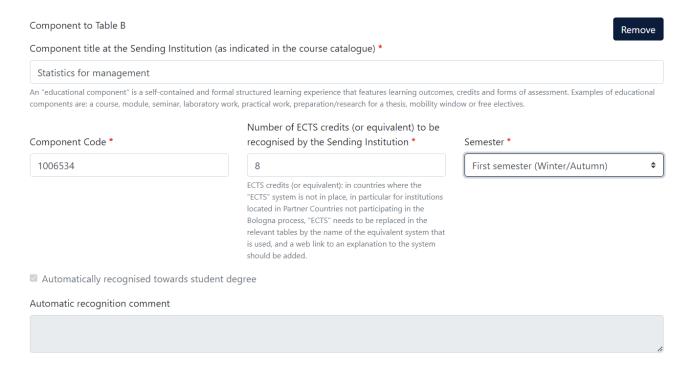
• In this <u>website</u> you will find all the information you need to fill in your study plan (Medicine Department's students should also see pages 11-12 of this guide).

In column F Cod. Unità If applicable: Des. Periodo Codice Nome Insegnamento Nome Insegnamento tradotto Crediti (CFU) Insegnamento Didattica you will find Insegnamento Component title (original) Component title (ENG translation) ECTS/CFU credits Component Coda the In column S Semester of Module code 1000963 Alimentazione E Nutrizione Umana **Human Diet And Nutrition** 6.00 Primo Semestre Component you will find Code the Code of 1006253 Attività Di Tirocinio E Formative Equivalenti Internship Trainig Activities And Activities 6.00 Secondo Semestre the single Equivalents Module 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 6,00 Secondo Semestre Internship In International Mobility 1006659 Tirocinio Presso Struttura Dell'Ateneo Internship At The Structure Of The 6.00 Secondo Semestre University 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 In column G you will find In column I you will find In column N you will find the **Component title** at the the amount of ECTS the semester Receiving Institution credits



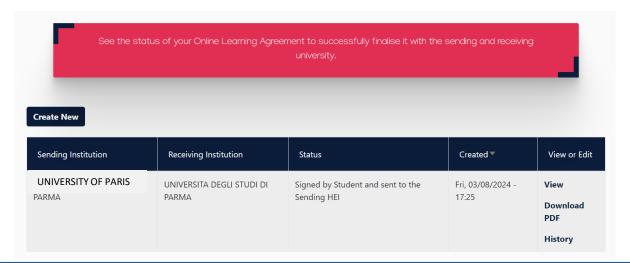
Table B:

 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.



How to finalize your Learning Agreement:

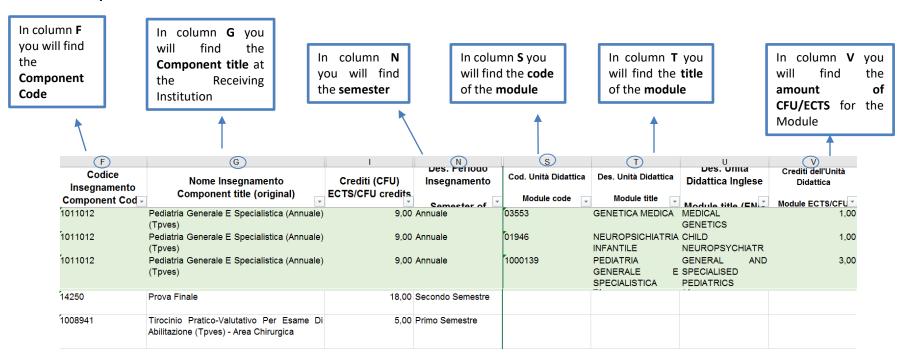
- It's the time to sign and confirm the LA!
- The system will now send the proposed LA to your Home Responsible Person for approval (an E-mail will be sent from this address: no-reply@learning-agreement.eu).
- Once it is signed, it will be received by the Responsible Person in Parma.
- When it is signed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





How to select modules from a subject:

 In this <u>webpage</u> you will find all the information you need to fill in your study plan.



 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.

Dafana	ء ما 4		.::::	
Before	tne	mor	יוווכ	ξV

	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		
II 1010305 I		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:



Higher Education Learning Agreement for Studies

Follo Alessia alessia.follo@studenti.unipr.it

Academic Year 2023/2024

	Last name(s)		First name(s)	Date of birth	Gender	Nationality
Student	Alessia		Follo	2001-02-0 2	Female	Italy
Student	Field of education		Field of education clarifi- cation		Study cycle	
	Economics (0311)				Master or equivalent second cycle (EQF level 7)	
Sending	Name	Faculty /De- partment	Erasmus code (if appli- cable)	Address	Country	Contact person name ; email; phone
Institution		1				1 1 1
Receiving	Name	Faculty /De- partment	Erasmus code (if appli- cable)	Address	Country	Contact person name ; email; phone
Institution	UNIVERSITA DEGLI STUDI DI PARMA	1	I PARMA01	Parma	Italy	Alessandro Musu / alessandro.musu@u- nipr.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							
	Component code (if any)	Component title at the Re- ceiving Institution (as indi- cated in the course cata- logue)	Semester [e.g. au- tumn / spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiv- ing Institution upon suc- cessful completion			
Table A	1009359	Channel Management	First semester (Win- ter/Autumn) 8	8			
	1007332	Data Science For Marketing	First semester (Win- ter/Autumn)	9			

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: https://

on at the Sending	Institution			
Component code (if any)	Component title at the Sending Institu- tion (as indicated in the course cata- logue)	Semester [e.g. au- tumn / spring; term]	Number of ECTS credits (or equiva- lent) to be awarded by the Sending Insti- tution upon success- ful completion	Automatic Recogni- tion
1006534	Statistics for manage- ment	First semester (Win- ter/Autumn)	8	Yes
1007864	Channel Metrics	First semester (Win- ter/Autumn)	8	Yes
	Component code (if any)	Component code (if any) the Sending Institution (as indicated in the course catalogue) 1006534 Statistics for management	Component title at the Sending Institution (as indicated in the course catalogue) Semester [e.g. autumn / spring; term] Semester [e.g. autumn / spring; term] 1006534 Statistics for management First semester (Windersell Metrics First semester (Windersell Metrics	Component title at the Sending Institution (as indicated in the course catalogue) Component title at the Sending Institution (as indicated in the course catalogue) Semester [e.g. autumn / spring; term] trem; the course catalogue) First semester (Winter/Autumn) Statistics for management first semester (Winter/Autumn) Channel Metrics First semester (Winter/Autumn)

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	Compo- nent code (if any)	Component title at the Receiving Institu- tion (as indicated in the course cata- logue)	Short descrip- tion of the vir- tual compo- nent	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon success- ful completion	Automatic Recogni- tion		



An example:



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.

Student Alessia ale		Email / Phone	Position	Date	Signature
		alessia.follo@studenti.unipr.it	Student	11-03-24	Almba Jollo
		Email / Phone	Position	Date	Signature
Responsible person at the Sending Insti- tution	rson at the nding Insti- Stefano Ca- stefano.camurri@u		Responsible person at the Sending Institution	11-03-24	Action Timestamped
Responsible person at the Receiving In- stitution	Alessandro Musu	alessandro.musu@unipr.it	Responsible person at the Receiv- ing Institu- tion	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 <u>incoming@unipr.it</u>.
- 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.



www.unipr.it
Stefano Camurri