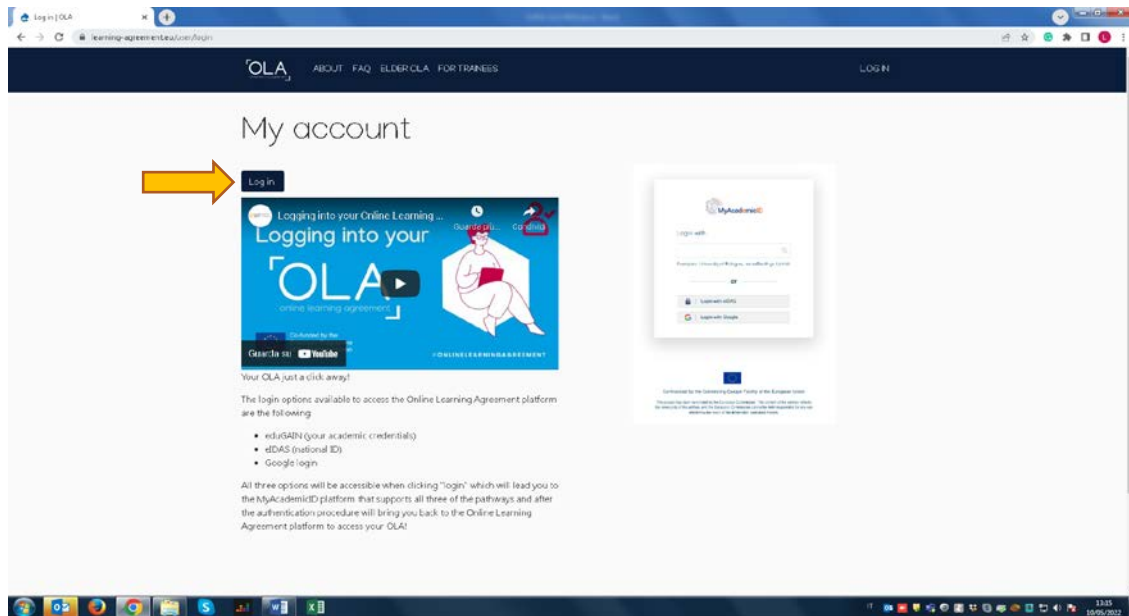
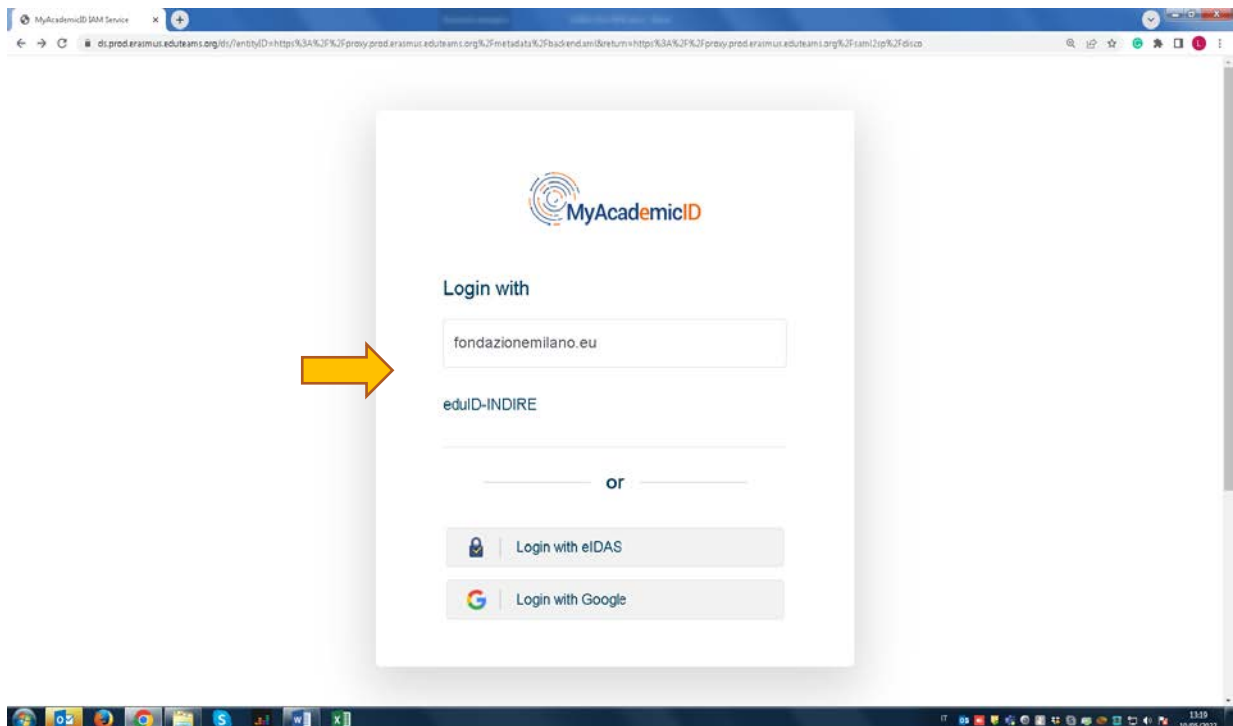


Creazione account eduID

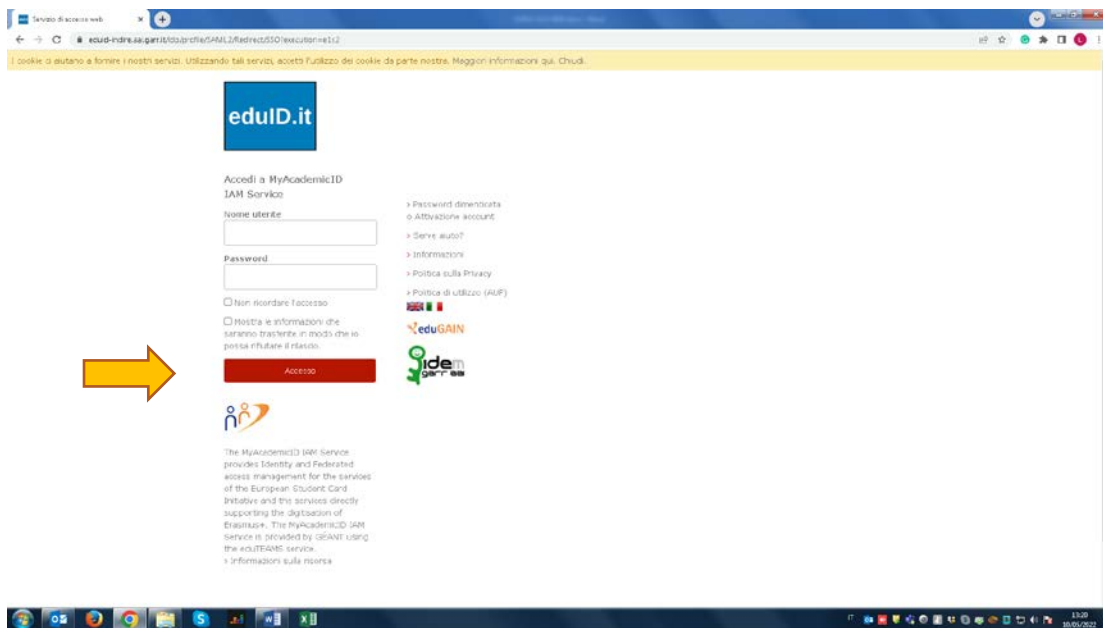
- 1) Da e-mail @eduID clicca sul link per creare il tuo account
- 2) Crea la password – clicca su **APPLICA**
- 3) Entra nel sito <https://www.learning-agreement.eu/> e clicca **LOGIN**
- 4) **LOGIN**



- 5) **LOGIN WITH** - inserisci **fondazionemilano.eu** e clicca su **EduID-INDIRE**



6) Compila il nome utente e scegli una password e fai le spunte richieste, infine clicca **ACCESSO**



7) Clicca su **Proceed to register**



8) Infine clicca su **CONFIRM/SUBMIT** e **CONTINUE** – ora sarai indirizzato alla pagina **OLA**

COMPILAZIONE OLA

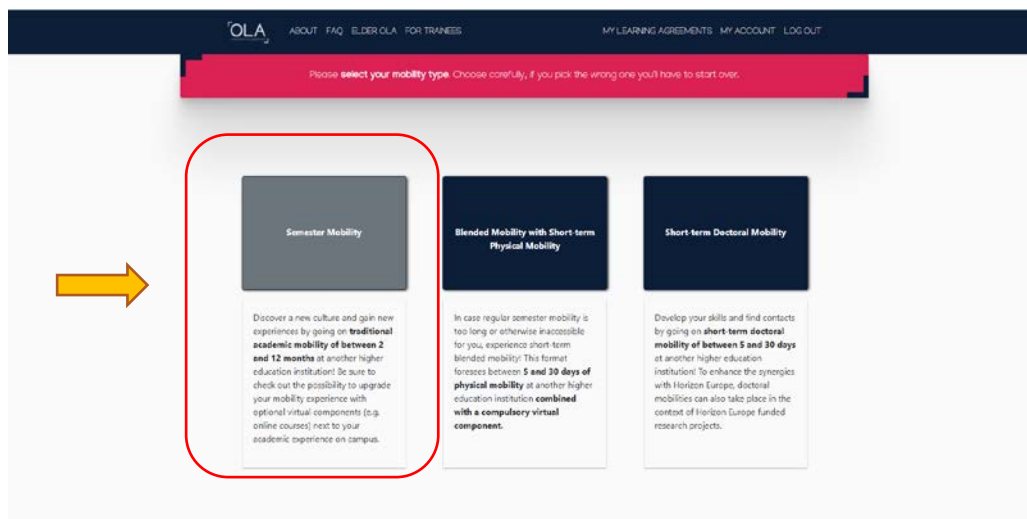
1) Creazione Account

The screenshot shows the 'My account' page on the OLA website. At the top, there is a navigation bar with 'OLA', 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, a pink message bar says 'Fill out the required fields to complete your profile.' The main content area is titled 'My account' and has 'VIEW' and 'EDIT' buttons. The 'My Personal Information' section contains the following fields: 'Firstname *', 'Lastname *', 'Date of birth *' (with a calendar icon and 'gg/mm/aaaa' format), 'Gender *' (with a dropdown menu showing '- Select a value -'), 'Nationality *' (with a dropdown menu), 'Field of education *' (with a dropdown menu), and 'Study cycle *' (with a dropdown menu). Below these fields 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 at the bottom. Two red callout boxes are present: one on the left pointing to the 'Field of education' dropdown with the text 'Language acquisition - 0231', and one on the right pointing to the 'Study cycle' dropdown with the text 'Bachelor or equivalent first cycle eqf level 6'.

2) A questo punto puoi creare il tuo Online Learning Agreement



3) Seleziona il tipo di mobilità – SEMESTER MOBILITY



4) Seleziona dal menù a tendina le informazioni sulla Sending institution (istituto di appartenenza):

The screenshot shows a web form for 'Sending Institution' with the following fields and annotations:

- Academic year ***: 2021/2022 (with a red box containing 'a.a.2023/2024' and an arrow pointing to the dropdown menu).
- Country ***: Italy (with a red box containing 'Scuole Civiche di Milano' and an arrow pointing to the dropdown menu).
- Name ***: (with a red box containing 'Civica Scuola interpreti e traduttori Altiero Spinelli' and an arrow pointing to the text input field).
- Faculty/Department ***: (with a red box containing 'Civica Scuola interpreti e traduttori Altiero Spinelli' and an arrow pointing to the text input field).
- Address ***: (with a red box containing 'Civica Scuola interpreti e traduttori Altiero Spinelli' and an arrow pointing to the text input field).
- Erasmus Code ***: (with a red box containing 'QUESTI CAMPI SI COMPILERANNO DI DEFAULT' and an arrow pointing to the text input field).

5) Inserisci i dati solo per **Sending responsible person** (campi con asterisco):

The screenshot shows two side-by-side form sections:

- Sending Responsible Person**:
 - First name(s) ***: Pietro
 - Last name(s) ***: Schenone
 - Position ***: ERASMUS COORDINATOR
 - Email ***: erasmus@fondazionemilano.eu
 - Phone number**: (empty)
- Sending Administrative Contact Person**:
 - First name(s)**: (empty)
 - Last name(s)**: (empty)
 - Position**: (empty)
 - Email**: (empty)
 - Phone number**: (empty)

A red box on the right contains the text 'Campo non obbligatorio!' with an arrow pointing to the 'Sending Administrative Contact Person' section.

6) Inserisci i dati dell'Istituto ospitante (se non sei a conoscenza del contatto per la Receiving Institution chiedi al tuo ufficio E+).

The screenshot shows two side-by-side form sections:

- Receiving Responsible Person**:
 - First name(s) ***: (empty)
 - Last name(s) ***: (empty)
 - Position ***: (empty)
 - Email ***: (empty)
 - Phone number**: (empty)
- Receiving Administrative Contact Person**:
 - First name(s)**: (empty)
 - Last name(s)**: (empty)
 - Position**: (empty)
 - Email**: (empty)
 - Phone number**: (empty)

- 7) Inserisci le date di inizio e fine mobilità e aggiungi (Add a component to table A) i corsi previsti all'estero, specificando codice (qualora non fornito inserire "N.A."), crediti e semestre di svolgimento degli stessi. Una volta inseriti tutti i corsi inserire il link al course catalogue dell'Istituto ospitante (riportato in tabella allegata), la lingua d'istruzione ed il livello di competenza (normalmente B1)

The screenshot shows a multi-step form for mobility application. The steps are: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme (highlighted), 5. Virtual Components, and 6. Commitment. The 'Proposed Mobility Programme' section includes:

- Academic year: 2021/2022
- Preliminary LA section with planned start and end dates (gg/mm/aaaa).
- 'Table A - Study programme at the Receiving institution' section with an 'Add Component to table A' button.
- Fields for 'The main language of instruction at the Receiving Institution' and 'The level of language competence' (with a note: 'Normalmente B2 /C1').
- Another set of planned start and end dates.
- A detailed 'Table A - Study programme at the Receiving institution' table with columns for Component Code, Number of ECTS credits, and Semester.

- 8) Procedi dunque con la compilazione della tabella B, relativa ai corsi che verranno convertiti dal proprio Istituto (come concordato con il Coordinatore didattico E+)

The screenshot shows the 'Table B - Recognition at the Sending institution' form. It includes:

- 'Component title at the Sending Institution (as indicated in the course catalogue)' field.
- 'Component Code' field.
- 'Number of ECTS credits (or equivalent) to be recognised by the Sending Institution' field.
- 'Semester' dropdown menu.
- 'Automatic recognition comment' text area.

9) Inserisci i seguenti link:

<https://lingue.fondazionemilano.eu/erasmus>

<https://lingue.fondazionemilano.eu/corsi/mediazione-linguistica>

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>.

Previous Next

10) Nel caso siano previste attività di mobilità virtuale presso l'Istituto ospitante procedere con l'inserimento come sopra, in caso contrario cliccare su "Next"

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 *

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

11) Inserisci nel riquadro la **propria firma** (da effettuarsi con mouse o touchpad)

Academic year *

2021/2022

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 tuo Learning agreement è pronto: il sistema invierà una notifica al Coordinatore E+ affinché venga visionato e, se tutto risulterà corretto, il documento verrà firmato ed inviato all'Istituto ospitante per essere controfirmato.

Nella vostra area personale potrete visualizzare, editare e scaricare il documento.

Ogni modifica durante il periodo di mobilità dovrà essere apportata al documento già creato e approvato: le modifiche dovranno essere nuovamente approvate da tutte le parti.