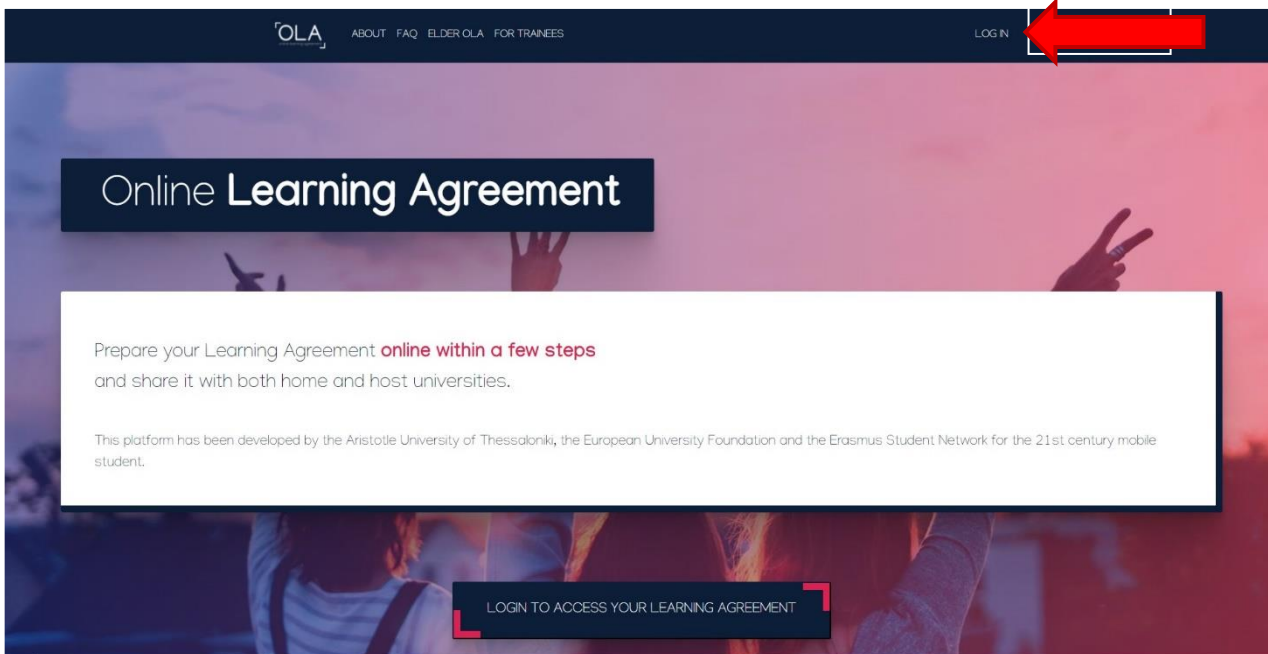


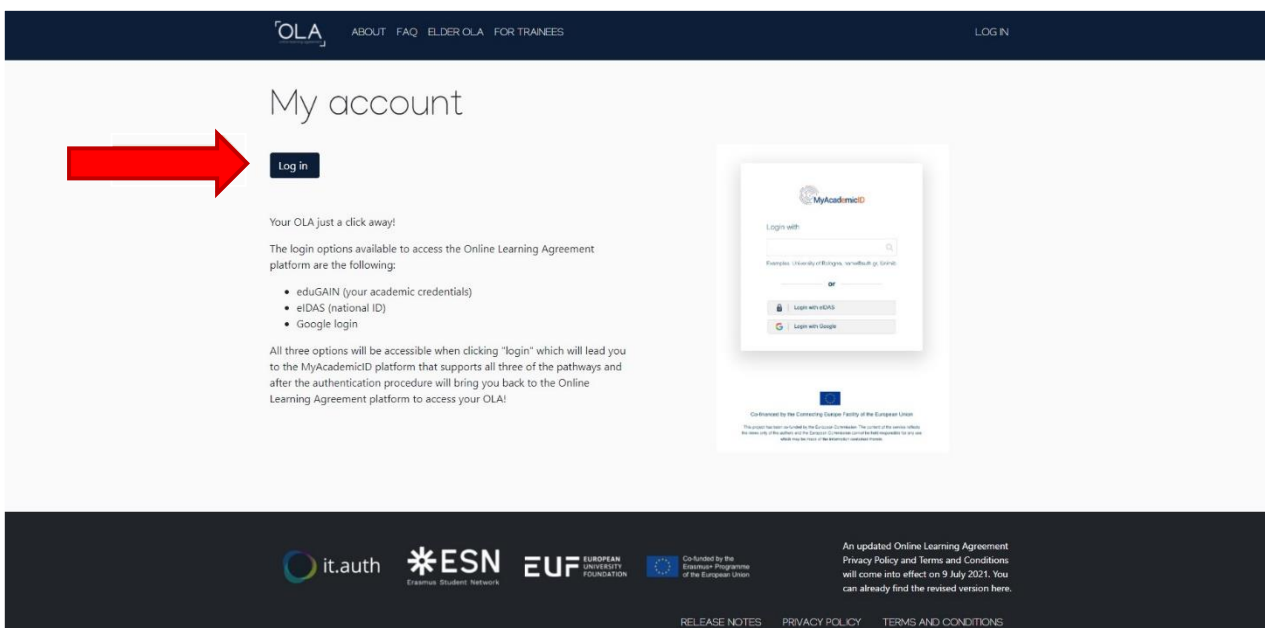
## OLA | GUIDA ALL'UTILIZZO

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

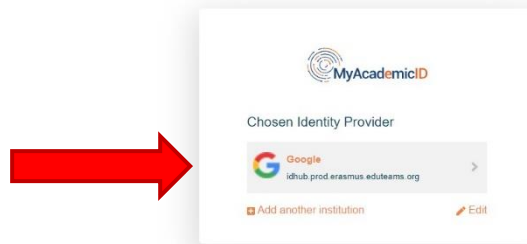
1. Accedere al sito <https://www.learning-agreement.eu/> e cliccare su *LOG IN*



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



### 3. Selezionare Google come Identity Provider



Co-financed by the Connecting Europe Facility of the European Union

This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

[MyAcademicID Support Helpdesk](#)

eduTEAMS by **GÉANT**

[Privacy Policy](#)

### 4. Procedere con la registrazione



[MyAcademicID Support Helpdesk](#)

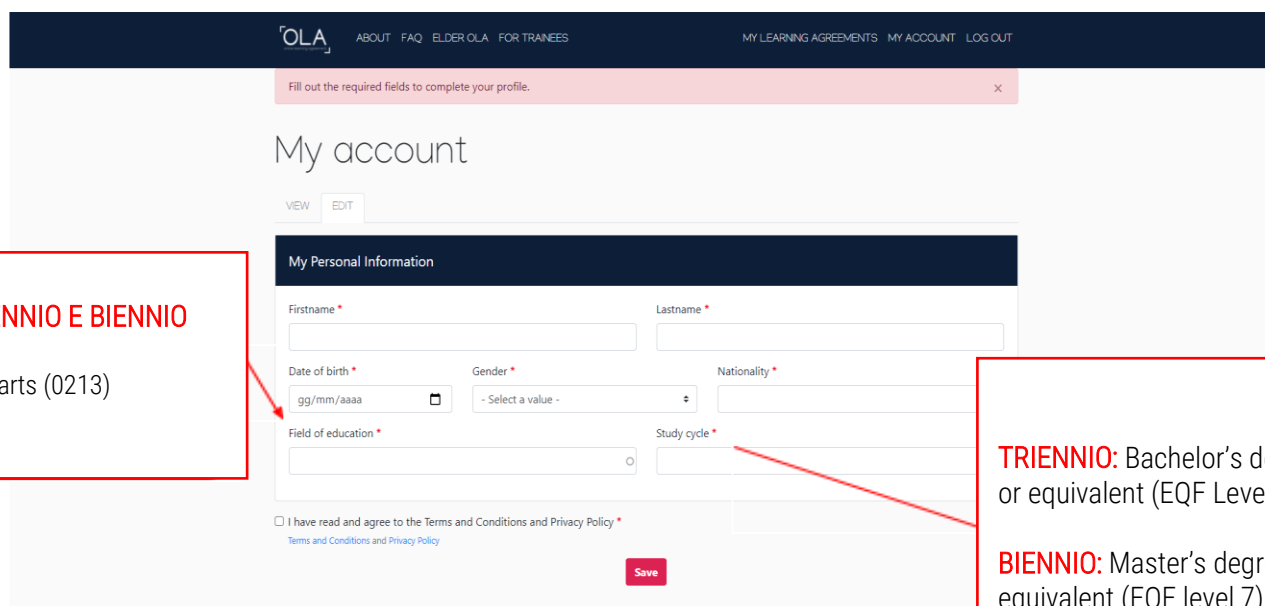
MyAcademicID IAM Service by **GÉANT**

[Privacy Policy](#)

5. Inserire nome, cognome e indirizzo istituzionale @abafi.edu.it



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



vostre informazioni personali:

**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

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

## My Learning Agreements

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](#)

8. Selezionare il tipo di mobilità

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

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

### 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.

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

Academic year \*  
2023/24

**Sending**

**Sending Institution**

Country \*  
Italy x

Name \*  
Accademia di Belle Arti di Firenze

Faculty/Department \*

Address \*  
Firenze/Florence

Erasmus Code \*  
I FIRENZE03

Sotto **FACULTY/DEPARTMENT** inserire la denominazione del proprio corso:

- TRIENNIO: Pittura, Decorazione, Scultura, Grafica d'arte, Scenografia, Design, Graphic Design, Nuove Tecnologie dell'Arte, Didattica per i musei;
- BIENNIO: NLE + specifica della scuola, Metodologie della Pittura, Illustrazione, Progettazione plastica per la scenografia teatrale, Progettazione allestimento spazi espositivi, Curatela artistica, Didattica dell'arte.

I campi **ADDRESS** e **ERASMUS CODE** si compileranno in automatico

## 11. Inserire i dati del proprio Istituto:

**GIULIA**

**RAPPUOLI**

**ERASMUS+**  
**COORDINATOR**

erasmus@accademia.  
firenze.it

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>
<a href="#">Previous</a>	<a href="#">Next</a>

## 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>	
<a href="#">Previous</a>	<a href="#">Next</a>

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 table 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 displays a multi-step web form for mobility application. The progress bar at the top shows steps 1 through 6: Student Information, Sending Institution Information, Receiving Institution Information, Proposed Mobility Programme (highlighted), Virtual Components, and Commitment.

**Proposed Mobility Programme Section:**

- Academic year \***: 2021/2022
- Preliminary LA**: A dark blue header section.
- Planned start of the mobility \***: gg/mm/aaaa
- Planned end of the mobility \***: gg/mm/aaaa
- Table A - Study programme at the Receiving institution \***:
  - Message: "No Component added yet."
  - Button: "Add Component to Table A"
  - Text: "Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]"
  - Footnote: "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"
  - Footnote: "This must be an external URL, such as https://example.com."
- The main language of instruction at the Receiving Institution \***: [Dropdown menu]
- The level of language competence \***: [Dropdown menu]
  - Text: "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"
- 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: [Text input] [Remove]
  - Component title at the Receiving Institution (as indicated in the course catalogue) \*: [Text input]
  - Text: "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 \*: [Text input]
  - Component Code \*: [Text input]
  - Semester \*: [Dropdown menu: "- Select a value -"]
  - Text: "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. 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 i seguenti link:

TRIENNIO: <https://www.accademia.firenze.it/it/percorsi-formativi/tutte-le-discipline-triennio>

BIENNIO: <https://www.accademia.firenze.it/it/percorsi-formativi/tutte-le-discipline-biennio>

**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

16. L'Accademia di Belle Arti di Firenze non prevede attività di mobilità virtuale presso l'Istituto ospitante, pertanto 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

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 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, ma le firme compariranno solo quando le tre parti avranno firmato il documento.