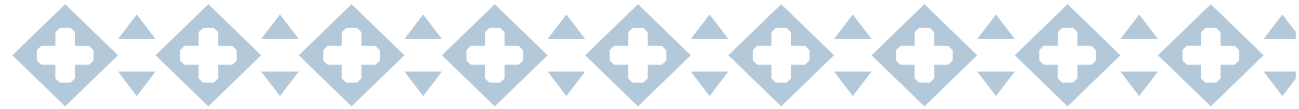


# CALL FOR INTERNATIONAL MOBILITY 2024/25

## II edition



**Università  
degli Studi  
di Palermo**



**Erasmus+**



Università  
degli Studi  
di Palermo



# WHAT HAPPENS NEXT?

DEPARTMENTAL  
COORDINATOR

LEARNING AGREEMENT  
(min 12 max 30 ECTS  
for semester) **by**  
**24/11/2024**

STATUS LA:  
*Sent to  
partner institution*



MOBILITY  
CONTRACT



PROVISION OF  
GRANTS



MOBILITY



ARRIVAL CERTIFICATE



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di Palermo



# LEARNING AGREEMENT

Educational activities to be carried out at partner Institution

Erasmus+ for  
studies



By **24 November** (II semester a.a. 24 – 25)



IT Procedure (Portale Studenti)




«Nuova pratica»

→ Learning Agreement BEFORE the mobility

## Mobilità studentesca internazionale

Pratiche riservate agli studenti "incoming" ed "outgoing" nell'ambito degli accordi di mobilità internazionale: Applicazione partecipazione al bando di mobilità Erasmus Studio, Learning Agreement Before/During e Transcript of Records

Per qualsiasi informazione visitare il sito del Servizio Speciale Internazionalizzazione

- Application form for incoming students (visiting, exchange, ERASMUS incoming)
- Domanda di partecipazione al bando di mobilità internazionale in uscita
-  Mobilità Studentesca Outgoing - Learning Agreement BEFORE The Mobility
- Mobilità Studentesca Outgoing - Learning Agreement DURING The Mobility



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# LEARNING AGREEMENT

Educational activities to be carried out at partner Institution

Erasmus+ for  
studies



Minimum of **12 ECTS**  
for educational activities  
+ any additional ECTS  
For other activities

(e.g. internship, thesis preparation)

## **GAFO (Compulsory Educational Activities Group)**

It is mandatory to specify the subject chosen for the GAFO in the "notes" field and to modify (manually) the number of credits associated with the Group. When UNIPA opens the time window for the modification of study plans, you will have to enter the course chosen for the GAFO on your study plan. Then you will have to create an LA DURING the mobility, delete the GAFO and select the GAFO course that will now be present in the plan.

*Except for:*  
Mobility for thesis  
preparation only  
and/or for third  
cycle of studies

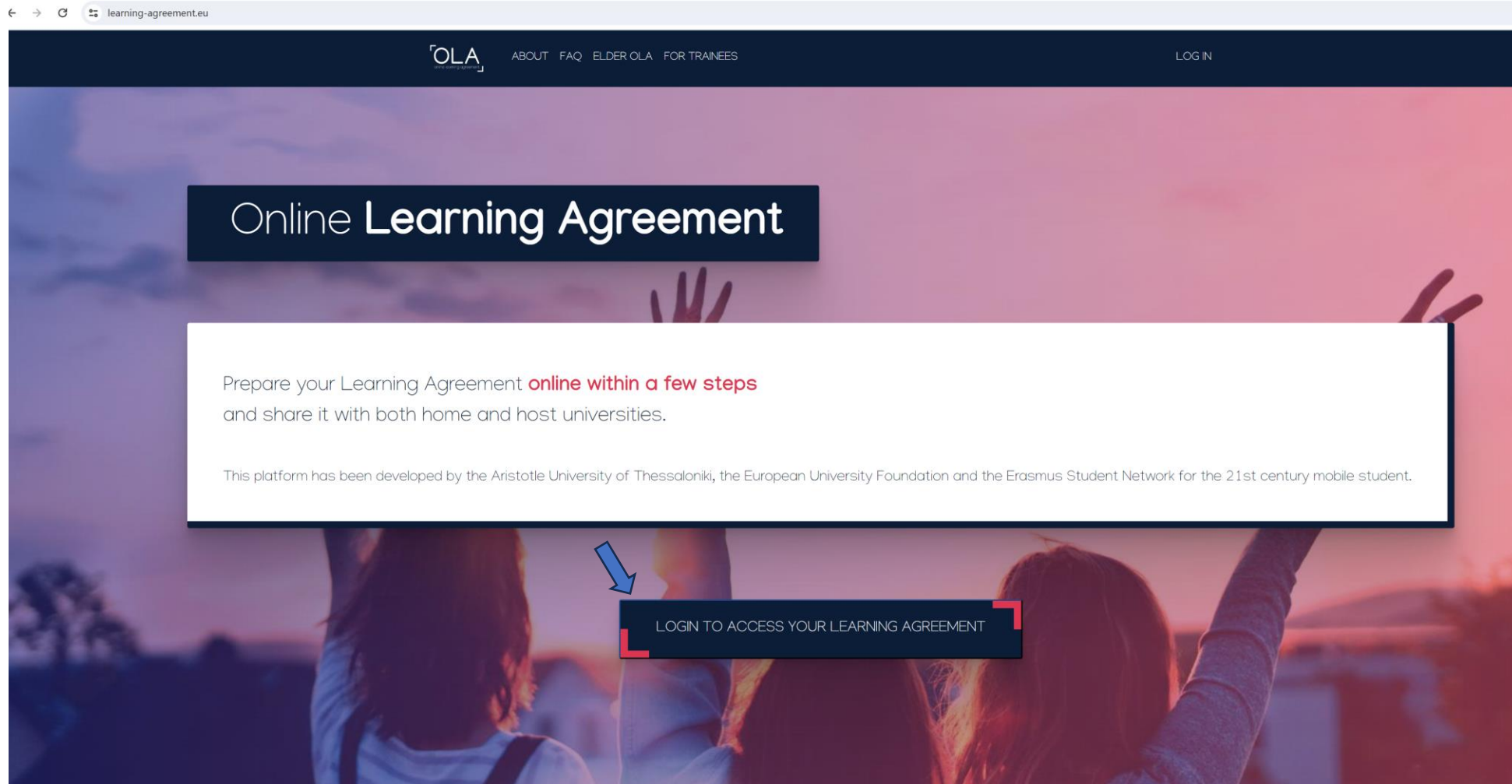


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# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>



The screenshot shows the homepage of the OLA website. At the top, there is a dark navigation bar with the OLA logo on the left, menu items 'ABOUT', 'FAQ', 'ELDER OLA', and 'FOR TRAINEES' in the center, and a 'LOGIN' link on the right. The main content area features a large background image of people with their arms raised. A dark blue box with white text reads 'Online Learning Agreement'. Below this, a white box with a black border contains the text: 'Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.' Underneath, smaller text states: 'This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.' At the bottom center, a dark blue button with white text says 'LOGIN TO ACCESS YOUR LEARNING AGREEMENT', with a blue arrow pointing to it from above.

learning-agreement.eu

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOGIN

## Online Learning Agreement

Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT



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# ONLINE LEARNING AGREEMENT - OLA


<https://www.learning-agreement.eu/>

learning-agreement.eu/user/login

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

## My account

Log in with MyAcademicID

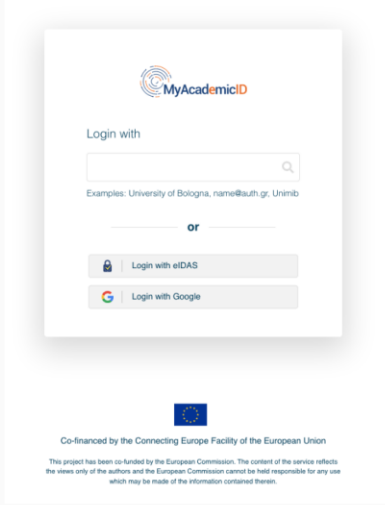


Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!



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.



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# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>



Login with

Examples: University of Bologna, name@auti

or



Login with eIDAS



Login with Google



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# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>



ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

## My account

VIEW

EDIT

### My Personal Information

Firstname \*

Lastname \*

Date of birth \*

Gender \*

Nationality \*

Field of education \*

Study cycle \*

I have read and agree to the Terms and Conditions and Privacy Policy \*

[Terms and Conditions](#) and [Privacy Policy](#)

Save





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# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>

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](#)



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# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>



ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

1

Student Information

2

Sending Institution  
Information

3

Receiving Institution  
Information

4

Proposed Mobility  
Programme

5

Virtual Components

6

Commitment

Academic year \*

2023/2024

## Student

First name(s) \*

woe

Last name(s) \*

wer

Email \*

Date of birth \*

19/04/2024

Gender \*

Female

Nationality \*

Italy (313)

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \*

Agriculture not elsewhere classified (0819) (S)

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Field of Education Comment

Study cycle \*

Bachelor or equivalent first cycle (EQF level 5)

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next



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# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>



ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

1

Student Information

2

**Sending Institution  
Information**

3

Receiving Institution  
Information

4

Proposed Mobility  
Programme

5

Virtual Components

6

Commitment

Academic year \*

2023/2024

Sending

Sending Institution

Country \*

Country of the institution

Name \*

Name of the institution

Sending Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

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.

Previous

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

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.

Next



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# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>

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

Academic year \*

Receiving

Receiving Institution

Country \*

Name \*

Receiving Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

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.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Previous
Next

# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>

1 — 2 — 3 — 4 — 5 — 6

Student Information   Sending Institution Information   Receiving Institution Information   Proposed Mobility Programme   Virtual Components   Commitment

Academic year \*

**Preliminary LA**

Planned start of the mobility \*

Planned end of the mobility \*

**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.

Component Code \*

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

Semester \*

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 by 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.

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]

- 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
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*

The level of language competence \*

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>



# ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>

## 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 *
<input type="text"/>	<input type="text"/>	<input type="text" value="- 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

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



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di Palermo



# LEARNING AGREEMENT

Educational activities to be carried out at partner Institution

Double Degree  
and PIS



By **24 November** (second semester a.a. 2024 - 25)



The activities included must comply with the provisions of the Inter-Institutional Agreements

U.O. Cooperation and Networks - Cooperazione e reti

HOME > Amministrazione > ... > Accordi di Cooperazione Internazionale > Titolo di Laurea congiunto/doppio/multiplo

Accordi Titolo di Laurea congiunto/doppio/multiplo

Ascolta

Di seguito vengono elencati gli accordi stipulati con paesi Europei ed Extra Europei, suddivisi per nazione. Sono riportate le informazioni di base, per visualizzare l'accordo in dettaglio bisogna accedere alla piattaforma dedicata con le credenziali "community.unipa.it".

Accordi in Europa

Ascolta

- Erasmus Mundus Joint Masters
- Croazia
- Finlandia

U.O. Cooperation and Networks - Cooperazione e reti

HOME > Amministrazione > ... > Accordi di Cooperazione Internazionale > Percorso Integrato di Studi (PIS)

Accordi Percorso Integrato di Studi (PIS)

Ascolta

Di seguito vengono elencati gli accordi stipulati con paesi Europei ed Extra Europei, suddivisi per nazione. Sono riportate le informazioni di base, per visualizzare l'accordo in dettaglio bisogna accedere alla piattaforma dedicata con le credenziali "community.unipa.it".

Accordi in Europa

Ascolta

Accordi Extra EU

<https://www.unipa.it/amministrazione/direzionegenerale/sspinternationalrelationsoffice/u.o.cooperationandnetworks/accordi-di-cooperazione-internazionale/doppio-titolo-di-laurea/>

<https://www.unipa.it/amministrazione/direzionegenerale/sspinternationalrelationsoffice/u.o.cooperationandnetworks/accordi-di-cooperazione-internazionale/percorso-integrato-di-studi-pis/>



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# LEARNING AGREEMENT

Educational activities to be carried out at partner Institution

Traineeship (LAT)

By **24 November** (Second semester)



«BEFORE the Mobility» section



outgoing.students@unipa.it &  
Department/Faculty contact person

Erasmus+ Learning-Agreement- Student-Mobility-for-Traineeships

All.to... Higher-Education- Learning-Agreement- form Student's name

Trainees	Last name(s)	First name(s)	Date of birth	Nationality	Gender (Male/Female/Undefined)	Study cycle and registration number	Field of education
						Erasmus: _____ <input type="checkbox"/> 1° ciclo (BACCALAURIATO) <input type="checkbox"/> 2° ciclo (LAUREA TRIENNIALE) <input type="checkbox"/> 3° ciclo (LAUREA MAGISTRIALE) <input type="checkbox"/> 4° ciclo (LAUREA DOTTORATO)	
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; e-mail; phone	
UNIVERSITÀ DEGLI STUDI DI PALERMO	DIPARTIMENTO DI SCIENZE PEDAGOGICHE	IPALERMO05		Piazza Marina, 61 90133 PALERMO	ITALIA	INSERIRE NOME COGNOME E EMAIL DELLA CONTACT PERSON DI SCUOLA/DIPARTIMENTO	
Receiving Organisation/Enterprise	Name	Department	Address website	Country	Size	Contact person name; position; e-mail; phone	Mentor name; position; e-mail; phone

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical component: from \_\_\_\_\_ to \_\_\_\_\_  
 If applicable, planned period of the virtual component: from \_\_\_\_\_ to \_\_\_\_\_

Traineeship title: \_\_\_\_\_ Number of working hours per week: \_\_\_\_\_

Detailed programme of the traineeship (including the virtual component, if applicable): \_\_\_\_\_

**Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

**Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

**Field of education:** The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED-F 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

**Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (EHE) receives. It is only applicable to higher education institutions located in Programme Countries.

**Contact person at the sending institution:** a 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 will work at the international relations office or equivalent body within the institution.

**Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

**Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

Erasmus+ Learning-Agreement- Student's name

All.to... Higher-Education- Learning-Agreement- form Student's name

Traineeship in digital skills: Yes  No

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): \_\_\_\_\_

Monitoring plan: \_\_\_\_\_

Evaluation plan: \_\_\_\_\_

The level of language competence (in \_\_\_\_\_) (Indicate here the main language of work) that the trainee already has or agrees to acquire by the start of the mobility period is: A1  A2  B1  B2  C1  C2  Native speaker

Table B - Sending Institution

Please use only one of the following three boxes:

**1. DA COMPIRSI SE IL TIROCINIO È CURRICOLARE**  
 The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:  
 Award ECTS credits (or equivalent): Yes  No  If yes, please indicate the number of credits: \_\_\_\_\_  
 Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent): Yes  No  Interview  No  
 Record the traineeship in the trainee's Erasmus+ Mobility Document: Yes  No

**2. DA COMPIRSI SE IL TIROCINIO È VOLONTARIO**  
 The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to:  
 Award ECTS credits (or equivalent): Yes  No  If yes, please indicate the number of credits: \_\_\_\_\_  
 Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent): Yes  No  Interview  No  
 Record the traineeship in the trainee's Erasmus+ Mobility Document: Yes  No

**3. DA COMPIRSI SE IL TIROCINIO È AGLI EFFETTI DI UN CONSENSO CON IL TIROCINIO**  
 The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:  
 Award ECTS credits (or equivalent): Yes  No  If yes, please indicate the number of credits: \_\_\_\_\_  
 Record the traineeship in the trainee's Erasmus+ Mobility Document (highly recommended): Yes  No

Accident insurance for the trainee: \_\_\_\_\_

**Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

**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>

**There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

**ECTS credits or equivalent:** in countries where the "ECTS" system is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web-link to an explanation to the system should be added.





# LEARNING AGREEMENT

CONTACT  
PERSON



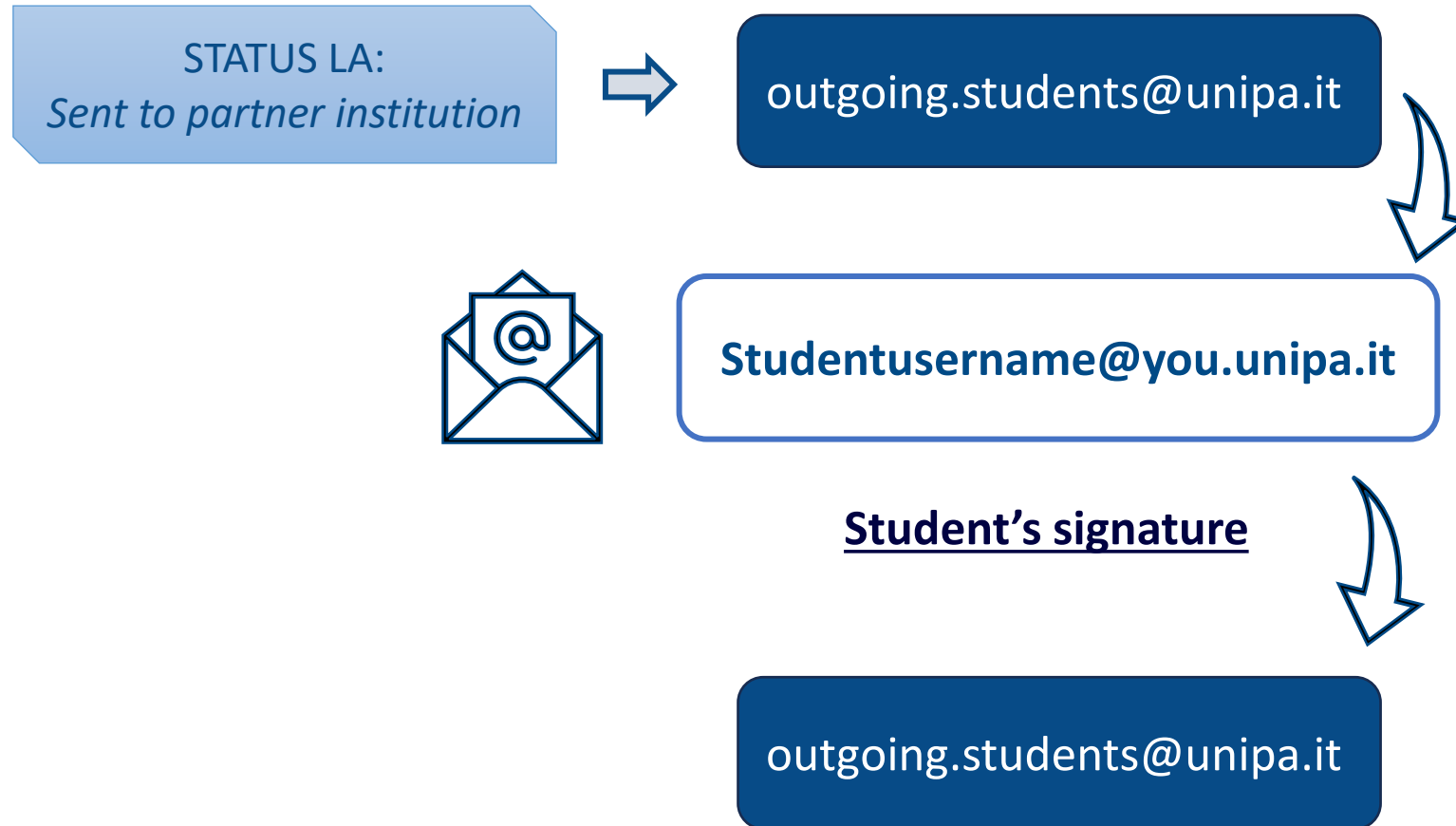
Technical support  
for LA and changes

DEPARTMENT  
COORDINATOR



Support for issues  
related to  
educational  
activities

# MOBILITY AGREEMENT



**December 13rd 2024**  
**(second semester)**

n.b. the student who does not send the signed contract by December 13th will be considered "forfeited" and excluded from participation in subsequent calls for the academic year. 2025 - 2026



# MOBILITY AGREEMENT

Period and  
duration of the  
Mobility

**Actual start and end  
dates** of the Mobility may  
differ from those  
anticipated



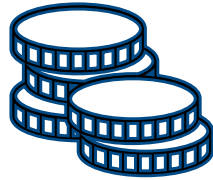
**In compliance with Annex A**

The **duration** of the study  
period or traineeship period  
expressed in the LA/LAT and  
put in the contract **cannot be  
changed after signing the  
contract**

Decrease of Mobility days =  
Proportional decrease of the  
Mobility grant

Increase in actual mobility days  
= no changes in the Mobility  
grant

# PROVISION OF GRANTS



Single solution in  
advance

Estimated according to the duration  
and destination of the Mobility  
(See Learning Agreement and contract)

**See Annex D –  
Financial contributions to  
support mobility  
expenditure**

Credit will be made only to  
the student's account or  
prepaid card

**See section 4 of the Call**

# RETURN OF GRANTS

You will have to return the contribution in case of :

- Withdrawal
- Revocation of the Mobility
- Under two months abroad stay
- Shorter mobility period than stated in the contract



The Certificate of Attendance is the only valid document to certify the duration of the period



# MOBILITY PERIOD AND CHANGES

 The mobility period can go from **01/01/2025** to **31/07/2025**



CERTIFICATE OF ATTENDANCE  
issued by the host Institution



outgoing.students@unipa.it

Contact person

*Except for:*

Double Degree and PIS



Timetables for interinstitutional agreements

Actual dates may differ from those anticipated



If the duration estimated on the basis of actual dates is less than the duration of the contract you will have to return part of the received grants



# MOBILITY PERIOD AND CHANGES



Any **request of extension** will have to be authorized by the Departmental coordinator and the partner University



outgoing.students@unipa.it

Contact person



At least one month before the original deadline!

The additional period **does not provide** for an additional financial contribution



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# MOBILITY PERIOD AND CHANGES

**Students can take exams at University of Palermo during their Mobility abroad, If it is not cause of interruption of the period of study and/or activities planned abroad, for:**

- Previous years subjects
- Current year subjects





# INSURANCE

- Personal injury
- Third party liability

With the exception of USA and Canada

Health Card  
– EHIC

- ✓ First aid treatment and hospitalization in EU countries
- ✗ specialist visits
- ✗ medical treatment
- ✗ repatriation

If you don't have  
the Health Card -  
EHIC



Go to your Local Health Office and request the issue of  
the **replacement certificate**  
Bring the Mobility Agreement with you  
signed by both parties!

# INSURANCE

- ⇒ Check if the host University requires supplementary health insurance
- ⇒ Consider to take out a private health insurance anyway depending on the country of destination
- ⇒ If your destination country is Extra-EU, it's mandatory to take out a private supplementary health and repatriation insurance



outgoing.students@unipa.it

Contact person





# OTHER USEFUL INFORMATION

## Mobility Survey



At the end of the Mobility



Automatic sending from the ECAS application to your email



Online compilation and subscription

# THANK YOU FOR YOUR ATTENTION



CONTACTS:  
[outgoing.students@unipa.it](mailto:outgoing.students@unipa.it)



Valentina Campanaro  
Valentina D'Anna  
Melania Ferrara  
Ornella Guarino



<https://www.unipa.it/mobilita/studenti-unipa-outgoing/bandi-e-graduatorie/>



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**Erasmus+**

