GUIDE TO THE ONLINE LEARNING AGREEMENT (OLA)

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Where may I find my Online Learning Agreement?
When do I have to fill in my Online Learning Agreement?
How do I have to fill in my Online Learning Agreement?
OLA for Courses
OLA for Thesis research

What is the Online Learning Agreement?

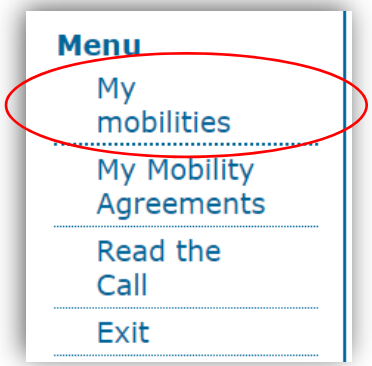
The Learning Agreement (LA) is the study programme that you will carry out at the host university during your International Mobility period.
In this document you agree, with your Referee or Promoter professor, and with the approval of the host university, on which and how many courses (and ECTS) you plan to support abroad and how these will then be recognized (validated) in your PoliMI Studies Plan.

Signing a shared LA before departure is therefore a fundamental step for two reasons:
- to allow the preparation of your mobility contract
- to recognise and validate activities carried out abroad

The process of completing and approving the LA is managed through the **Online Learning Agreement (OLA)** tool, available on your Online Services.

Where may I find my Online Learning Agreement?

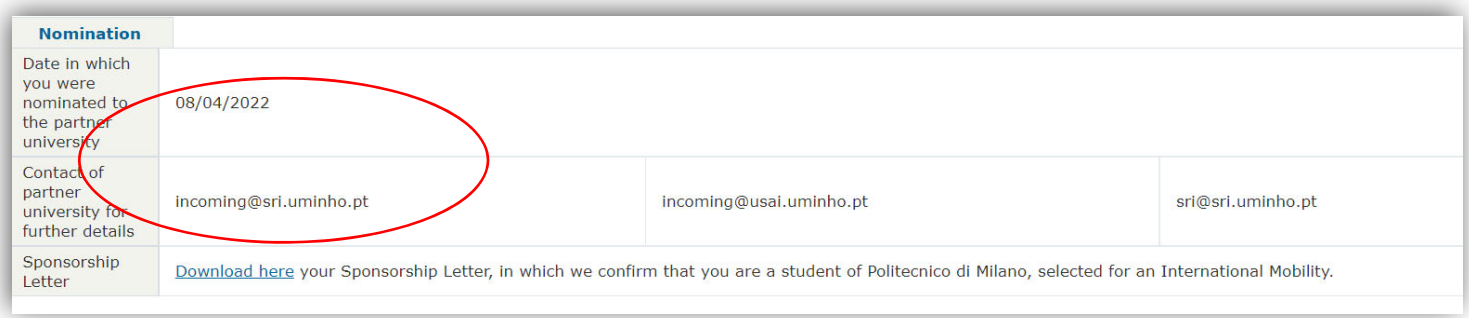
You can access the Online Learning Agreement from the International Mobility for Study tool, in the "My Mobilities" section.



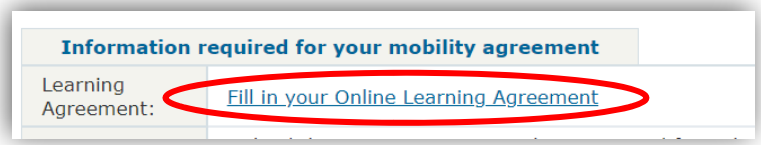
Trovi i riferimenti della tua Nomination alla sede di mobilità (data e indirizzo email di contatto) nella sezione apposita:

You will be able to access and complete your OLA only from the day you are appointed to the host university by IMU, that is, from the moment the host university receives notification that you will be attending an exchange period with them. After our nomination, in fact, the host office generally sends the nominated students additional information useful to the choice of the courses that can be followed by the exchange students.

You can find the details of your Nomination to the hosting university (date and contact email address) in the appropriate section:



Nomination			
Date in which you were nominated to the partner university	08/04/2022		
Contact of partner university for further details	incoming@sri.uminho.pt	incoming@usai.uminho.pt	sri@sri.uminho.pt
Sponsorship Letter	Download here your Sponsorship Letter, in which we confirm that you are a student of Politecnico di Milano, selected for an International Mobility.		



Information required for your mobility agreement	
Learning Agreement:	Fill in your Online Learning Agreement

When do I have to fill in my Online Learning Agreement?

The OLA must be completed before the beginning of the mobility (Note: you will only be able to access the OLA after being nominated at the host university, but you should start informing yourself about the courses offered by the host institution in advance, so that you can submit an OLA proposal to the professor in a reasonable time).

If necessary, after you have arrived at the host university, you can make changes to the OLA.

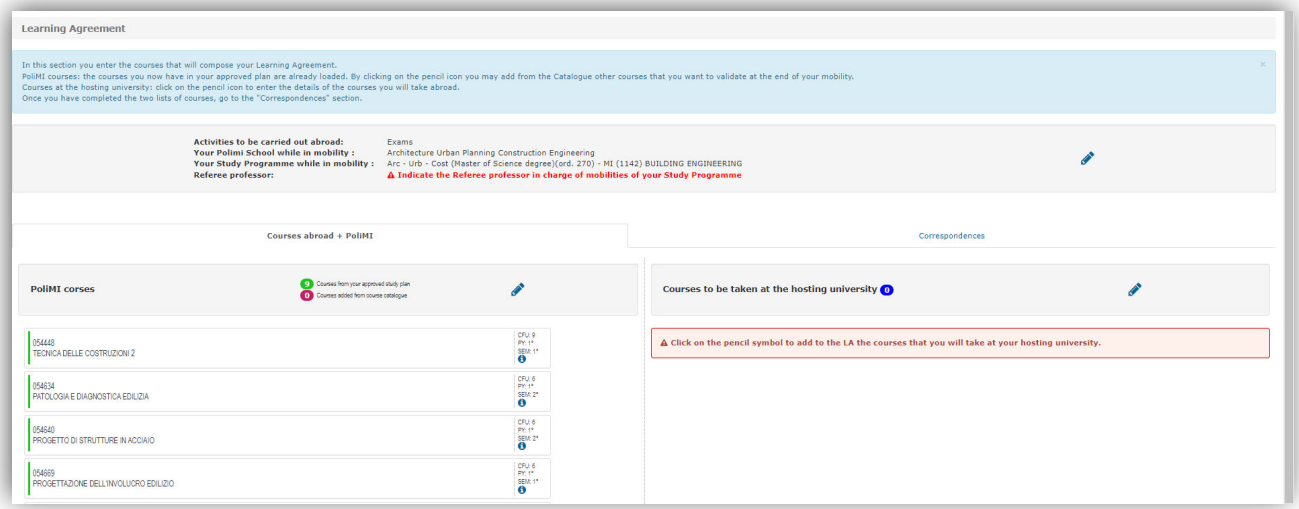
How do I have to fill in my Online Learning Agreement?

If your activity abroad is taking courses and exams, you must fill in the section of the OLA for ***Courses***: in this section you will list the courses you will not attend at PoliMi, but for which you will propose a *correspondence* with foreign courses.

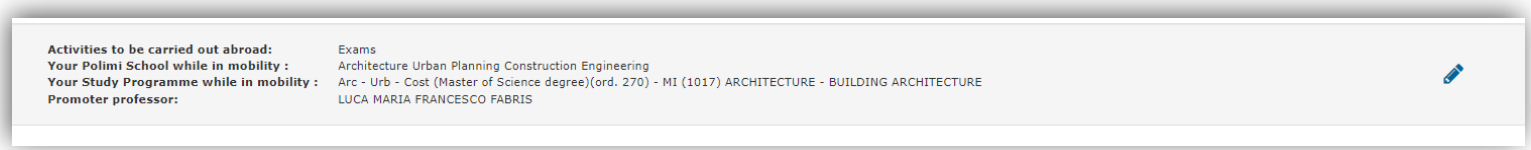
If you are (also) doing thesis research, you will need to fill in (also) the OLA section for ***Thesis***, providing some indicative information about your thesis project that will help your Referee/Promoter professor to give you the necessary support.

In either case, your OLA will need to be submitted for approval by the assigned professor, who may ask you to make some changes to the correspondences you have proposed before finally approving it. This part of the process is also managed by the OLA application.

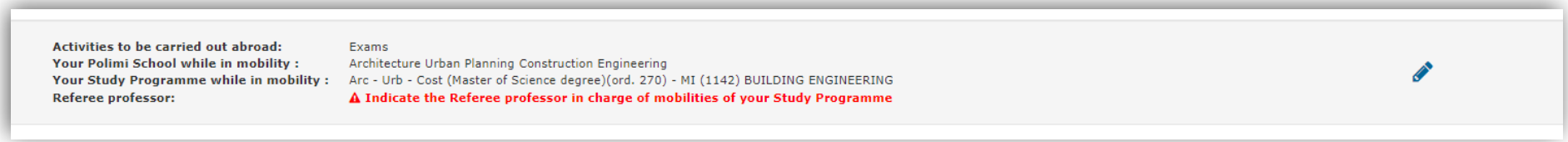
FIRST ACCESS. When you access the application the first time, the following page is uploaded:



The first thing you will need to do is check and eventually update (via the pencil icon) the data contained in the first box:

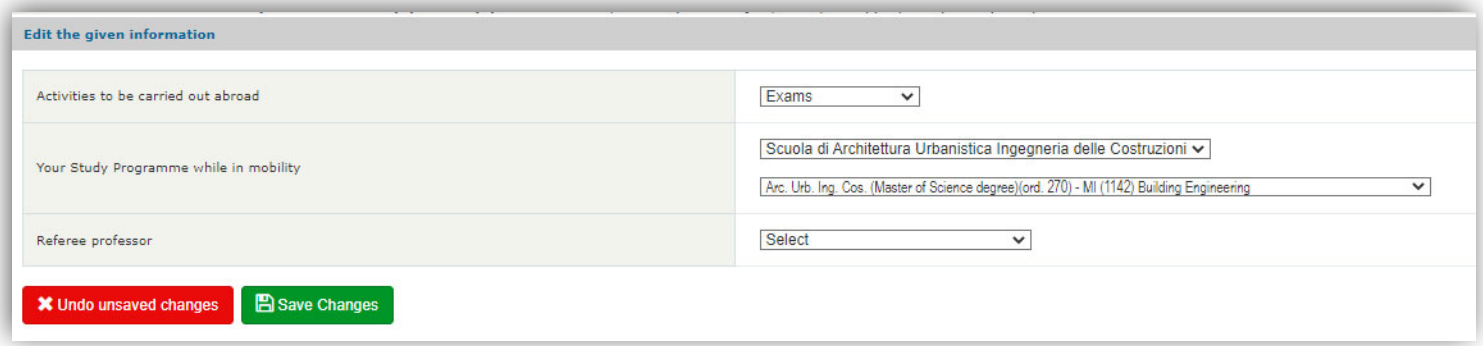


If it is not already indicated, select the Professor Referee for your mobility. In the tool you will find the complete list of the Referees of your Study programme:



Remember that if you change the Study programme that you will attend during mobility, the mobility itself cannot be guaranteed. In fact, in this case, the possibility that you can carry out the mobility must be verified by the International Mobility Unit, as detailed in the Call for International Mobility, art 3:

"If the programme to which the student actually enrols differs from that indicated in the application, the mobility may not take place. "

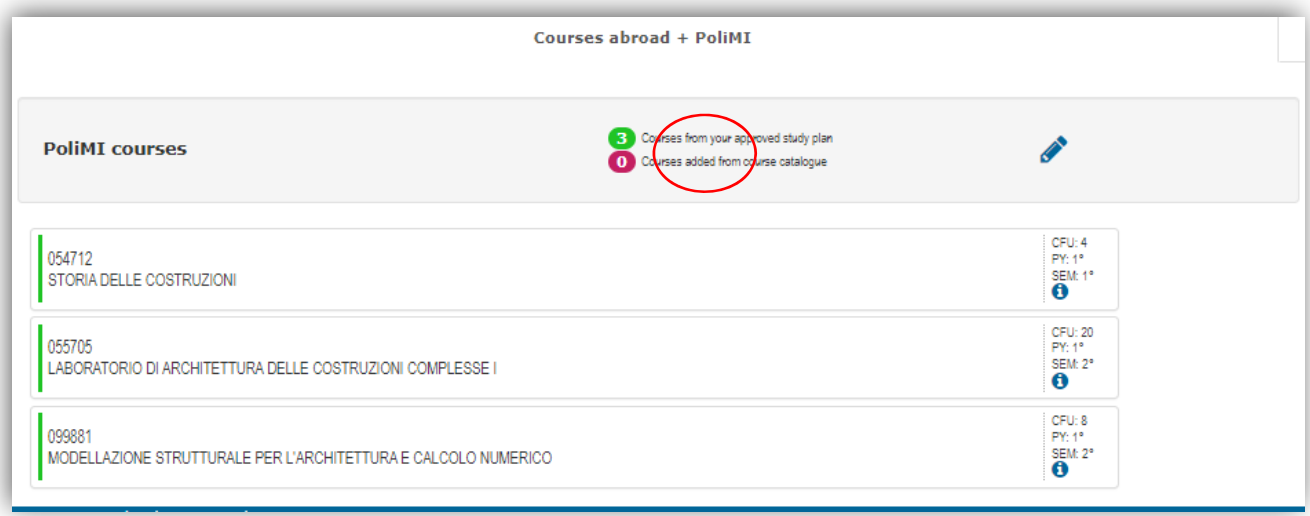


OLA FOR COURSES

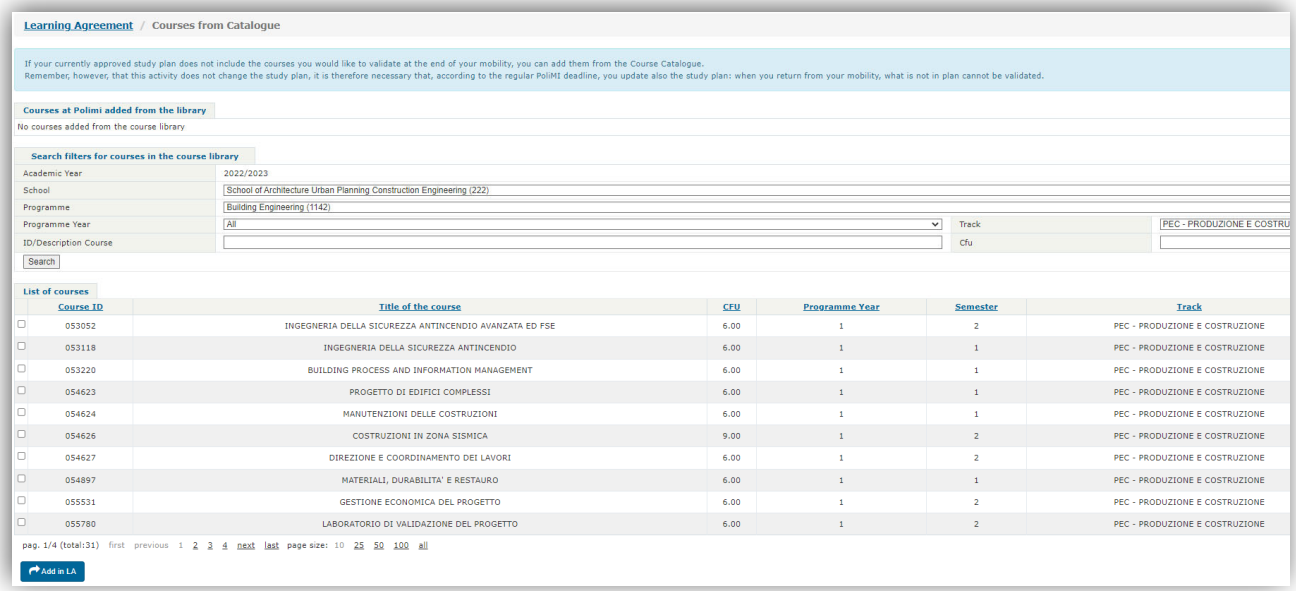
FIRST STEP: Complete the list of PoliMI courses

In the section **PoliMI courses** you find the courses that you have not yet passed but that are contained in your approved study plan.

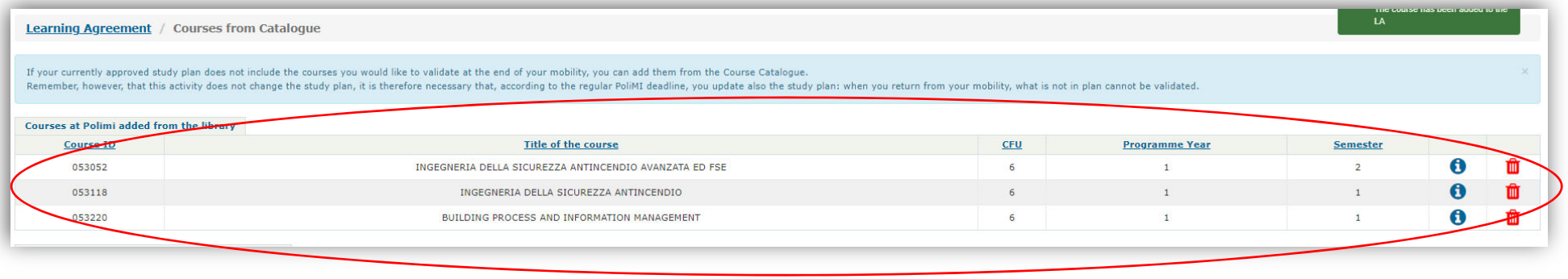
If your study plan does not already include the courses for which you wish to make a correspondence (validation) upon your return from mobility, you can enter them by choosing from the Manifesto. Click on the pencil icon to continue with the choice:



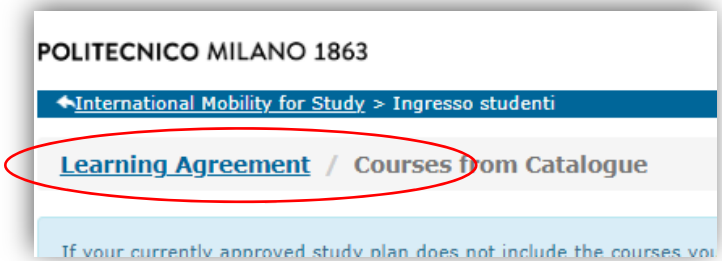
In the next screen you can then filter the courses from the Manifesto of PoliMI:



By clicking on the square and on the “Add in LA” button, the chosen course is inserted among those of PoliMI, useful for the preparation of the OLA. Your selections will be visible at the top of the page.

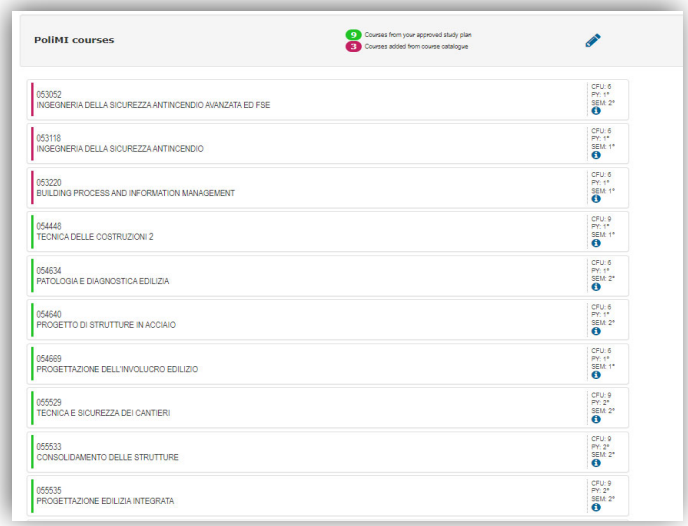


Once you have completed adding courses, go back to the LA home page by clicking on Learning Agreement at the top left:



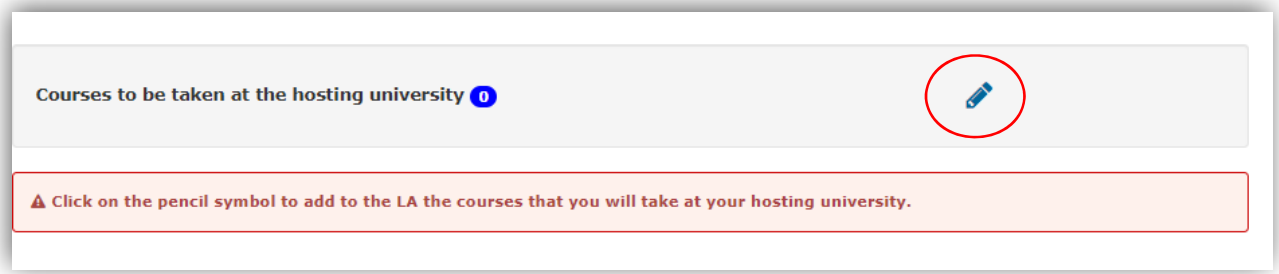
On the home page, the courses you have added from the Manifesto will be marked in red.

! Please note: with this operation you are **NOT** actually adding new courses to your study plan. Remember that you will still have to submit a study plan that also includes the courses marked in red in the OLA, **within the deadlines set by the Academic Calendar**. Otherwise the validation cannot be made, upon your return.

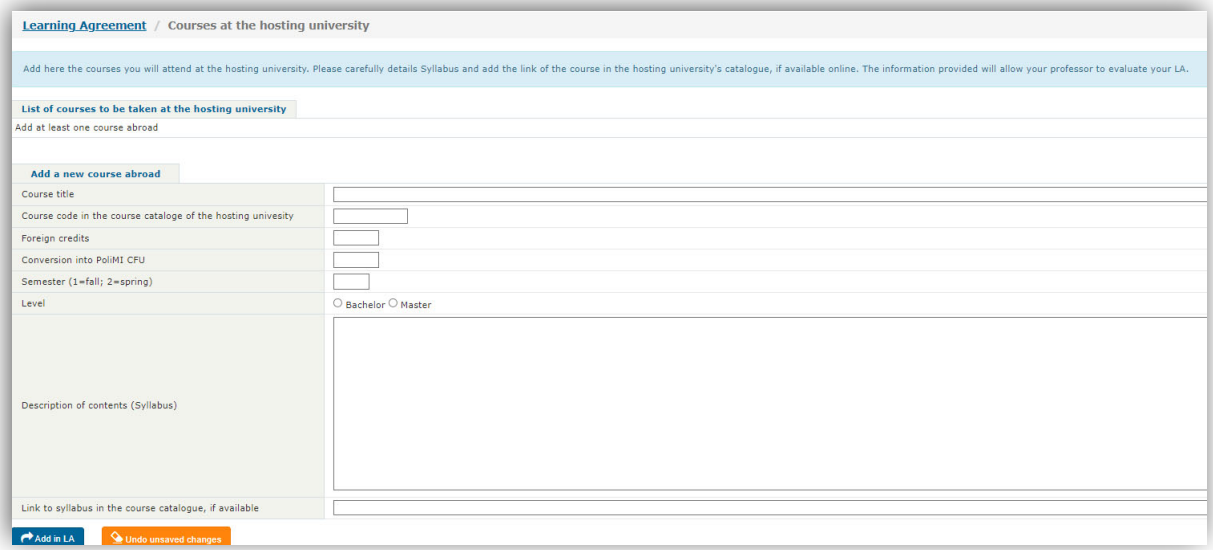


SECOND STEP: Complete the list of courses you will follow abroad

Enter now the courses you will follow at the host university:



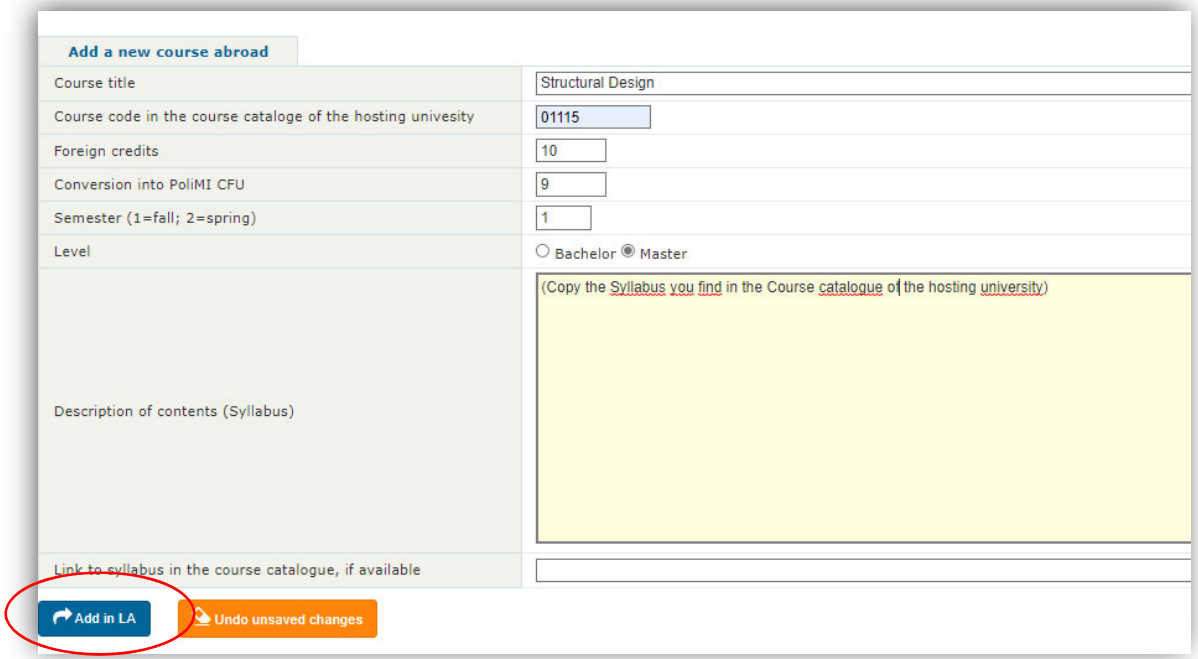
Clicking on the pencil icon the following screen opens:

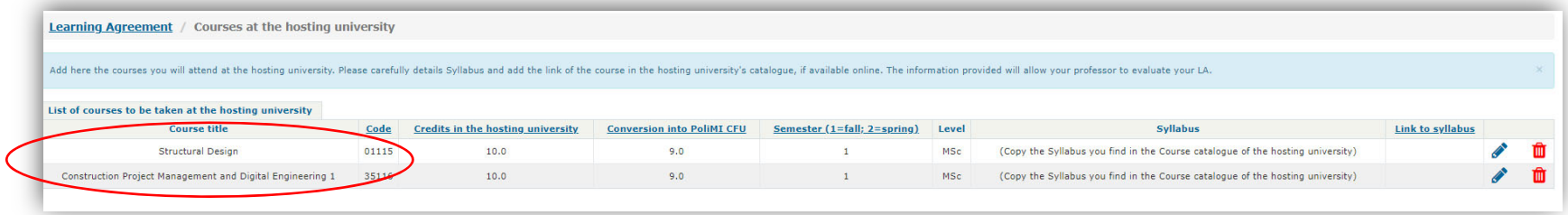


Fill in all the fields by taking the required data from the course catalogue of the host university.

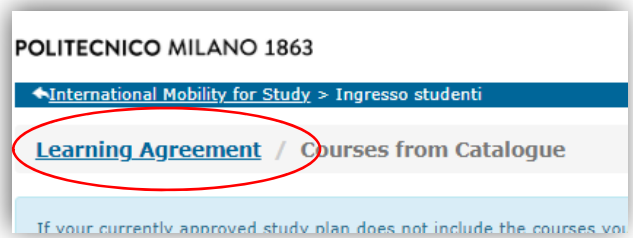
The fields on the screen are all mandatory, except for the link to the course catalogue.
Please Note: if the host university does not assign a code to its own courses, you may indicate "NA" in the second field.

After filling in the required fields, click on “Add in LA”: the courses will be visible in the list at the top of the page (List of courses to be taken at the hosting university).





Once you have completed adding courses, go back to the LA home page by clicking on Learning Agreement at the top left:

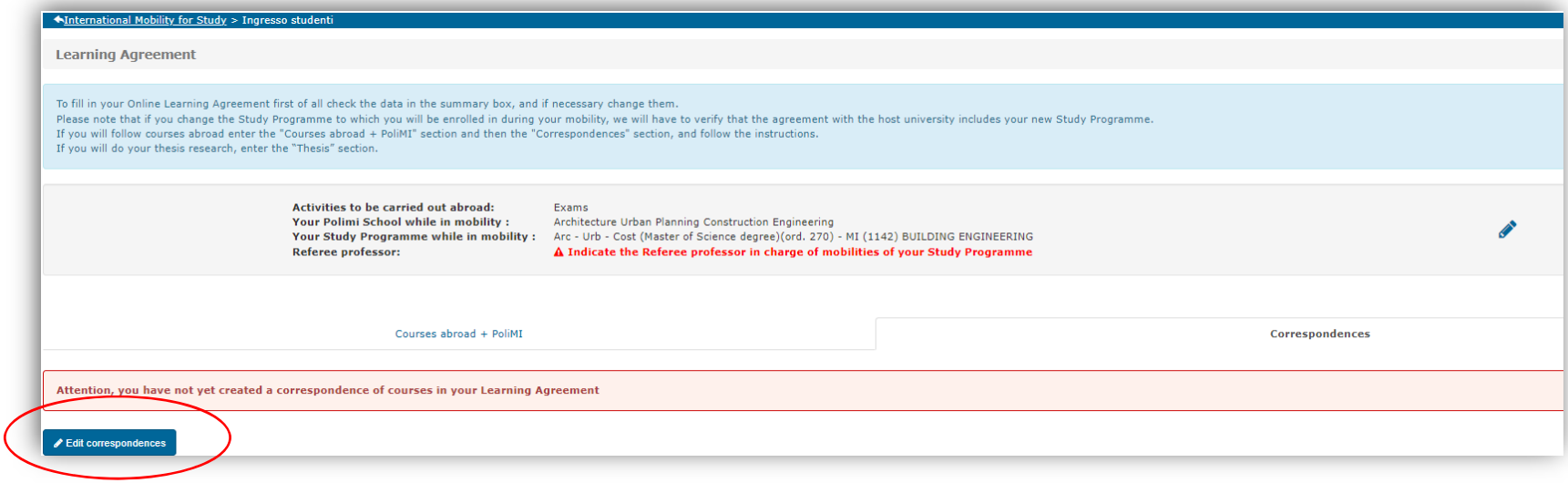


STEP 3 - Create correspondences

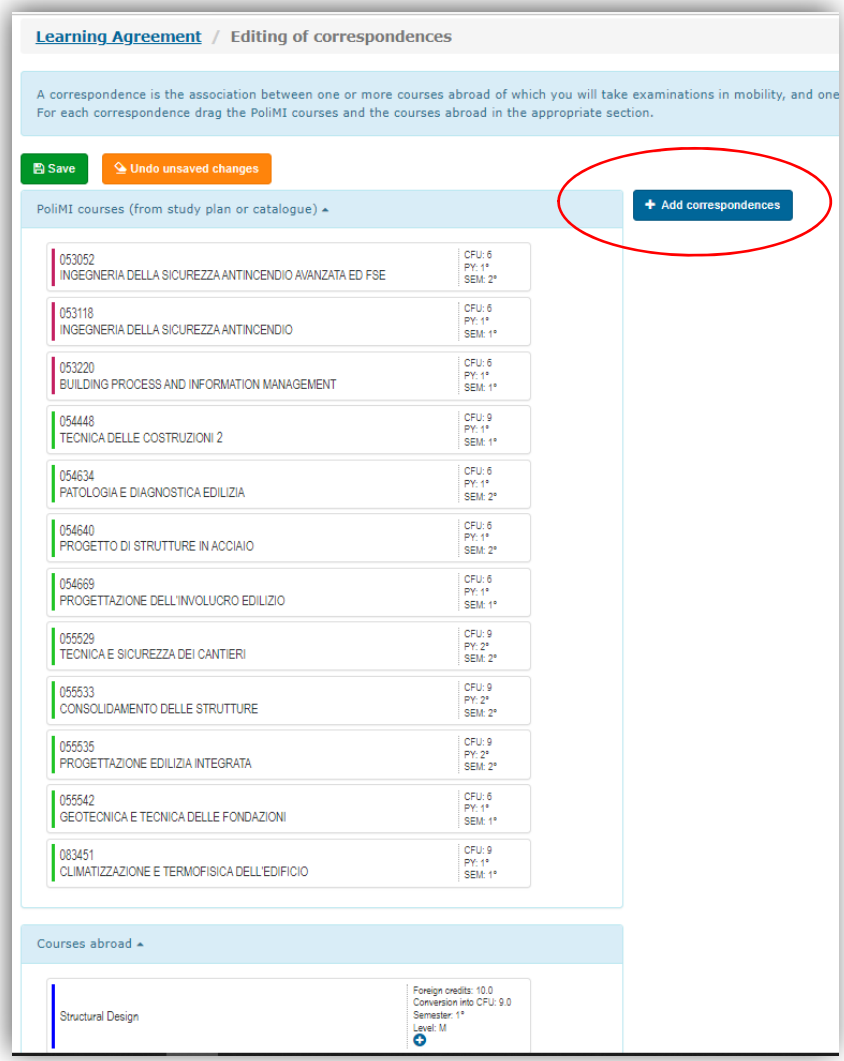
Enter the Correspondences section and establish the relationships (i.e., the match) between the foreign courses and the PoliMi courses that you propose to validate in your study plan, upon returning from mobility.

Each correspondence can be defined as a "package" in which you determine which courses in your PoliMI study plan can be validated with other courses that you will pass abroad. You must create a correspondance for each *match* between the PoliMI courses and those of the host university.

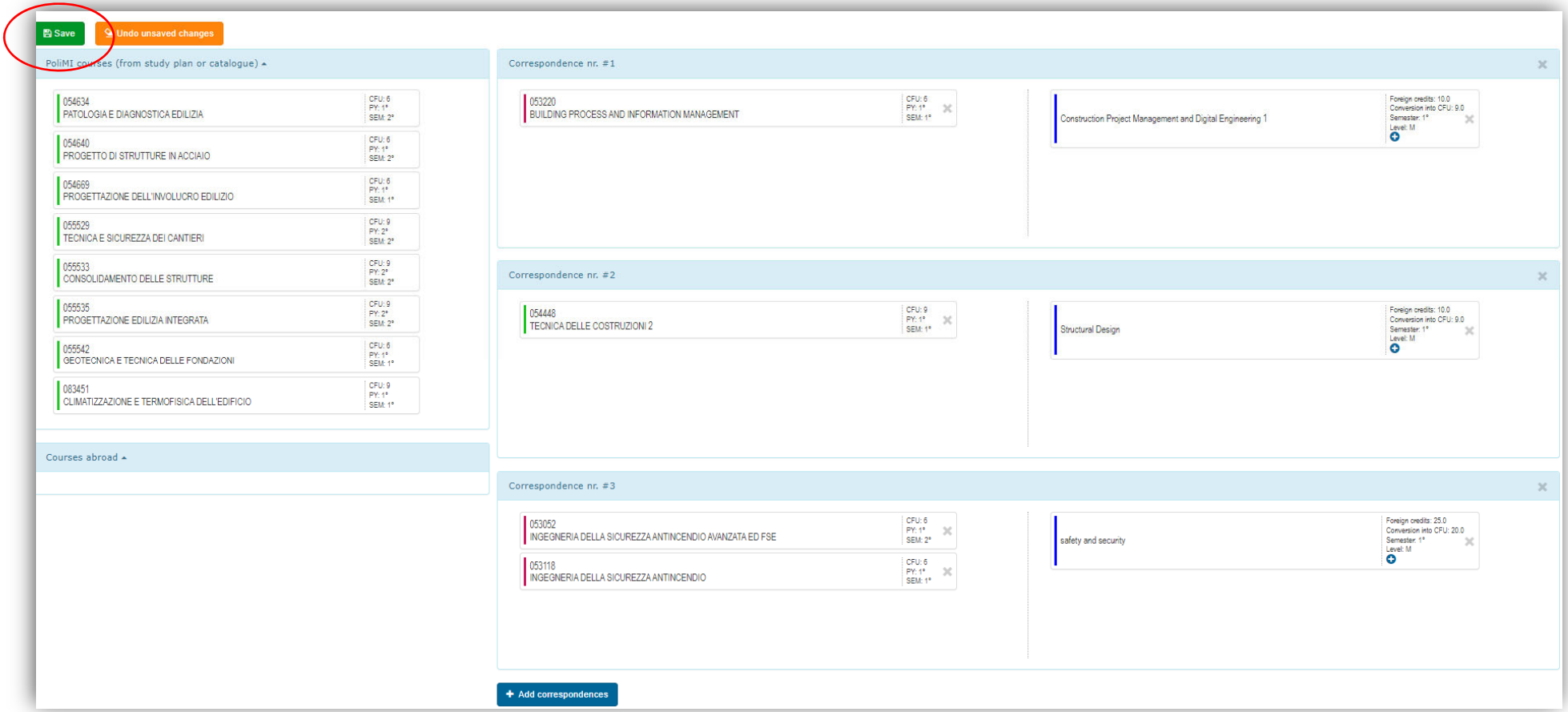
Start by clicking on **Edit correspondences:**



The following screen opens:


Learning Agreement / Editing of correspondences
A correspondence is the association between one or more courses abroad of which you will take examinations in mobility, and one
For each correspondence drag the PoliMI courses and the courses abroad in the appropriate section.
Save
Undo unsaved changes
PoliMI courses (from study plan or catalogue)
+ Add correspondences
053052 INGEGNERIA DELLA SICUREZZA ANTINCENDIO AVANZATA ED FSE
CFU: 6 PY: 1° SEM: 2°
053118 INGEGNERIA DELLA SICUREZZA ANTINCENDIO
CFU: 6 PY: 1° SEM: 1°
053220 BUILDING PROCESS AND INFORMATION MANAGEMENT
CFU: 6 PY: 1° SEM: 1°
054448 TECNICA DELLE COSTRUZIONI 2
CFU: 9 PY: 1° SEM: 1°
054634 PATOLOGIA E DIAGNOSTICA EDILIZIA
CFU: 6 PY: 1° SEM: 2°
054640 PROGETTO DI STRUTTURE IN ACCIAIO
CFU: 6 PY: 1° SEM: 2°
054669 PROGETTAZIONE DELL'INVOLUCRO EDILIZIO
CFU: 6 PY: 1° SEM: 1°
055529 TECNICA E SICUREZZA DEI CANTIERI
CFU: 9 PY: 2° SEM: 2°
055533 CONSOLIDAMENTO DELLE STRUTTURE
CFU: 9 PY: 2° SEM: 2°
055535 PROGETTAZIONE EDILIZIA INTEGRATA
CFU: 9 PY: 2° SEM: 2°
055542 GEOTECNICA E TECNICA DELLE FONDAZIONI
CFU: 6 PY: 1° SEM: 1°
083451 CLIMATIZZAZIONE E TERMOFISICA DELL'EDIFICIO
CFU: 9 PY: 1° SEM: 1°
Courses abroad
Structural Design
Foreign credits: 10.0
Conversion into CFU: 9.0
Semester: 1°
Level: M

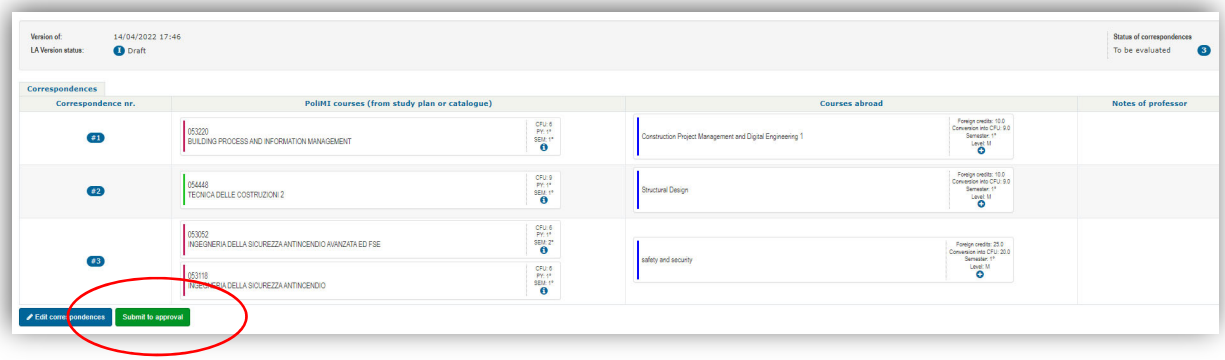
Clicking on **Add correspondences** you will access a space where you will have to drag with the mouse the PoliMI courses (left) and foreign courses (right) that make up the correspondence:



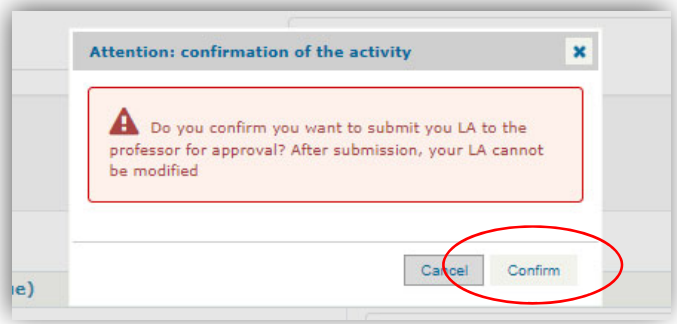
! Attention: the correspondences of these examples are for pure example purpose, they don't have any reliable!

Once you have finished, click on the **Save** button and go back once more to the home page by clicking on **Learning Agreement.**

When the OLA is complete and ready to be sent to the professor, click on the **Submit to approval** button:



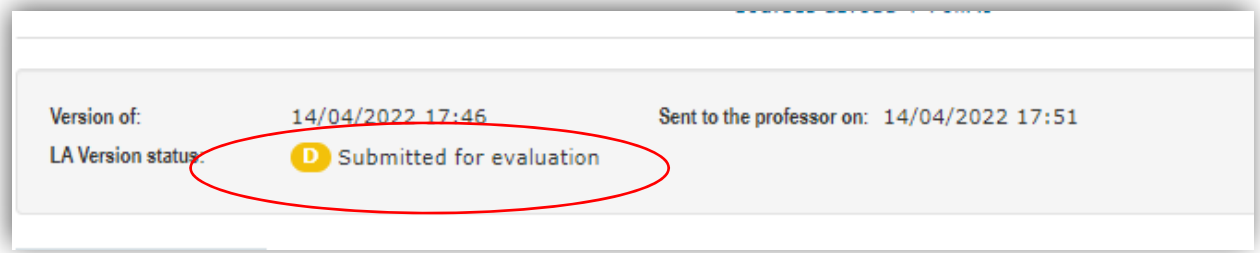
And remember to **Confirm**



At this point the OLA for exams is awaiting for evaluation by the Professor and is NOT modifiable anymore.

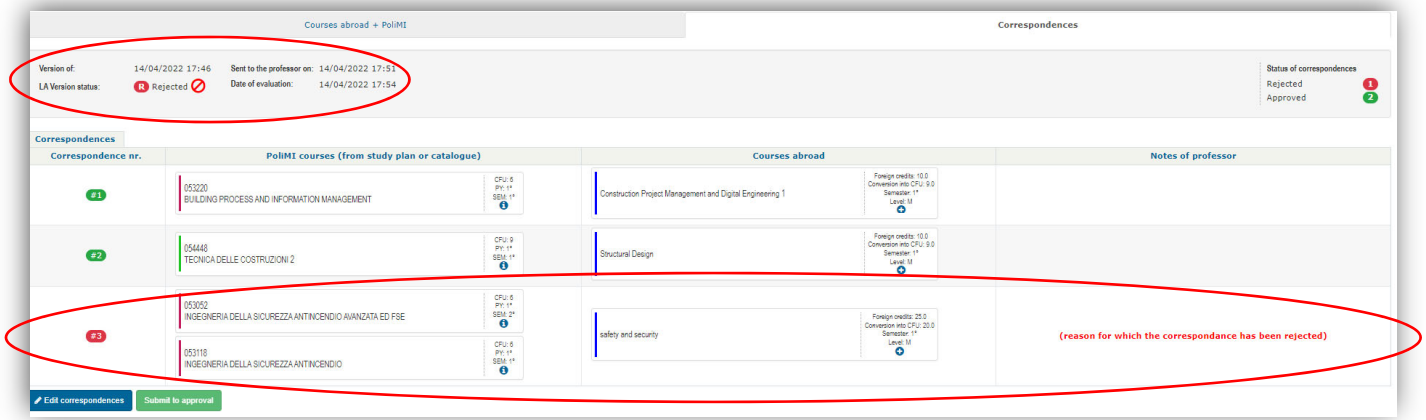
You can view the status of the Online Learning Agreement on the tool's home page.

FOURTH STEP - Periodically check the *status* of your LA

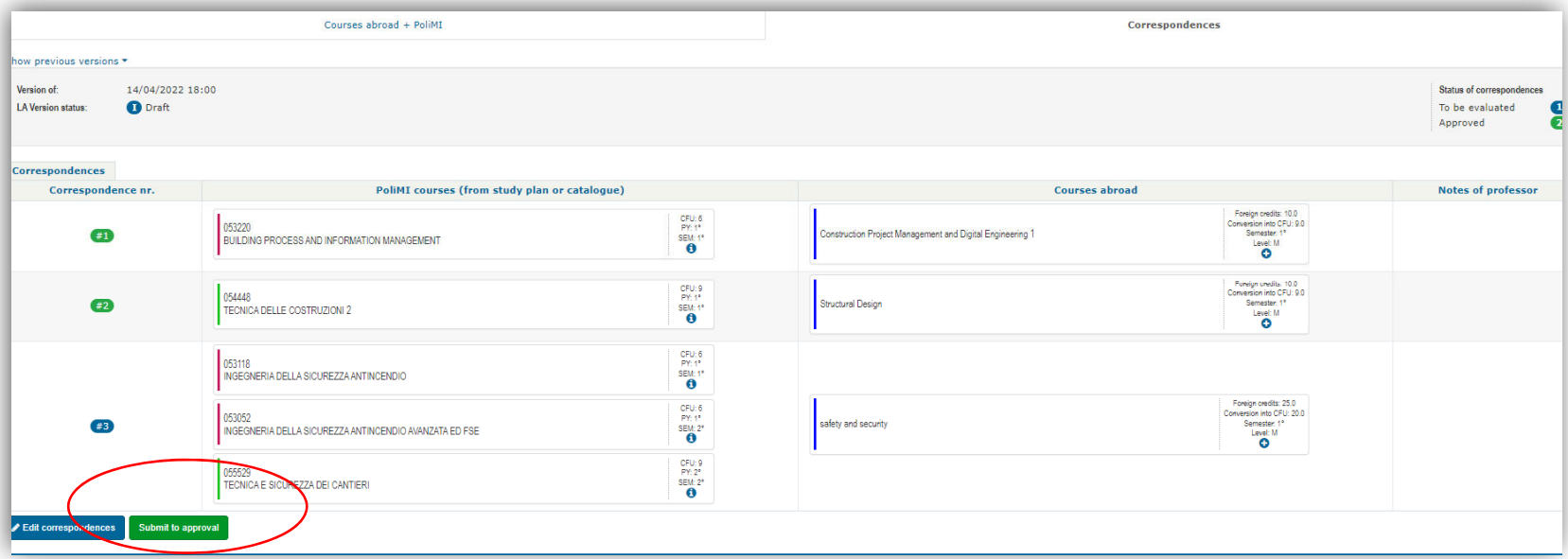


Following the evaluation of the teacher your OLA can be
- Approved
- Completely or partially rejected, if this happens you will have to change the not approved correspondence or correspondences (you will find them indicated in red), by clicking on the **Edit correspondences** button.

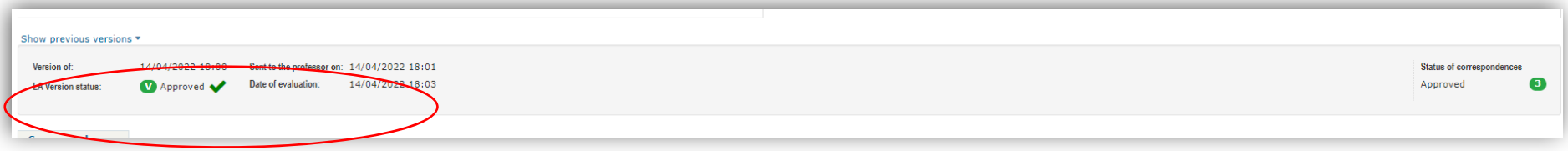
At this stage, you can also *delete* the correspondences already approved by the professor (those that are indicated in green) and propose new ones.



Once you have made all the necessary changes, click on the **Submit to Approval** button. Your modified OLA returns to the teacher for evaluation.



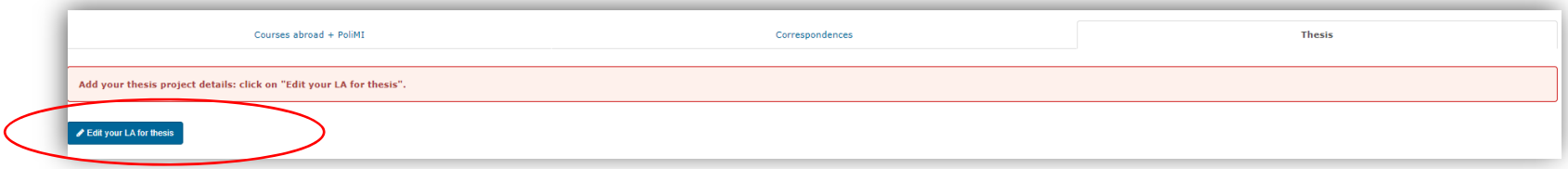
When the Referee/Promoter professor finally approves your OLA, it will appear in an "***approved***" state (green icon) and will no longer be editable.



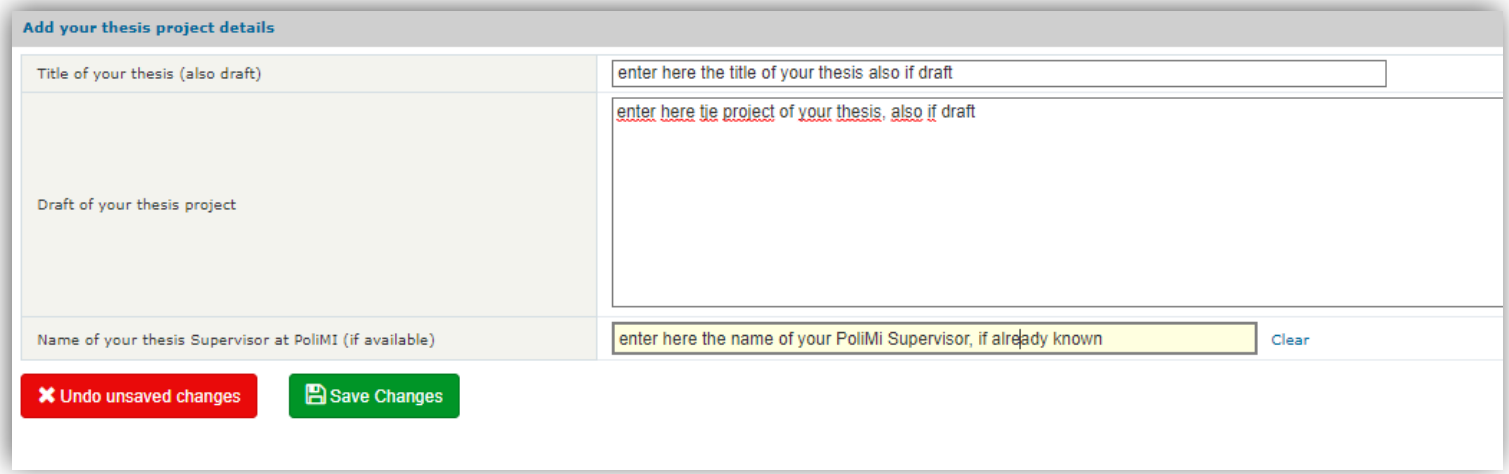
<u>Any changes can be made only after arrival at the host university, that is, only after the opening of the “Changes During the Mobility” phase.</u>

OLA FOR THESIS RESEARCH

In the **THESIS** section click on the button **Edit your LA for thesis**:



Fill in the required fields and finally **Save changes**:



After saving, submit your OLA for thesis to the Refeee/Promoter Professor for approval. Following the evaluation of the professor, the OLA for thesis follows the same process described in the fourth step of the "OLA for Courses" section. If the OLA is approved, it can no longer be changed, if the OLA is rejected, the teacher will provide you with the necessary information to correct it and, once you make the changes, you can submit it again for approval.