

[GUIDE TO THE ONLINE LEARNING AGREEMENT \(OLA\)](#)

What is the Online Learning Agreement?

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.

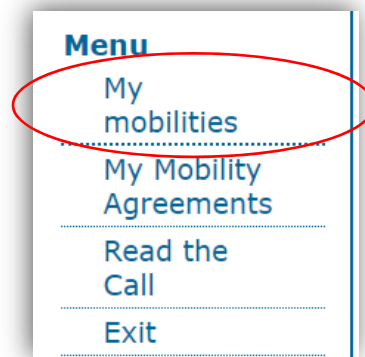
Signing a shared LA before departure is therefore a fundamental step for two reasons:

- 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:

Learning Agreement

In this section you enter the courses that will compose your Learning Agreement.
 PoliMI courses: the courses you now have in your approved plan are already loaded. By clicking on the pencil icon you may add from the Catalogue other courses that you want to validate at the end of your mobility.
 Courses at the hosting university: click on the pencil icon to enter the details of the courses you will take abroad.
 Once you have completed the two lists of courses, go to the "Correspondences" section.

Activities to be carried out abroad:
 Your PoliMi School while in mobility : Architecture Urban Planning Construction Engineering
 Your Study Programme while in mobility : Arc - Urb - Cost (Master of Science degree) (Ord. 270) - MI (1142) BUILDING ENGINEERING
 Referee professor: **▲ Indicate the Referee professor in charge of mobilities of your Study Programme**

Exams

Courses abroad + PoliMI

PoliMI courses

Course ID	Course Name	CFU	Prerequisites
05448	TECNICA DELLE COSTRUZIONI 2	CFU 9	PR: 1* SSM: 1*
054634	PATOLOGIA E DIAGNOSTICA EDILIZIA	CFU 6	PR: 1* SSM: 2*
054640	PROGETTO DI STRUTTURE IN ACCIAIO	CFU 6	PR: 1* SSM: 2*
054669	PROGETTAZIONE DELL'INVOLUCRO EDILIZIO	CFU 6	PR: 1* SSM: 1*

Correspondences


Courses to be taken at the hosting university

▲ Click on the pencil symbol to add to the LA the courses that you will take at your hosting university.

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

Activities to be carried out abroad:	Exams	
Your Polimi School while in mobility :	Architecture Urban Planning Construction Engineering	
Your Study Programme while in mobility :	Arc - Urb - Cost (Master of Science degree)(ord. 270) - MI (1017) ARCHITECTURE - BUILDING ARCHITECTURE	
Promoter professor:	LUCA MARIA FRANCESCO FABRIS	

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:

Activities to be carried out abroad:	Exams	
Your Polimi School while in mobility :	Architecture Urban Planning Construction Engineering	
Your Study Programme while in mobility :	Arc - Urb - Cost (Master of Science degree)(ord. 270) - MI (1142) BUILDING ENGINEERING	
Referee professor:	▲ Indicate the Referee professor in charge of mobilities 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 enrolls differs from that indicated in the application, the mobility may not take place. “

Edit the given information

Activities to be carried out abroad	<input type="text" value="Exams"/>
Your Study Programme while in mobility	<input type="text" value="Scuola di Architettura Urbanistica Ingegneria delle Costruzioni"/>
Referee professor	<input type="text" value="Select"/>

✖ Undo unsaved changes
💾 Save Changes

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:

Courses abroad + PoliMI

PoliMI courses

3 Courses from your approved study plan
0 Courses added from course catalogue

054712
STORIA DELLE COSTRUZIONI

055705
LABORATORIO DI ARCHITETTURA DELLE COSTRUZIONI COMPLESSE I

099881
MODELLAZIONE STRUTTURALE PER L'ARCHITETTURA E CALCOLO NUMERICO

CFU: 4
PY: 1°
SEM: 1°

CFU: 20
PY: 1°
SEM: 2°

CFU: 8
PY: 1°
SEM: 2°

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

Learning Agreement / Courses from Catalogue

If your currently approved study plan does not include the courses you would like to validate at the end of your mobility, you can add them from the Course Catalogue. Remember, however, that this activity does not change the study plan, it is therefore necessary that, according to the regular PoliMI deadline, you update also the study plan: when you return from your mobility, what is not in plan cannot be validated.

Courses at PoliMI added from the library
No courses added from the course library

Search filters for courses in the course library

Academic Year: 2022/2023
 School: (School of Architecture Urban Planning Construction Engineering (222))
 Programme: Building Engineering (1142)
 Programme Year: All | Track: PEC - PRODUZIONE E COSTRUZIONE
 ID/Description Course: | Cfu: |

List of courses

Course ID	Title of the course	CFU	Programme Year	Semester	Track
<input type="checkbox"/> 053052	INGEGNERIA DELLA SICUREZZA ANTINCENDIO AVANZATA ED FSE	6.00	1	2	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 053118	INGEGNERIA DELLA SICUREZZA ANTINCENDIO	6.00	1	1	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 053220	BUILDING PROCESS AND INFORMATION MANAGEMENT	6.00	1	1	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 054623	PROGETTO DI EDIFICI COMPLESSI	6.00	1	1	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 054624	MANUTENZIONI DELLE COSTRUZIONI	6.00	1	1	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 054626	COSTRUZIONI IN ZONA SISMICA	9.00	1	2	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 054627	DIREZIONE E COORDINAMENTO DEI LAVORI	6.00	1	2	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 054897	MATERIALI, DURABILITA' E RESTAURO	6.00	1	1	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 055531	GESTIONE ECONOMICA DEL PROGETTO	6.00	1	2	PEC - PRODUZIONE E COSTRUZIONE
<input type="checkbox"/> 055780	LABORATORIO DI VALIDAZIONE DEL PROGETTO	6.00	1	2	PEC - PRODUZIONE E COSTRUZIONE

pag. 1/4 (total:31) first previous 1 2 3 4 next last page size: 10 25 50 100 all

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.

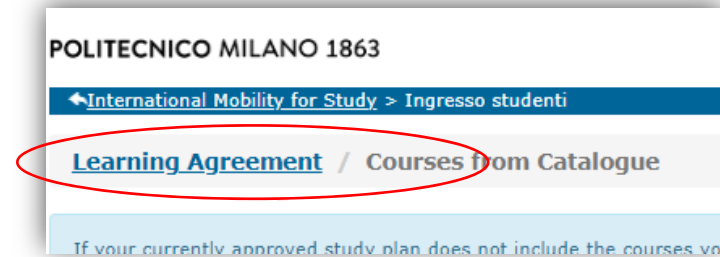
Learning Agreement / Courses from Catalogue

If your currently approved study plan does not include the courses you would like to validate at the end of your mobility, you can add them from the Course Catalogue. Remember, however, that this activity does not change the study plan, it is therefore necessary that, according to the regular PoliMI deadline, you update also the study plan: when you return from your mobility, what is not in plan cannot be validated.

Courses at PoliMI added from the library

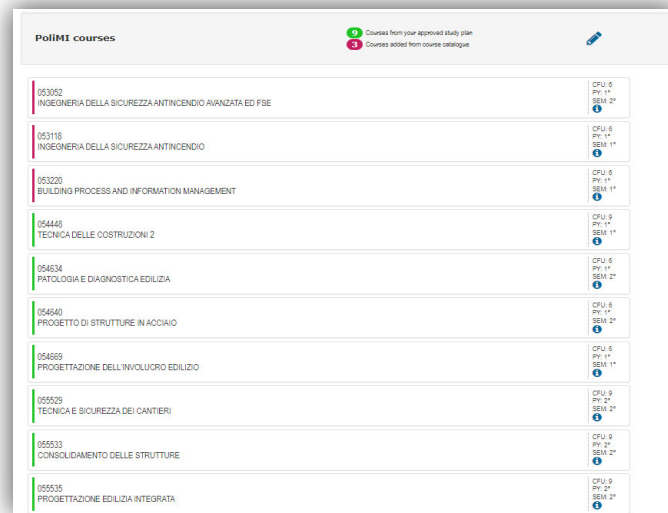
Course ID	Title of the course	CFU	Programme Year	Semester		
053052	INGEGNERIA DELLA SICUREZZA ANTINCENDIO AVANZATA ED FSE	6	1	2		
053118	INGEGNERIA DELLA SICUREZZA ANTINCENDIO	6	1	1		
053220	BUILDING PROCESS AND INFORMATION MANAGEMENT	6	1	1		

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.

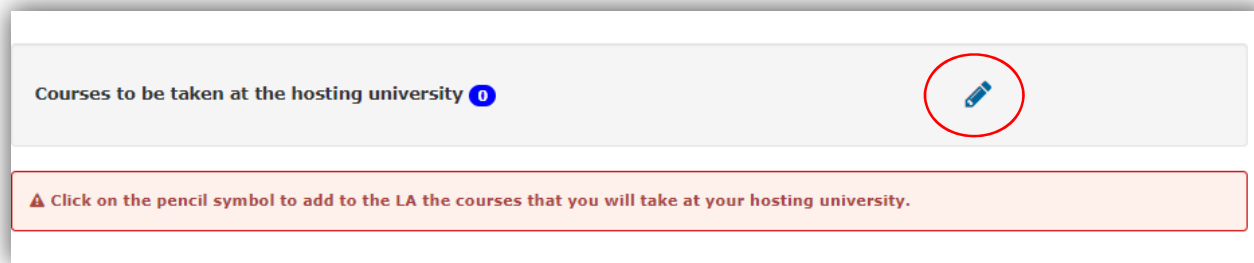


The screenshot shows a list of PolINT courses. At the top, there are two legends: a green circle with '2' for 'Courses from your approved study plan' and a red circle with '3' for 'Courses added from course catalogue'. The courses are listed in a table with their IDs, names, and details.

Course ID	Course Name	Details
053052	INGEGNERIA DELLA SICUREZZA ANTINCENDIO RIUNIZATA ED FSE	CFU: 6 Pr: 1* SEMI: 2* Info icon
053118	INGEGNERIA DELLA SICUREZZA ANTINCENDIO	CFU: 6 Pr: 1* SEMI: 1* Info icon
053220	BUILDING PROCESS AND INFORMATION MANAGEMENT	CFU: 6 Pr: 1* SEMI: 1* Info icon
054448	TECNICA DELLE COSTRUZIONI 2	CFU: 9 Pr: 1* SEMI: 1* Info icon
054634	PATOLOGIA E DIAGNOSTICA EDILIZIA	CFU: 6 Pr: 1* SEMI: 2* Info icon
054640	PROGETTO DI STRUTTURE IN ACCIAIO	CFU: 6 Pr: 1* SEMI: 2* Info icon
054659	PROGETTAZIONI DELL'INVOLUCRO EDILIZIO	CFU: 6 Pr: 1* SEMI: 1* Info icon
055529	TECNICA E SICUREZZA DEI CANTIERI	CFU: 9 Pr: 2* SEMI: 2* Info icon
055533	CONSOLIDAMENTO DELLE STRUTTURE	CFU: 9 Pr: 2* SEMI: 2* Info icon
055535	PROGETTAZIONE EDILIZIA INTEGRATA	CFU: 9 Pr: 2* SEMI: 2* Info icon

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:

Learning Agreement / Courses at the hosting university

Add here the courses you will attend at the hosting university. Please carefully details Syllabus and add the link of the course in the hosting university's catalogue, if available online. The information provided will allow your professor to evaluate your LA.

List of courses to be taken at the hosting university

Add at least one course abroad

Add a new course abroad

Course title

Course code in the course catalogue of the hosting university

Foreign credits

Conversion into PolIMI CFU

Semester (1=fall; 2=spring)

Level Bachelor Master

Description of contents (Syllabus)

Link to syllabus in the course catalogue, if available

[Add in LA](#) [Undo unsaved changes](#)

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).

Add a new course abroad	
Course title	Structural Design
Course code in the course catalogue of the hosting univesity	01115
Foreign credits	10
Conversion into PoliMI CFU	9
Semester (1=fall; 2=spring)	1
Level	<input type="radio"/> Bachelor <input checked="" type="radio"/> Master
Description of contents (Syllabus)	(Copy the Syllabus you find in the Course catalogue of the hosting university)
Link to syllabus in the course catalogue, if available	
<input type="button" value="Add in LA"/> <input type="button" value="Undo unsaved changes"/>	

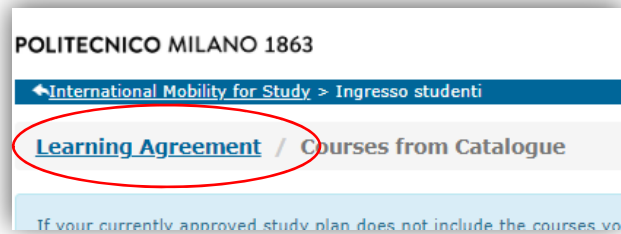
[Learning Agreement](#) / Courses at the hosting university

Add here the courses you will attend at the hosting university. Please carefully details Syllabus and add the link of the course in the hosting university's catalogue, if available online. The information provided will allow your professor to evaluate your LA. ✕

List of courses to be taken at the hosting university

Course title	Code	Credits in the hosting university	Conversion into PoliMI CFU	Semester (1=fall; 2=spring)	Level	Syllabus	Link to syllabus	
Structural Design	01115	10.0	9.0	1	MSc	(Copy the Syllabus you find in the Course catalogue of the hosting university)		 
Construction Project Management and Digital Engineering 1	35116	10.0	9.0	1	MSc	(Copy the Syllabus you find in the Course catalogue of 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 correspondence for each *match* between the PoliMI courses and those of the host university.

Start by clicking on **Edit correspondences**:

←International Mobility for Study > Ingresso studenti

Learning Agreement

To fill in your Online Learning Agreement first of all check the data in the summary box, and if necessary change them.
Please note that if you change the Study Programme to which you will be enrolled in during your mobility, we will have to verify that the agreement with the host university includes your new Study Programme.
If you will follow courses abroad enter the "Courses abroad + PoliMI" section and then the "Correspondences" section, and follow the instructions.
If you will do your thesis research, enter the "Thesis" section.

Activities to be carried out abroad:	Exams
Your PoliMI School while in mobility :	Architecture Urban Planning Construction Engineering
Your Study Programme while in mobility :	Arc - Urb - Cost (Master of Science degree)(ord. 270) - MI (1142) BUILDING ENGINEERING
Referee professor:	▲ Indicate the Referee professor in charge of mobilities of your Study Programme

Courses abroad + PoliMI

Correspondences

Attention, you have not yet created a correspondence of courses in your Learning Agreement

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 or more courses of the Politecnico di Milano. For each correspondence drag the PoliMI courses and the courses abroad in the appropriate section.

Save **Undo unsaved changes** **+ Add correspondences**

PoliMI courses (from study plan or catalogue) ▲

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
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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:

The screenshot displays the 'Add correspondences' interface. On the left, a list of PoliMI courses is shown, with the 'Save' button circled in red. The main area is divided into three correspondence sections:

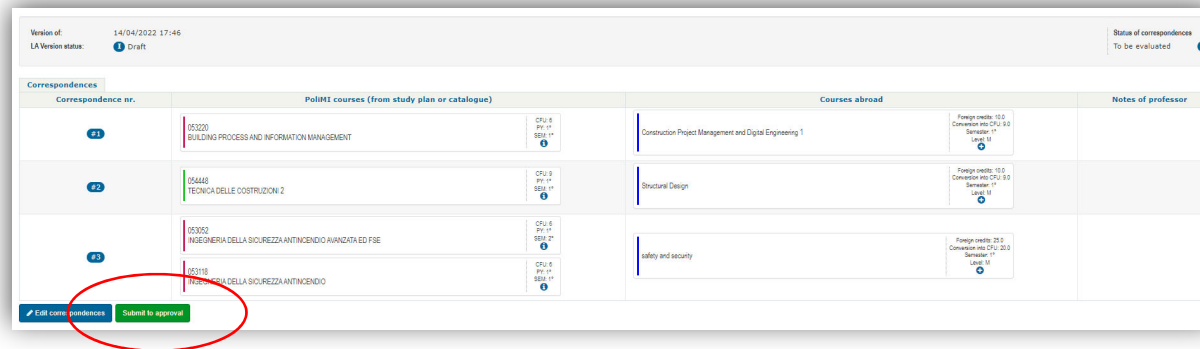
- Correspondence nr. #1:** Links PoliMI course 053220 (BUILDING PROCESS AND INFORMATION MANAGEMENT) to the foreign course 'Construction Project Management and Digital Engineering 1'.
- Correspondence nr. #2:** Links PoliMI course 054448 (TECNICA DELLE COSTRUZIONI 2) to the foreign course 'Structural Design'.
- Correspondence nr. #3:** Links PoliMI courses 053052 (INGEGNERIA DELLA SICUREZZA ANTINCENDIO AVANZATA ED FSE) and 053118 (INGEGNERIA DELLA SICUREZZA ANTINCENDIO) to the foreign course 'safety and security'.

Each correspondence section shows the PoliMI course details (CFU, PY, SEM) and the foreign course details (Foreign credits, Conversion into CFU, SEM, Level). A '+ Add correspondences' button is located at the bottom.

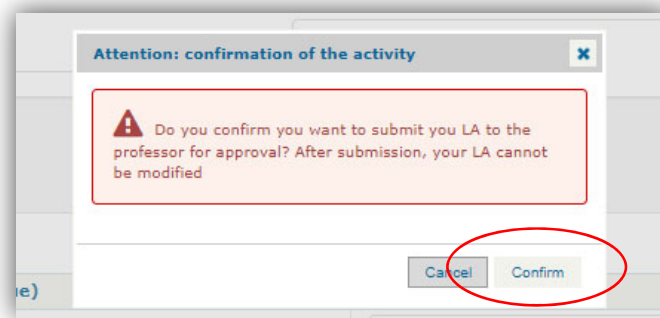
! Attention: the correspondences of these examples are for pure example purpose, they don't have any reliable!

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:



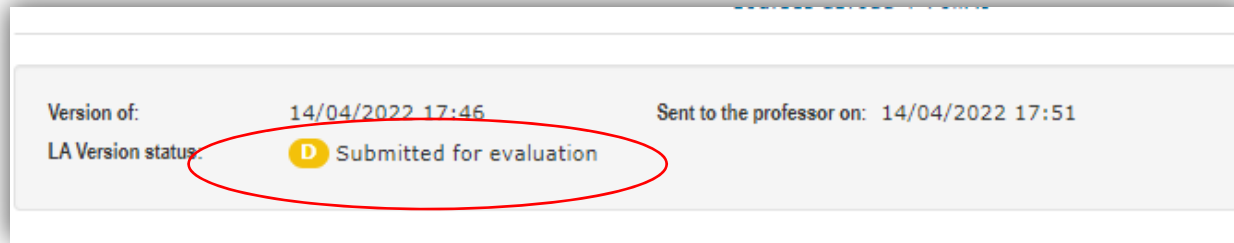
And remember to **Confirm**



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.

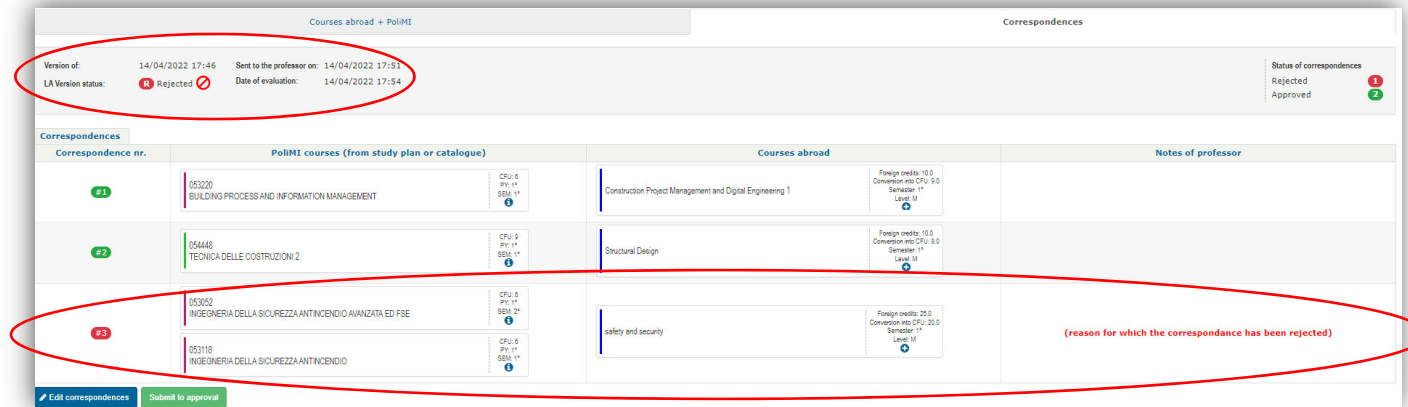
FOURTH STEP - Periodically check the *status* of your LA



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.

The screenshot displays the 'Correspondences' section of the Online Learning Agreement system. The interface includes a header with 'Courses abroad + PoliMI' and 'Correspondences'. Below the header, there is a 'Version of:' field showing '14/04/2022 18:00' and an 'LA Version status:' field showing 'Draft'. A 'Status of correspondences' section on the right indicates 'To be evaluated' (1) and 'Approved' (2). The main table has four columns: 'Correspondence nr.', 'PolIMI courses (from study plan or catalogue)', 'Courses abroad', and 'Notes of professor'. Three rows are visible, each with a green icon indicating approval. At the bottom, there are two buttons: 'Edit correspondences' and 'Submit to approval', both of which are circled in red.

Correspondence nr.	PolIMI courses (from study plan or catalogue)	Courses abroad	Notes of professor
#1	053220 BUILDING PROCESS AND INFORMATION MANAGEMENT CFU: 6 PY: 1* SEM: 1*	Construction Project Management and Digital Engineering 1 Foreign credits: 10.0 Conversion into CFU: 9.0 Semester: 1* Level: M	
#2	054448 TECNICA DELLE COSTRUZIONI 2 CFU: 9 PY: 1* SEM: 1*	Structural Design Foreign credits: 10.0 Conversion into CFU: 9.0 Semester: 1* Level: M	
#3	053118 INGEGNERIA DELLA SICUREZZA ANTINCENDIO 053052 INGEGNERIA DELLA SICUREZZA ANTINCENDIO AVANZATA ED FSE 055229 TECNICA E SICUREZZA DEI CANTIERI CFU: 6 PY: 1* SEM: 1* CFU: 6 PY: 1* SEM: 2* CFU: 9 PY: 2* SEM: 2*	safety and security Foreign credits: 25.0 Conversion into CFU: 20.0 Semester: 1* Level: M	

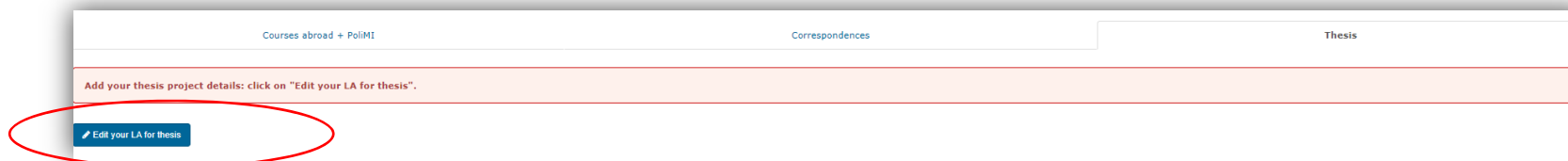
When the Referee/Promoter professor finally approves your OLA, it will appear in an "**approved**" state (green icon) and will no longer be editable.

The screenshot displays the 'Correspondences' section of the Online Learning Agreement system, showing the 'Approved' status. The 'Version of:' field shows '14/04/2022 18:00' and the 'LA Version status:' field shows 'Approved' with a green checkmark. The 'Status of correspondences' section on the right indicates 'Approved' (3). The 'Edit correspondences' and 'Submit to approval' buttons are circled in red.

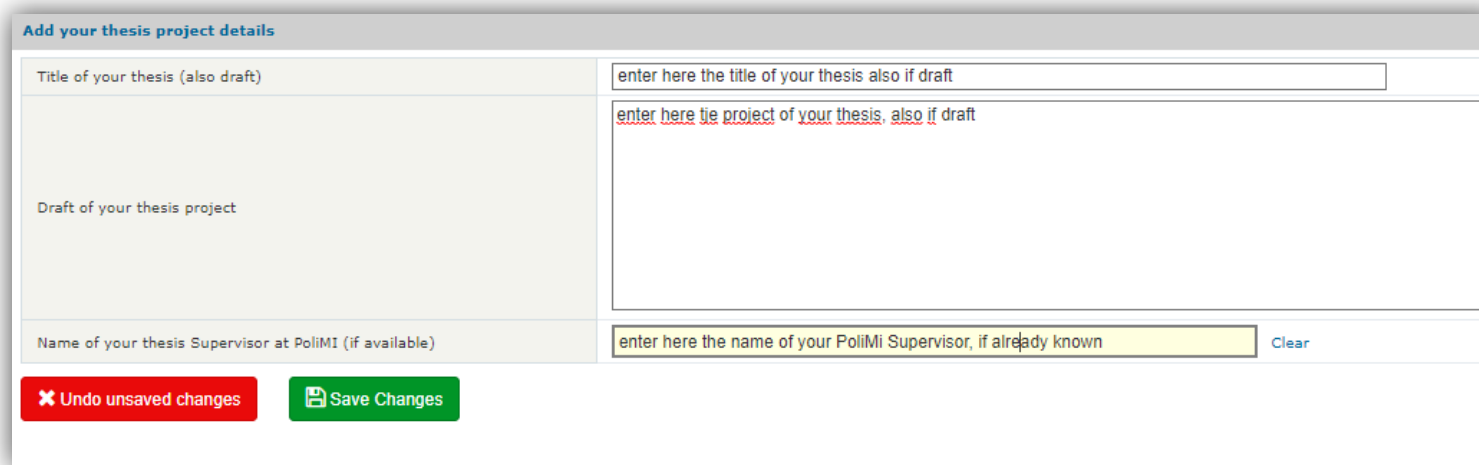
Any changes can be made only after arrival at the host university, that is, only after the opening of the "Changes During the Mobility" phase.

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**:

A screenshot of a form titled 'Add your thesis project details'. The form has three main sections: 1. 'Title of your thesis (also draft)' with a text input field containing the placeholder 'enter here the title of your thesis also if draft'. 2. 'Draft of your thesis project' with a large text area containing the placeholder 'enter here the project of your thesis, also if draft'. 3. 'Name of your thesis Supervisor at PoliMI (if available)' with a text input field containing the placeholder 'enter here the name of your PoliMI Supervisor, if already known' and a 'Clear' button. At the bottom of the form, there are two buttons: a red button with a white 'x' icon and the text 'Undo unsaved changes', and a green button with a white floppy disk icon and the text 'Save Changes'.

After saving, submit your OLA for thesis to the Referee/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.