Bocconi

EWP - OLA USER GUIDE



INTERNATIONAL RELATIONS - ERASMUS +

July 2024

What is EWP - OLA?

In line with the European Commission initiatives on digitalization, Bocconi University has joined the **Erasmus Without Paper (EWP)** network, which enables the computerized exchange of Erasmus+ mobility data in a secure, fast and paperless manner.

➤ What is the purpose of the Online Learning Agreement?

The Online Learning Agreement sets out the programme of the studies to be followed abroad for Erasmus+ students and it is one of the mandatory steps to obtain your Erasmus+ scholarship. You must send a first version of your OLA before the beginning of your semester abroad.



LET'S START



First of all, in order to be able to submit your EWP-OLA, you must have received approval by Bocconi Professors of all foreign courses you want to take abroad.

Please insert ALL the requests for the courses you are going to attend abroad as soon as you can.

Courses are approved if a **green square** appears next to the course name, under the column "Stato" (*Status*).

Please remember: you **must** validate your Mobility Agreement first and then you can send your OLA.

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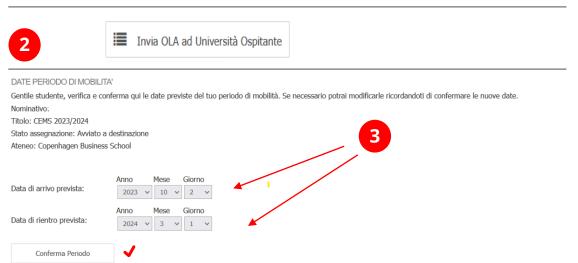
NEXT STEPS



- 1. First, select with a blue tick the approved courses you want to add in your OLA (under the column "Frequentato" (*Attended*)
- 2. Then select the tab "Invia OLA ad Università ospitante" (Send OLA to Partner University)
- 3. You will see the **estimated dates of arrival and departure** of your mobility period that you will need to confirm. If the host university has informed you of different dates, you will have to change them in the corresponding boxes and confirm the change by selecting the "Conferma Periodo" (Confirm Period) tab. Please change the dates only if they differ **substantially** from the dates already suggested. In fact, **the OLA should contain estimated dates of mobility**.
- 4. Then, select your language level at Bocconi (there is a drop-down menu for level choice)







PRATICA OLA - EWP (Erasmus Without Paper)

Nominativo:

Titolo: EXCHANGE PROGRAM GRADUATE 2023-2024

Data arrivo prevista: 15/08/2023 00:00:00

Data rientro prevista: 15/01/2024 00:00:00

Stato assegnazione: Avviato a destinazione

Ateneo: Universiteit van Tilburg Foorly of Economies s af Business Administration

Livello lingua: INGLESE B2 v





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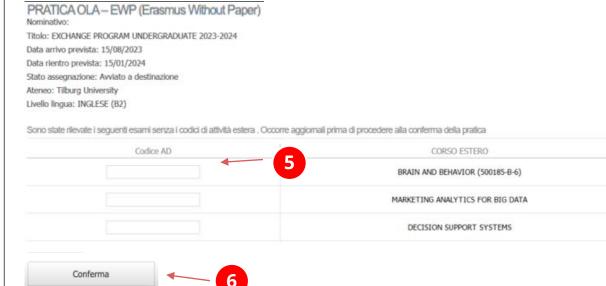
NEXT STEPS



5. Now, under the column **Codice AD**, write the component/module code of the host university courses that you have added to your OLA. Click "Salva" (Save) for each row. You won't need to add the course code if someone has already added it before you. If there is a mistake on the already existing codes, please contact us.

You can find the component/module code of the courses you're taking abroad on the receiving university course offering (on the syllabi/ on the course catalogue/ on your agenda of the host school/ etc.). Please note that the component code is a mandatory field in your OLA: if you have any doubts on the codes, please ask further information to your host school.

6. Click "Conferma" (Submit)





EWP - OLA STATUS



- From now on, you will be able to check the status of the OLA in its different stages.
- For all types of responses from the foreign university you will receive an email notification on your Bocconi account.
- > OLA INVIATO in attesa di approvazione (OLA status: sent, waiting for approval)
- > OLA RIFIUTATO (OLA status: rejected)

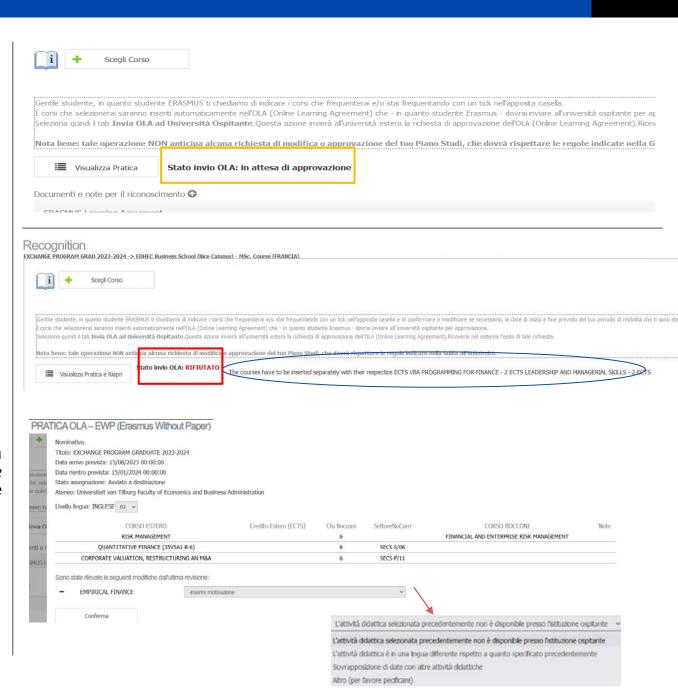
The system will show you, next to the OLA submission status, the note of rejection entered by the host university.

In this case, **you will have to submit a new OLA request,** to fix the issues indicated by the host school.

Once you have updated the list of foreign courses to be included in the OLA, you will have to submit it again, entering in the field **-inserire motivazione**- ("please enter reason") one of the 4 options proposed from the drop-down menu. The reason selected must be consistent with the reason for rejection.

Then click "Conferma" (Submit)





> OLA APPROVATO (OLA status: approved)





We will contact you via email if you need to prepare a temporary PDF version of the Learning Agreement because of technical issues in the exchange of OLAs with some receiving Universities.



CHANGES TO THE OLA and RECOGNITION OF EXAMS AFTER THE MOBILITY



During and after your mobility, only if necessary, you will be able to make changes to the OLA, adding and/or deleting courses that you will/will not take abroad. Keep in mind that the courses on the OLA have to correspond to the courses on the Transcript of Records (ToR). You will have to make changes to the OLA, in order to resolve any discrepancies between the ToR and the OLA. We suggest making changes to the OLA during the first 5 weeks of the period abroad, when you will be sure of the courses you will take during the semester abroad.

Please remember that if you want to make changes to the OLA you must submit again your modified OLA to have it approved.

- Once back from your experience abroad, you will be able to make a request for recognition only of the activities approved on the OLA, if they are present also on the **Transcript of Records**.
- ❖ **PLEASE NOTE**: the completion of the OLA has no effect on your Study Plan structure and composition. You will receive detailed instructions on how to finalize the recognition process at the end of your mobility abroad.



HOW TO MAKE CHANGES TO THE OLA



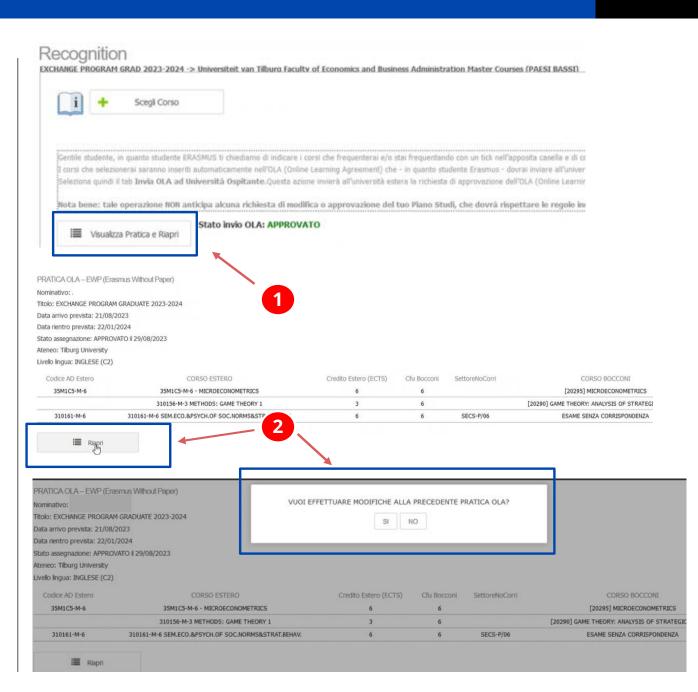
You can make changes to the OLA only if it was rejected/approved by the host school. If the status of your OLA is "pending approval", you can't make changes to it.

In order to make changes, you need to send the OLA once again:

- 1. Click on the tab "Visualizza Pratica e Riapri" (View and reopen)
- 2. Click on the tab "Riapri" (Reopen) and confirm that you want to make changes to the previous OLA you have already submitted.

If you only want to change the dates/module codes/credits of your OLA, please contact us beforehand.





CONTACTS



For any questions regarding EWP – OLA, please contact us using

B in Touch>Funding>Erasmus+ Scholarship

(B in Touch>Agevolazioni>Borsa Erasmus+)



