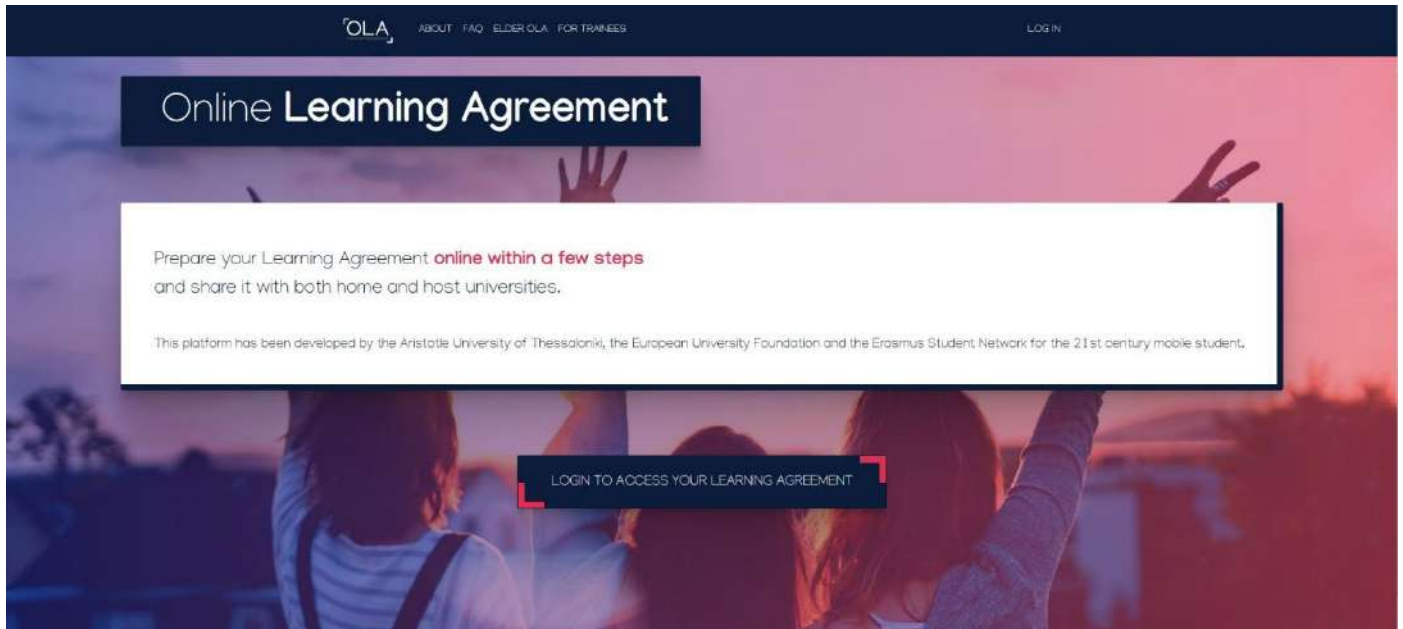


TUTORIAL ISCRIZIONE SU ONLINE LEARNING AGREEMENT

1) Vai sul sito <https://learning-agreement.eu/> e clicca su **LOGIN TO ACCESS YOUR LEARNING AGREEMENT**.

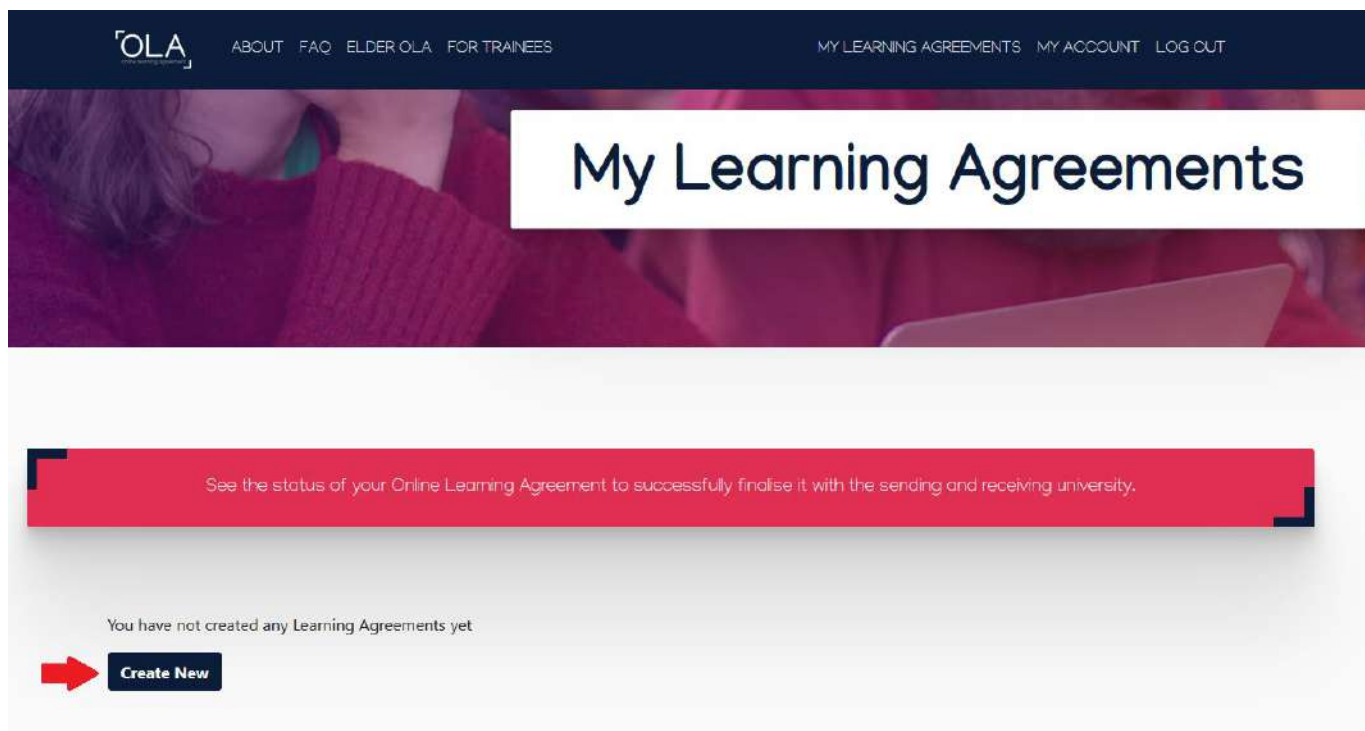


2) Clicca su **Log in with MyAcademicID** scegliendo tra le opzioni possibili per fare il log in di seguito indicate.

3) Una volta fatto il log in procedi con la registrazione seguendo la procedura elencata.



4) Terminata la registrazione, clicca su **Create new** nella schermata che appare.



5) Scegli il tipo di mobilità per cui intendi fare domanda.

The screenshot shows the OLA website interface. At the top, there is a navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, a red banner contains the text: "Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over." Below the banner, there are three dark blue boxes, each representing a mobility option. Each box has a title and a description.

- 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.

6) Compila i campi obbligatori richiesti con i propri dati seguendo le indicazioni.

N.B. Nel campo Nationality digitare la nazione di appartenenza e non la propria nazionalità (ad esempio Italy e non Italian).

The screenshot shows the OLA website interface for the 'Student Information' step. The navigation bar at the top is the same as in the previous screenshot. Below the navigation bar, there is a progress indicator with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Student Information' step is currently active.

The form contains the following fields:

- Academic year *: 2024/2025
- Student section (dark blue header):
 - First name(s) *: [text input]
 - Last name(s) *: [text input]
 - Email *: [text input]
 - Date of birth *: [calendar icon]
 - Gender *: [dropdown menu]
 - Nationality *: [dropdown menu]
Country to which the person belongs administratively and that issues the ID card and/or passport.
 - Field of Education *: Music and performing arts (0215) (747)
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: [text input]
 - Study cycle *: [dropdown menu]
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).

At the bottom of the form, there is a 'Next' button.

7) Inserisci i dati del Conservatorio e dei responsabili Erasmus come in figura.

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ABOUT | FAQ | ELDER OLA | FOR TRAINEES

MY LEARNING AGREEMENTS | MY ACCOUNT | LOG OUT

1 — 2 — 3 — 4 — 5 — 6

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

Academic year *

2024/2025

Sending

Sending Institution

Country *

Italy x

Name *

Conservatorio di Musica "Nino Rota" x

Faculty/Department *

Address *

Monopoli

Erasmus Code *

I MONOPOLI02

Sending Responsible Person

First name(s) *

Domenico

Last name(s) *

Tagliente

Position *

Erasmus Coordinator

Email *

erasmusrota@gmail.com

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)

Lazzaro

Last name(s)

Morese

Position

Erasmus Assistant

Email

erasmusrota@gmail.com

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.

Previous

Next

8) Inserisci i dati del Conservatorio e dei responsabili Erasmus come in figura. I dati possono essere visualizzati consultando l'elenco delle sedi partner al link seguente: https://conservatoriodimonopoli.org/wp-content/uploads/2023/12/elenco-sedi_2023-24-1.pdf

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MY LEARNING AGREEMENTS | MY ACCOUNT | LOG OUT

1 Student Information 2 Sending Institution Information **3 Receiving Institution Information** 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *

Receiving

Receiving Institution

Country *

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.

Receiving Administrative Contact 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.

Previous Next

9) Compilare il piano di studi con i corsi che si intendono seguire analogamente all'esempio di seguito.



[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Academic year *

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

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. 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 * |
| Piano | 10 | First semester (Winter/Autumn) ▾ |

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

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. 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 * |
| Chamber Music | 6 | First semester (Winter/Autumn) ▾ |

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.

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. 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 * |
| Piano and orchestra | 6 | First semester (Winter/Autumn) ▾ |

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 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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

| | | |
|--|--|---|
| Component to Table B Remove | | |
| Component title at the Sending Institution (as indicated in the course catalogue) * | | |
| <input type="text" value="Piano"/> | | |
| <small>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.</small> | | |
| Component Code * | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * | Semester * |
| <input type="text" value="Piano"/> | <input type="text" value="10"/> | <input type="text" value="First semester (Winter/Autumn)"/> |
| <small>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.</small> | | |
| <input checked="" type="checkbox"/> Automatically recognised towards student degree | | |
| Automatic recognition comment | | |
| <input type="text"/> | | |
| Component to Table B Remove | | |
| Component title at the Sending Institution (as indicated in the course catalogue) * | | |
| <input type="text" value="Chamber Music"/> | | |
| <small>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.</small> | | |
| Component Code * | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * | Semester * |
| <input type="text" value="Chamber Music"/> | <input type="text" value="6"/> | <input type="text" value="First semester (Winter/Autumn)"/> |
| <small>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.</small> | | |
| <input checked="" type="checkbox"/> Automatically recognised towards student degree | | |
| Automatic recognition comment | | |
| <input type="text"/> | | |

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 * |
| <input style="width: 100%;" type="text" value="Piano and orchestra"/> | <input style="width: 100%;" type="text" value="6"/> | <input style="width: 100%;" type="text" value="First semester (Winter/Autumn)"/> |

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

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

This must be an external URL such as <http://example.com>.

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

10) Proseguì con la procedura inserendo l'anno accademico e clicca su Next.

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

Your Online Learning Agreement has been updated. ×

Academic year *

Table C


No Paragraph added yet.

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

11) Firma e clicca su Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review.

[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#) [MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Academic year *

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.



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](#)