

ONLINE LEARNING AGREEMENT

BEFORE THE MOBILITY

ERASMUS WITHOUT PAPER - OLA

Gli studenti e le studentesse che parteciperanno alla mobilità Erasmus per studio dovranno compilare il learning agreement sulla **piattaforma OLA**

*Students participating in the Erasmus + for Studies project must fill out the learning agreement on the **OLA platform***

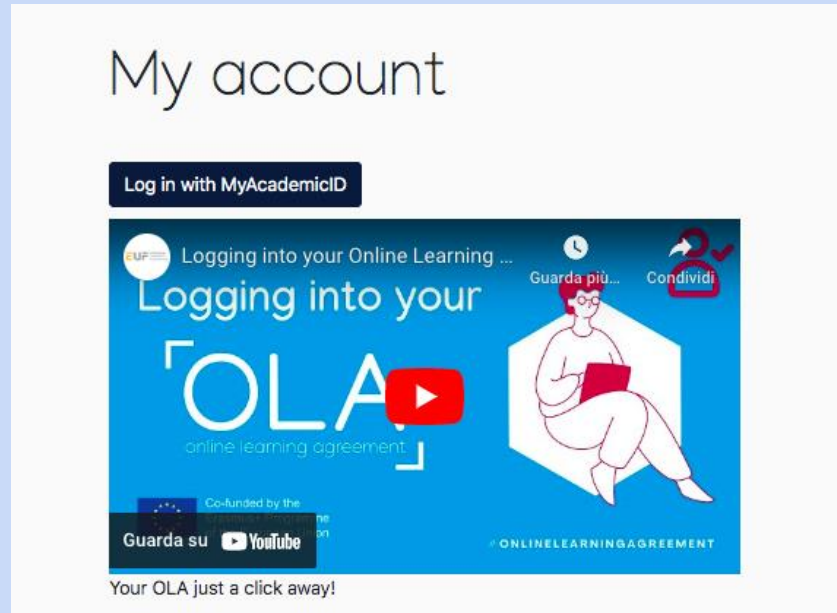
<https://learning-agreement.eu/>

Online **Learning Agreement**

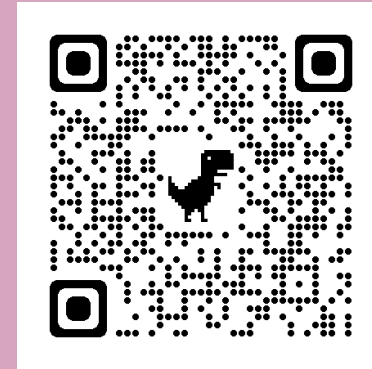
Come accedere alla piattaforma OLA - *How to access the OLA platform*

Puoi accedere alla piattaforma OLA con la tua Unisipass

You can access OLA platform using your Unisi academic credentials (Unisipass)



Guarda il video/ Watch the video



Compila con i tuoi dati anagrafici, e scegli l'area di studio e il ciclo di studio
Fill out with you personal information, and choose the "field of education" and the "study cycle"

My account

VIEW

EDIT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

Study cycle *

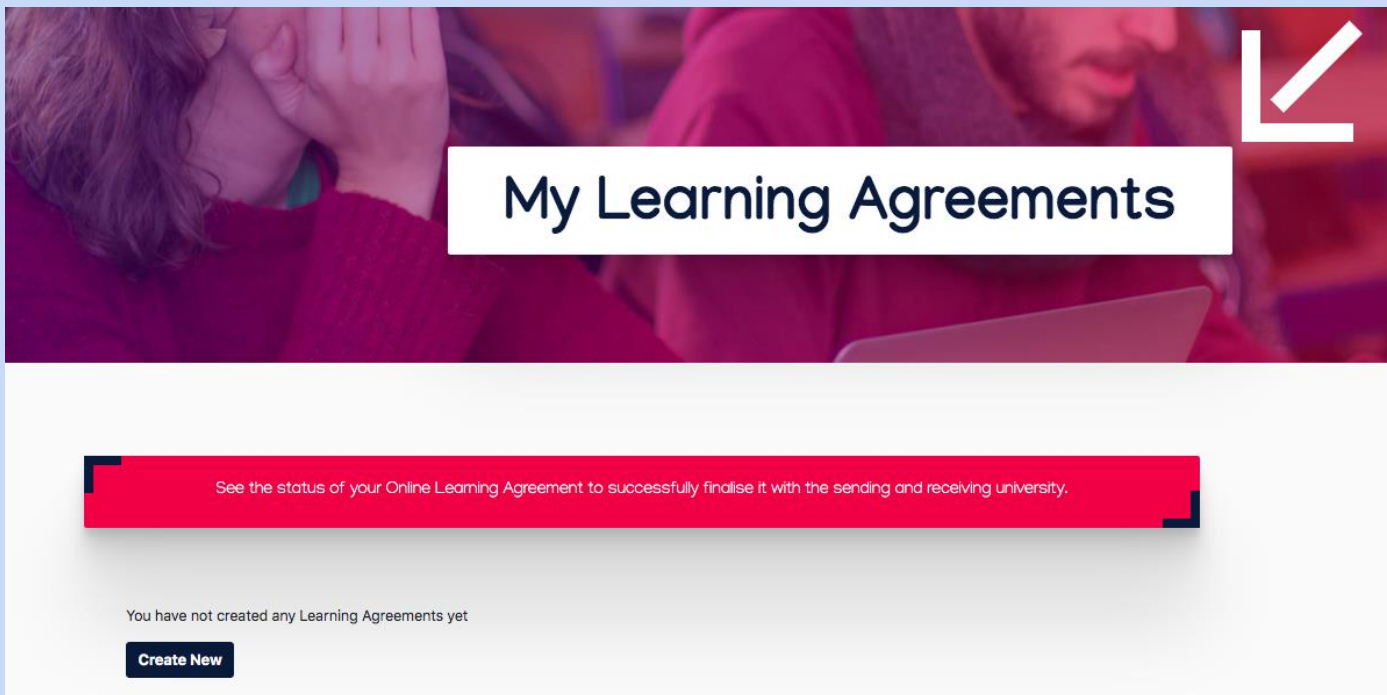
I have read and agree to the Terms and Conditions and Privacy Policy *

[Terms and Conditions](#) and [Privacy Policy](#)

Save

Clicca su My Learning Agreements e comincia a compilare il tuo learning agreement

Click on “My Learning Agreements” and start filling out you learning agreement



Sceglie la tipologia di learning agreement: “Semester Mobility”

Choose the type of learning agreement: “Semester Mobility”

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

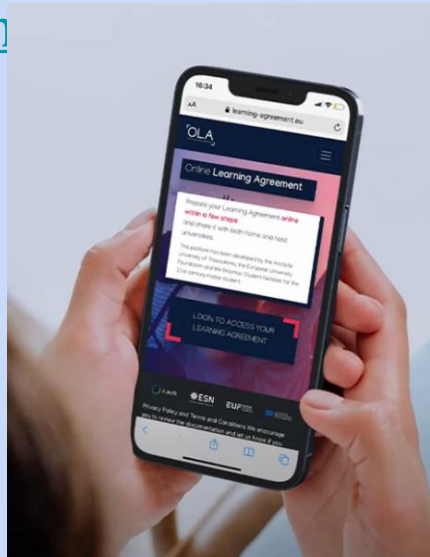
In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

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.

Guarda il video “Creating your Online Learning Agreement”
Watch the video “Creating your Online Learning Agreement”

<https://www.youtube.com>



Dovrai inserire le informazioni relative alla tua università di provenienza (Università degli Studi di Siena)
You will be asked to indicate the information about the sending institution (Università degli Studi di Siena)

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.

SENDING RESPONSIBLE PERSON

First name	Last name	Position	EMAIL	TELEFONO
DBM - DMMS - DSMCN	DBM - DMMS - DSMCN	Students' Office	erasmusmedicine@unisi.it	0577235190
DGIUR - DISPI - DSFTA (Mattioli)	DGIUR - DISPI - DSFTA (Mattioli)	Students' Office	studenti.mattioli@unisi.it	0577 235540
DEPS - DISAG (SEM)	DEPS - DISAG (SEM)	Students' Office	didattica.sem@unisi.it	0577 235524
DISPOC	DISPOC	Students' Office	studenti.mattioli@unisi.it	0577235698
DFCLAM - DSSBC (Polo Umanistico)	DFCLAM - DSSBC (Polo Umanistico)	Students' Office	studenti.poloumanistico@unisi.it	577235658
Campus Arezzo	Campus Arezzo	Students' Office	didattica.campusarezzo@unisi.it	0575-926223-31
DBCF	DBCF	Students' Office	studenti.sanminiato@unisi.it	0577235529
DSV	DSV	Students' Office	studenti.sanminiato@unisi.it	0577235525
DIISM	DIISM	Students' Office	didattica.diism@unisi.it	0577 235531
Ufficio dottorato	PhD Office	PhD Office	ufficiodottorato@unisi.it	0577233718

SENDING ADMINISTRATIVE CONTACT PERSON

First name: Simona

Last name: Ciani

Position: International Relations Officer

E-mail: outgoing@unisi.it

RECEIVING RESPONSIBLE PERSON /RECEIVING ADMINISTRATIVE CONTACT PERSON

Questa informazione deve essere fornita dall'università di destinazione

- 1) Consultare Fact Sheet
- 2) Consultare pagina web università di destinazione (exchange students/incoming students)
- 3) Contattare l'ufficio relazioni internazionali dell'università partner

This information will be supplied by the host university

- 1) *Consult the Fact Sheet*
- 2) *Consult the webpage of the host university (exchange students/incoming students)*
- 3) *Contact the International office at the host university*

FACT SHEETS DELLE UNIVERSITA' PARTNER/*PARTNER UNIVERSITIES' FACT SHEETS*

<https://nuvola.unisi.it/index.php/s/SKmpEXaWovh9lIG>

password: studies

TABLE A - Study programme at the Receiving Institution

Insieme al nome dell'insegnamento (Component title at the Receiving Institution as indicated in the course catalogue), indicare il link al programma dell'insegnamento (syllabus). La mancanza di questa informazione può compromettere l'approvazione del learning.

Write the course title (Component title at the Receiving Institution as indicated in the course catalogue) and the link to the course program (syllabus). The lack of this piece of information may affect the learning approval.

OLA processo di firma / process of approval

1. Una volta compilato e inviato OLA, la piattaforma invia una richiesta di firma a Unisi L'Ufficio servizi agli studenti gestirà l'approvazione del LA da parte del comitato per la didattica.
Dopo l'approvazione del Comitato l'USS procederà a firmare l'OLA
1. Dopo la firma di Unisi (sending institution), la piattaforma invia una richiesta di firma all'università di destinazione (alla mail che avete indicato).
1. Una volta firmato dalla receiving institution, la piattaforma vi informa tramite mail che OLA è stato approvato.

OLA processo di firma / process of approval

1. After preparing the OLA, the platform sends a request for signature to the Unisi student's office. The office will manage the approval of the LA by the teaching committee.

After the approval of the teaching committee, the students office will sign the OLA.

1. After the signature of UNISI as sending institution, the platform sends a request for signature to the host university (to the email address you wrote on the contacts section).
1. Once signed by the receiving institution, the platform will inform you that the OLA has been signed.

Quando posso compilare il learning agreement in word?

When should I fill the learning agreement .docx?

1. Se la tua università di destinazione è un'università britannica (EWP è utilizzato solo tra le università europee – programme countries)
If your receiving university is in UK (EWP is a European connection)
1. Se la tua università di destinazione non è ancora collegata alla EWP Dashboard e non ha implementato la firma digitale dei LA (situazione da evitare!)
If your receiving university is not connected with the EWP dashboard and has not implemented the digital signature for LA (to be avoided!)

Si ricorda che una delle priorità del programma Erasmus 2021-2027 è la digitalizzazione.

Be aware that one of the Erasmus 2021-2027 priorities is the digitalisation.

OLA During the mobility

Una volta arrivati a destinazione, se necessario, sarà possibile modificare **una sola volta** il learning agreement (se la mobilità è annuale sarà possibile fare una seconda modifica nel secondo semestre).

Once arrived at the host university, if needed, you can modify the learning agreement only once per semester

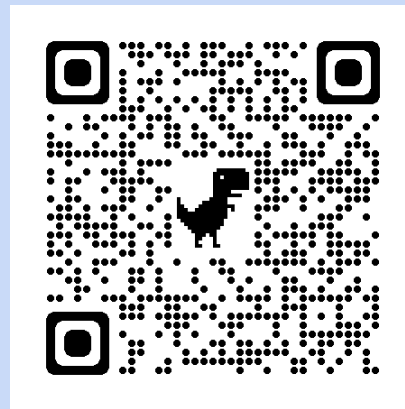
Scadenza/*deadline*;

entro due mesi dalla data di arrivo

within two months of your arrival date

Video tutorial

Making changes to your Online Learning Agreement



Erasmus e gli esami

- A. Durante il periodo di studio all'estero la carriera sarà bloccata e non sarà possibile sostenere nessun esame presso l'Università di Siena.

- A. Gli esami inseriti nel LA devono essere effettuati durante la durata del periodo di mobilità (secondo le date indicate nel Erasmus certificate).
Non è possibile concludere la mobilità e sostenere esami presso l'università di destinazione in seguito.

- A. *During your exchange period, your study plan will be suspended hence no exam can be taken at the University of Siena.*
- B. *The exams included in the Learning Agreement must be taken during the mobility period (according to the dates indicated in the Erasmus certificate).*

SUPPORT

- Informazione sul sito Commissione Europea

<https://erasmus-plus.ec.europa.eu/resources-and-tools/mobility-and-learning-agreements/learning-agreements>

- Coordinatore Erasmus Unisi (vedi tabella destinazioni):

<https://www.unisi.it/internazionale/outgoing-exchange-students/studio-e-ricerca-allestero/erasmus-studies>

- Info su offerta formativa presso l'Università di destinazione (course catalogue): pagina web, Fact Sheet

- *European Commission website:*

<https://erasmus-plus.ec.europa.eu/resources-and-tools/mobility-and-learning-agreements/learning-agreements>

- *Unisi Erasmus coordinator: (see the table of destinations)*

<https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies>

- *Info about the academic offer at the host University (course catalogue): Website, Fact Sheet*