



**UNIVERSITÀ DI PARMA**  
**GUIDA ALLA COMPILAZIONE**  
**ONLINE LEARNING AGREEMENT**  
[www.learning-agreement.eu](http://www.learning-agreement.eu)

Dalla versione 2.0 alla versione 3.0  
***AGGIORNAMENTO NOVEMBRE 2020***

# Che cosa è il Learning Agreement Online - OLA

Nel processo di organizzazione della mobilità per studio, gli studenti e il Coordinatore Erasmus dell'Università inviante e quello dell'Università di destinazione devono sottoscrivere il Learning Agreement che costituisce la base per il riconoscimento delle attività svolte all'estero. Il Learning Agreement è pertanto un documento fondamentale nell'ambito della mobilità. Per questo le Agenzie Nazionali Erasmus Plus hanno suggerito di creare una piattaforma per preparare, approvare e rivedere il Learning Agreement in un ambiente online.

Il Learning Agreement è suddiviso in 3 sezioni:

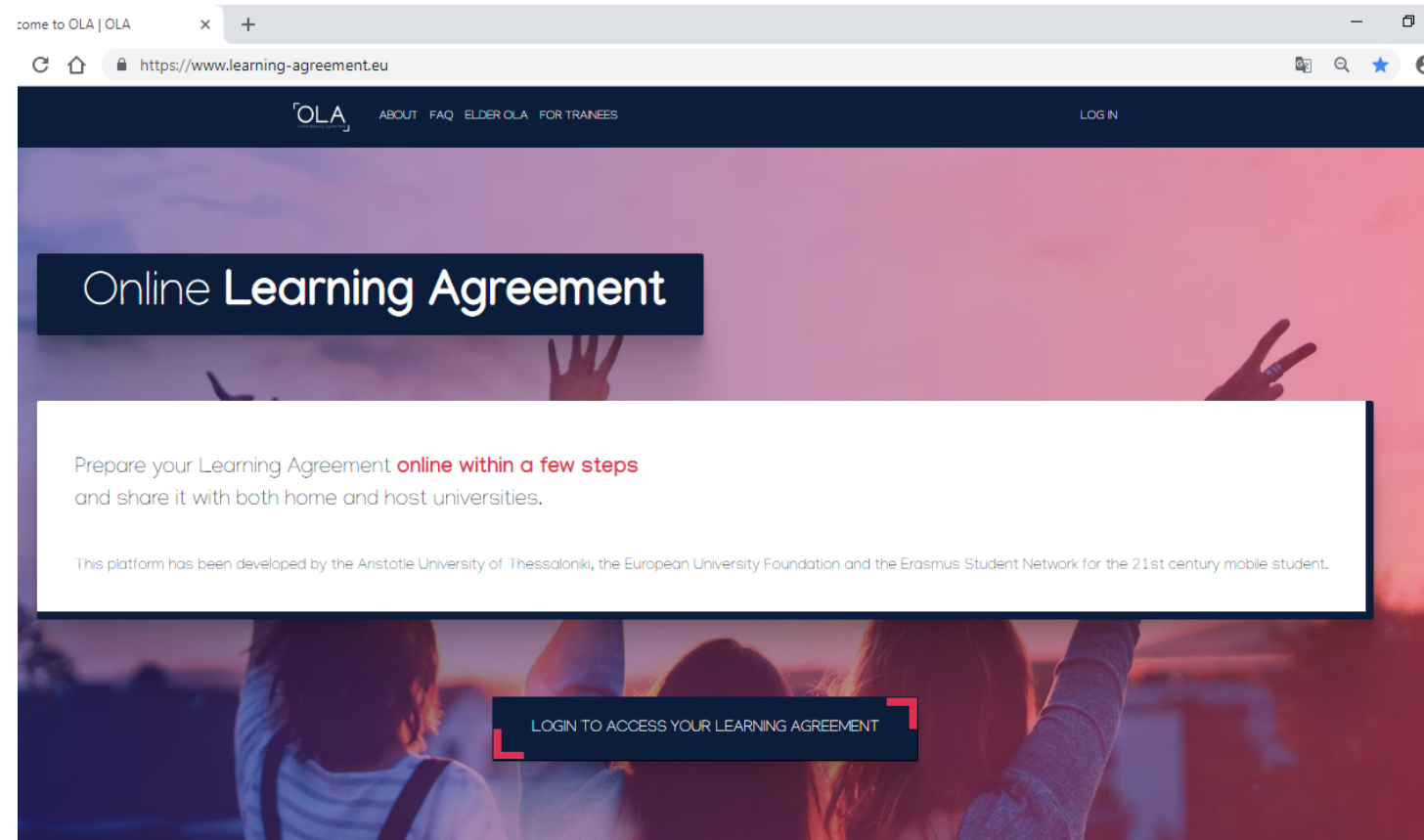
- ✓ **Before the mobility:** è la proposta dei corsi da frequentare e sostenere presso la sede di destinazione e deve essere completato e approvato prima dell'inizio della mobilità;
- ✓ **During the mobility:** attraverso questa sezione è possibile apportare modifiche al Before the mobility precedentemente approvato;
- ✓ **After the mobility:** rilasciato dalla sede ospitante alla fine del periodo di mobilità, certifica gli esami sostenuti, la votazione e i relativi crediti ECTS acquisiti.

Al momento il Learning Agreement Online permette la compilazione online solo delle sezioni Before e During the mobility che per essere considerate approvate necessitano della firma dello studente, del Responsabile presso la sede inviante (Referente Erasmus di Dipartimento) e del Responsabile presso la sede di destinazione (Coordinatore Erasmus nella sede estera)

*L'obiettivo del progetto è quello di consentire agli studenti di preparare il Learning Agreement all'interno di un sistema online che permetterà loro di mettersi in contatto con i Coordinatori dell'Università di invio e di destinazione per finalizzare il documento, approvarlo e firmarlo online.*

www.learning-agreement.eu  
[www.learning-agreement.eu](https://www.learning-agreement.eu)

Con il passaggio della piattaforma Online Learning Agreement alla versione 3.0 la pagina di accesso è stata modificata.



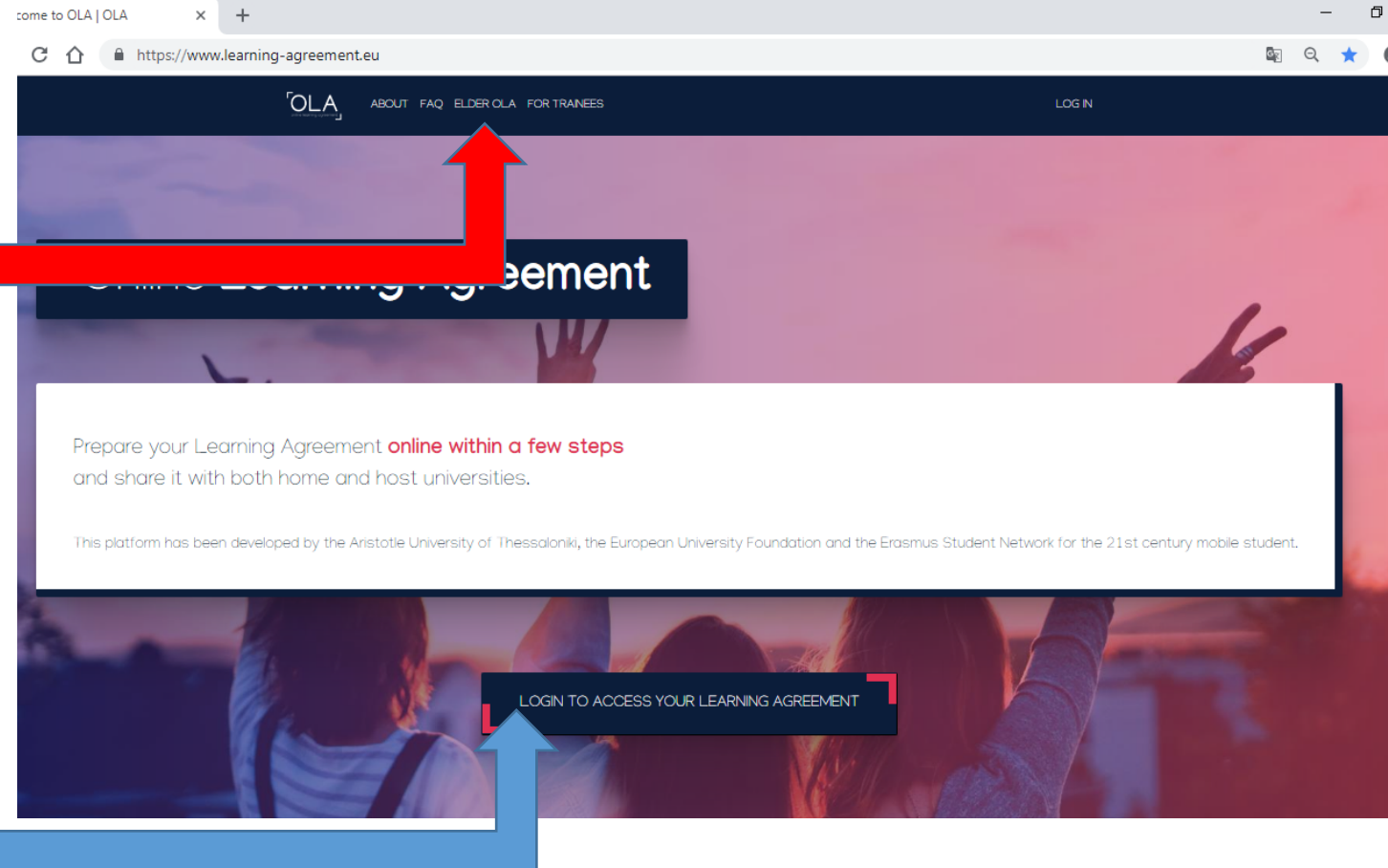
www.learning-agreement.eu

[www.learning-agreement.eu](https://www.learning-agreement.eu)

**GLI STUDENTI CHE AVEVANO GIA' COMPILATO UN OLA PRIMA DEL PASSAGGIO ALLA NUOVA VERSIONE (14 OTTOBRE 2020) POSSONO RECUPERARLO CLICCANDO SU ELDER OLA**

**OLA COMPILATI FINO AL 13/10/2020 (versione 2.0)**

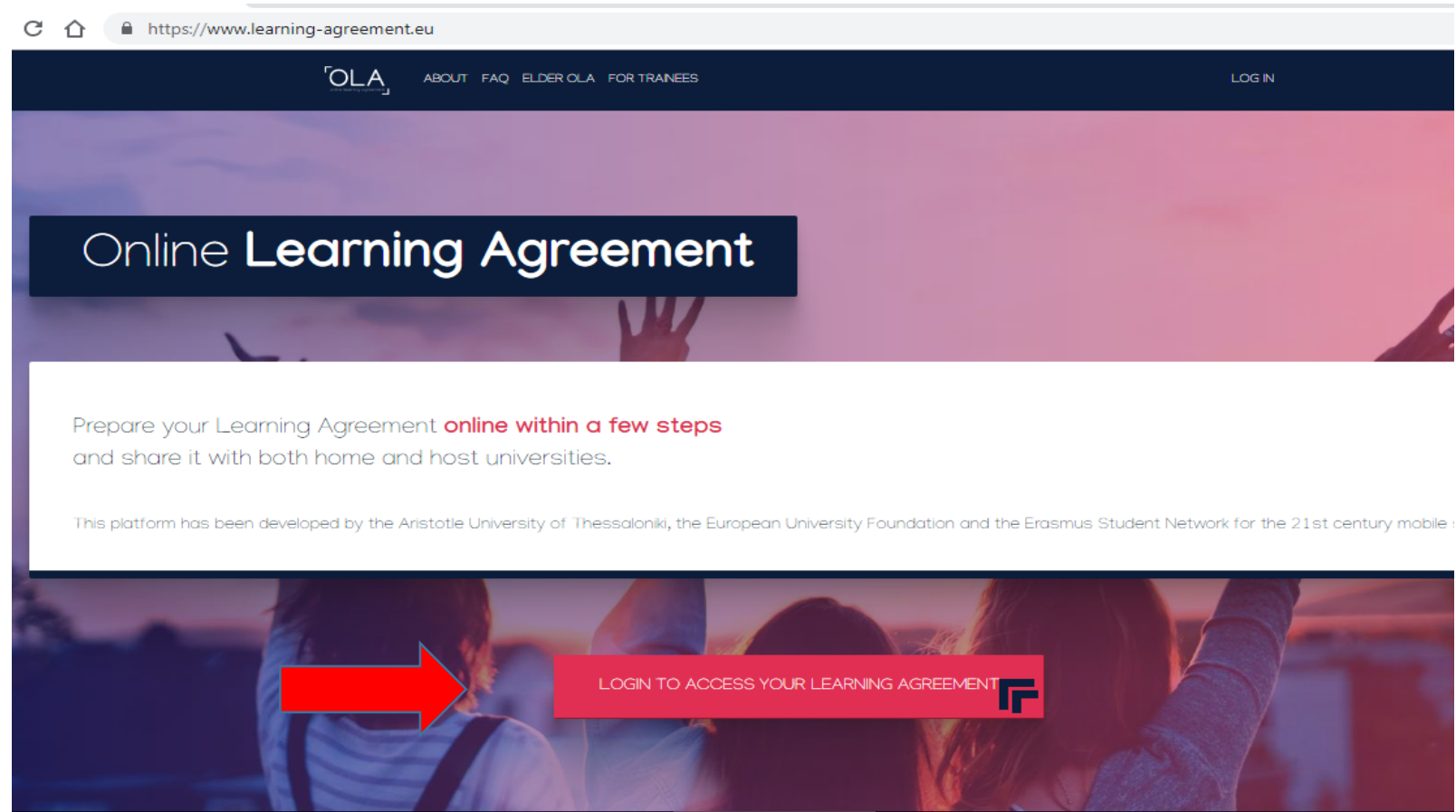
**OLA COMPILATI A PARTIRE DAL 14/10/2020 (versione 3.0)**



www.learning-agreement.eu  
[www.learning-agreement.eu](https://www.learning-agreement.eu)

Per entrare cliccare su

**LOGIN TO ACCESS YOUR LEARNING AGREEMENT**



www.learning-agreement.eu

[www.learning-agreement.eu](http://www.learning-agreement.eu)

L'Università di Parma aderisce ad **eduGAIN**

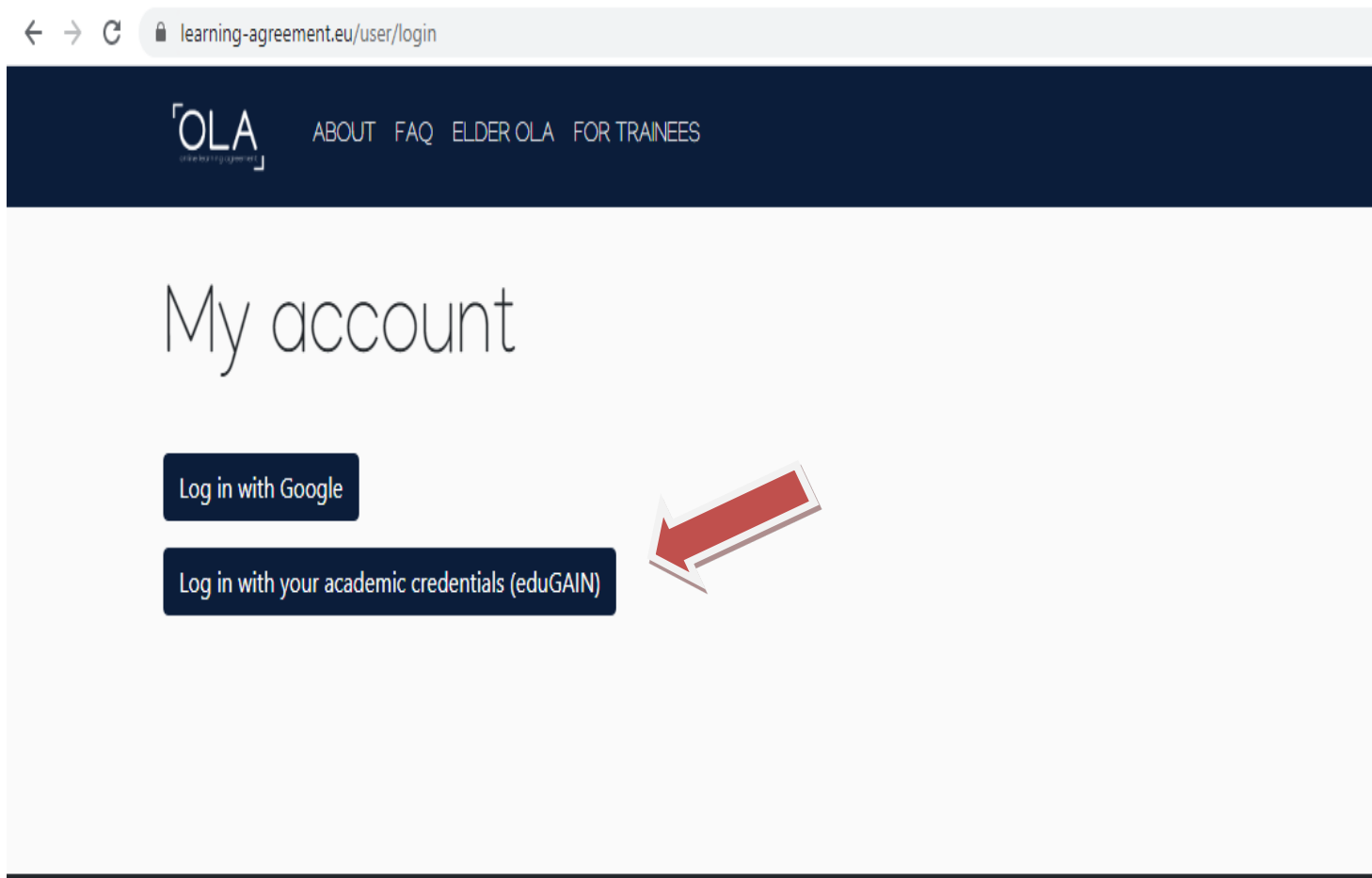
Tutti gli studenti iscritti al nostro Ateneo possono effettuare il LOG IN con le loro credenziali di studente Unipr.

SOLO AL PRIMO ACCESSO E' RICHIESTO UN PASSAGGIO PER LA VERIFICA DELLE CREDENZIALI

nome.cognome@studenti.unipt.it

Cliccare su

**Log in with your academic credentials (eduGAIN)**



www.learning-agreement.eu  
[www.learning-agreement.eu](http://www.learning-agreement.eu)

*Choose Your Identity Provider*

**INSERIRE University of Parma**



ERASMUS Service Provider Proxy x +  
ds.prod.erasmus.eduteams.org/ds/?entityID=https%3A%2F%2Fproxy.prod.erasmus.eduteams.org%2Fmetadata%2Fbackend.xml&return=https%3A%2F%2Fprox

eduTEAMS

Choose Your Identity Provider

University of Parma x

Examples: Science Institute, Lee@uni.edu, UCLA

University of Parma unipr.it >



Servizio Accesso Web - Per motivi di sicurezza

Accedi a ERASMUS Service  
Provider Proxy

Username

mario.rossi@studenti.unipr.it

Password

.....

Non ricordare l'accesso

Accesso



The ERASMUS SP Proxy is a service that enables the ERASMUS student mobility process. The ERASMUS SP Proxy is provided by GEANT using eduTEAMS.



You tried to access (a service via) ERASMUS Service Provider Proxy, but we couldn't find a registration. Let's fix that!

Proceed to register on the ERASMUS Service Provider Proxy

Cliccare sul bottone blu "Proceed to register"

Inserire le credenziali di studente  
Unipr  
nome.cognome@studenti.unipr.it



**Compilare il form inserendo l'e-mail Unipr e creare lo Username secondo le indicazioni riportate qui sotto**



Registrar

## Application for ERASMUS Account Registry

Name\*

Mario ROSSI

E-mail\*



Username\*



A username that will be provided to services.



ERASMUS Acceptable Use Policy

I have read and agreed  
with the ERASMUS  
Acceptable Use Policy\*

Confirm

> Submit

Incorrect format. Username has to be 4-16 characters long and can contain only lowercase letters, numbers, '\_' and '!'. (EX: Mario\_Rossi23)



## ✉ Email verification

Your email address was verified.

**Una volta confermato l'indirizzo e-mail Unipr, è possibile accedere direttamente alla piattaforma tramite il link di conferma inviato oppure dalla pagina web <https://www.learning-agreement.eu/> inserendo le proprie credenziali di studente Unipr**

Your account has been activated. You can now login to the Online Learning Agreement service at

<https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flearning-agreement.eu%2F&data=04%7C01%7Cdaniela.ricco%40studenti.unipr.it%7C38fd888e87ca40d6e6c808d87b385ed1%7Cbb064bc5b7a841ecbated7beb3faeb1c%7C0%7C0%7C637394829632455169%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=g3hsMBsR%2B0TTbL%2B%2BpMo0YKX9y1idERuMOV1owyxcxnU%3D&reserved=0>

Thank you!

Thank you so much!

Thank you for your help!

🗨️ Questi suggerimenti sono stati utili?  Sì  No

Rispondi

Inoltra

**ORA E' POSSIBILE COMPILARE IL LA BEFORE THE MOBILITY  
CLICCANDO SU CREATE NEW**

The screenshot shows a web browser window with the URL <https://learning-agreement.eu/dashboard>. The page header includes the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main content area features a large banner with the text "My Learning Agreements" overlaid on a background image of students. Below the banner, a red horizontal bar contains the text: "See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university." At the bottom of this bar, a black button with the text "Create New" is circled in red. A red arrow points from the top-left corner of the banner area down to the "Create New" button.

I campi con l'asterisco sono obbligatori. Salvare sempre i dati inseriti, prima di cliccare su NEXT

Inserire ANNO ACCADEMICO di mobilità

Inserire l'indirizzo email  
[nome.cognome@studenti.unipr.it](mailto:nome.cognome@studenti.unipr.it)

Selezionare il codice ISCED dell'accordo bilaterale (vd. File «Elenco sedi di destinazione» allegato al bando Erasmus Plus SMS di riferimento)

Menù a tendina. Scegliere:

- 1 – EQF6 per mobilità in Laurea Triennale;
- 2 – EQF7 per mobilità in Laurea Magistrale o LMCU;
- 3 – EQF8 per mobilità in Dottorato di Ricerca.

OLA  
online learning agreement

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

Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme Commitment

Academic year \*  
2020/2021

Student

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

Email \*

Date of birth \* Gender \* Nationality \*

Field of Education \* 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](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.

Country to which the person belongs administratively and that issues the ID card and/or passport.

Next

## DATI SENDING INSTITUTION - UNIPR

Scegli «**ITALY**» e di seguito «**UNIVERSITA DEGLI STUDI DI PARMA**»

La **SENDING RESPONSIBLE PERSON**

E' il REFERENTE ERASMUS DI DIPARTIMENTO o un membro della Commissione Internazionale di Dipartimento, colui/coloro che ha/hanno l'autorità per approvare il Learning Agreement.

[Clicca qui per accedere alla lista dei Referenti UNIPR](#)

**OLA** online learning agreement ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

### 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.

La **SENDING ADMINISTRATIVE CONTACT PERSON:**  
**E' il Dott. Alessandro Bernazzoli**  
Head of International Relations Office  
[erasmus@unipr.it](mailto:erasmus@unipr.it) tel. 0521 034203

**DATI RECEIVING  
INSTITUTION -**

Scegli «**PAESE**» e di seguito  
«**NOME ATENEO DI  
DESTINAZIONE**»,

La **RECEIVING RESPONSIBLE  
PERSON**  
E' il **COORDINATORE ERASMUS**  
che presso la sede di  
destinazione ha il compito di  
approvare il Learning  
Agreement.

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online learning agreement

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

receiving

Receiving Institution

Country \*  
Country of the institution

Name \*  
Name of the institution

Receiving Responsible Person

First name(s) \*  
Last name(s) \*  
Position \*  
Email \*  
Phone number

Receiving Administrative Contact Person

First name(s)  
Last name(s)  
Position  
Email  
Phone number

Previous Next

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.

Nei campi dedicati alla **RECEIVING ADMINISTRATIVE CONTACT PERSON** Inserire il contatto e l'indirizzo istituzionale dell'Ufficio Erasmus della sede di destinazione

INSERIRE IL PERIODO DI MOBILITA' PREVISTO

LAYOUT INSERIMENTO  
INSEGNAMENTI  
STRANIERI

**ADD COMPONENT TO TABLE A**

(da ripetersi per ogni  
insegnamento che si  
intende aggiungere fino al  
completamento del  
Learning Agreement)

INSERIRE LA LINGUA DI STUDIO CHE SI  
UTILIZZERA' PRESSO LA SEDE DI  
DESTINAZIONE (LINGUA DEGLI  
INSEGNAMENTI) E IL RELATIVO LIVELLO DI  
COMPETENZA LINGUISTICA



**OLA**  
online learning agreement

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

Academic year \*  
2020/2021

**Preliminary LA**

Planned start of the mobility \*  
gg/mm/aaaa

Planned end of the mobility \*  
gg/mm/aaaa

**Table A - Study programme at the Receiving institution \***

No Component added yet.

**Add Component to Table A**

Web link to the course catalogue at the Sending 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 \*  
- Select a value -

The level of language competence \*  
- Select a value -

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>

**Table B - Recognition at the Sending institution \***

No Component added yet.

**Add Component to Table B**

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



- Inserire l'insegnamento da frequentare (identificato nell'Offerta Formativa /Course Catalogue della sede di destinazione)
- Inserire il codice dell'insegnamento (se non è disponibile, inserire NA)
- Inserire il semestre/trimestre di frequenza dell'insegnamento (primo, secondo, terzo o full year)
- Inserire il numero di crediti ECTS dell'insegnamento scelto
- Se disponibile, inserire il link alla pagina di presentazione dell'insegnamento (syllabus)



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

Preliminary LA

Planned start of the mobility \* 01/02/2021  
 Planned end of the mobility \* 30/06/2021

**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 well-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 \*  
  - 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.

Add Component to Table A

Web link to the course catalogue at the Sending 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 \* - Select a value -  
 The level of language competence \* - Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://ec.europa.eu/europass/en/resources/european-language-levels-cefr>

**Table B - Recognition at the Sending institution \***

No Component added yet.

Add Component to Table B

## LAYOUT INSERIMENTO INSEGNAMENTI UNIPR

### ADD COMPONENT TO TABLE B

(da ripetersi per ogni insegnamento che si intende aggiungere fino al completamento del Learning Agreement)

- Inserire l'insegnamento del proprio piano di studi Unipr che si intende sostituire
- Inserire il codice dell'insegnamento
- Inserire il semestre di frequenza dell'insegnamento
- Inserire il numero di crediti ECTS dell'insegnamento scelto



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my learning experience

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

Add Component to Table A

Web link to the course catalogue at the Sending 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 \* English

The level of language competence \* B2

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-efl>

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 \*

- 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.

Add Component to Table B

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>.



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

Firmare il documento utilizzando il mouse o un'altra periferica di input all'interno del quadrato



Dopo l'apposizione della firma grafica, premere

«Sign ed send the online learning agreement to the responsible person at the sending institution for review»

Erasmus Dashboard <dashboard@uni-foundation.eu>  
a me

inglese > italiano [Traduci messaggio](#)

Online Learning Agreement

**Dear student,**

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the Online Learning Agreement platform to view and download the signed LA [www.learning-agreement.eu](http://www.learning-agreement.eu).

Best regards,  
Online Learning Agreement team

Fai clic qui per [rispondere](#) o [inoltrare il messaggio](#)

0 GB (0%) di 15 GB utilizzati  
[Gestisci](#)

[Termini](#) - [Privacy](#)

Una volta che il Learning Agreement è stato firmato dalla Sending Responsible Person (Referente Erasmus Unipr), sarà automaticamente inviato alla Responsible Person Erasmus Dept. Coordinator) dell'Università di destinazione.

Lo studente riceve una comunicazione tramite e-mail quando l'OLA è stato approvato da entrambe le «Responsible Persons»- A questo punto potrà scaricare dal sito web una copia PDF del Learning Agreement completo di tutte le firme necessarie

## Online Learning Agreement

**Dear student,**

We inform you that your sending/receiving higher education institution is not ready to sign your Learning Agreement yet. Please see their comments below and we hope it will provide the needed support to finalise your Learning Agreement and have an enriching mobility experience.

### Comments from your sending higher education institution

*The component code is 456987 and 6 CFU*

[Update your learning agreement](#)

Please click on the button to access your Online Learning Agreement and edit it accordingly. Afterwards you need to sign it again and wait for the approval of your sending and receiving higher education institutions.

Should you still need more information regarding the finalisation of your OLA, please contact the respective higher education institutions.

Best regards,  
Online Learning Agreement team

## ATTENZIONE:

Entrambe le «Responsible Person» possono respingere il Learning Agreement e inviare dei commenti su cosa sia necessario correggere.

In questo caso lo studente riceve una e-mail automatica, e dovrà obbligatoriamente correggere il Learning Agreement secondo le indicazioni ricevute dal Referente/Coordinatore.

Una volta apportate le correzioni è necessario che il documento sia nuovamente sottoscritto da tutte le parti coinvolte (Studente, Sending Responsible Person, Receiving Responsible Person).

Per modificare il Learning Agreement già compilato sarà necessario operare sul menu **“New Learning Agreement with Changes”** (la funzione accede al Learning Agreement già compilato) come indicato nella pagina successiva.

Una volta apportate le correzioni è necessario che il documento sia nuovamente sottoscritto da tutte le parti coinvolte:

1. Studente
2. Responsible Person at Sending Institution
3. Responsible Person at Receiving Institution

La conclusione del processo fornirà il Learning Agreement completo e pronto per il suo utilizzo in mobilità.

NEW LEARNING AGREEMENT WITH CHANGES

Changes to learning agreement (during mobility)

RECEIVING INSTITUTION

COUNTRY

LEVEL

FROM

TO

STATUS

ACTION

# CONTATTI

Per problemi tecnici, contattare il supporto della piattaforma online:

[support@erasmusapp.eu](mailto:support@erasmusapp.eu)

Per problemi amministrativi relativi alla mobilità Erasmus Plus SMS , contattare la U.O. Internazionalizzazione : [erasmus@unipr.it](mailto:erasmus@unipr.it)

Per problemi riguardanti i corsi che intendi seguire durante la tua mobilità, contattare [il Referente Erasmus di Dipartimento presso l'Università di Parma](#)



**UNIVERSITÀ DI PARMA**

[www.unipr.it](http://www.unipr.it)