




UNIVERSITÀ DEGLI STUDI
DI NAPOLI FEDERICO II

GUIDA ALLA COMPILAZIONE ONLINE LEARNING AGREEMENT

www.learning-agreement.eu




Che cosa è il Learning Agreement Online - OLA



Da quest'anno il Learning Agreement diventa online per tutti gli studenti erasmus. L'OLA è il modo più semplice e conveniente per completare il Learning Agreement online, farlo firmare, ricevere commenti dalle istituzioni di provenienza e destinazione e avere una panoramica della versione finale del documento.

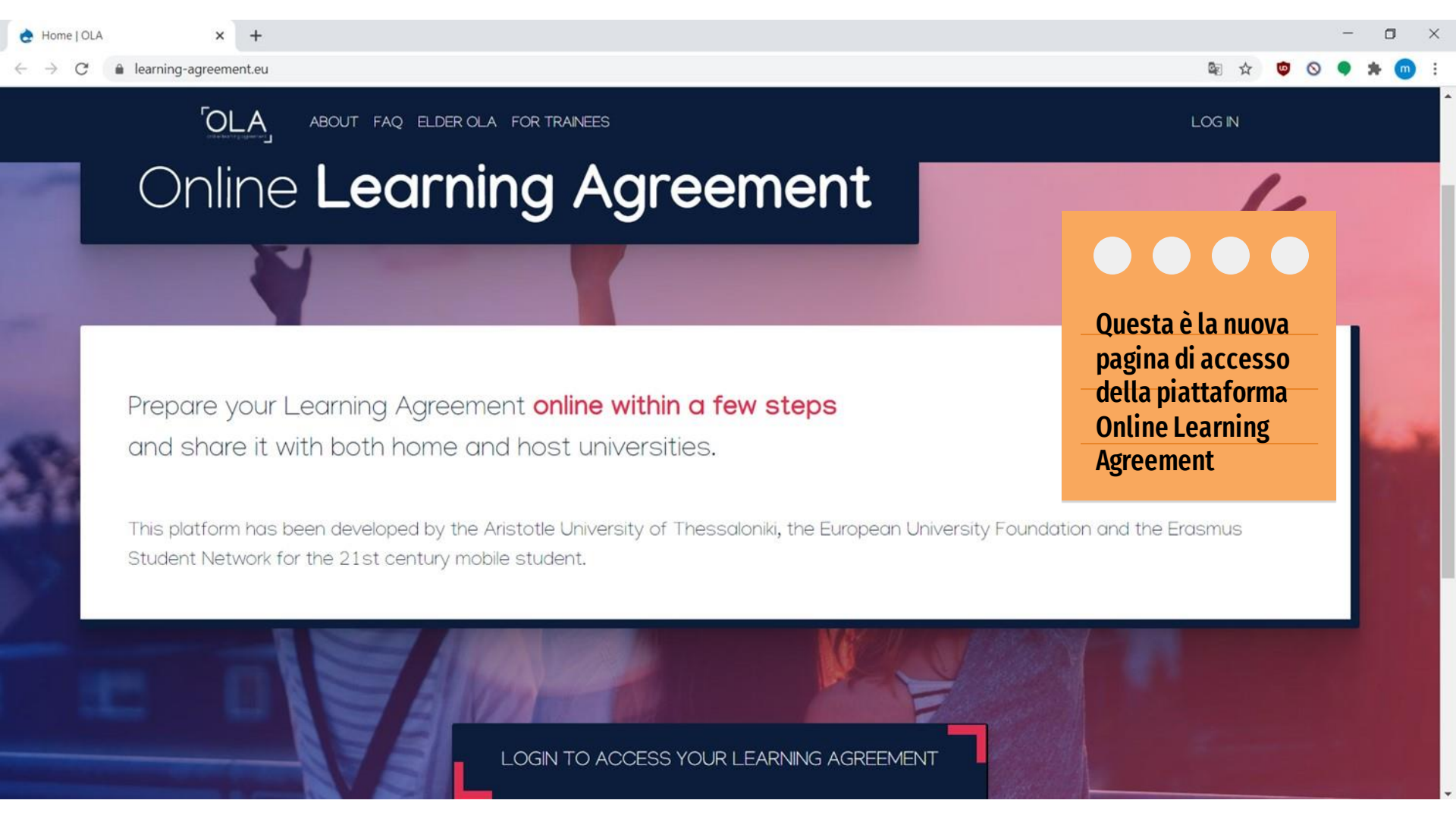
Il Learning Agreement costituisce la base per il riconoscimento delle attività svolte all'estero. In questa fase può essere compilata la sezione *Before the mobility* con la proposta delle attività da compiere presso la sede di destinazione e deve essere completato e approvato prima dell'inizio della mobilità; nella sezione *During the mobility* si potranno apportare modifiche una volta a destinazione.

Il Learning Agreement Online, per essere approvato, necessita della firma dello studente, del Responsabile presso la sede inviante (Referenti Erasmus della Federico II) e del Responsabile presso la sede di destinazione (Referente 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.

L'OLA non deve essere stampato, può essere facilmente firmato online: questa funzionalità funziona meglio su un touch screen (ad esempio su telefoni cellulari, laptop o tablet). La stessa funzionalità è disponibile per i coordinatori dell'istituto di invio e di ricezione, quindi non è necessario stampare il LA e il risultato appare esattamente come un LA cartaceo. L'OLA è comunque sempre a disposizione sulla piattaforma e può sempre scaricato e stampato in caso di necessità.



Online Learning Agreement

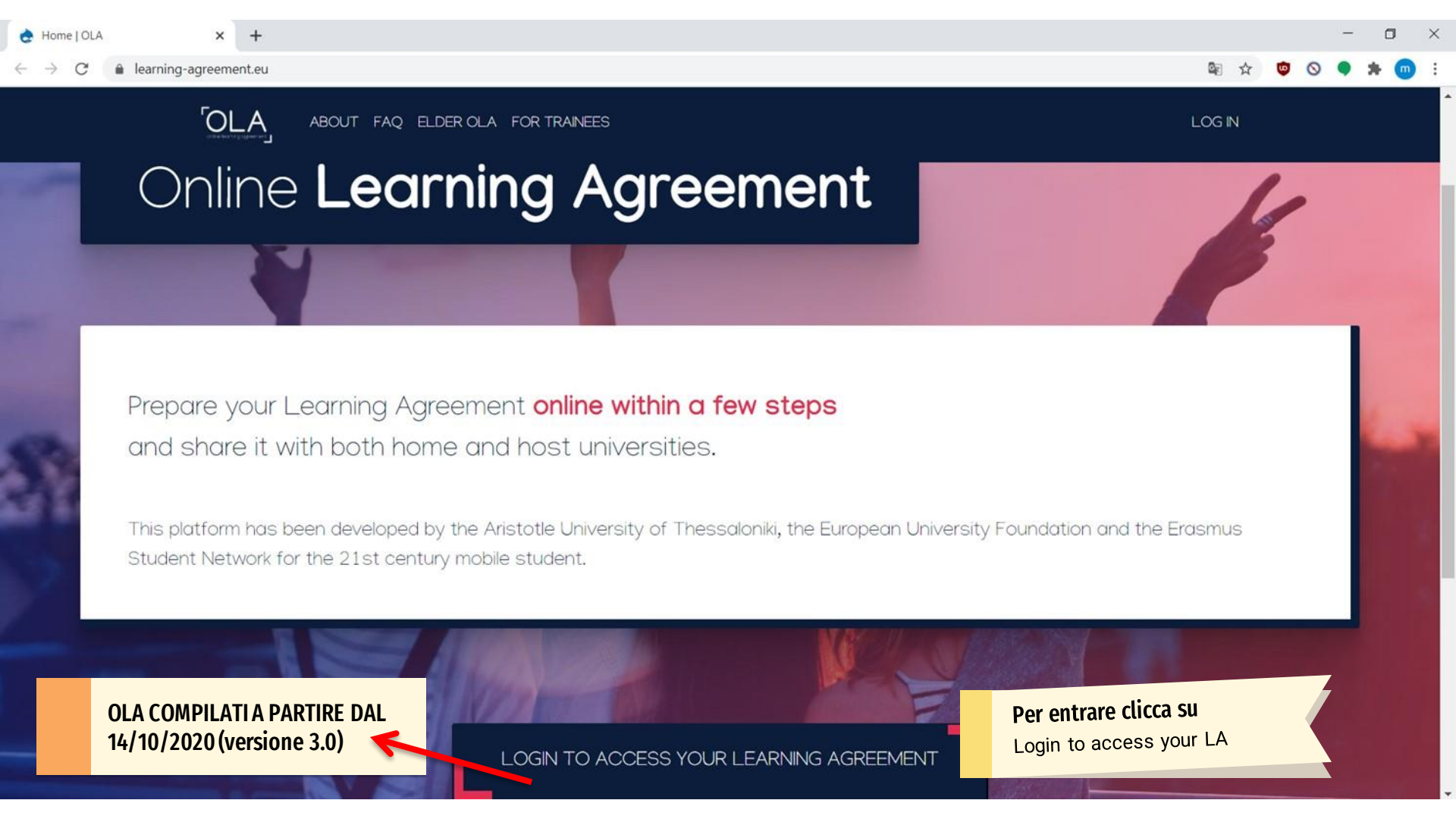
Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

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.



**Questa è la nuova
pagina di accesso
della piattaforma
Online Learning
Agreement**

LOGIN TO ACCESS YOUR LEARNING AGREEMENT



Online Learning Agreement

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

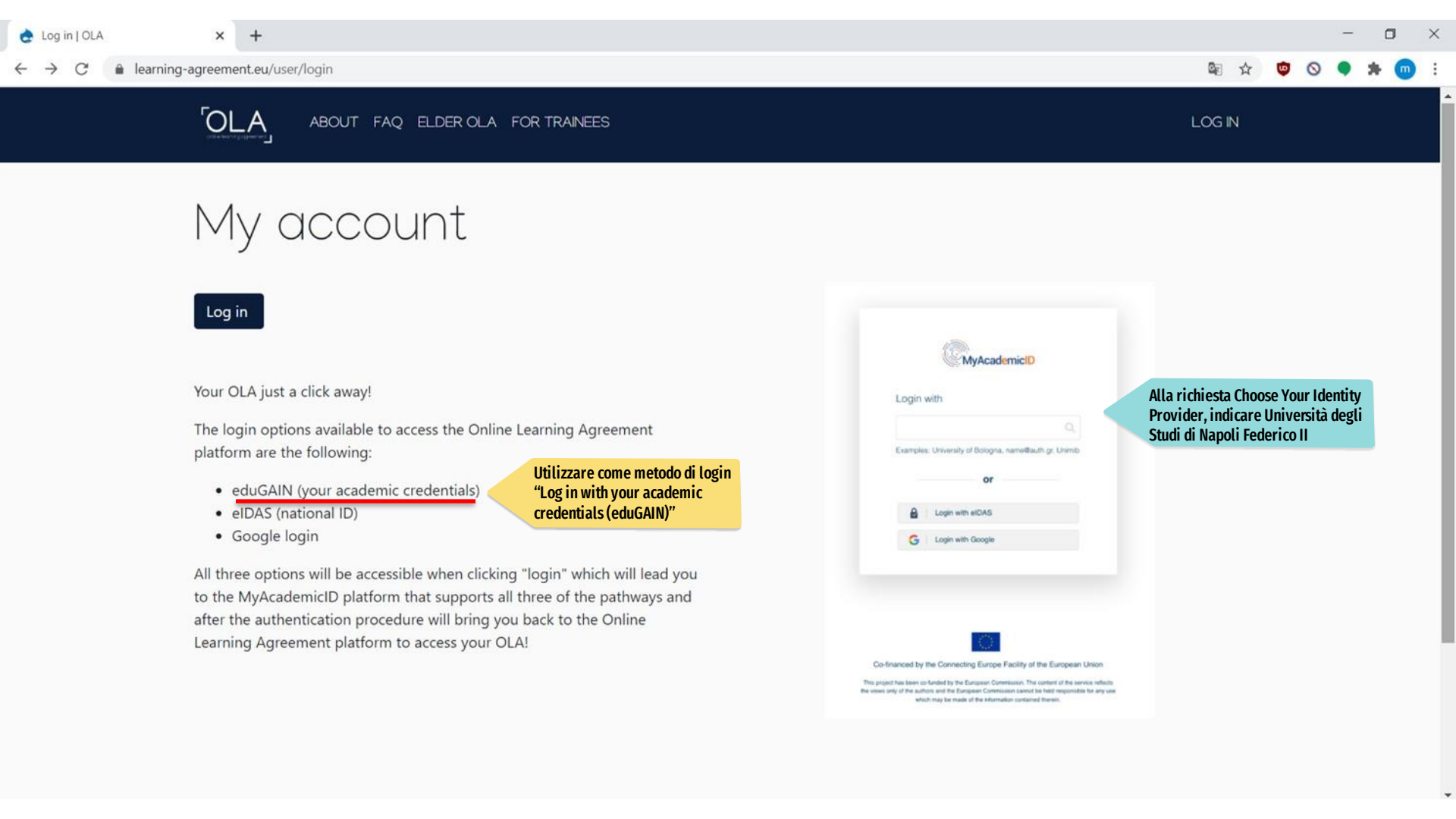
This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

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



LOGIN TO ACCESS YOUR LEARNING AGREEMENT

Per entrare clicca su
Login to access your LA



My account

Log in

Your OLA just a click away!

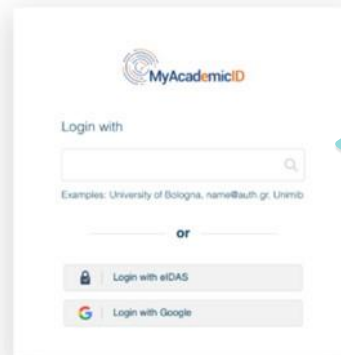
The login options available to access the Online Learning Agreement platform are the following:

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

Utilizzare come metodo di login
"Log in with your academic
credentials (eduGAIN)"

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!

Alla richiesta Choose Your Identity
Provider, indicare Università degli
Studi di Napoli Federico II



Co-financed by the Connecting Europe Facility of the European Union
This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.



Login with

 **University of Naples Federico II** >
unina.it

Questo verrà visualizzato dopo aver selezionato Unina come Identity Provider

+ Add another institution

Edit



Co-financed by the Connecting Europe Facility of the European Union

This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.



SUPPORTO
Contact Center



RISORSE
Servizi Offerti



DOCUMENTI
Ufficiali



 **ACCEDI**

Utente* @u

password

* accedi con utente completo di @unina.it o @studenti.unina.it

Tutti gli studenti Unina possono effettuare il LOG IN con le proprie credenziali Unina

CENTRO DI ATENEO PER I SERVIZI INFORMATIVI

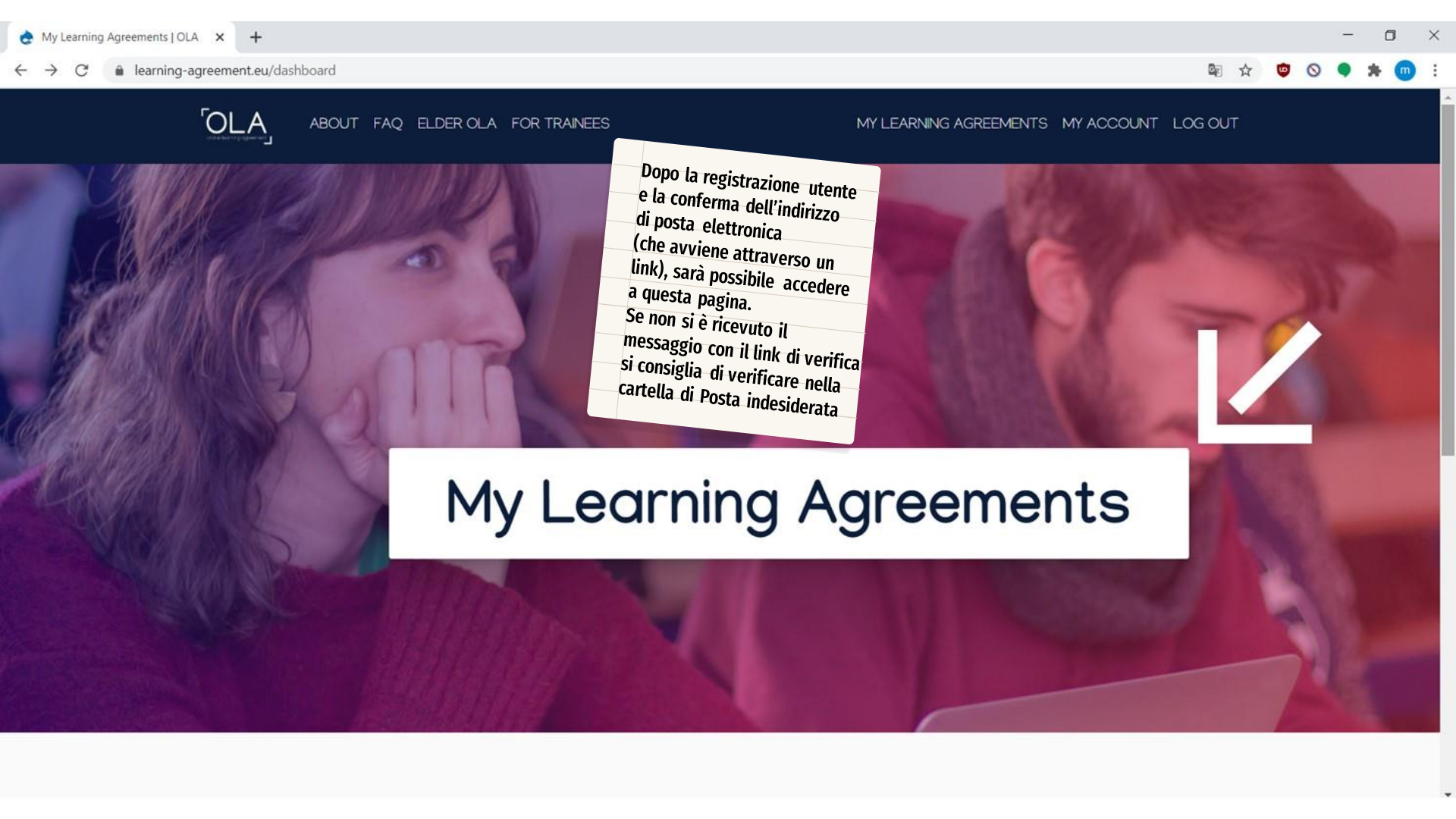
L'Università di Napoli partecipa a IDEM (IDentity Management federato per la gestione e manutenzione dell'Infrastruttura di Autenticazione e di Servizi) e GARR.

Per le istruzioni su

www.softwaresso.unina.it

in caso di mancato accesso effettuare il reset della password dell'account e se il problema persiste scrivere a software@unina.it indicando la propria email istituzionale

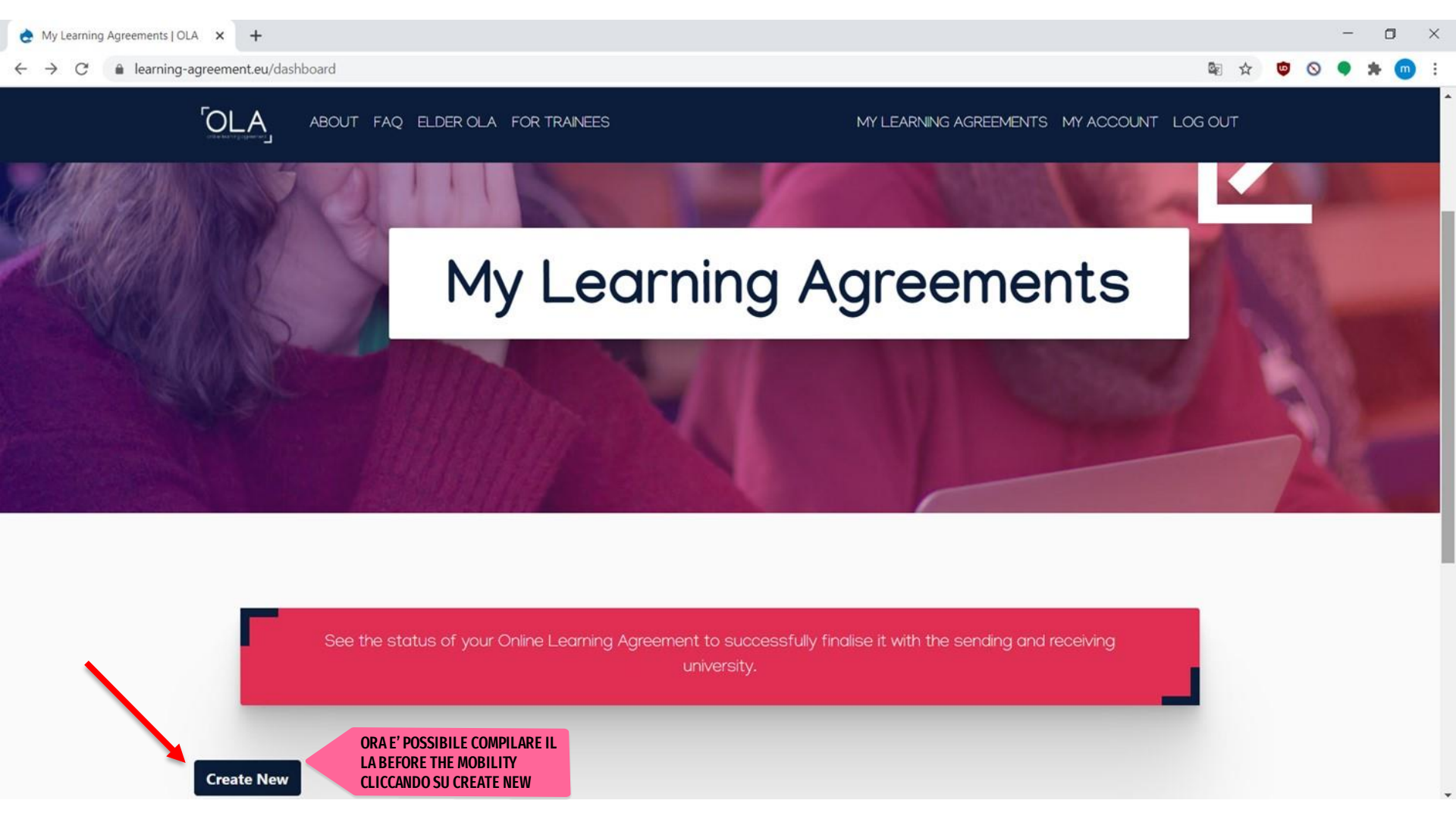
Per le problematiche di ordine tecnico ed organizzativo relative all'Identity Provider dell'Università degli Studi di Napoli Federico II rivolgersi al servizio di Contact Center



Dopo la registrazione utente e la conferma dell'indirizzo di posta elettronica (che avviene attraverso un link), sarà possibile accedere a questa pagina. Se non si è ricevuto il messaggio con il link di verifica si consiglia di verificare nella cartella di Posta indesiderata



My Learning Agreements



My Learning Agreements

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



Create New

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



Create new LA

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



Semester Mobility

SELEZIONARE QUESTA OPZIONE
IN CASO DI MOBILITA' ERASMUS
A FINI DI STUDIO 21/22

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.

1

Student Information

2

Sending Institution
Information

3

Receiving Institution
Information

4

Proposed Mobility
Programme

5

Virtual Components

6

Commitment

Academic year *

2021/2022

Inserire ANNO ACCADEMICO
di mobilità

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

gg/mm/aaaa



Gender *

Undefined



Nationality *

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

I campi con l'asterisco
sono obbligatori!

Salvare sempre i dati
inseriti, prima di
cliccare su NEXT

Student

First name(s) *

Last name(s) *

Date of birth *

mm/aaaa



Gender *

- Select a value -

Nationality *

Country to which the person belongs administratively and/or passport.

Field of Education *

Field of education: The ISCED-F 2013 search tool available at 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.

Field of Education Comment

Study cycle *

- Select a value -

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).

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

Selezionare dal menù a tendina:
1 - EQF6 per mobilità in Laurea Triennale;
2 - EQF7 per mobilità in Laurea Magistrale o LMCU;
3 - EQF8 per mobilità in Dottorato di Ricerca.

Next



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.

E' il REFERENTE ERASMUS DI DIPARTIMENTO che ha l'autorità per approvare il Learning Agreement. Al seguente link i referenti Unina: http://www.unina.it/documents/11958/25147553/ER_21-22_Responsabili_OLA.pdf

La SENDING ADMINISTRATIVE CONTACT PERSON è:

- Fernanda Nicotera
- Head of International Office
- international@unina.it



Academic year *

Receiving

Receiving Institution

Country *

Selezionare il «PAESE» e di seguito «NOME ATENEIO DI DESTINAZIONE»

Name *

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.

E' il COORDINATORE ERASMUS che presso la sede di destinazione ha il compito di approvare il Learning Agreement

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Inserire il contatto e l'indirizzo istituzionale dell'Ufficio Erasmus della sede di destinazione



1

Student Information

2

Sending Institution Information

3

Receiving Institution Information

4

Proposed Mobility Programme

5

Virtual Components

6

Commitment

Academic year *

2020/2021

Preliminary LA

Planned start of the mobility *

gg/mm/aaaa



Planned end of the mobility *

gg/mm/aaaa

INSERIRE IL PERIODO DI MOBILITA' PREVISTO

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]

TABLE A

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 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, 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

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

«Add Component to Table A» riguarda il layout di inserimento degli INSEGNAMENTI STRANIERI (da ripetere per ogni insegnamento che si intende aggiungere al proprio piano di studi, fino al completamento del Learning Agreement). Inserire la lingua di studio che si utilizzerà presso la sede di destinazione (lingua degli insegnamenti) e il relativo livello di competenza linguistica

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 self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. 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

- 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)

Table B - Recognition at the Sending institution *

Component to Table B

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 *

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 *

 Automatically recognised towards student degree

Automatic recognition comment

Layout inserimento Insegnamenti UNINA da ripetere per ogni insegnamento che si intende aggiungere al proprio piano di studi, fino al completamento del Learning Agreement

Remove

- Inserire l'insegnamento del proprio piano di studi Unina 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

Your Online Learning Agreement has been updated. ✕



Se non sono previsti insegnamenti virtuali, non movimentare Table C e cliccare Next

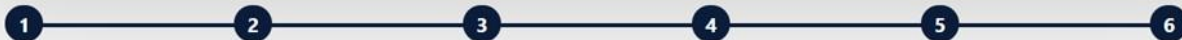
Table C

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

**Student Information****Sending Institution
Information****Receiving Institution
Information****Proposed Mobility
Programme****Virtual Components****Commitment**

Academic year *

Commitment Preliminary

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

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.

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

Dopo l'apposizione della firma grafica, premere
«Sign and send the Online Learning Agreement to the
Responsible person at the Sending Institution for review»

Previous

Sign and 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

Best regards,
Online Learning Agreement team

Fai clic qui per rispondere o inoltrare il messaggio

Una volta che il Learning Agreement è stato firmato dalla **Sending Responsible Person** (Referente Erasmus Unina), sarà automaticamente inviato alla **Responsible Person Erasmus** dell'Università di destinazione. Lo studente riceve una comunicazione tramite e-mail quando l'OLA è stato approvato da entrambi i referenti. A questo punto potrà scaricare dal sito web una copia PDF del Learning Agreement completo di tutte le firme necessarie.

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.

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).

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**).

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

Contatti

Per problemi tecnici,
contattare il supporto
della piattaforma online:
support@erasmusapp.eu

Per problemi amministrativi
relativi alla mobilità Erasmus
Plus SMS, contattare l'Ufficio
Relazioni Internazionali a:
international@unina.it

Per problemi riguardanti i corsi
che intendi seguire durante la
tua mobilità, contattare il
Referente Erasmus del
Dipartimento presso l'Università
degli Studi di Napoli Federico II

Sono possibili aggiornamenti alla
procedura con l'entrata in vigore del
nuovo programma Erasmus e presso
le Università possono essere ancora
in corso le procedure di attivazione di
OLA.