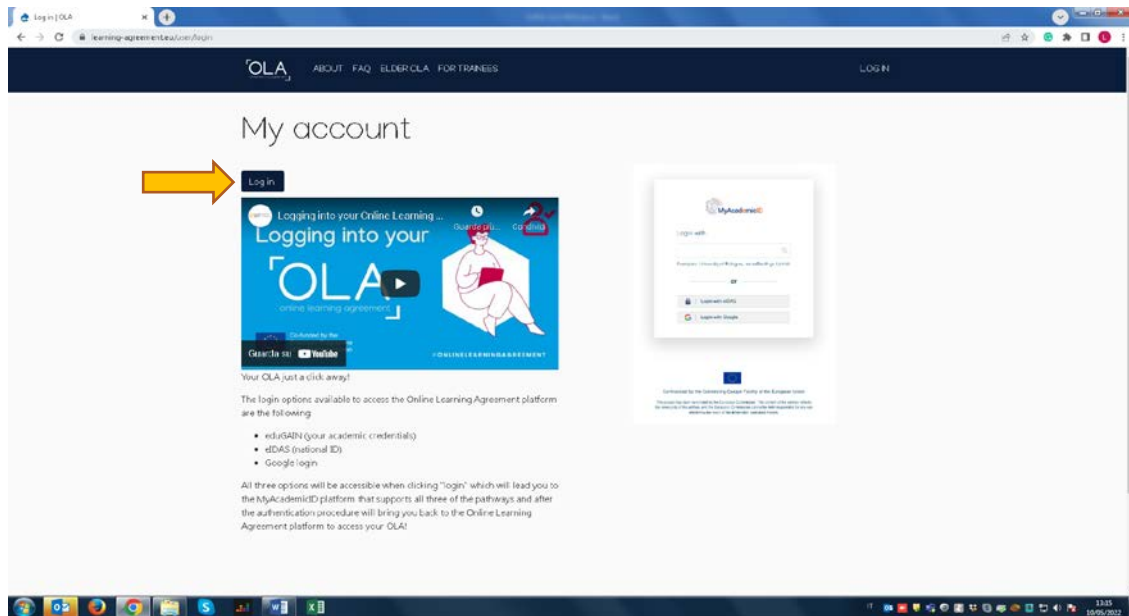
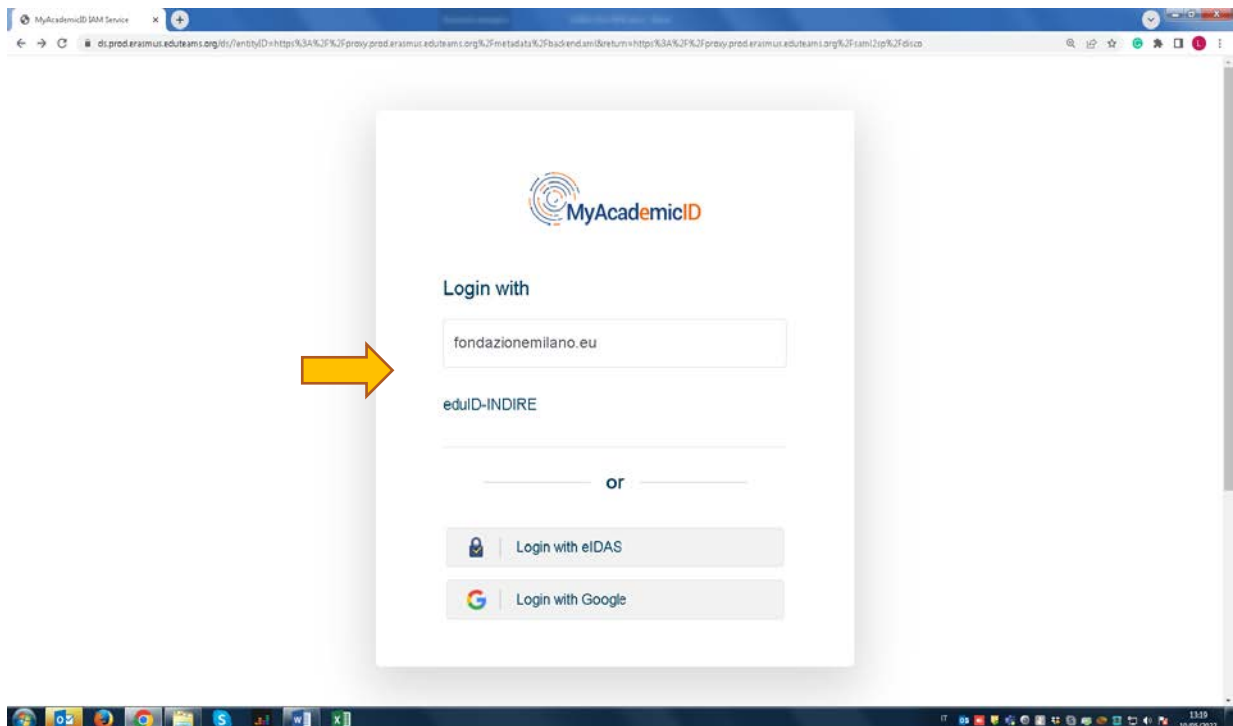


Creazione account eduID

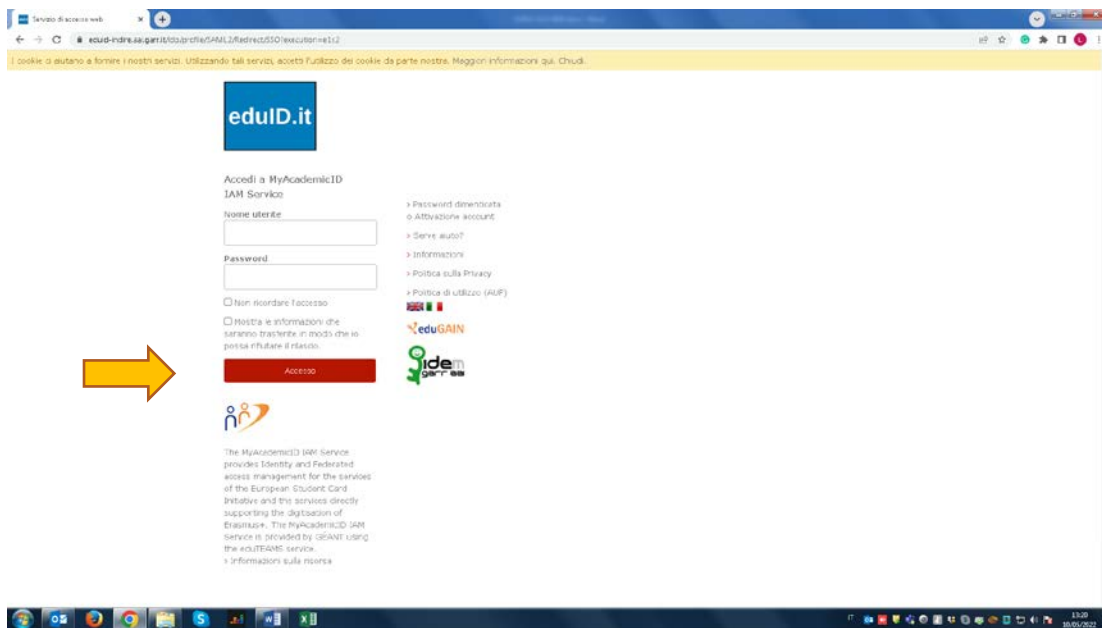
- 1) Da e-mail @eduID clicca sul link per creare il tuo account
- 2) Crea la password – clicca su **APPLICA**
- 3) Entra nel sito <https://www.learning-agreement.eu/> e clicca **LOGIN**
- 4) **LOGIN**



- 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

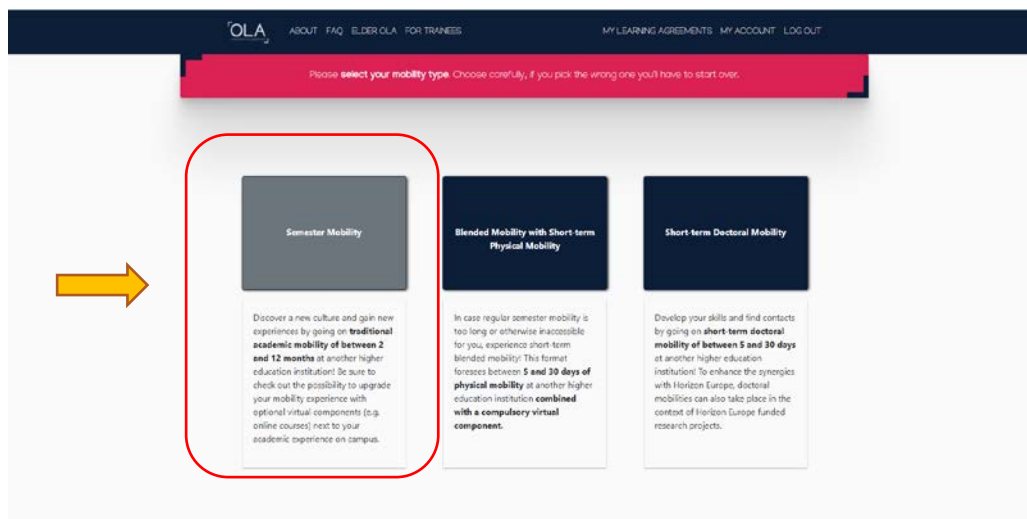
1) Creazione Account

The screenshot shows the 'My account' page on the OLA website. At the top, there is a navigation bar with 'OLA' logo and links for '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). A checkbox below the fields reads '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 right. Two red callout boxes with arrows point to the 'Field of education' and 'Study cycle' dropdowns. The first callout box contains the text 'Language acquisition - 0231'. The second callout box contains 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 ***: A dropdown menu with '2021/2022' selected. A red box highlights it with the text 'a.a. in cui si svolgerà la mobilità'.
- Country ***: A dropdown menu with 'Italy' selected. A red box highlights it with the text 'Scuole Civiche di Milano'.
- Name ***: A text input field. A red box highlights it with the text 'Civica Scuola interpreti e traduttori Altiero Spinelli'.
- Faculty/Department ***: A text input field.
- Address ***: A text input field.
- Erasmus Code ***: A text input field. A red box highlights it with the text 'QUESTI CAMPI SI COMPILERANNO DI DEFAULT'.

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) ***: Input field with 'Pietro' entered.
 - Last name(s) ***: Input field with 'Schenone' entered.
 - Position ***: Input field with 'ERASMUS COORDINATOR' entered.
 - Email ***: Input field with 'erasmus@fondazionemilano.eu' entered.
 - Phone number**: Input field.
- Sending Administrative Contact Person**:
 - First name(s)**: Input field.
 - Last name(s)**: Input field.
 - Position**: Input field.
 - Email**: Input field.
 - Phone number**: Input field.

A red box on the right side of the form contains the text 'Campo non obbligatorio!'.

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 for the receiving institution:

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

- 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)

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

Academic year *
2021/2022

Preliminary LA

Planned start of the mobility * gg/mm/aaaa
Planned end of the mobility * gg/mm/aaaa

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]

The main language of instruction at the Receiving Institution *
The level of language competence *
Normalmente B2 /C1

Planned start of the mobility * gg/mm/aaaa
Planned end of the mobility * gg/mm/aaaa

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) *

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.

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

Component Code *
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

- 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+)

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.

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

Component Code *
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

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.