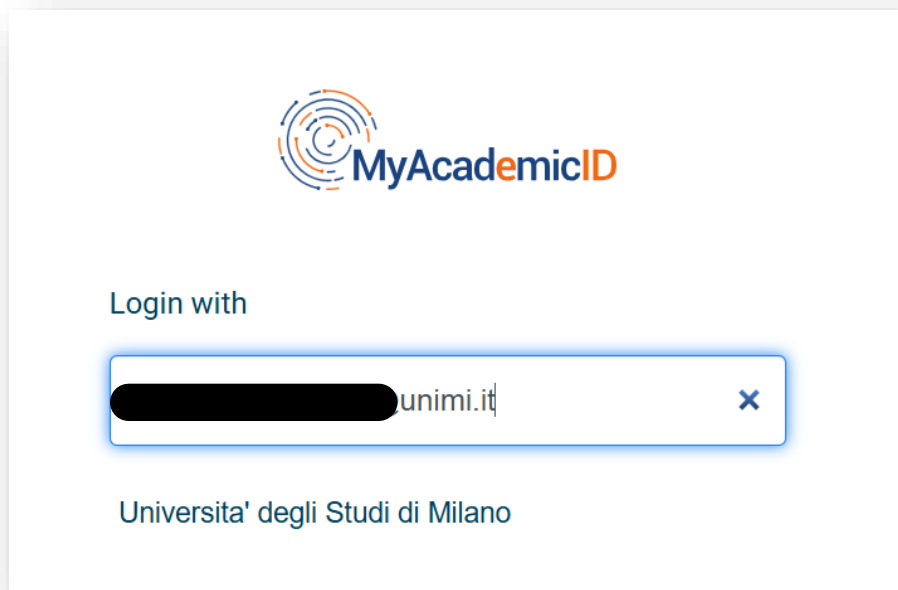


COMPILAZIONE DELL'ONLINE LEARNING AGREEMENT

1. Accedi al portale <https://learning-agreement.eu/dashboard> con le tue credenziali di Ateneo, utilizzando il digital identifier "My Academic ID" e fornendo le autorizzazioni per l'accesso.



The image shows a login interface for MyAcademicID. 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. The input field contains a blacked-out username followed by "@unimi.it". To the right of the input field is a blue "X" icon. Below the input field, the text "Universita' degli Studi di Milano" is displayed.



The image shows a document header for the University of Milan. On the left is the University of Milan seal, which is a circular emblem featuring a seated figure and the text "UNIVERSITAS STUDIORUM MEDIOLANENSIS". To the right of the seal is the text "UNIVERSITÀ DEGLI STUDI DI MILANO". Below the seal and university name is the heading "Information Release". Underneath the heading is a logo consisting of two stylized human figures, one blue and one orange. At the bottom, the text "Stai per accedere al servizio:" is followed by "MyAcademicID IAM Service di GEANT".

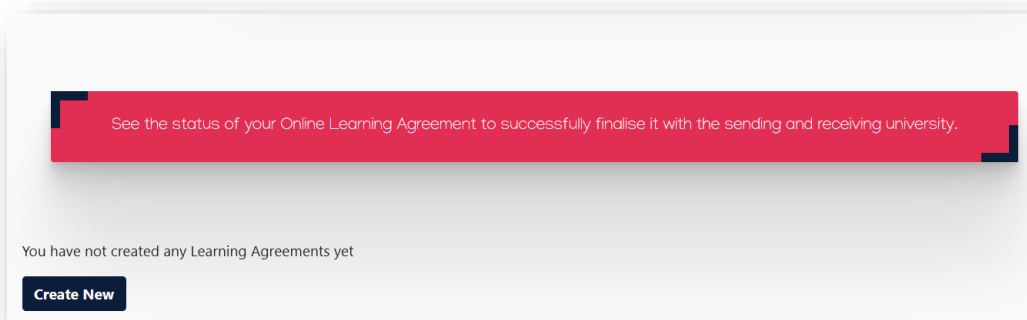
2. Inserisci le tue informazioni personali e crea il tuo account. Ricorda sempre di “salvare” (Save) tutti i passaggi.

The screenshot shows the 'My account' page with a 'VIEW' and 'EDIT' button. The 'My Personal Information' section contains the following fields:

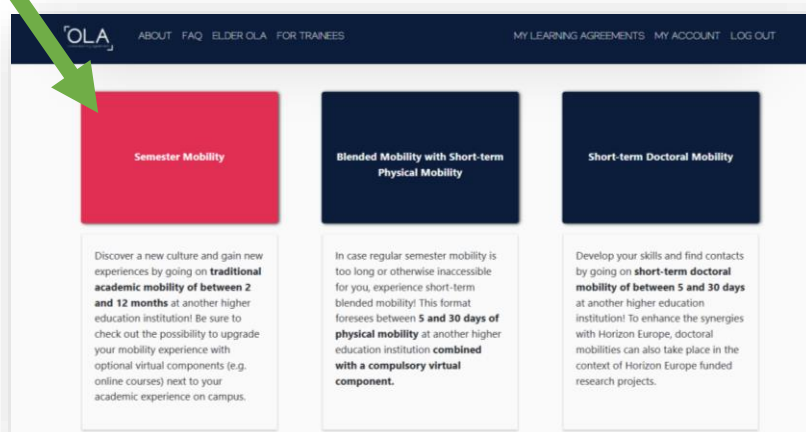
- Firstname * (text input with placeholder 'Prova Nome')
- Lastname * (text input with placeholder 'Prova Cognome')
- Date of birth * (date picker showing 19/07/2001)
- Gender * (dropdown menu showing Female)
- Nationality * (dropdown menu showing Italy (313))
- Field of education * (dropdown menu showing Political sciences and civics (0312) (760))
- Study cycle * (dropdown menu showing Bachelor or equivalent first cycle (EQF level 6) (19))

At the bottom, there is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy *' with links to 'Terms and Conditions' and 'Privacy Policy'. A red 'Save' button is located at the bottom right.

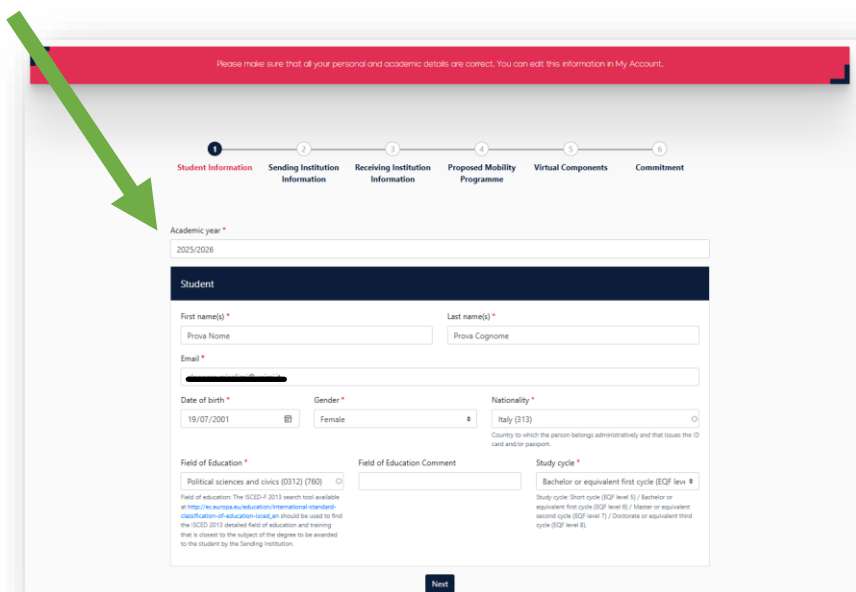
3. Seleziona “Create New” per creare un nuovo Online Learning Agreement.



4. Seleziona sempre “Semester Mobility” (anche in caso di mobilità annuale o trimestrale)



5. Verifica nuovamente la correttezza delle informazioni personali inserite.
IMPORTANTE: L'anno accademico deve essere quello di svolgimento della tua mobilità! Nel caso in cui fosse errato, ricorda di modificarlo.



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

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

Academic year *
2025/2026

Student

First name(s) *
Prova Nome

Last name(s) *
Prova Cognome

Email *
[redacted]

Date of birth *
19/07/2001

Gender *
Female

Nationality *
Italy (I13)

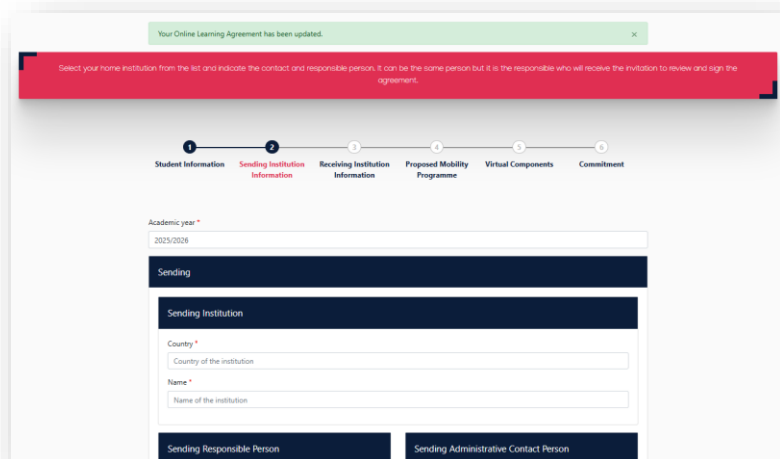
Field of Education *
Political sciences and civics (0312) (760)

Field of Education Comment

Study cycle *
Bachelor or equivalent first cycle (EQF level 3)

Next

6. Inserisci le informazioni della tua **Sending Institution** (UNIVERSITA DEGLI STUDI DI MILANO). Fai attenzione a selezionare l'istituto corretto, altrimenti il tuo L.A. non verrà ricevuto correttamente.



Your Online Learning Agreement has been updated.

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 2 3 4 5 6
Student Information **Sending Institution Information** Receiving Institution Information Proposed Mobility Programme Virtual Components 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 *
UNIVERSITA DEGLI STUDI DI MILANO
POLITECNICO DI MILANO
CONSERVATORIO DI MUSICA "G. VERDI" DI MILANO
FONDAZIONE SCUOLE CIVICHE DI MILANO
UNIVERSITA DEGLI STUDI DI MILANO-BICOCCA

Il dipartimento o Facoltà sarà visualizzato dall'Ente ospitante: è preferibile scrivere questo dato in lingua inglese.

Sending

Sending Institution

Country *
Italy x

Name *
UNIVERSITA DEGLI STUDI DI MILANO x

Faculty/Department *
Social Sciences

Address *
Milano | Milan

Erasmus Code *
I MILAN001

7. Inserisci il contatto della *Responsible Person* presso l'Università di provenienza (UNIMI).

Attenzione: per un corretto scambio del tuo OLA, è **ESSENZIALE inserire il contatto CORRETTO**, affinché il/la tua referente per la didattica riceva la proposta di Learning Agreement e possa approvarla. Inserire un contatto errato significa che la tua proposta non verrà mai ricevuta e notificata al tuo referente.

Trovi i riferimenti alla pagina "[AREE](#)" del portale d'ateneo, nonché all'elenco pubblicato a [questa pagina](#).

Sending Responsible Person

First name(s) *

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. Inserisci il contatto della *Administrative Contact Person* presso l'Università di provenienza (UNIMI).

Inserire unicamente l'indirizzo e-mail (mobility.out@unimi.it). Attenzione: questo indirizzo è aperto solo alle università partner e non deve mai essere utilizzato dagli studenti.

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. Inserisci le informazioni relative alla *Receiving Institution* (la tua università ospitante). Presta sempre attenzione all'anno accademico inserito.

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

Fai molta attenzione ad inserire l'Università corretta: inserire un'università errata comporta la mancata ricezione del documento da parte dell'ente ospitante, anche se inserirai un indirizzo e-mail corretto.

Puoi verificare di aver selezionato l'università corretta accedendo al portale delle candidature al Bando Erasmus: visualizzerai il nome della sede ospitante per cui sei risultato/a vincitore e il relativo "codice Erasmus".

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. Come per il passaggio precedente, inserisci i contatti della sede ospitante.

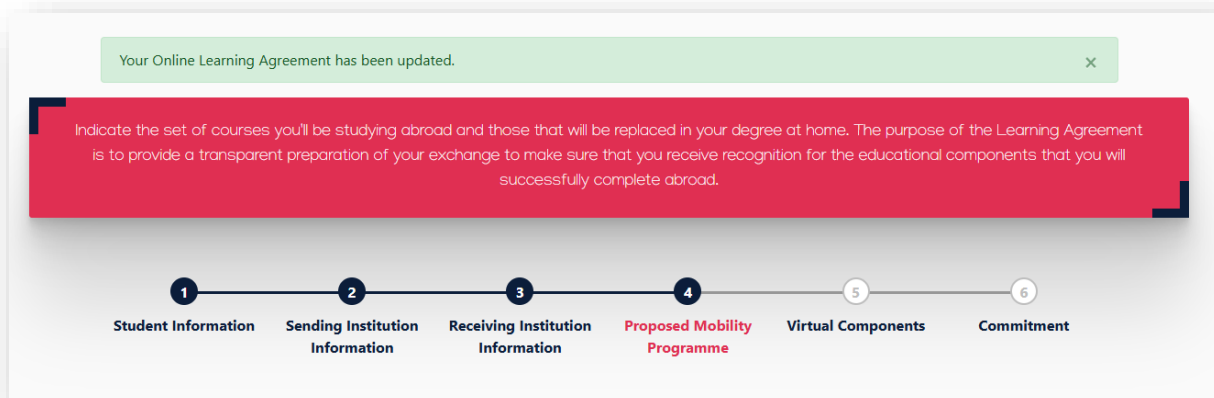
- Presta particolare attenzione al contatto del **Receiving Responsible Person**: sarà l'indirizzo e-mail a cui verrà notificato il tuo OLA. Inserire un contatto errato comporta la mancata ricezione del documento. In caso di dubbio, prendi preventivamente contatti con l'ente ospitante e

chiedi conferma dell'indirizzo corretto del referente estero (potrebbe essere sia un docente che un contatto amministrativo).

- Indica infine l'Administrative Contact Person: si tratta generalmente del contatto dell'Ufficio Erasmus amministrativo che gestisce tutte le tue pratiche all'estero.

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) * Name of Signatory	First name(s)
Last name(s) * Surname of Signatory	Last name(s)
Position * Incoming academic coordinator	Position
Email * nameofsignatory@prova.fr	Email erasmus@sorbonne-universite.fr.
Phone number +	Phone number +
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.	
Previous	Next

11. Inserisci in questa schermata il **programma degli studi** che intendi svolgere all'estero. Prima di compilare questa sezione, si suggerisce di prendere contatti con il/la docente referente Unimi e verificare quali siano le attività ammissibili, le corrispondenze ed eventuali particolarità o requisiti del tuo cds. Inoltre, informa il/la referente delle corrispondenze tra esami che hai individuato. Prima di iniziare, verifica inoltre l'offerta formativa all'estero. Ricorda che dovrai indicare circa 30 ECTS per semestre, in base alla durata della tua mobilità.



12. Inizialmente dovrai inserire gli esami/attività da svolgere all'estero (**Table A**). Prima di inserire le attività, è necessario verificare l'offerta formativa dell'università ospitante e il periodo di erogazione dei corsi scelti. Verifica inoltre il peso in crediti (**1 ECTS = 1 CFU**) delle attività scelte. Ricorda che è possibile associare una o più attività all'estero ad una attività di Unimi, nel caso in cui la differenza di crediti fosse molto elevata (ad esempio, 2 esami esteri equivalgono a 1 esame Unimi – o viceversa).

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://europa.eu/europass/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. Indica il nome del corso/attività scelto, il codice dell'esame, il numero di crediti e il periodo di erogazione dell'attività. Puoi aggiungere tutte le attività ed esami necessari. Se commetti un errore, puoi rimuovere quanto inserito selezionando "Remove".

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 *

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

Semester *

A57RE

6

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

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

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 awarded by the Receiving Institution upon successful completion *

Semester *

A57RE

6

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 *

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

Semester *

XDE622T

6

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. Indica ora le attività corrispondenti presso Unimi, definita *Sending Institution* (Table B). Ricorda che queste attività saranno quelle che ti verranno riconosciute una volta terminata la mobilità. Per questo motivo, è necessario definirle preventivamente con il/la docente referente.

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. Per ciascuna attività, indica il nome completo, il settore scientifico disciplinare (SSD) e il semestre di erogazione.

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. Indica nella "Table C" se svolgerai delle attività da remoto (Virtual component). Altrimenti, lascia questo campo vuoto.

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 *
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. Infine, firma il tuo OLA: puoi apporre la tua sigla o firma completa, tracciata con il mouse o 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.

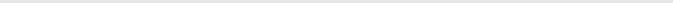
- 1 Student Information
- 2 Sending Institution Information
- 3 Receiving Institution Information
- 4 Proposed Mobility Programme
- 5 Virtual Components
- 6 Commitment

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 for 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 students. 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](#)



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. Il documento viene quindi automaticamente inviato all'ente ospitante (contatto indicato al punto 10) per la loro accettazione o rifiuto.

In caso di rifiuto, sarai informato della motivazione e dovrai compilare un nuovo OLA.

In caso di accettazione, sarai ugualmente notificato.

22. All'approvazione dell'Università ospitante, l'Online Learning Agreement si intende confermato.

23. Potrai sempre, in ogni caso, effettuare eventuali modifiche successive ove necessario. Per farlo, è sufficiente rientrare in procedura online e ripetere i passaggi di cui sopra.

24. Prima e durante la mobilità, non è necessario inviare il tuo OLA all'Ufficio Mobilità internazionale.

E' invece necessario inviare l'ultima versione del tuo OLA approvato da entrambi gli enti **al termine** della tua mobilità, su Informastudenti.

NOTA:

Tutte le Università europee dovrebbero utilizzare EWP per lo scambio degli Online Learning Agreement. Nel caso in cui un'università partner dichiarasse di non potere/riuscire a scambiare gli OLA tramite EWP, contatta l'Ufficio Mobilità internazionale su Informastudenti. In casi eccezionali verrà fornita una modalità alternativa.