UNICAMILLUS

GUIDE TO COMPLETING THE ONLINE LEARNING AGREEMENT (OLA)

Erasmus+ Study Mobility – Outgoing Students

What is the Learning Agreement?

The Learning Agreement (LA) is the study agreement between you, UniCamillus and the university that will host you. It lists the courses you will take abroad and the UniCamillus courses that will be recognised when you return.

In the Erasmus+ programme, the Learning Agreement is completed online on the **OLA – Online Learning Agreement** platform (www.learning-agreement.eu).

It must be signed by all three parties (you, UniCamillus and the host university) **before your departure**.

Before you start

Have the following ready:

- the acceptance/nomination confirmation from the host university;
- the host university's course catalogue, with the title, code, ECTS credits and semester of each course;
- your UniCamillus study plan for the year of your mobility;
- the name and email address of your UniCamillus academic coordinator and of the Erasmus coordinator at the host university (the name of your UniCamillus academic coordinator is published on the university website, Contacts section: https://unicamillus.org/studenti/scambi-internazionali/);
- the login details of your UniCamillus institutional email account.

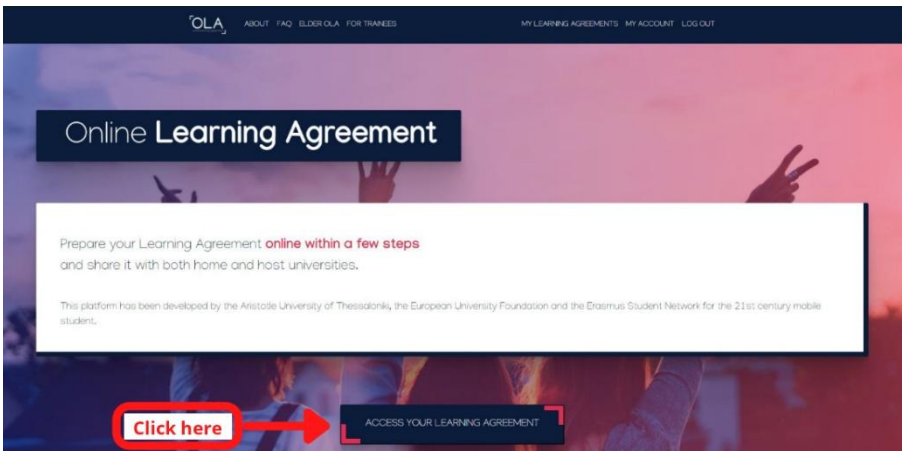
Important: before entering your courses in OLA, agree on your choice of courses with the academic coordinator of your degree programme. An LA submitted without this step is usually rejected and has to be filled in again.

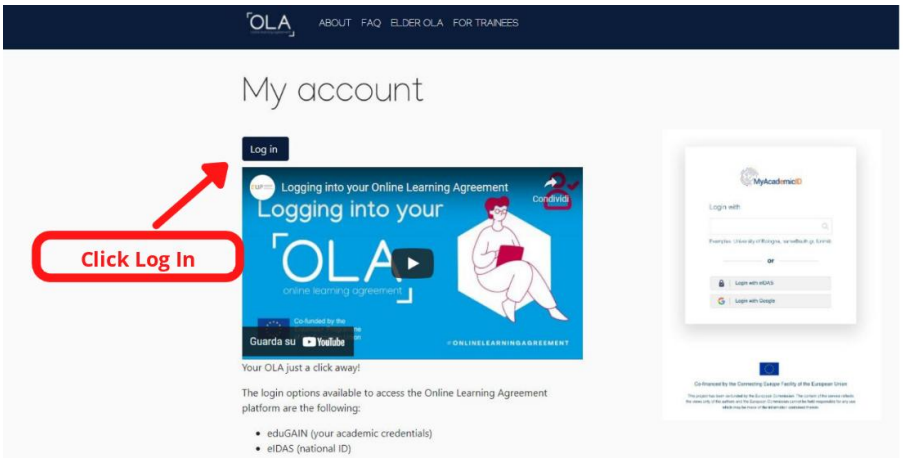
1. Logging in to OLA

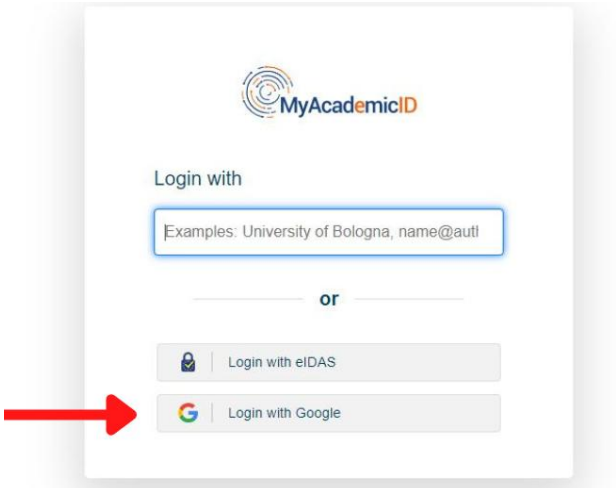
1. Go to **www.learning-agreement.eu** and click **Access your Learning Agreement**.
2. On the **My account** page, click **Log in**: this opens the login page of **MyAcademicID**.
3. Click **Login with Google** and sign in with your **UniCamillus institutional account** (the same login details as your university email).

   Do not use a personal Google account.

Erasmus+ Office, erasmus@unicamillus.org, +39 06 400640

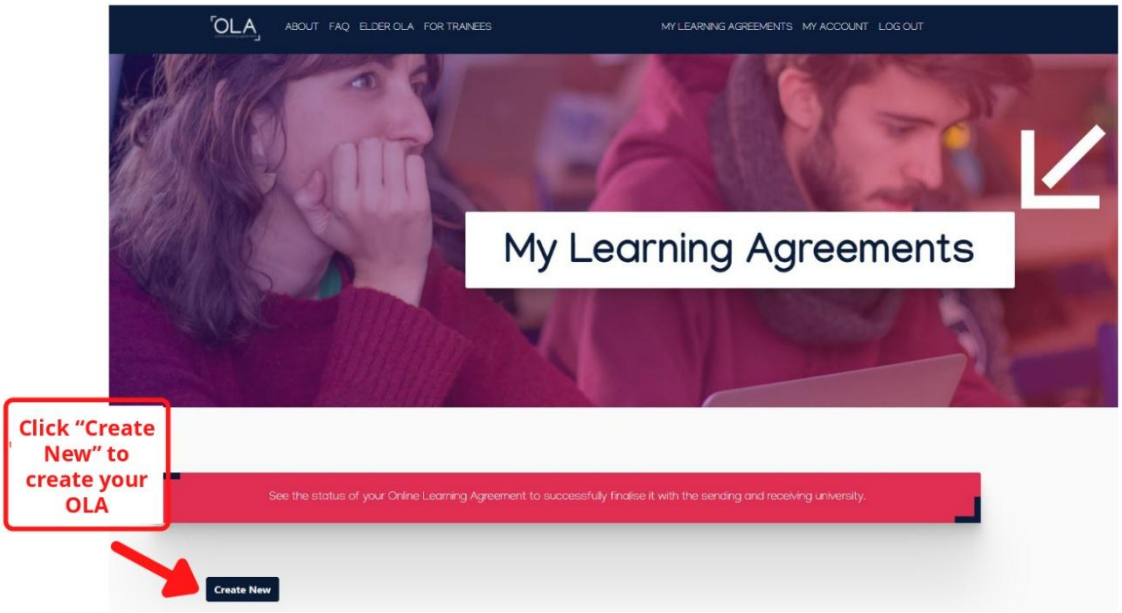

OLA
ABOUT FAQ ELDER OLA FOR TRAINEES
MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT
Online Learning Agreement
Prepare your Learning Agreement online within a few steps
and share it with both home and host universities.
This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.
Click here
ACCESS YOUR LEARNING AGREEMENT


OLA
ABOUT FAQ ELDER OLA FOR TRAINEES
My account
Log in
Click Log In
Logging into your Online Learning Agreement
Logging into your
OLA
online learning agreement
Guarda su YouTube
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)

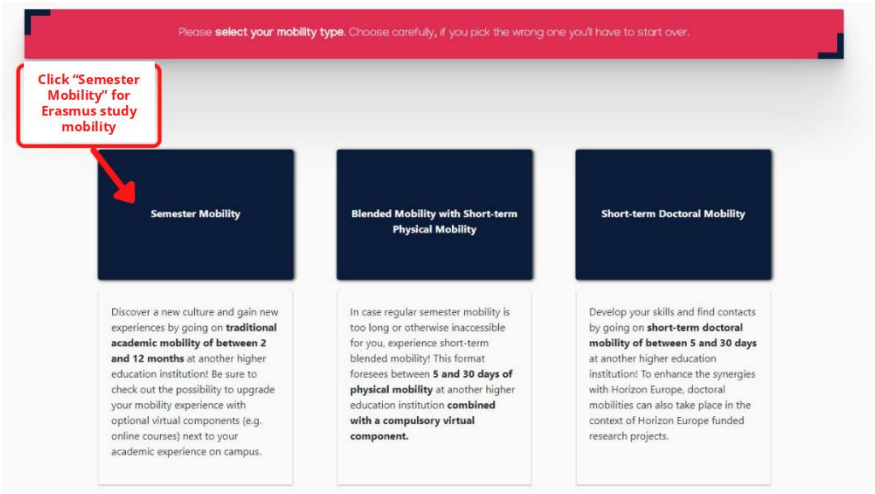

MyAcademicID
Login with
Examples: University of Bologna, name@aut
or
Login with eIDAS
Login with Google

2. Creating a new Learning Agreement

1. Go to **My Learning Agreements** and click **Create New**.



1. Choose the mobility type **Semester Mobility**, which corresponds to Erasmus+ study mobility (2 to 12 months).

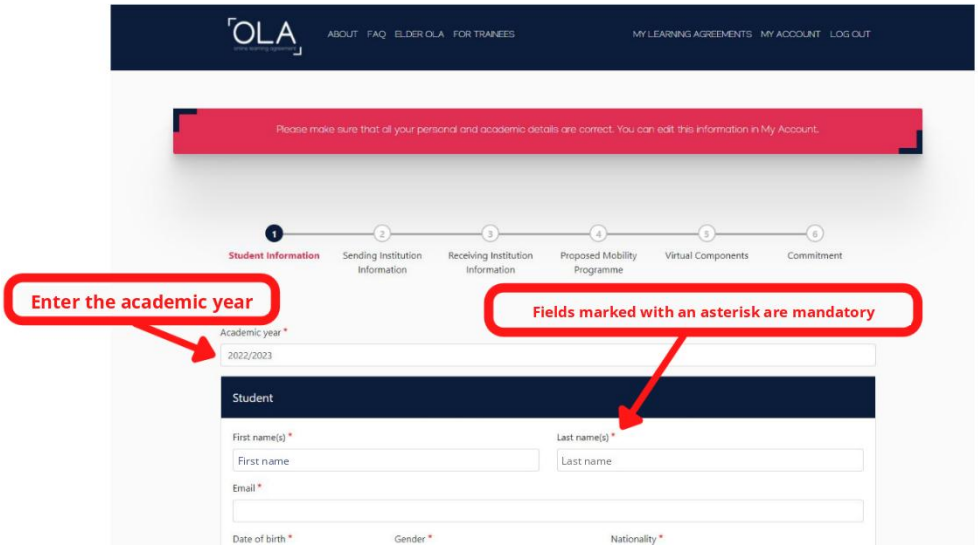


> **Warning:** choose the mobility type carefully. The other options (Blended Mobility with Short-term Physical Mobility and Short-term Doctoral Mobility) relate to different programmes. If you choose the wrong one, you will have to start over.

The form is divided into **6 steps**, shown in the bar at the top: Student Information, Sending Institution Information, Receiving Institution Information, Proposed Mobility Programme, Virtual Components and Commitment. To move between sections, use the **Next** and **Previous** buttons.

Fields marked with an asterisk (*) are mandatory.

> Create **only one** Learning Agreement for your mobility. If you need to correct it, edit the existing one instead of creating a new one: multiple open versions cause confusion and delay the signatures.



Enter the academic year of your departure, not the year of the call for applications!

3. Student Information

Enter the academic year **of your departure** and check your personal details (first name, last name, email, date of birth, gender, nationality). Then fill in:

- **Field of Education:** the ISCED code of your degree programme (see table).
- **Field of Education Comment:** optional, you can leave it empty.
- **Study cycle:** EQF 6 (Bachelor) for three-year Bachelor's degree programmes; EQF 7 (Master) for Medicine and Dentistry, which are single-cycle programmes, and for the Master's Degree in Human Nutrition Sciences.

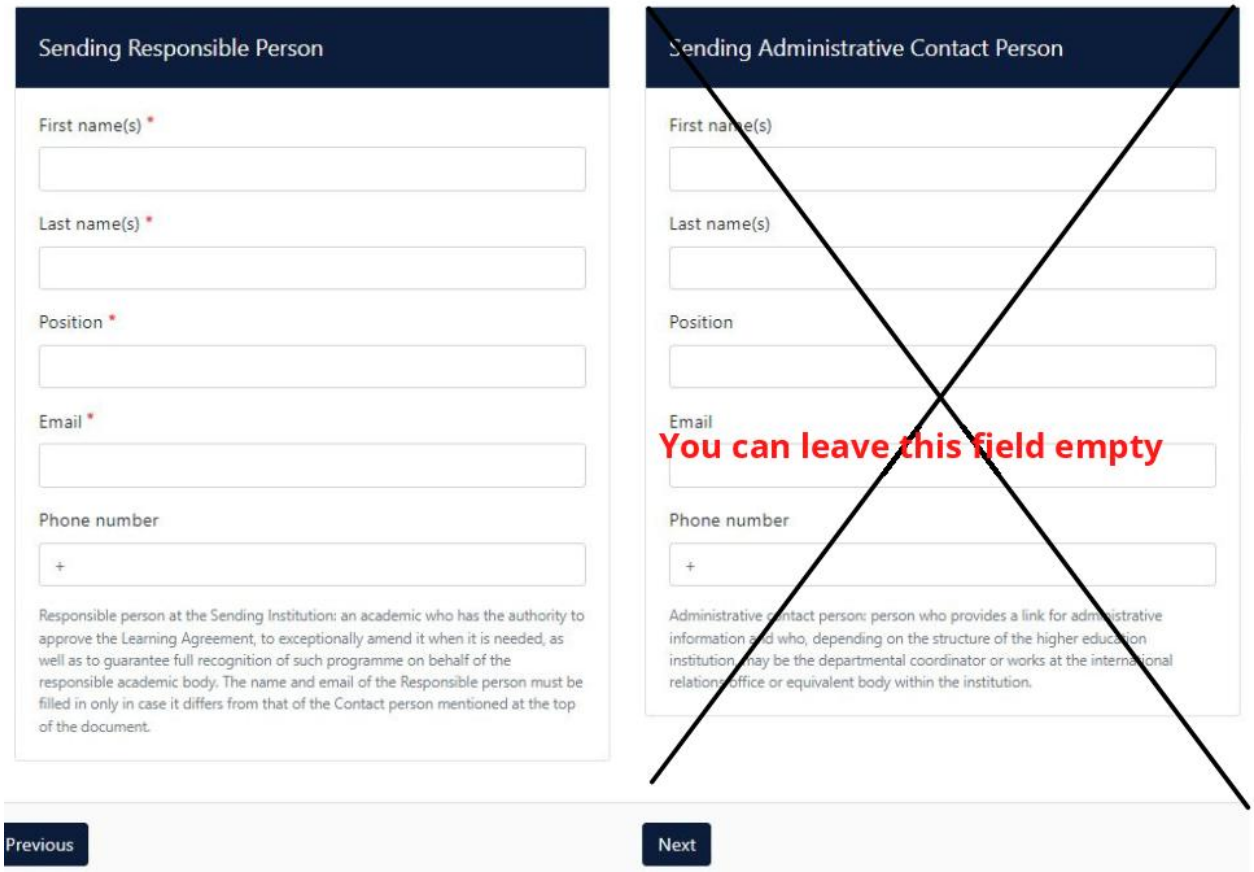
Degree programme	Field of education (ISCED)
Medicine and Surgery	0912 – Medicine
Dentistry and Dental Prosthodontics	0911 – Dental studies
Nursing / Midwifery	0913 – Nursing and midwifery
Physiotherapy	0915 – Therapy and rehabilitation
Medical Radiology Techniques	0914 – Medical diagnostic and treatment technology
Human Nutrition Sciences (Master's Degree)	0910 – Health, not further defined

4. Sending Institution Information (UniCamillus)

Select the country and the name of the university: the address and Erasmus code are filled in automatically.

Field	What to enter
Country	Italy
Erasmus code	I ROMA40
Name	UniCamillus – Saint Camillus International University of Health Sciences
Faculty / Department	Your degree programme (e.g. Medicine and Surgery)
Sending Responsible Person	**The academic coordinator of your degree programme**
Sending Administrative Contact Person	Leave it empty or enter the Erasmus+ Office details: erasmus@unicamillus.org – +39 06 400640

The **Sending Responsible Person** is the person who will sign your LA on behalf of UniCamillus and receive the OLA notification. Make sure you have entered their email address correctly.



5. Receiving Institution Information (host university)

Select the country and the name of the host university, then enter:

- **Faculty/Department:** the faculty or department where you will take your courses;
- **Receiving Responsible Person:** the Erasmus coordinator at the host university, who will approve your LA;
- **Receiving Administrative Contact Person:** the Erasmus Office or International Office of the host university.

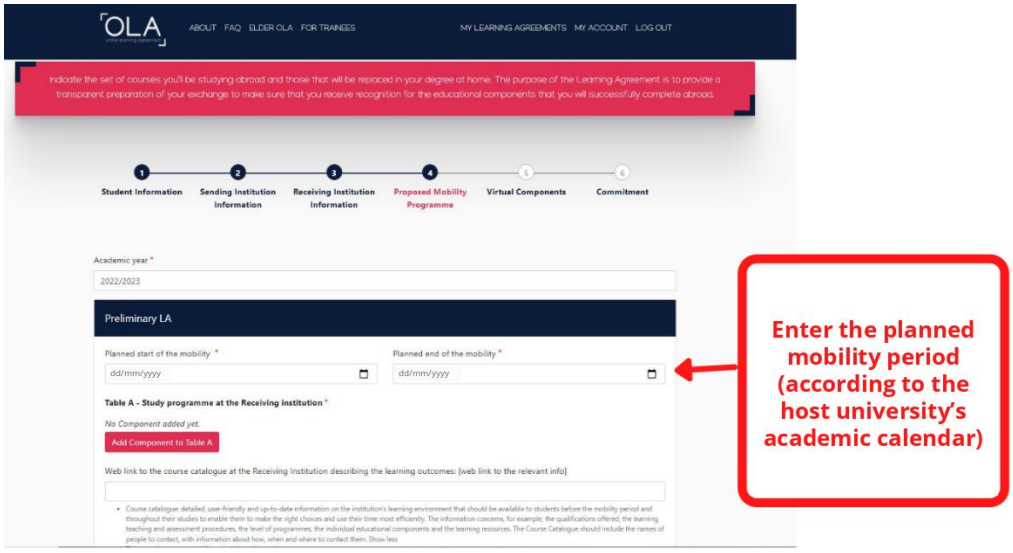
You can find these contacts in the acceptance email, in the Fact Sheet or on the host university's website.

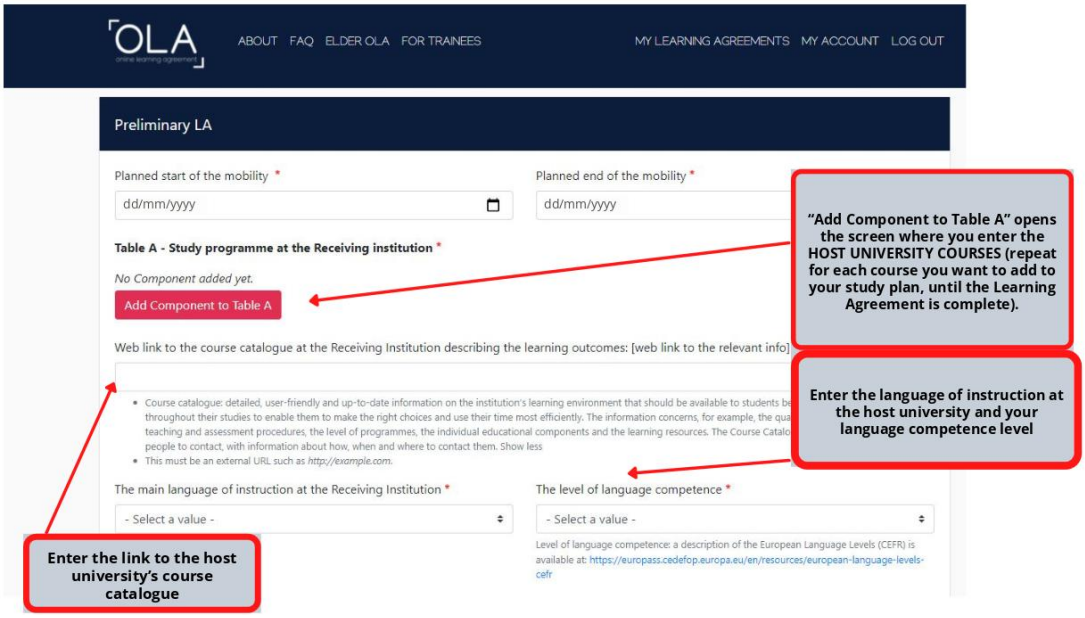
6. Proposed Mobility Programme

Mobility dates. In Planned start and Planned end of the mobility, enter the planned mobility period: the first and last day of activities at the host university (classes and exams), according to its academic calendar. Do not enter your travel dates.

Table A – Courses at the host university. Click **Add Component to Table A** and repeat for each course you will take abroad:

Field	What to enter
Component title	Course title, as shown in the host university's course catalogue
Component code	Course code (if there is none or you do not know it, write NA)
Number of ECTS credits	ECTS credits of the course
Semester	Semester in which you will attend (first, second or full year)





Below the table, enter the **link to the course catalogue** of the host university, the main **language of instruction** and your **language level** (CEFR: A1–C2).

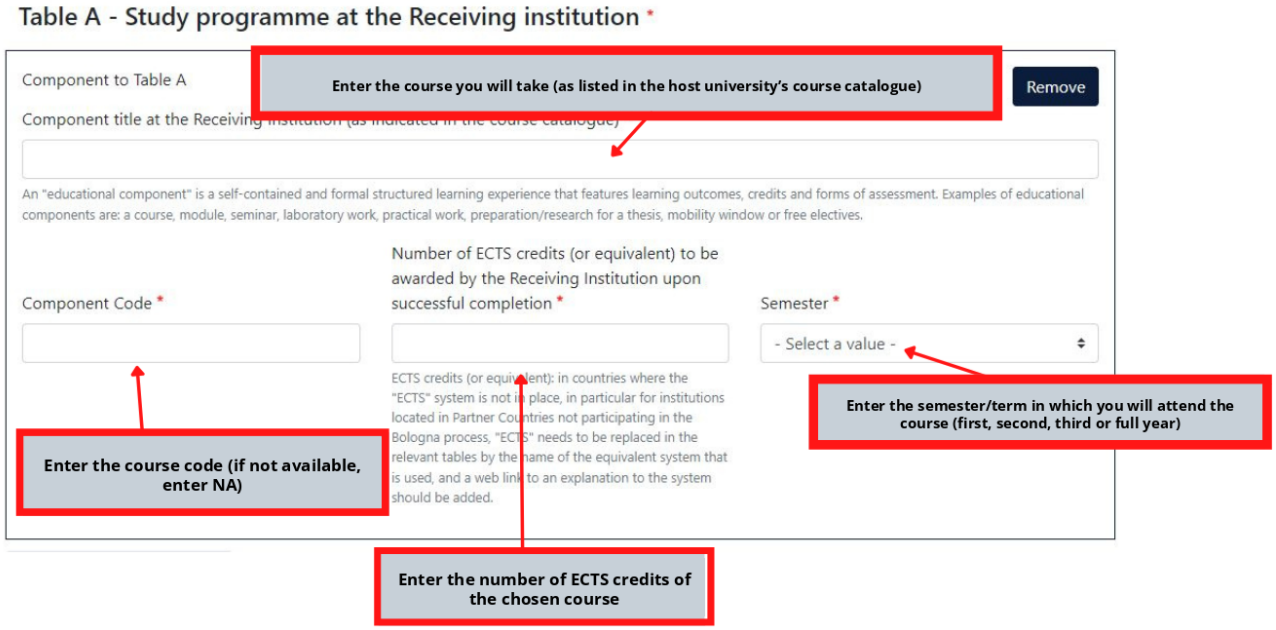


Table B – Courses recognised by UniCamillus. Click **Add Component to Table B** and repeat for each course in your UniCamillus study plan that will be recognised on your return, with its title, code, credits (CFU, equivalent to ECTS) and semester. The Automatically recognised box is already ticked: do not change it.

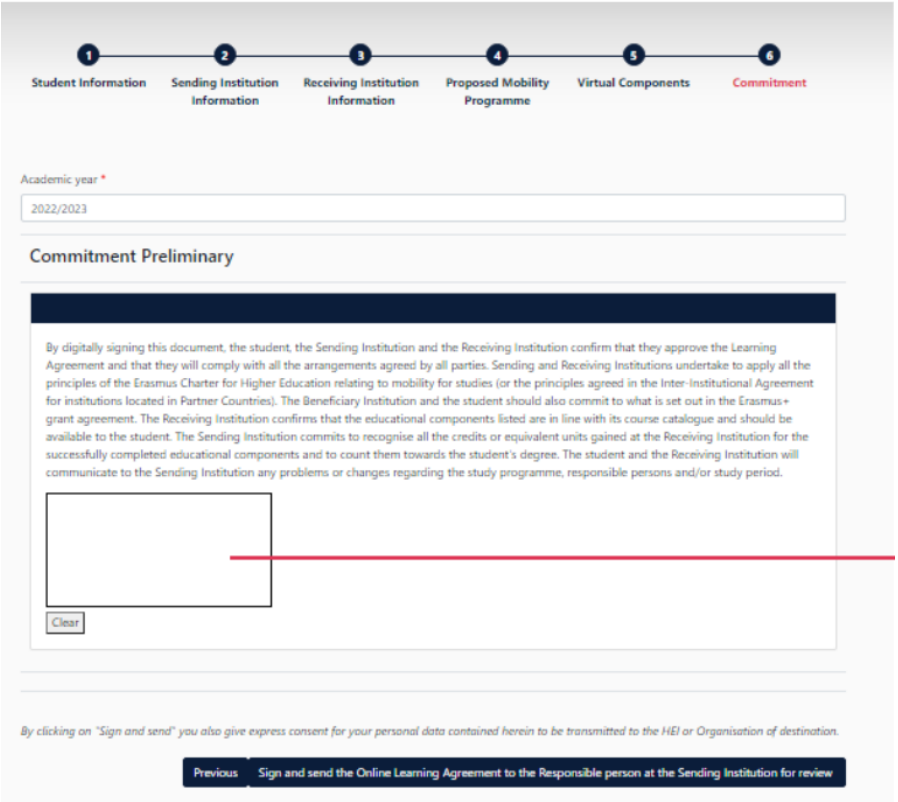
> **Integrated courses** are recognised in full. In Table B, enter the whole integrated course and not its individual modules, unless your academic coordinator tells you otherwise.
>
> **Credits:** the total credits in Table B should match the total in Table A as closely as possible. Any differences are assessed case by case by your academic coordinator.

7. Virtual Components

This section (**Table C**) only concerns courses taken entirely online. If you have none, leave it empty and click **Next**.

8. Signing and sending (Commitment)

1. Check all the information you have entered.
2. In the **Commitment Preliminary** section, sign in the box with your mouse (or your finger, on a tablet). If you make a mistake, click **Clear** and sign again.
3. Click **Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review**. By sending it, you also consent to your data being sent to the host university.



SIGN HERE!

What happens after you send it

- The LA first goes to your UniCamillus academic coordinator. Once they have signed it, it is automatically sent to the Erasmus coordinator at the host university.
- You will receive an email once the LA has been approved by both coordinators.
- You can track the status of your LA in **My Learning Agreements**. While it is awaiting signature, you cannot edit it.

> **If the LA is rejected:** either coordinator can reject it and explain in the comments what needs to be corrected. You will receive an automatic email. Log in to OLA again, reopen your LA and correct it following the instructions.
>
> After the corrections, the LA must be signed again by all three parties.

You can download the **PDF** of your LA from My Learning Agreements at any time. Some host universities ask for it as early as the application stage, signed at least by your UniCamillus academic coordinator. Once the LA has been signed by all three parties, download the final PDF and keep it.

9. Changes during the mobility (During the Mobility)

Once abroad, you may need to change your study plan. In this case, **do not create a new Learning Agreement**: edit the one already signed, in the **During the Mobility** section of OLA.

This section only becomes available once the Before the Mobility LA has been signed by all three parties.

When the LA can be changed

Changes are only allowed for justified reasons. To remove a course:

- the course is no longer available at the host university;
- the course is taught in a different language from the one stated in the catalogue;
- the timetable clashes with that of another course;
- other reason, to be explained.

To add a course:

- it replaces a removed course;
- the mobility period is extended;
- other reason, to be explained.

> **Deadline:** changes must be agreed and approved by both universities, normally **within 5 weeks of the start of each semester**. Changes that have not been approved cannot be recognised on your return.

How to change the LA in OLA

1. First of all, **write to your UniCamillus academic coordinator and to erasmus@unicamillus.org**: say which courses you want to remove or add and why. Only proceed once your academic coordinator has given the go-ahead.
2. Log in to OLA, go to **My Learning Agreements**, open your LA and select **New Learning Agreement with Changes**: your completed LA opens in the section for changes during the mobility.
3. In **Table A2**, enter the host university courses you want to **remove** and those you want to **add**, choosing the reason for each one from the list. To remove a course, type its name exactly as entered in Table A: the system will then remove it automatically.
4. In **Table B2**, update the UniCamillus courses to be recognised in the same way: every change in Table A2 must have a matching change in Table B2.
5. Sign again in the **Commitment** box and send it.

   The amended LA follows the same signing process: first UniCamillus, then the host university.

The previous version of the LA remains saved in OLA: once approved, the valid study plan is the one resulting from the changes. Download the updated PDF and keep it.

Extending your mobility. If you want to extend your period abroad, contact the Erasmus+ Office first: an extension requires separate authorisation and must be approved before the end of the planned period. The extension form is available on the university website, Erasmus+ – Forms section: https://unicamillus.org/studenti/scambi-internazionali/.

Common mistakes to avoid

- Choosing the wrong mobility type: you have to start over.
- Entering the wrong academic year: it must be the year of your departure, not the year of the call for applications.
- Entering your travel dates instead of the activity period.
- Sending the LA without first agreeing on your courses with your academic coordinator.
- Leaving Table B empty or entering the individual modules of an integrated course.
- Creating more than one Learning Agreement for the same mobility, including for changes during the mobility.
- Changing courses abroad without updating the LA: courses that have not been approved will not be recognised.
- Entering the wrong email address for your UniCamillus academic coordinator or the host university's Erasmus coordinator: the signature request will not reach them.

Contacts

If you have any questions, please contact the Erasmus+ Office:

erasmus@unicamillus.org – +39 06 400640

Telephone hours: Tuesday and Thursday 9:00–13:00, Wednesday 14:00–17:00.

Rectorate building, 3rd floor – visits by appointment only.