

Exchanging OLAs and IIAs via EWP

What stays the same for HEIs using the Dashboard prior to June 2021

Workflows

The workflows for initiation and finalisation of OLA and IIA do not change. You and your colleagues using the Dashboard will, upon the creation or finalisation of IIA or OLA, receive the customary email notifications; and you will also be able to create, sign and update OLAs and IIAs with all the other HEIs connected to EWP Network the same way as it has functioned till now. We trust this will help make the transition to EWP data exchange as seamless as possible.

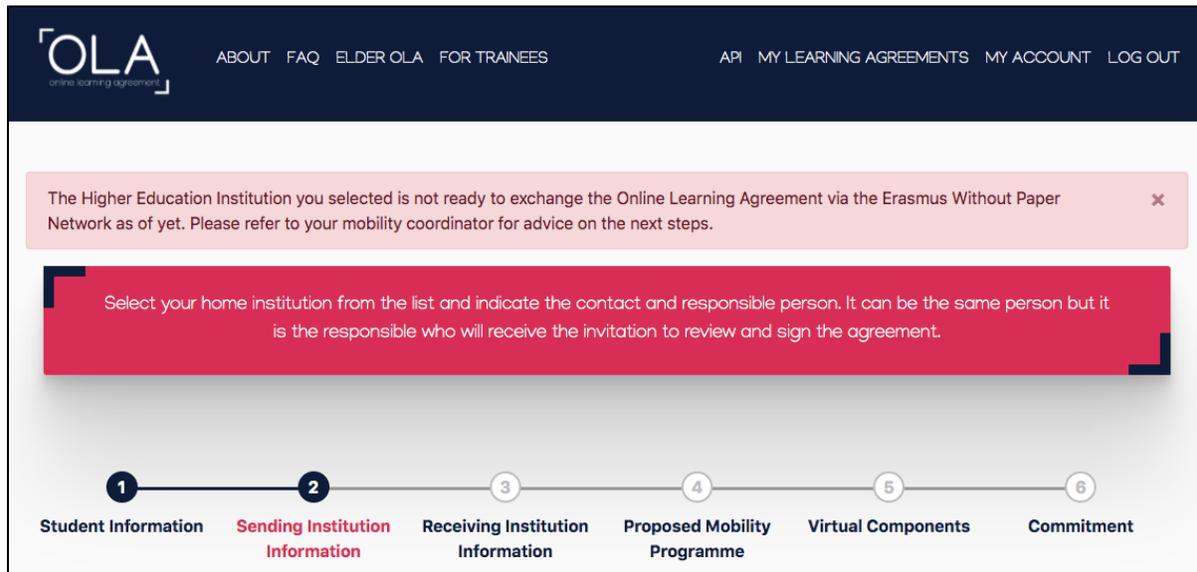
What changes

Only HEIs that are connected to EWP are reachable to their partners

What will change is that OLAs and IIAs will only be exchanged with nodes (HEIs) reachable via the EWP Network. If a HEI is not connected to the EWP Network as of yet - whether through their own system, the Dashboard or a third-party provider - they will not be able to electronically exchange data with you.

To make it as transparent as possible whether your partners are indeed reachable we have added a new set of filters to the Erasmus Dashboard and the OLA platform for students. This will ensure that the user is informed if certain action cannot be finalised (due the fact that the HEI not being reachable through EWP). In practice this means:

- When a student initiates an OLA, they will be able to submit the document only if both the sending and receiving HEI are in EWP. If one of the partners is not connected to the EWP as of yet - they will see the following notification.



The screenshot shows the OLA (online learning agreement) dashboard. At the top, there is a navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, API, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, a pink notification box states: "The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via the Erasmus Without Paper Network as of yet. Please refer to your mobility coordinator for advice on the next steps." Below the notification, a red box contains the instruction: "Select your home institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement." At the bottom, a progress bar shows six steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

- When an IRO initiates an OLA or IIA via the Erasmus Dashboard, they will be able to submit the document only if both of the partners are in EWP.
- If the IRO attempts to create either document but has not activated the OLA API or IIA API via the Dashboard or are connected to EWP via a third-party or an in-house system - the action will not be executed and they will be notified about this occurrence.
- If the IRO attempts to create an OLA or an IIA, yet the partner HEI is not connected to EWP - the action will not be executed and they will be notified about the reasons.

Erasmus Dashboard email notifications - only to the Dashboard users

The partners who are connected to EWP via third-party providers and in-house systems will no longer receive email notifications from the Dashboard. Instead, the Dashboard will "talk" with their IT systems, which will be responsible for distributing notifications to the receiving party in the way that is customary for them, ensuring such partners will essentially be informed as per their existing internal workflows.

Addressee for an invitation to sign OLA

The notification to review the OLA will be sent to the contact person indicated in the OLA. The responsible can still be indicated as an optional field, but the contact person will henceforth be the one being notified.

All other workflows for notifications and finalisation of the document for OLA and IIA stay the same.