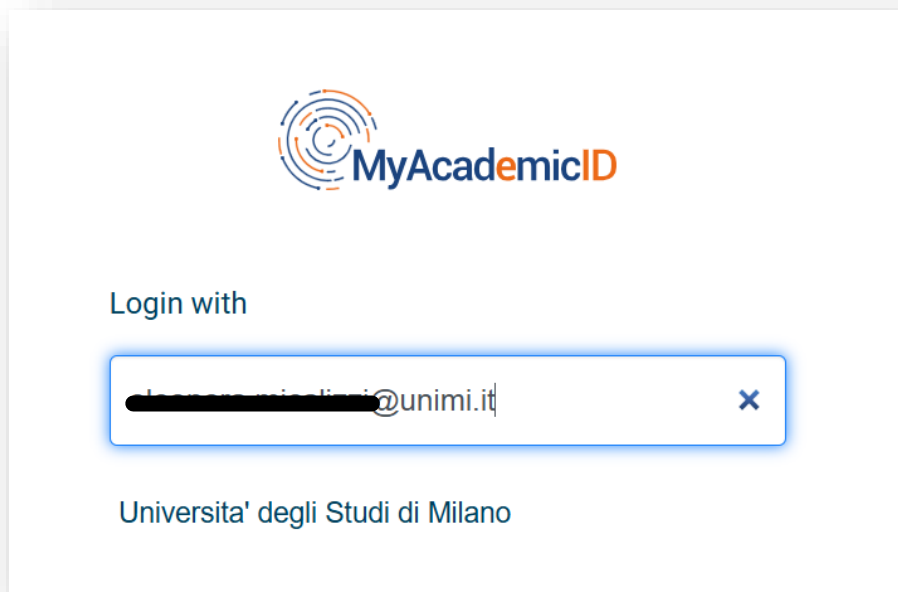


HOW TO COMPLETE YOUR ONLINE LEARNING AGREEMENT

1. Access the portal on <https://learning-agreement.eu/dashboard> with your Unimi login and password, using the digital identifier “My Academic ID” and providing all the necessary authorisations.



The image shows the MyAcademicID login interface. At the top is the MyAcademicID logo, which consists of a circular icon with orange and blue lines and the text "MyAcademicID". Below the logo, the text "Login with" is displayed. Underneath is a text input field with a blue border. Inside the field, the text "unimi.it" is visible, and a blue "x" icon is on the right side of the field. Below the input field, the text "Universita' degli Studi di Milano" is displayed.



The image shows the University of Milan Information Release page. At the top left is the University of Milan seal, which is a circular emblem with a figure holding a book and a staff. To the right of the seal is the text "UNIVERSITÀ DEGLI STUDI DI MILANO". Below the seal and text is the heading "Information Release". Underneath the heading is the MyAcademicID logo, which consists of a circular icon with orange and blue lines and the text "MyAcademicID". Below the logo is the text "Stai per accedere al servizio: MyAcademicID IAM Service di GEANT".

2. Fill in your personal information and create your account. Remember to save each step.

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

3. Select “Create New” to create a new Online Learning Agreement.

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

You have not created any Learning Agreements yet

Create New

4. Select “Semester Mobility” (even in case of a year-long mobility)

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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.

5. Check again that all the information included is correct.

IMPORTANT: The academic year must be that of your mobility! Should it be wrong, remember to change it.

Please make sure that all your personal and academic details are correct. You can edit this information in My Account.

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

Academic year *
2025/2026

Student

First name(s) *
Prova Nome

Last name(s) *
Prova Cognome

Email *
eleonora.micalizzi@unimi.it

Date of birth *
19/07/2001

Gender *
Female

Nationality *
Italy (I13)
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *
Political sciences and civics (0312) (760)
Field of education: The SCED-F 2013 search tool available at http://ec.europa.eu/education/interoperability-standards/qualification-of-education-load_en should be used to find the SCED 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.

Field of Education Comment

Study cycle *
Bachelor or equivalent first cycle (ECF level 1)
Study cycle: Short cycle (ECF level 5) / Bachelor or equivalent first cycle (ECF level 6) / Master or equivalent second cycle (ECF level 7) / Doctorate or equivalent third cycle (ECF level 8).

Next

6. Fill in the information of your **Sending Institution** (UNIVERSITA DEGLI STUDI DI MILANO). Make sure you select the correct Institution, or else your L.A. will not be received correctly.

Your Online Learning Agreement has been updated. X

Select your home institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

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

Academic year *
2025/2026

Sending

Sending Institution

Country *
Country of the institution

Name *
Name of the institution

Sending Responsible Person **Sending Administrative Contact Person**

OLA

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

Academic year *
2025/2026

Sending

Sending Institution

Country *
Italy x

Name *
milano
UNIVERSITA DEGLI STUDI DI MILANO
POLITECNICO DI MILANO
CONSERVATORIO DI MUSICA "G. VERDI" DI MILANO
FONDAZIONE SCUOLE CARICHE DI MILANO
UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA

Fill in your Department or Faculty at Unimi.

Sending

Sending Institution

Country *
Italy x

Name *
UNIVERSITA DEGLI STUDI DI MILANO x

Faculty/Department *
Social Sciences

Address *
Milano | Milan

Erasmus Code *
I MILANO01

7. Fill in the contact of the *Responsible Person* at the Sending Institution (UNIMI).

IMPORTANT: In order to exchange your OLA correctly, it is essential to write the CORRECT contact, so that your Home Academic Coordinator can receive your Learning Agreement and can approve it. If you write a wrong contact, your L.A. will never be received and notified to your home coordinator.

You can find all the contacts under the “AREE” page of Unimi’s website, as well as the list published at [this page](#).

Sending Responsible Person

First name(s) *

Lisa

Last name(s) *

Position *

Erasmus academic coordinator

Email *

@unimi.it

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.

8. Fill in the contact of the *Administrative Contact Person* at the Sending institution (UNIMI).

Just write the e-mail address (mobility.out@unimi.it). Attention: this address is only open to partner universities and shall not be used by students.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

mobility.out@unimi.it

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.

9. Write the information regarding the *Receiving Institution* (your Host University). Make sure the academic year is correct.

Your Online Learning Agreement has been updated. X

Select your host institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

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

Academic year *
2025/2026

Pay extra attention to the Host University you choose: selecting a wrong university means they will never be able to receive your document, even if you write a correct e-mail address.

You can check whether you selected the correct university by login into the Erasmus application portal (the same you accessed for your selection): you will see the name and Erasmus code of your Host University.

Academic year *
2025/2026

Receiving

Receiving Institution

Country *
France X

Name *
SORBONNE UNIVERSITE X

Faculty/Department
Political Sciences

Address *
Paris

Erasmus Code *
F PARIS468

10. Just like the previous step, you have to fill in the contact details of your Receiving Institution.

- Make sure you write the correct **Receiving Responsible Person's e-mail address: this will be the address where your OLA will be sent and notified. Writing a wrong e-mail address means that they will never receive your OLA. When in doubt, contact your Host University beforehand and**

ask for the correct email address of the person in charge of signing your OLA abroad (it might be either a professor or an admin contact).

- Finally, fill in the Receiving Administrative Contact Person, if known: this is generally the contact of the Erasmus Office abroad and they manage the administrative aspects of your mobility.

Receiving Responsible Person	Receiving Administrative Contact Person
<p>First name(s) *</p> <input type="text" value="Name of Signatory"/>	<p>First name(s)</p> <input type="text"/>
<p>Last name(s) *</p> <input type="text" value="Surname of Signatory"/>	<p>Last name(s)</p> <input type="text"/>
<p>Position *</p> <input type="text" value="Incoming academic coordinator"/>	<p>Position</p> <input type="text"/>
<p>Email *</p> <input type="text" value="nameofsignatory@prova.fr"/>	<p>Email</p> <input type="text" value="erasmus@sorbonne-universite.fr."/>
<p>Phone number</p> <input type="text" value="+"/>	<p>Phone number</p> <input type="text" value="+"/>
<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>	
Previous	Next

11. Here you have to write the study programme you plan to follow abroad. Before filling in this section, we urge you to contact your home coordinator and check which activities are compatible or any special requirements for your study course. Furthermore, you shall inform your home coordinator about which activity corresponds to which one abroad. Before starting, also check the academic offer abroad.
- Remember to plan about 30 ECTS for each semester you will spend abroad, according to the duration of your mobility.

Your Online Learning Agreement has been updated. ✕

Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.

12. First, you will have to indicate the exams/activities you plan to take abroad (**Table A**). Before you select your activities, it is necessary to check the academic offer abroad and the period when the chosen activities are offered. Remember to check how many credits each chosen exams weighs (**1 ECTS = 1 CFU**).

Remember that one or more activities abroad may equal one single activity at Unimi (or viceversa), in case the credit difference is too big (for instance, 2 exams abroad may equal 1 Unimi exam; or: 2 Unimi exams may be recognised as 1 exams abroad).

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

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 *

The level of language competence *

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

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

13. Indicate the name of the chosen course/activity, the exam code, the number of credits and the period. You may add all the necessary activities and exams. If you make a mistake, you can "remove" what just added.

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

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

International Politics in the 20th century

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 *

A57RE

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

6

Semester *

First semester (Winter/Autumn)

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.

OLA

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International Politics in the 20th century

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 *

A57RE

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

6

Semester *

First semester (Winter/Autumn)

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.

Component to Table A

Remove

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

Gouvernance Multi-Niveaux

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 *

XDE622T

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

6

Semester *

First semester (Winter/Autumn)

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.

14. Secondly, you have to indicate the corresponding activities at Unimi, defined *Sending Institution* (**Table B**). Remember that these activities will be recognised at the end of your mobility. For this reason, it is important to define them beforehand with your home coordinator.

Table B - Recognition at the Sending institution *

No Component added yet.

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>.

15. For each activity, state the full name, the exam code, and the semester.

Table B - Recognition at the Sending institution *

Component to Table B

Remove

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

Macroeconomia

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 *

SECS-P/01

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

9

Semester *

First semester (Winter/Autumn)

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

16. Fill in "Table C" only if you plan to take some virtual activity (Virtual component). Otherwise, leave this field empty.

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 * ✕

2025/2026

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

17. Finally, sign your OLA with your mouse or touchpad.

Your Online Learning Agreement has been updated. ✕

All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.

1 —
 2 —
 3 —
 4 —
 5 —
 6

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

Academic year * ✕

2025/2026

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

OLA

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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.

Signature

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

18. Once the document is signed, this will be automatically sent to your Unimi academic Coordinator (SENDING RESPONSIBLE PERSON - point 7) in order to be either approved or declined.
19. If your professor **declines** your OLA, they will have to write the reason. You will be automatically notified of their decision by e-mail and you will be able to enter the online procedure again and submit a new OLA.
20. If your OLA is accepted, you will receive this e-mail:

[Non ricevi spesso messaggi di posta elettronica da no-reply@learning-agreement.eu. Per informazioni sull'importanza di questo fatto, visita <https://aka.ms/LearnAboutSenderIdentification>.]

Dear Student,

Your Online Learning Agreement has been signed by the Sending Higher Education Institution. It has now been sent to the responsible person at the Receiving Higher Education Institution for review.

Login at <https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.learning-agreement.eu%2F&data=05%7C02%7Cceleonora.micalizzi%40unimi.it%7C441e3c952ae24e6b0efe08dd7b4fe79e%7C13b55eef70184674a3d7cc0db06d545c%7C0%7C0%7C638802305309682745%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eUthcGkiOnRydWUsIlYiOiIwIjAuMDAwMCIsIlAiOiJXaW4zMlslkFOlpoITWVpbcisldUjIjoyIjQ%3D%3D%7C0%7C%7C%7C&sdata=yYOaDE5ItEOTDrJVuywYGU2UeKCZsNkMLQU0FHdQVY%3D&reserved=0> [1] to view your Learning Agreement.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.learning-agreement.eu%2F&data=05%7C02%7Cceleonora.micalizzi%40unimi.it%7C441e3c952ae24e6b0efe08dd7b4fe79e%7C13b55eef70184674a3d7cc0db06d545c%7C0%7C0%7C638802305309682745%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eUthcGkiOnRydWUsIlYiOiIwIjAuMDAwMCIsIlAiOiJXaW4zMlslkFOlpoITWVpbcisldUjIjoyIjQ%3D%3D%7C0%7C%7C%7C&sdata=OlW0NaIb2YIEImJW9Hl8wXqic6ZJl6ZXCQgy%2Ffns8%2FA%3D&reserved=0>

By entering the OLA portal again, you will always be able to check the status of approval of your OLA.

Commitment	Name	Email / Phone	Position	Date	Signature
Student	Prova Cognome Prova Nome	unimi.it	Student	14-04-25	Signature
Commitment	Name	Email / Phone	Position	Date	Signature
Responsible person at the Sending Institution		@unimi.it	Responsible person at the Sending Institution	14-04-25	Action Timestamped
Responsible person at the Receiving Institution					

21. Your OLA will then be automatically sent to your Host Institution (as per point 10) for their approval/rejection.

Should it be declined, you will be informed of the reasons and will have to submit a new OLA.
In case of approval, you will be notified as well.

22. Once the Host University approves it, your OLA is considered confirmed and final.

23. You will always be able to make changes, if needed. To make your changes, you just need to enter the OLA online portal again and repeat each passage above.

24. Before and during your mobility, it is not necessary to send your OLA to the International Mobility Office.

However, it is necessary to send the final version of your OLA, approved by both parties, at the end of your mobility, on Informastudenti.

IMPORTANT NOTICE:

All the Europeans universities should use EWP to exchange Online Learning Agreements.

In the exceptional event that a host university is still not able to exchange LAs via EWP, please contact the International Mobility Office on Informastudenti. The office will inform you of an alternative way to complete your L.A.

