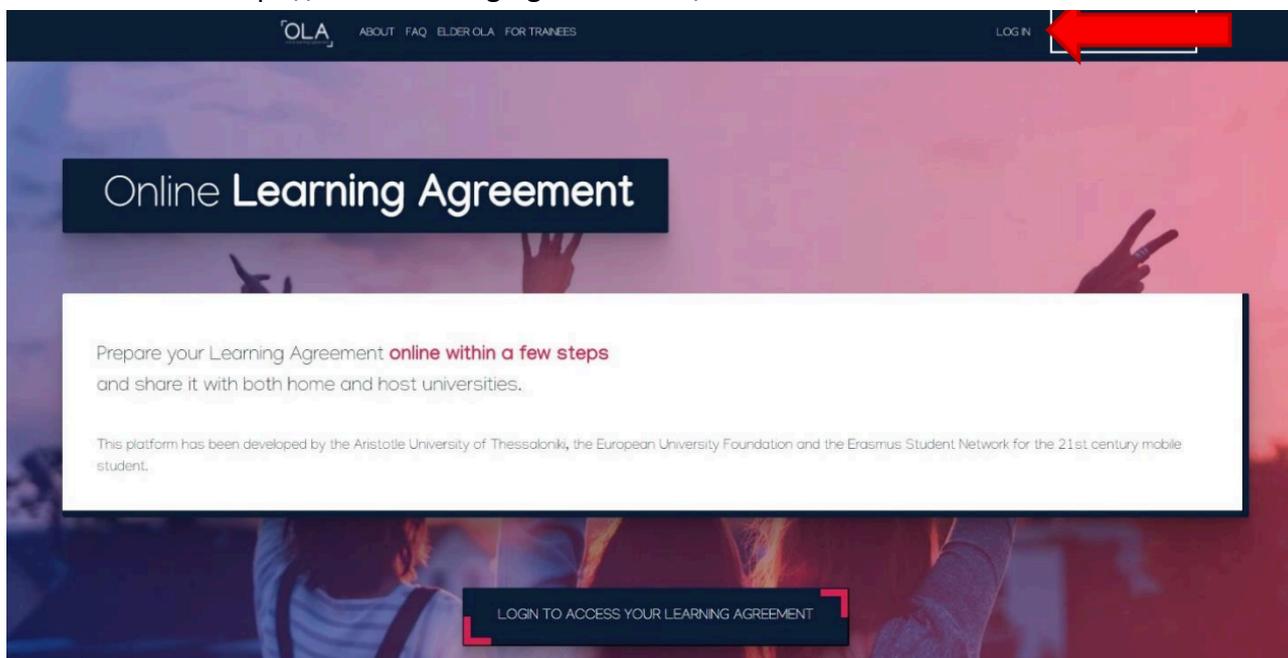


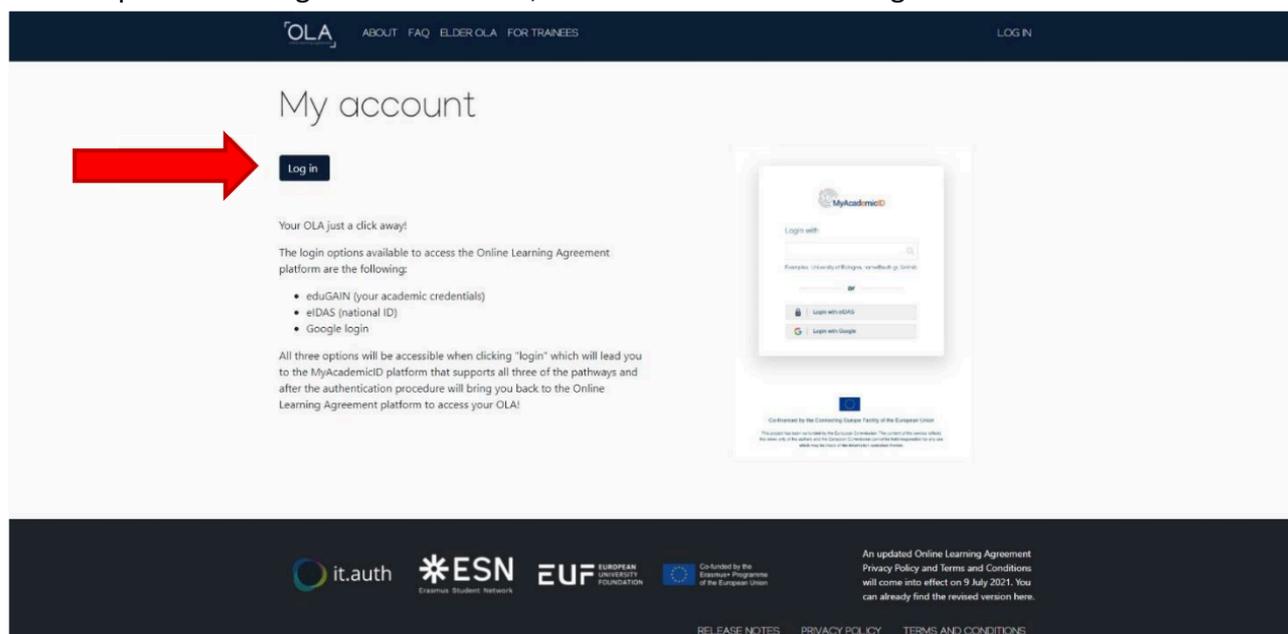
OLA | GUIDA ALL'UTILIZZO

ATTENZIONE In fase di compilazione solo i campi riportanti (*) sono obbligatori

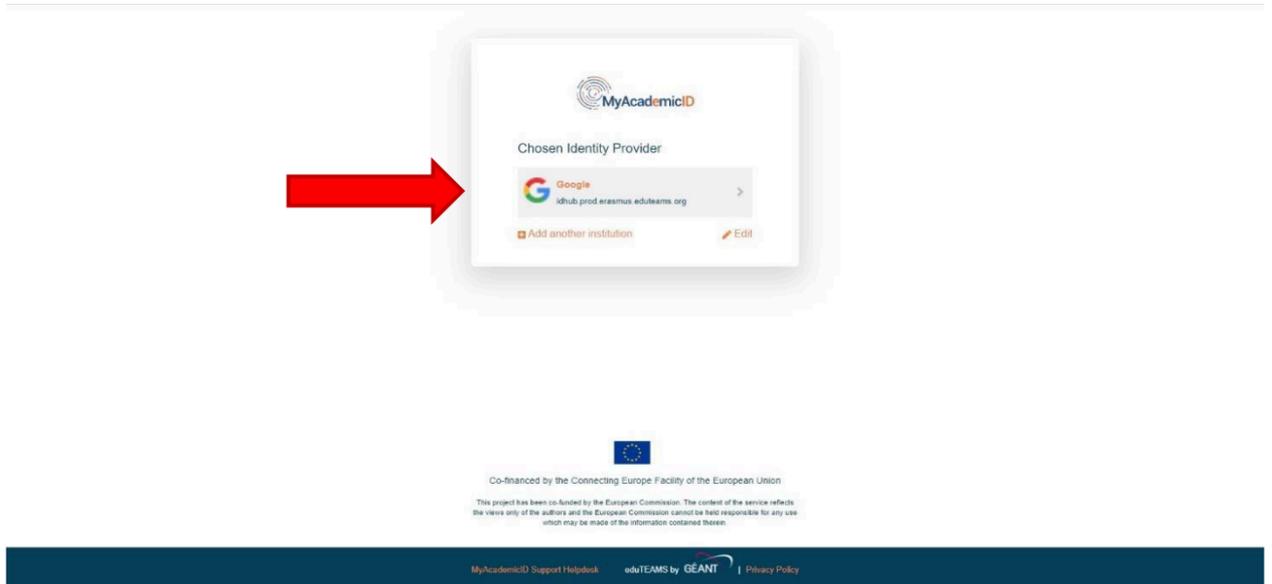
1. Accedere al sito <https://www.learning-agreement.eu/> e cliccare su LOG IN



2. Alla comparsa della seguente schermata, cliccare nuovamente su Log in



3. Selezionare Google come Identity Provider



4. Procedere con la registrazione



5. Inserire nome, cognome e indirizzo istituzionale @ababo.it

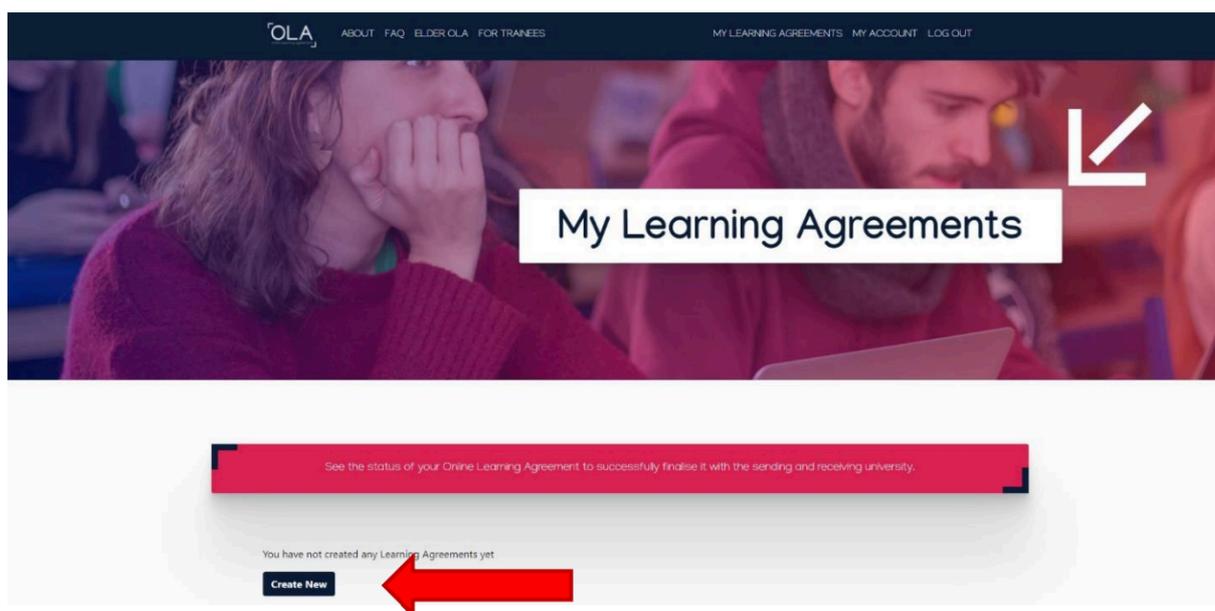
The screenshot shows the 'MyAcademicID Registration' page. At the top, there is a navigation bar with the 'eduTEAMS' logo and links for 'Register', 'Home', 'Submitted registrations', and 'Sign out'. The main heading is 'MyAcademicID Registration'. Below this, there are input fields for 'Name' and 'Email'. A large red arrow points to the 'Name' field. Below the input fields, there is a section for 'MyAcademicID Acceptable Use Policy' with a 'Confirm' checkbox and a 'Submit' button.

6. Al vostro indirizzo di posta elettronica istituzionale giungerà la richiesta di verifica. Una volta approvata, accedere nuovamente all'OLA utilizzando le vostre credenziali istituzionali. Iniziamo poi ad inserire le seguenti informazioni personali.

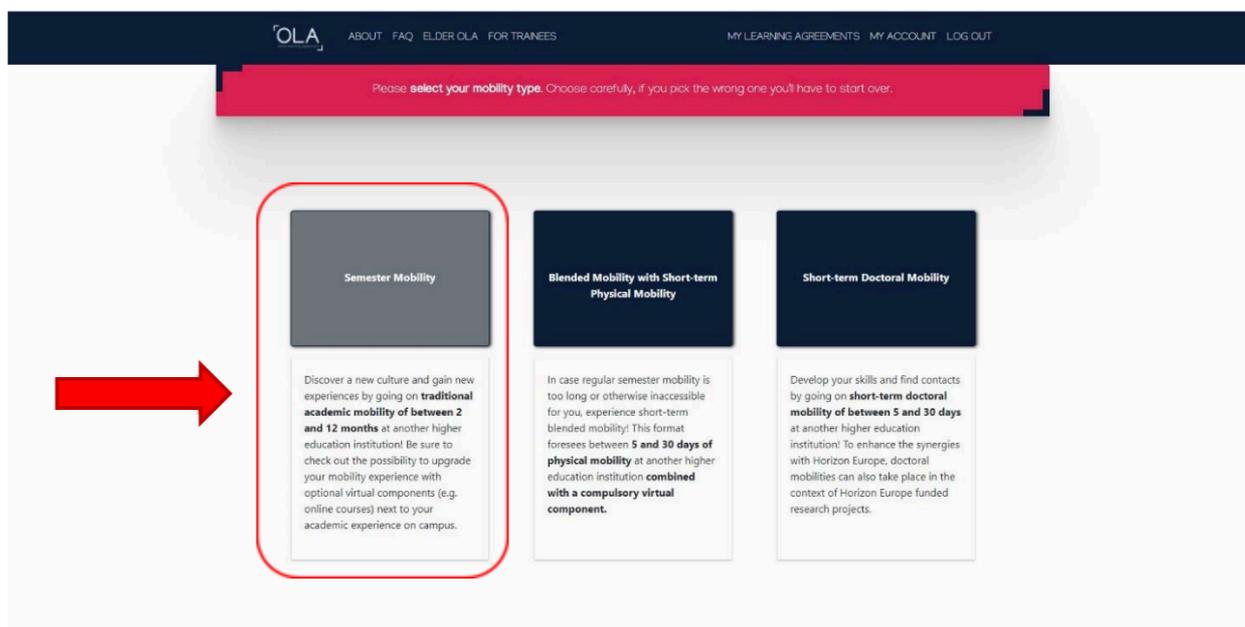
The screenshot shows the 'My account' page on the OLA platform. The page has a dark blue header with the OLA logo and navigation links. A notification bar at the top says 'Fill out the required fields to complete your profile.' The main heading is 'My account' with 'VIEW' and 'EDIT' buttons. Below this is the 'My Personal Information' form. The form includes fields for 'Firstname', 'Lastname', 'Date of birth', 'Gender', 'Nationality', 'Field of education', and 'Study cycle'. A red box on the left highlights the 'Field of education' field with the text 'TRIENNIO E BIENNIO' and 'Fine arts (0213)'. A red box on the right highlights the 'Study cycle' field with the text 'TRIENNIO: Bachelor's degree or equivalent (EQF Level 6)' and 'BIENNIO: Master's degree or equivalent (EQF level 7)'. At the bottom of the form, there is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy' and a 'Save' button.

NOTA BENE: le caselle "Nationality", "Field of education" e "Study cycle", non devono essere compilate inserendo manualmente i dati, ma selezionando la voce corretta del menù che compare inserendo le prime lettere della dicitura da inserire.

7. A questo punto sarà possibile creare il proprio Online Learning Agreement



8. Selezionare il tipo di mobilità



9. Controllare che l'anno accademico sia corretto e, in caso contrario, inserirlo manualmente.

10. Selezionare dal menù a tendina il paese di destinazione e l'Istituto di appartenenza selezionando la voce corretta del menù che compare inserendo le prime lettere della dicitura da inserire. Sotto **FACULTY/DEPARTMENT** inserire la denominazione del proprio CORSO.

11. Inserire i dati del proprio Istituto:

| Sending Responsible Person | Sending Administrative Contact Person |
|--|---|
| <p>First name(s) *</p> <input type="text"/> | <p>First name(s)</p> <input type="text"/> |
| <p>Last name(s) *</p> <input type="text"/> | <p>Last name(s)</p> <input type="text"/> |
| <p>Position *</p> <input type="text"/> | <p>Position</p> <input type="text"/> |
| <p>Email *</p> <input type="text"/> | <p>Email</p> <input type="text"/> |
| <p>Phone number</p> <input type="text"/> | <p>Phone number</p> <input type="text"/> |
| <p><small>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.</small></p> | <p><small>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.</small></p> |

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12. . Inserire i dati dell'Istituto ospitante

| Receiving Responsible Person | Receiving Administrative Contact Person |
|---|---|
| <p>First name(s) *</p> <input type="text"/> | <p>First name(s)</p> <input type="text"/> |
| <p>Last name(s) *</p> <input type="text"/> | <p>Last name(s)</p> <input type="text"/> |
| <p>Position *</p> <input type="text"/> | <p>Position</p> <input type="text"/> |
| <p>Email *</p> <input type="text"/> | <p>Email</p> <input type="text"/> |
| <p>Phone number</p> <input type="text"/> | <p>Phone number</p> <input type="text"/> |
| <p><small>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.</small></p> | |

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13. Inserire le date indicative di inizio e fine mobilità ed aggiungere i corsi previsti all'estero (i corsi devono essere inseriti uno per volta utilizzando il tasto "Add a component to **tabella**

A”). Per ogni corso deve essere specificato codice (qualora non fornito inserire “N.A.”), crediti e semestre di svolgimento dello stesso. Una volta inseriti tutti i corsi, inserire il link al course catalogue dell’Istituto ospitante, la lingua d’istruzione ed il livello di competenza

The screenshot shows a multi-step web form. At the top, a progress bar indicates six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme (highlighted in red), 5. Virtual Components, and 6. Commitment.

In the 'Proposed Mobility Programme' section, the 'Academic year' is set to 2021/2022. Below this is a 'Preliminary LA' section with 'Planned start of the mobility' and 'Planned end of the mobility' date pickers, both showing 'gg/mm/aaaa'. A 'Table A - Study programme at the Receiving Institution' section is currently empty, with a red 'Add Component to Table A' button. Below the table is a text field for a 'Web link to the course catalogue at the Receiving Institution' and a 'Show less' link.

Further down, there are dropdown menus for 'The main language of instruction at the Receiving Institution' and 'The level of language competence'. The latter has a tooltip explaining it as a description of the European Language Levels (CEFR).

Another set of 'Planned start of the mobility' and 'Planned end of the mobility' date pickers is shown. Below them is another 'Table A - Study programme at the Receiving institution' section. This table has one row with a 'Remove' button. The row contains: 'Component title at the Receiving Institution (as indicated in the course catalogue)', 'Component Code', 'Number of ECTS credits (or equivalent) to be awarded by the Receiving institution upon successful completion', and 'Semester'. A detailed tooltip for ECTS credits is visible below the table.

14. Procedere dunque, utilizzando procedura analoga, con la compilazione della **tabella B**, relativa ai corsi corrispondenti nel proprio Istituto; l’ordine in cui i corsi sono inseriti deve essere coerente con l’ordine in cui sono stati inseriti i corsi nella tabella A in modo che le

corrispondenze siano esatte

Table B - Recognition at the Sending institution *

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 *

-- Select a value --

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

15. Inserire il seguente link: <https://assets.ababo.it/fd66bdee-4184-4497-83bd-f8aafbe85ec0-course-catalogue-2022-studying-at-the-fine-arts-academy-of-bologna.pdf>

Your Online Learning Agreement has been updated. ×

1 2 3 4 5 6

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

Academic year *

2021/2022

Table C

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

16. Attualmente non è prevista attività di mobilità virtuale presso l'Istituto ospitante, pertanto cliccare su Next

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>.

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17. Inserire nel riquadro la propria firma (da effettuarsi con mouse o touchpad) e inviare

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

IL VOSTRO ONLINE LEARNING AGREEMENT È PRONTO!

Il sistema invierà una notifica al vostro istituto di accoglienza affinché venga visionato e, se tutto risulterà corretto, il documento verrà firmato ed inviato all'Istituto ospitante per la finalizzazione. Nella vostra area personale potrete visualizzare, editare e scaricare il documento in FORMATO PDF, ma le firme compariranno solo quando le tre parti avranno firmato il documento.