

# Online Learning Agreement

**GUIDA ALLA COMPILAZIONE**



Università degli Studi di Cagliari

Quest'anno il Learning Agreement sarà compilabile online per tutte le istituzioni che hanno aderito all'Erasmus Without Paper ([EWP Registry Service](#)) 

Se la sede di destinazione non è ancora raggiungibile tramite la rete EWP la piattaforma OLA lo notifica tramite il seguente messaggio



The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via the Erasmus Without Paper Network as of yet. Please refer to your mobility coordinator for advice on the next steps. ×

In questo caso si potrà ancora compilare il Learning fuori dalla piattaforma OLA e inviarlo per e-mail per le firme necessarie.

# Online Learning Agreement

Per accedere alla compilazione dell'OLA clicca su <https://www.learning-agreement.eu/>

Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

Per entrare clicca su «Login to access your Learning Agreement»

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

# My account

Log in

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

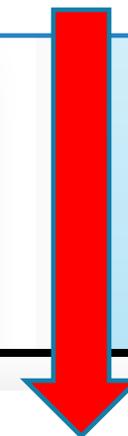
- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

Selezionare eduGAIN come metodo di login



Selezionare l'Università di Cagliari come Identity Provider



MyAcademicID

Login with

Examples: University of Bologna, University of London

Login with eIDAS

Login with Google

MyAcademicID

Chosen Identity Provider

Cagliari State University unica.it

+ Add another institution Edit



Università degli Studi di Cagliari  
 Direzione Sistemi, Infrastrutture, Dati  
 Shibboleth Identity Provider

Accedi a MyAcademicID IAM  
 Service

Nome utente

Password

Non ricordare l'accesso

Rimuovi l'autorizzazione a rilasciare  
 le tue informazioni a questo servizio.

Accedi



The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

> Password dimenticata? Accedi al cambio password.

> Gli studenti possono richiedere il cambio di password su Esse3.

Tutti gli studenti di UNICA possono effettuare il Login con le proprie credenziali



Al primo accesso, il sistema invia una mail di verifica/conferma dell'indirizzo e-mail che si sta utilizzando



eduTEAMS Registrar Form Submitted registrations Sign out

**⚠ Email verification needed**

Please check your mailbox [redacted] and click the link to verify your email address. Without verification it is not possible to approve your application.

Re-send mail verification message

Continue >

Una volta verificato l'indirizzo e-mail, digitare le credenziali per accedere al proprio profilo



Università degli Studi di Cagliari  
Direzione Sistemi, Infrastrutture, Dati  
Shibboleth Identity Provider

Stai per accedere al servizio:  
**MyAcademicID IAM Service** di GEANT

Descrizione fornita da questo servizio:  
*The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.*

[Ulteriori informazioni sul servizio](#)

### Informazioni da fornire al servizio

Nome e Cognome	<input type="text"/>
Nome visualizzato	<input type="text"/>
Affiliazione	<input type="text"/>
eduPersonPrincipalName	<input type="text"/>
Affiliazione con ambito	<input type="text"/>
E-mail	<input type="text"/>
Nome	<input type="text"/>
Dominio Istituzione	<b>unica.it</b>
Cognome	<input type="text"/>

#### [Informazioni sul trattamento dei dati personali del servizio](#)

Se procedi le informazioni sopra riportate saranno trasmesse al servizio. Acconsenti a rilasciare queste informazioni al servizio ogni volta che accedi? Per i dettagli sul significato degli attributi rilasciati, si veda <http://people.unica.it/idem/regole>

Seleziona la durata del consenso al rilascio informazioni:

- Chiedimelo di nuovo al prossimo accesso
  - Acconsento solo per questa volta all'invio delle mie informazioni.
- Chiedimelo di nuovo se le informazioni da fornire a questo servizio cambiano
  - Per il futuro acconsento ad inviare automaticamente le stesse informazioni al servizio.
- Non chiedermelo di nuovo
  - Acconsento a rilasciare **tutte** le mie informazioni a **qualsunque** servizio.

Questa impostazione può essere revocata in qualsiasi momento tramite la casella da spuntare sulla pagina di accesso.

Rifiuta

Accetta

Accetta e procedi ...

# My account

I campi con l'asterisco sono obbligatori

VIEW EDIT

## My Personal Information

Firstname \*

Lastname \*

Date of birth \*

Gender \*

Nationality \*

Field of education \*

Study cycle \*

Selezionare dal menù a tendina:  
1 - EQF6 per la mobilità in laurea triennale  
2 - EQF7 per la mobilità in laurea magistrale o a ciclo unico

Selezionare il codice ISCED dalla scheda del bando pubblicata nel sito di UNICA: [1° Avviso di selezione](#)



## My Learning Agreements

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

Create New

Cliccando su «Create New» ora è possibile compilare il Learning (*Before the Mobility*)

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Selezionare questa opzione per la mobilità Erasmus ai fini di studio 2022/2023

### Semester Mobility

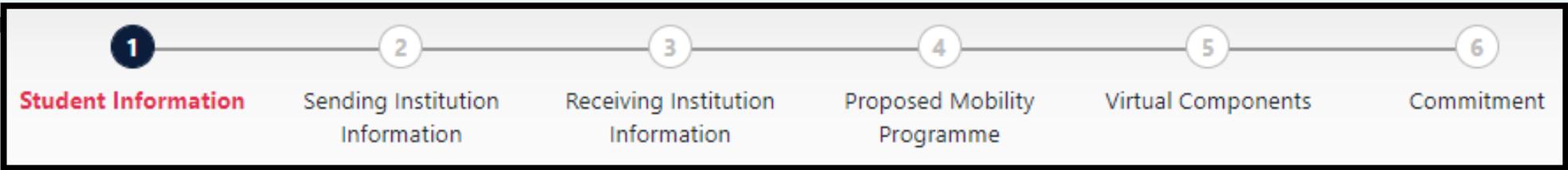
Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your 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 **5 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.



Inserire l'anno accademico di mobilità

Academic year \*  
2022/2023

**Student**

First name(s) \*    Last name(s) \*

Email \*

Date of birth \*    Gender \*    Nationality \*

Field of Education \*    Field of Education Comment    Study cycle \*

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

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.

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).

Next

Verificare che i dati inseriti siano corretti e procedere cliccando su «Next»

1

Student Information

2

**Sending Institution  
Information**

3

Receiving Institution  
Information

4

Proposed Mobility  
Programme

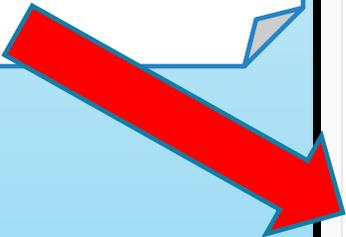
5

Virtual Components

6

Commitment

Selezionare dal  
menù a  
tendina il  
paese e quindi  
il nome  
dell'ateneo di  
appartenenza



Academic year \*

2022/2023

Sending

Sending Institution

Country \*

Country of the institution

Name \*

Name of the institution

### Sending Responsible Person

First name(s) \*

Last name(s) \*

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.

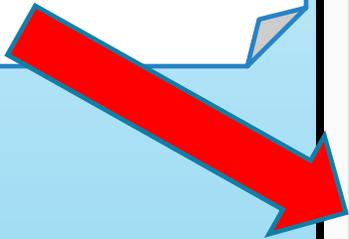
La «**Sending Responsible Person**» è il docente referente Erasmus che ha l'autorità di approvare il Learning Agreement.

Previous

Next



Selezionare dal menù a tendina il paese e quindi il nome dell'ateneo di destinazione



Receiving

Receiving Institution

Country \*

Country of the institution

Name \*

Name of the institution

Indicare il  
docente  
referente  
presso l'ateneo  
di destinazione



### Receiving Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

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.

### Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Previous

Next



Cliccare su «Add Component to Table A» per inserire l'insegnamento straniero che si intende aggiungere al proprio piano di studio e ripetere l'operazione fino al completamento del Learning Agreement.

**Preliminary LA**

Planned start of the mobility \*

Planned end of the mobility \*

**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 Receiving 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 \*

The level of language competence \*

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

Inserire il periodo di mobilità previsto con le mensilità indicate nella scheda del Bando

Selezionare dal menù a tendina la lingua di studio che si utilizzerà presso la sede di destinazione e il relativo livello di competenza

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

Component to Table A

Component title at the Receiving 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 components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free

Component Code \*

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

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 \*

- Select a value -

- Select a value -

First semester (Winter/Autumn)

Second semester (Summer/Spring)

First trimester

Second trimester

Full academic year

Se il codice dell'insegnamento non è disponibile inserire **NA** (*not available*)

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link]

Inserire l'insegnamento da frequentare come indicato nell'offerta formativa/**course catalogue** della sede di destinazione.  
Inserire il numero dei **crediti ECTS** e il **semestre** di frequenza dell'insegnamento

Se disponibile inserire il link al **syllabus** (la pagina di presentazione dell'insegnamento)

## 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 \*

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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Inserire l'insegnamento UNICA che si intende aggiungere al proprio piano di studi e ripetere l'operazione fino al completamento del Learning. Inserire il codice e il numero dei **crediti ECTS** specificando il **semestre** di frequenza dell'insegnamento



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Virtual Components

6

Commitment

Academic year \*

2022/2023

### Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next

Se non sono previsti insegnamenti virtuali, cliccare su «next» e proseguire

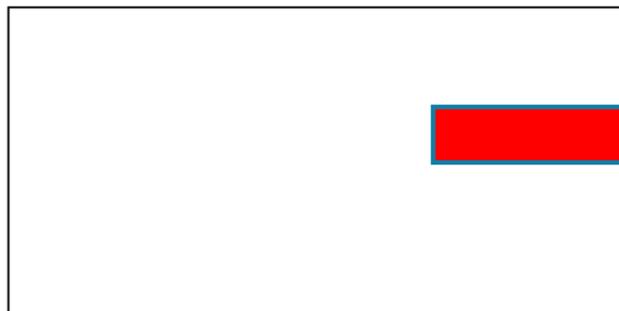
All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.



Il Learning Agreement per essere approvato necessita della firma dello studente, del Responsabile presso la sede di appartenenza e del Responsabile presso la sede di destinazione.

## 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



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

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Cliccando su «**Sign and send**» il Referente Erasmus (Responsible Person) di UNICA riceve una notifica per e-mail e ha modo di «revisionare» il Learning fino all'approvazione.

Una volta che questo lo approva il sistema invia una notifica al Referente Erasmus (Responsible Person) della sede di destinazione perché lo possa revisionare.

Una volta approvato da entrambi i referenti, lo studente riceve una notifica via e-mail e può scaricare una copia pdf del Learning completo di tutte le firme.

Nel caso in cui uno dei due Referenti respingesse il Learning Agreement, lo studente ne riceve notifica via e-mail assieme ai commenti su cosa sia necessario correggere.

Lo studente dovrà quindi obbligatoriamente correggere il Learning Agreement secondo le indicazioni ricevute dal Referente accedendo al documento dal menu "**New Learning Agreement with Changes**" (funzione che permette l'accesso al Learning Agreement già compilato dandogli la possibilità di effettuare i cambi necessari).

Una volta apportate le correzioni è necessario che il documento sia nuovamente sottoscritto da tutte le parti coinvolte. Terminato il processo il Learning Agreement sarà completo e pronto per il suo utilizzo in mobilità.

Per verificare che la sede di destinazione sia pronta all'OLA vai sul [registro EWP](#) (OMobility Las)



Per problemi riguardanti i corsi da seguire durante il periodo di mobilità puoi chiedere aiuto allo [Sportello Erasmus della tua Facoltà](#)



Università degli Studi di **Cagliari**  
(**I CAGLIAR01**)  
International Relations Office  
**ISMOKA**  
Campus Aresu  
Via San Giorgio n. 12  
09124 Cagliari  
[erasmus2223@unica.it](mailto:erasmus2223@unica.it)

