



Ca' Foscari
University
of Venice

www.unive.it



LEARNING AGREEMENT GUIDE FOR ERASMUS+ STUDENTS



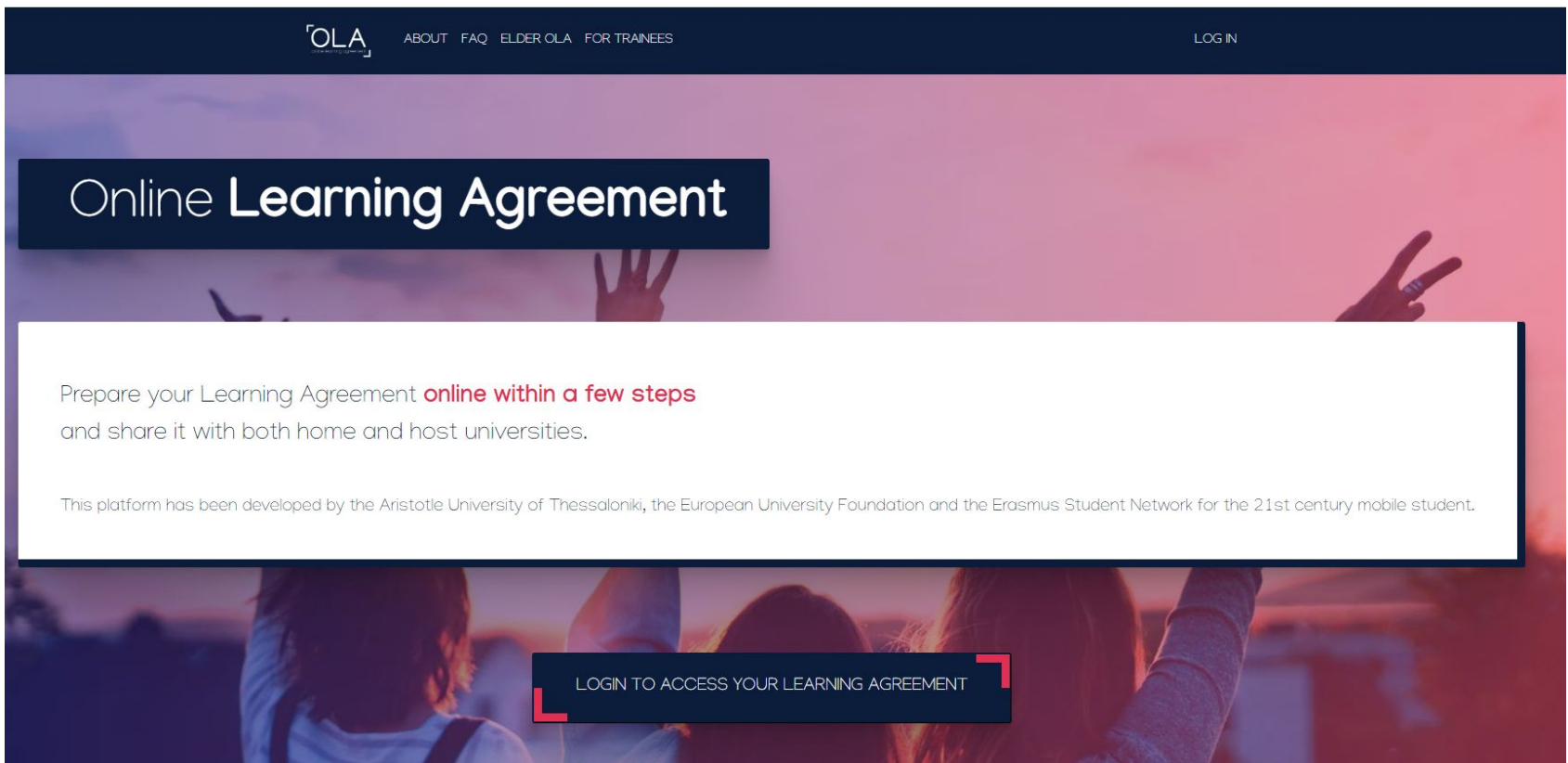
COURSE SELECTION

Students are divided into three main academic areas, and will be required to choose 70% of their courses from the department of belonging. The linguistic-humanistic area was enlarged to allow wider range of choice to students coming from more interdisciplinary faculties.

- **Department of Economics & Department of Management:** 70% of courses from these two departments, 30% of free-choice courses
- **Department of Environmental Sciences, Informatics and Statistics & Department of Molecular Sciences and Nanosystems:** 70% of courses from these two departments, 30% of free-choice courses
- **Department of Linguistics and Comparative Cultural Studies, Department of Asian and North African Studies, Department of Humanities & Department of Philosophy and Cultural Heritage:** 70% of courses from these four departments, 30% of free-choice courses



LEARNING AGREEMENT BEFORE THE MOBILITY THROUGH THE OLA PLATFORM

A screenshot of the OLA (Online Learning Agreement) platform homepage. The background is a blurred image of people with their hands raised. The page has a dark blue header with the OLA logo and navigation links: 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', and 'LOG IN'. A large white box in the center contains the main text and a 'LOGIN TO ACCESS YOUR LEARNING AGREEMENT' button.

OLA
ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

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.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

STEP 1

Login on the OLA platform following instructions by your home university.
The first step is to choose the **mobility type**.

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

Semester Mobility

Blended Mobility Short-term

Short-term Mobility

Select "Semester Mobility" to start
creating your OLA



STEP 2

Fill in all required entry fields with **student information**.

Academic year *

Student

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

Email *

Date of birth *

Gender *

Nationality *

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

Field of Education *

Field of Education Comment

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 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



STEP 3

Fill in all required entry fields with **Sending Institution information**.

First, introduce the details of your Home University: Country, Name of home University and Faculty. The address and Erasmus code will appear automatically.

Academic year *

2023/2024

Sending

Sending Institution

Country *

Country of the institution

Name *

Name of the institution



STEP 3: an example

The address and Erasmus code will appear automatically.

Sending Institution

Country *

Spain x

Name *

UNIVERSITAT DE BARCELONA x

Faculty/Department *

International Relations

Address *

Barcelona

Erasmus Code *

E BARCELO01



Then also fill out the following fields:

Sending Responsible Person: the data of the person who is going to sign your learning agreement in your home University

Sending Administrative Contact Person:
Ask your home University

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.



STEP 4

Fill in all required entry fields with **Receiving Institution information**.
Introduce the details of your Host University: Country, Name and the Faculty you were nominated for. Again, address and Erasmus code will appear automatically.

Academic year *

2023/2024

Receiving

Receiving Institution

Country *

Norway x

Name *

UNIVERSITETET I OSLO x

Faculty/Department

IR

Address *

Oslo

Erasmus Code *

N OSLO01



Again, also fill out the following fields:

Receiving 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.

Here you will need to introduce the information of your receiving Erasmus Coordinators, who will sign your Learning Agreement (you should have already received this information).

As for the **email**, please here write this email address:

incoming.mobility@unive.it



Receiving Administrative Contact 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.

This is us, the Erasmus office! We will then receive the notification of the document to check your courses and send the OLA to the responsible Professor at Ca' Foscari, for their signature.

First Name: Incoming

Second Name: Mobility

Position: Erasmus Coordinator

Email: **incoming.mobility@unive.it**

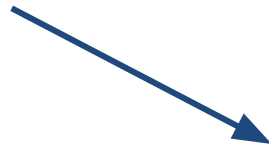
(as before)



STEP 5

Proposed Mobility Programme: create your study plan.

Add the exams you plan to take at the host university by clicking here



Academic year *

2023/2024

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 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 *

- Select a value -

The level of language competence *

- Select a value -

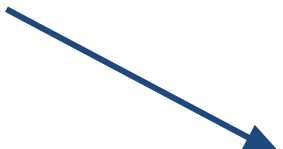
Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

Add the equivalences at your home University by clicking here



STEP 6

Table C: virtual components

Your Online Learning Agreement has been updated. ×

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

Academic year *
2021/2022

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](#)

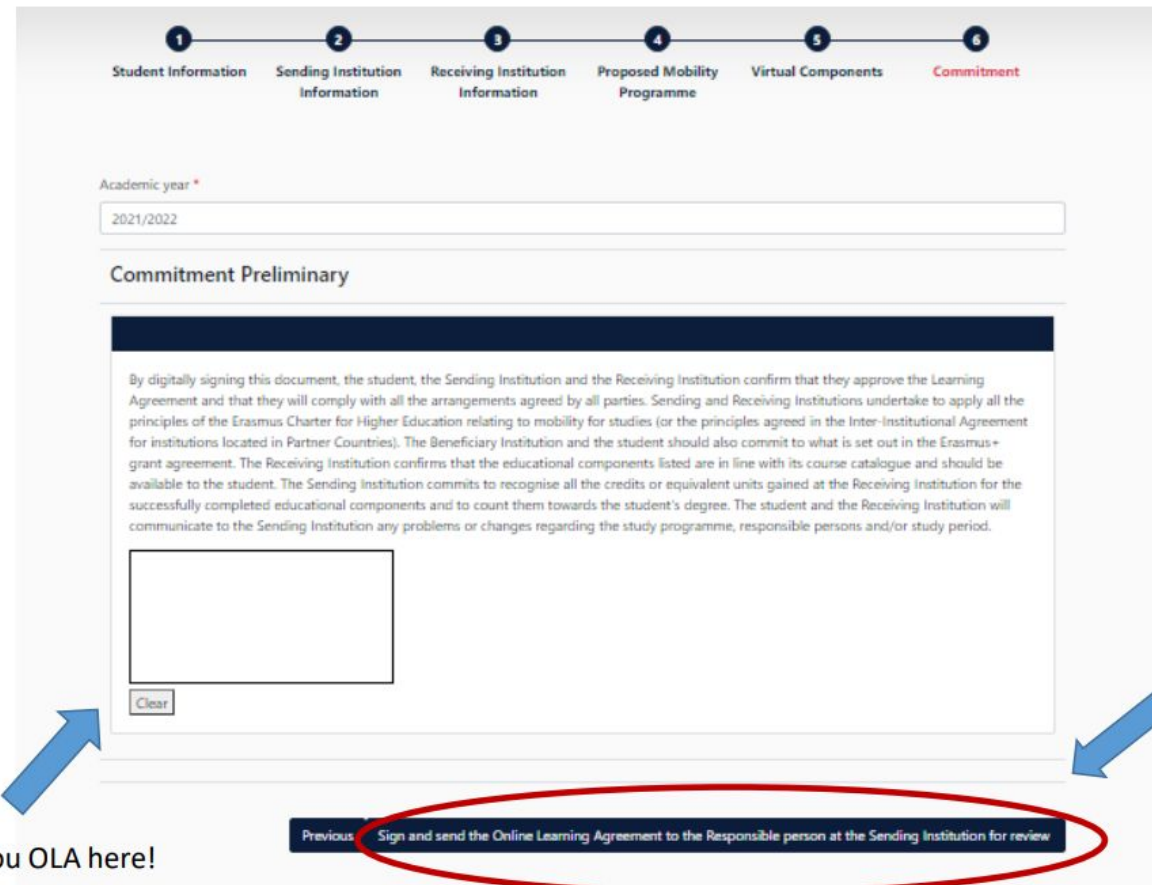
[Previous](#) [Next](#)



Please, do not fill in this table

STEP 7

Commitment and Signature



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

Academic year *
2021/2022

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

Sign you OLA here!

The document will arrive automatically to **incoming mobility**. We will check the validity of your OLA and **we** will forward it to the Professor for the signature when everything will be correct. If we find some mistake, we will contact you.

After signing the document, click here to obtain your coordinators' signatures.

You can check the status of your LA from your account and download a pdf copy of it.

Once the document is signed, you will receive a confirmation email.

ATTENTION: the OLA can be rejected by the coordinators. In this case, you will receive an email to update the document and will have to repeat the procedure.



All done!

Please keep an eye on your Learning Agreement every now and then to see if you receive notifications from your coordinators.



Do you want to *change* your Learning Agreement ? Then fill out the:

LEARNING AGREEMENT DURING THE MOBILITY



Erasmus+



DEADLINE FOR OLA CHANGES

The changes to the Learning Agreement need to be presented within five weeks after the beginning of the semester



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

Create New

Sending Institution	Receiving Institution	Status	Created *	View or Edit
EXAMPLE	EXAMPLE			Apply Changes Download PDF History



Privacy Policy and Terms and Conditions We encourage you to review the documentation and let us know if you have any questions.



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

Component Code *
MechEng1

Number of ECTS Credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *
5

Semester *
Second semester (Summer/Spring)

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

Final LA Table A2
No Component added yet

Add Component Final Table A2

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

At the bottom of Table A (which cannot be modified), you will click on "Add Component Final Table A2"



If you need to replace a course, then first you delete the current component, and then add the new one, selecting reason of change, component code, number of ECTS and semester (which you can easily copy paste from table A above).

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

Add Component to Table A

Final LA Table A2

Component Final Table A2 Remove

Component Added or Deleted *

- Select a value -

- Select a value -
Added
Deleted

Component Code *

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

Semester *

- Select a value -

Add Component Final Table A2

Then you will click “Next” below, and proceed with “Add Component Final Table A2” again, where you will add the new course, listing reason for adding, code, ECTS and semester.



If the changes in Table A also affect Table B, you will proceed with “Next”. The process for modifying Table B will be the exact same process for changing Table A.

Add Component to Table B

Final LA Table B2
No Component added yet.

Add Component Final Table B2

Final LA Table B2

Component Final Table B2

Remove

Component Added or Deleted *

- Select a value -

Component title at the Sending Institution (as indicated in the course catalogue) *

Component Code *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

- Select a value -

Again, Table C will remain empty.



As before, you will sign your OLA in the box. Once signed, the coordinators both at the Sending and Receiving institutions will be notified for their signature.

Commitment Final

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



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THANK YOU FOR THE ATTENTION!

For any doubts contact us at incoming.mobility@unive.it