UNIVERSITÀ DI PARMA

GUIDE FOR THE ONLINE LEARNING AGREEMENT

www.learning-agreement.eu
LEARNING AGREEMENT ONLINE SYSTEM

This tool has been developed by European University Foundation and the Erasmus Student Network for the 21st century mobile students.

Its beta version allows the Learning Agreement to be prepared online, sent by email to both the home and host universities and be signed using a touchscreen.

Less paper. Less time wasted. And this is just the beginning!
Student login form (For HEI and Erasmus+APP users)

Email

Password

LOGIN

I don't remember password send me reminder

Sign in with Google

Google login is for registered users only!

The OLA now through the App!

Sign in to the Erasmus+ App and enjoy the Online Learning Agreement anywhere, anytime.
Create an Erasmus+ profile

- First name
- Last name
- Email
- Password, 8+ chars + Capital + number
- Confirm password
- I have read and agree to the privacy policy

Click here to register

Click here to open the privacy policy, then flag «I have read...»
Guide for Online Learning Agreement

Successful registration!
A confirmation e-mail has been sent to

your personal e-mail

ReSEND E-MAIL
REGISTER AGAIN
Guide for Online Learning Agreement

If you have any problems with accessing the webpages, try to use a browser that isn’t Internet Explorer.

Click here to activate your account

Click here if you want to download the app on your device (not compulsory)
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Guide for Online Learning Agreement
### Learning Agreement (before mobility)

<table>
<thead>
<tr>
<th>RECEIVING INSTITUTION</th>
<th>COUNTRY</th>
<th>LEVEL</th>
<th>FROM</th>
<th>TO</th>
<th>STATUS</th>
<th>ACTION</th>
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</table>

### Changes to learning agreement (during mobility)

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Guide for Online Learning Agreement
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Choose your HOME University from the list (tip: if you can’t find it easily, you can search it in the webpage with CTRL+F)

Contact 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.
DEPARTMENTS AT THE UNIVERSITY OF PARMA

- Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali (DUSIC)
- Dipartimento di Giurisprudenza, Studi Politici e Internazionali
- Dipartimento di Ingegneria e Architettura
- Dipartimento di Medicina e Chirurgia
- Dipartimento di Scienze Chimiche, della Vita e della Sostenibilità Ambientale (SCVSA)
- Dipartimento di Scienze degli Alimenti e del Farmaco
- Dipartimento di Scienze Economiche e Aziendali
- Dipartimento di Scienze Matematiche, Fisiche e Informatiche
- Dipartimento di Scienze Medico-Veterinarie

Contact person: Dr. Alessandro Bernazzoli

E-mail: incoming@unipr.it
Phone: +39 0521 904203
Your language competence in the language of instruction of the chosen courses.
For information about detailed language requirements, visit the webpages for exchange students at www.unipr.it.

Add subjects you would like to attend at the University of Parma

Add subjects that will be recognized by your Home University
Insert the subjects details available on our course catalogue. For further information, visit the webpages for exchange students.
Guide for Online Learning Agreement
**Responsible Persons**

These fields are already filled in with the Contact persons details. They must be changed if the Responsible Persons differ from the Contact Persons mentioned at the top of the document.

**Responsible person at the Sending Institution** (an academic who has the authority to approve the Learning Agreement)
Correct if necessary.

**Responsible person at the Receiving Institution**
You must correct the fields with the details of the Responsible person at the University of Parma (position: Erasmus Departmental Coordinator):

List of Erasmus Departmental Coordinators

Through this procedure, the Responsible Persons will receive the invitation to sign your Learning Agreement at the e-mail addresses that you indicate here. That’s why it is VERY IMPORTANT to insert the correct reference persons and contact details.
Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

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 receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

STUDENT'S SIGNATURE
Date:
Signature field

This field works best on touch screen (ex. on mobile phones or laptop with touch screen)
If you experience difficulties signing please use other browser (i.e. Google Chrome)

Sign using your mouse or another input device
By clicking here, the Responsible Person at the Sending Institution receives an automatic e-mail with an invitation to check and sign the Learning Agreement.
From now on, it is possible to download your Learning Agreement at any step by clicking here.
Once your Learning Agreement is signed by the Sending Institution, it will automatically be sent also to the Receiving Institution.

Once it is approved by both Responsible Persons, you will receive an automatic confirmation e-mail and you will be able to download a PDF copy of your Learning Agreement from the website.
Learning Agreement (before mobility)

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<tbody>
<tr>
<td>UNIVERSITA DEGLI STUDI DI PARMA</td>
<td>Italy</td>
<td>Bachelor or equivalent first cycle (L-COF 6)</td>
<td>09/2018</td>
<td>02/2019</td>
<td>Signed by both coordinators</td>
<td>...</td>
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Changes to learning agreement (during mobility)

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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

PLEASE NOTE: Each Responsible Person can decline the proposed Learning Agreement and send you some comments as to what needs to be changed. In this case you will receive an automatic e-mail and you will have to edit your Learning Agreement and restart the signature procedure.
For technical issues, contact the platform support service: 
support@erasmusapp.eu

For issues concerning your mobility at the University of Parma, contact the international office: 
incoming@unipr.it

For educational issues concerning the courses you intend to attend during your mobility, contact the relevant Erasmus Departmental Coordinator of the University of Parma