



Learning Agreement approval process

Does your university use OLA?

YES: OLA route



- 1  Complete the Learning Agreement in OLA
- 2  Your home university coordinator signs it
- 3  OLA sends the signed agreement to UNITUS
- 4  The UNITUS Erasmus Coordinator signs it
- 5  Course changes: update OLA and repeat the same approval process

NO: document route



- 1  Complete the Learning Agreement as a document, preferably PDF
- 2  Send it to the UNITUS Erasmus Coordinator
- 3  The UNITUS Erasmus Coordinator signs it
- 4  For changes, complete a revised document and request a new signature
- 5  Send Felicetta the details of every exam you changed



Important

You may take an exam only if it appears in your **approved Learning Agreement** and in **GOMP**. Otherwise, UNITUS cannot record it and your home university cannot recognise it.

