



# The Erasmus Dashboard

## User manual (March 2022)

-> [Link](#) to the Dashboard section on the Knowledge Base of the European University Foundation.



## General Setup

-> Each HEI can have only one institutional account, held by one person. The holder can then give access to this account to as many users as needed.

-> First step: Go to “Support” (left side menu) and check the boxes (3 x “Yes” if complete use of Dashboard or “Yes” just to LA/IIA, depending on the use you make). Click on “Save”, refresh the page and make sure that the settings are saved before moving on (it might take a couple of minutes for the system to register the updated status).

Do you agree that the Dashboard represents your higher education institution in the EWP Network to exchange inter-institutional agreements with your partners?

No

Yes

Save

Do you agree that the Dashboard represents your higher education institution in the EWP Network to exchange the static information for inter-institutional agreements with your partners?

No

Yes

Save

Should the Dashboard represent your higher education institution in the EWP Network for the purpose of enabling the electronic exchange of the Online Learning Agreement information?

No

Yes

Save



“General Info”: Institutional data + Erasmus code (“Description”, “Other general data”: not in use, do not fill them in).

-> The name of the institution is extracted from the official Erasmus Charter holder list and cannot be changed before a new list is published by the EC.

**E+ Dashboard β** | **My University > General Info**

**My University**

- [General info](#)
- [Accounts and Access](#)
- [Organizational Units](#)
- [My settings](#)
- [Covid-19](#)
- [Logout](#)

**Mobilities (OLA 3.0)**

- [Outgoing students](#)
- [Incoming students](#)
- [Upload](#)

**European University Foundation**

Fixed data	Description	Other general data
Country: Luxembourg	<input type="text" value="Fill in"/>	Fill in
City: Oetrange		<a href="#">Website</a>
Name in local character set: European University Foundation		Fill in
Name in Latin character set: European University Foundation		<a href="#">Course catalogues</a>
PIC: Not specified		Fill in
Erasmus code: LUXTESTING99		<a href="#">Contact email</a>
		Fill in
		<a href="#">Contact phone</a>



“**Accounts and Access**”: Here the main account holder can design accounts and allocate access to the institution’s staff. Different types of account can be created for different types of access.

-> The institutional account holder (not visible in the overview) cannot sign OLAs, but can create a separate account in order to be able to manage them.

Role name	Permissions
All features	Creating accounts <span>Remove</span> <span>Edit</span> Editing general info Creating IIA Managing Organizational Units Default IIA Data Editing step by step Import IIA Covid-19 Settings Viewing students Managing students Uploading students Managing IIAs Erasmus+ App



-> Any of the Erasmus Dashboard staff accounts (who have the permission for “Managing students”) can sign the OLA and their contact information will be displayed in the commitment area in the Learning Agreement: even if the addressee was initially wrong, the correct contact point can simply log in to the Erasmus Dashboard and review and sign the OLA.

-> Upcoming feature: A link to a specific OLA can be shared among the colleagues who will be able to interact with the specific document directly upon login.



“**Organizational Units**”: Here you can create an unlimited number of organizational units, representing the departments or faculties of your institution. IIAs can then be linked to these units. You can also de-activate and re-activate these units.

-> Units that are currently in a valid IIA cannot be deleted.

Organizational Unit Name	Actions
Department of Nordic cultures	<a href="#">Deactivate</a> <a href="#">Remove</a>
Faculty of Humanities	<a href="#">Deactivate</a> <a href="#">Remove</a>
Test org unit 1	<a href="#">Deactivate</a> <a href="#">Remove</a>
Test org unit 2	<a href="#">Deactivate</a> <a href="#">Remove</a>



“**My settings**”: Info on a specific account, such as the role and permissions granted. If you need to make any changes, contact the main institutional account holder.

-> The main institutional account holder cannot see this tab, since its owner has by default all possible permissions enabled.

**My University**

- General info
- Accounts and Access
- Organizational Units
- My settings**
- Covid-19
- Logout

**Mobilities (OLA 3.0)**

- Outgoing students
- Incoming students
- Upload

**Information**

Name: Kristin  
Email: kristints+lux@gmail.com  
Role: All Features

**Permissions**

- Creating accounts
- Editing general info
- Creating IIA
- Managing Organizational Units
- Default IIA Data
- Editing step by step
- Import IIA
- Covid-19 Settings
- Viewing students
- Managing students
- Uploading students
- Managing IIAs



“Covid-19”: Here you can indicate whether your institution is accepting exchange students and if you’re offering online classes. Moreover, you can indicate a link to a specific page from your institution’s website that goes more into details about it.

**My University**

- General info
- Accounts and Access
- Organizational Units
- My settings
- Covid-19**
- Logout

**Mobilities (OLA 3.0)**

- Outgoing students
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- Upload

**Short-Term Mobilities**

- Outgoing students
- Incoming students

To ensure that Higher Education Institutions and students across EU have more information on how the Covid-19 outbreak has impacted the upcoming academic semester, the collector below will publicly inform on the current situation in each HEI and can be updated as the situation evolves: <https://covid.uni-foundation.eu/>

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**Is your (host) university currently accepting exchange students for the start of the 2020/2021 academic year?**

Unknown       No       Yes

**Can international students expect to follow classes online at your (host) university?**

Unknown       No       Yes

**If available, please share a link to your University’s information webpage on the impact of Covid-19 on international mobility:**

Current URL defined:  
New URL:



## How to manage OLAs through the Dashboard

**Mobilities (OLA 3.0):** full overview of your outgoing and incoming students.

-> Click on the left menu (“Incoming”/”Outgoing”) to see the list of the students/OLAs.

-> Different filters are available: by name / by status / by academic year (or you can choose “All academic years”, as students often fill in the wrong year)/ by Erasmus Code of the host institution / by country.

**My University**

- General info
- Accounts and Access
- Organizational Units
- My settings
- Covid-19
- Logout

**Mobilities (OLA 3.0)**

- Outgoing students
- Incoming students
- Upload

Select a filter for the table

Search

Select status

2021/2022

Select HEI Erasmus Code

Select country

Reset

Number of Learning Agreements: 1

Instructions

First Name	Last Name	Start Mobility	End Mobility
Desiderius	Erasmus	2020-11-02	2021-12-21



-> Go to the right of the screen to open the corresponding OLA:

Select a filter for the table

Q Search

Select status ▼

2021/2022 ▼

Select HEI Erasmus Code ▼

Select country ▼

Select Created By ▼

Status	Receiving Institution	
Signed By Student/sending	European University Foundation - Brussels office	<a href="#">Open Learning Agreement</a>
Signed By Student	European University Foundation - Brussels office	<a href="#">Open Learning Agreement</a>



## General overview of the OLA:

-> The sections and fields of the OLA reflect the templates given by the EC, follow the latest updates and cannot be changed.

-> If you want to delete the automatic recognition of a component, you have to fill-in the available form (by un-clicking the box) and justify your demand.

**E+ Dashboard β**

- My University
  - General info
  - Accounts and Access
  - Organizational Units
  - My settings
  - Covid-19
  - Logout
- Mobilities (OLA 3.0)
  - Outgoing students
  - Incoming students
  - Upload
- Short-Term Mobilities

### Outgoing Student > OLA

Country	Belgium	Contact phone	Not found
Erasmus Code	B TESTING99	Res. person	Konrad Adenauer
Address	Rue Joseph II, 120, BE-1000 Brussels	Res. email	email@uni.eu
Faculty	Arts	Res. phone	Not found

#### Learning Agreement Table A

Code	Subject title	ECTS	Semester
IT101	Introdcuton to IT	8	Second semester (Summer/Spring)
P1	Programming 1	8	Second semester (Summer/Spring)
M1	Mathematics 1	8	Second semester (Summer/Spring)
O1	Other courses	6	Second semester (Summer/Spring)
Total ECTS credits		30	



-> At the bottom of the OLA page you can sign or decline the OLA:

### Sign OLA

**Commitment**  
By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility

### Decline OLA

Add your signature here

We want to draw your attention that by declining OLA, all the signatures will be removed and student(s) will be able to edit the Online Learning Agreement to introduce your proposed changes. Your comments will be emailed to the student(s).

-> Every revision or version of the OLA is visible here.

-> Decline an OLA does not mean it will be deleted entirely, but that signatures will be deleted and the OLA will go back to the student, who will be able to edit it again.

-> If the reason for declining is because you need the student to make some changes, fill in the reasons in the box below the signature box. Students cannot edit an OLA they have already signed until it is declined.



-> Institutions with high number of outgoing students can also make an upload of multiple pre-filled OLAs (< 25 at the same time), by clicking on “Upload” on the left menu. The template for the upload is available on the EWP competence center, and you need to make sure to fill in all the fields to be able to successfully upload your students. For example, you need to know the responsible person of the host institution and the corresponding email address. If you do upload, your student will be automatically notified and invited to fill in the OLA.

-> Prefilling OLAs:

<https://wiki.uni-foundation.eu/display/DASH/Creating+OLA>

-> Please be aware of the fact that some spam filters might intercept this notification.

The screenshot shows a sidebar menu on the left with the following items: Logout, Mobilities (OLA 3.0) (with sub-items: Outgoing students, Incoming students, Upload), Short-Term Mobilities (with sub-items: Outgoing students, Incoming students), and Mobilities (OLA 2.0) (with sub-items: Outgoing students, Incoming students). The main content area is titled "Upload CSV file to pre-fill the Online Learning Agreements". It contains the following text: "The Online Learning Agreement pre-filling functionality now supports the CSV upload. Upon entering the data you can overview the students list to make sure all the information is correct and submit the data. This action will trigger a creation of pre-filled Online Learning Agreements and a notification for the students inviting them to finalise the document." Below this is another paragraph: "The format of the CSV file can be verified through the use of a template spreadsheet made available on the EWP CC [here](#)." There is a file upload field with a "Browse..." button and the text "No file selected." Below that is a checkbox with the text: "I confirm, also on behalf of my HEI, that I have all the authorisations, including the consent of the relevant natural persons, necessary to upload the personal data and information I am providing, pursuant to the Dashboard Terms & Conditions and Privacy Policy." At the bottom right of the main content area is a "Submit" button.



“Short-term mobilities”: for blended intensive programmes and PhD mobilities.

-> Same functions and structure as “OLA 3.0” except that you cannot upload pre-filled OLAs.

The screenshot shows a web interface for managing student mobilities. On the left is a navigation sidebar with the following items: 'E+ Dashboard β', 'Covid-19', 'Logout', 'Mobilities (OLA 3.0)' (with sub-items: 'Outgoing students', 'Incoming students', 'Upload'), 'Short-Term Mobilities' (with sub-items: 'Outgoing students', 'Incoming students'), and 'Incoming students'. The main content area is titled 'Short Term > Outgoing Students'. It features a filter section with the heading 'Select a filter for the table' and several dropdown menus: 'Search', 'Select status', 'Select academic year', 'Select HEI Erasmus Code', 'Select country', and 'Select Created By'. Below the filters is a table with the following headers: 'First Name', 'Last Name', 'Start Mobility', 'End Mobility', and 'Status'. The table currently displays 'No results'.



## “Mobilities (OLA 2.0)”

-> Just an archive with mobilities from 2014 to June 2021.

**E+ Dashboard β**

- 🔔 Covid-19
- 🔙 Logout
- Mobilities (OLA 3.0)**
  - 🔔 Outgoing students
  - 🔔 Incoming students
  - 📁 Upload
- Short-Term Mobilities**
  - 🔔 Outgoing students
  - 🔔 Incoming students
- Mobilities (OLA 2.0)**
  - 🔔 **Outgoing students**
  - 🔔 Incoming students

**Outgoing Students > Student List**

🔍 Search

**Filters** [Clear all](#)

Signed before  
Not selected ▼

Signed during  
Not selected ▼

Country  
All ▼

Institution  
Select a country first ▼

Start Mobility  
Select date

End Mobility

Select	Nr	First name
You don't have any outgoing students		



## Creating, changing and signing IIAs

-> Before creating an IIA, you can check your institution's data at the *IIA Manager/General Info* (previously called *Factsheet*). The set up of this page follows the EC's new templates. All data must be "machine-readable", so that they can be communicated. If any change is made in the data, no new signature of the IIA is required.

**IIA Manager > Default IIA Data**

**Calendar**  
Student nominations must reach the receiving institution by:

Autumn Term [day/month] Current Value: 10/05 <input type="text" value="new value"/>	Spring Term [day/month] Current Value: 10/10 <input type="text" value="new value"/>
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Applications from nominated students must reach the receiving institution by:

Autumn Term [day/month] Current Value: 10/06 <input type="text" value="new value"/>	Spring Term [day/month] Current Value: 10/11 <input type="text" value="new value"/>
---	---

**Application procedure for nominated students**

Contact Email Current Value: applications@uni.eu <input type="text" value="applications@uni.eu"/>	Contact Phone Current Value: +1234567890 <input type="text" value="new value"/>	Contact Website Current Value: www.uni.eu/applications <input type="text" value="new value"/>
--	---	---

**Default Weeks Values**

For Additional Requirements Decision Current Value: 4 <input type="text" value="new value"/>	For Transcript of Records issue Current Value: 4 <input type="text" value="new value"/>
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**Additional Requirements**

<b>Additional Requirement 1</b> Requirement CV	Details lorem ipsum	Website for information www.uni.eu/requirements/cv	Action <input type="button" value="Delete"/>
<b>Additional Requirement 2</b> Requirement Motivation Letter	Details lorem ipsum	Website for information www.uni.eu/requirements/mt	Action <input type="button" value="Delete"/>

**Add New Additional Requirement**

<input type="text" value="Requirement"/>	<input type="text" value="Details"/>	<input type="text" value="Website"/>	<input type="button" value="Add New Additional Requirement"/>
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-> To **create a new IIA**, click on the “New Digital IIA” on the left menu and then confirm that you have the necessary authorization. Then go to “Next Page”.

**E+ Dashboard β** IIA Manager > New Digital IIA

Incoming students

**Erasmus+ App**

- Useful Info
- Deals
- Events

**IIA manager**

- IIA List
- + New Digital IIA**
- Import IIA
- Default IIA Data
- FAQs

**EWP**

- Website
- Settings

### Key Action 1 - Mobility of learners and staff - Higher Education Student and Staff Mobility between Programme Countries Requirements for Inter-Institutional Agreements 2021-20[29]

Static information applicable to all Inter-Institutional Agreements

\*The institutions agree to cooperate for the exchange of students and/or staff in the context of the Erasmus programme. They commit to respect the quality requirements of the [Erasmus Charter for Higher Education](#) in all aspects related to the organisation and management of the mobility, in particular the [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of [the European Student Card Initiative](#).

#### Grading systems of the institutions

It is recommended that receiving institutions provide a link to the statistical distribution of grades or makes the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

I confirm, also on behalf of my HEI, that I have all the authorisations, including the consent of the relevant natural persons, necessary to upload the personal data and information I am providing, pursuant to the Dashboard [Terms & Conditions and Privacy Policy](#).

**The IIAs of your institution are managed by the Dashboard in the EWP network so you will be able to send this agreement through the EWP Network.**



-> **Partners definition**: Here you can find data and information on your institution, that are retrieved automatically from the account creating the agreement. Some information can also be filled in manually.

The screenshot shows the 'Partners definition' form in the IIA Manager. The form is titled 'Partners definition' and includes a description: 'General information entered into the higher education institutions' profile and updated by the higher education institution. The general institutional information about the institution is accessible to students.' The form is divided into sections: 'Creator Details' and 'Organizational Unit'. The 'Creator Details' section includes fields for 'Institution Name' (European University Foundation - Brussels office), 'Erasmus Code' (B TESTING99), 'Country' (Belgium), and 'City' (Bruxelles / Brussel / Brussels). The 'Organizational Unit' section includes a dropdown menu labeled 'Select OU'. Below these sections are fields for 'Contact Name' (Nico test), 'Contact Email' (nicolo.bonato+bru@uni-found), and 'Contact Phone'. At the bottom of the form, there are several buttons: 'Clear IIA', 'Previous Page', 'Next Page', 'Sign and Submit IIA', 'Add Cooperation Condition', and 'Delete Cooperation Condition'.

Creator Details		
<b>Institution Name</b> European University Foundation - Brussels office	<b>Erasmus Code</b> B TESTING99	<b>Country</b> Belgium
<b>City</b> Bruxelles / Brussel / Brussels		

**Organizational Unit**  
Select OU

Contact Name	Contact Email	Contact Phone
Nico test	nicolo.bonato+bru@uni-found	

Buttons: Clear IIA, Previous Page, Next Page, Sign and Submit IIA, Add Cooperation Condition, Delete Cooperation Condition



-> Choose the institution on the “Partner details” section.

Partner Details ?

Institutions available	Erasmus Code	Institution Name
(Select an institution)	(Required)	(Required)
✓ (Select an institution)		
ABADEN01 - ph-noe.ac.at		
ADORNBIR01 - fhv.at		
AEISENST01 - ph-burgenland.at		
AEISENST02 - fh-burgenland.at		
AEISENST05 - haydnkons.at		
AFELDKIR01 - ph-vorarlberg.ac.at		
AFELDKIR03 - vlk.ac.at		
AGRAZ01 - uni-graz.at		
AGRAZ02 - tugraz.at		
AGRAZ03 - kug.ac.at		
AGRAZ04 - ph-styria.ac.at		

City

-> If the institution you choose uses a tool other than the Dashboard, the following message will appear:

**The IIAs of the partner are managed by a node in the EWP network. This agreement will be sent through the EWP Network.**

-> If you choose an institution that uses the Dashboard, the following message will appear:

**The IIAs of the partner are managed by the Dashboard in the EWP network. This agreement will not be sent through the EWP Network and treated internally in the Dashboard.**

-> If the partner is not connected to the EWP, its name will not appear at all in the drop-down menu.

-> The data could be automatically pre-filled by the partner, or the partner can fill them later (apart from the “Contact email” field- since it is necessary for the sending of notifications for this IIA - and the “Starting and ending dates” field.



Next page: “**Static information**”: The data here come from the default IIA section.

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: 'Incoming students', 'Erasmus+ App', 'Useful Info', 'Deals', 'Events', 'IIA manager', 'IIA List', 'New Digital IIA', 'Import IIA', 'Default IIA Data', 'FAQs', and 'EWP'. The main content area is titled 'Your Static Information' and includes a sub-header 'Calendar' with a mouse cursor. Below this, there are two sections: 'Student nominations must reach the receiving institution by:' and 'Applications from nominated students must reach the receiving institution by:'. Each section has two columns for 'Autumn Term' and 'Spring Term' with dates '01/04' and '01/11' respectively. At the bottom, there are three contact details: 'Contact Email' (daiga.kuzmane+bru@uni-foundati...), 'Contact Phone' (+32000), and 'Contact Website' (https://brussels.uni-foundation.eu).

**Your Static Information**  
If you want to edit this information, please use the menu **Default IIA Data** from the menu.

---

**Calendar**

Student nominations must reach the receiving institution by:

<b>Autumn Term</b>	<b>Spring Term</b>
01/04	01/11

Applications from nominated students must reach the receiving institution by:

<b>Autumn Term</b>	<b>Spring Term</b>
01/04	01/11

Application procedure for nominated students

<b>Contact Email</b>	<b>Contact Phone</b>	<b>Contact Website</b>
daiga.kuzmane+bru@uni-foundati...	+32000	https://brussels.uni-foundation.eu



Next page: “1st cooperation condition”

-> Each IIA can have multiple cooperation conditions, each one with a specific direction and mobility type.

-> Number of “Mobilities per year” should be filled in.

IIA Manager > New Digital IIA

Terms of the agreement to be set for each agreement and approved by the institutions  
(Information only accessible to the relevant parties).  
Cooperation conditions (page 1)

Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of September in the preceding academic year.

Sender Erasmus Code

(Required field)

Receiver Erasmus Code

(Required field)

Sending Organizational Unit

Select a Sender Erasmus

Receiving Organizational Unit

Select a Sender Erasmus

Mobilities Per Year

(Required) Maximum number



“Subject area” is an optional field; multiple ones can be added.

Subject area

ISCED-F Code

ISCED - Clarification

Here you can set more details regarding the subject area (5000 characters max)

Delete

Add

“Mobility type”: Mandatory (all three fields).

+ “Blended mobility” option

Mobility Type

Total Months Per Year Per Mobility

Study Cycle

- Short cycle (EQF 5)
- 1st cycle (EQF 6)
- 2nd cycle (EQF 7)
- 3rd cycle (EQF 8)

Blended mobility option for students

*By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.*

“Language”: not a mandatory field.

Language of instruction

Recommended language(s) of instruction level

ISCED-F Code

(Student Mobility for Studies - Minimum recommended level: B1)

ISCED - Clarification

Here you can set more details regarding the subject area (5000 characters max)



-> Cooperation conditions can be deleted (bottom of the page);

-> The IIA will move back to the last condition created.



-> In the next page you will find an **overview of the whole agreement**. Two fields can be expanded:

“Default data”:

Hide/Show B TESTING99 default data

Hide/Show LUXTESTING99 default data

### Calendar

Student nominations must reach the receiving institution by

Autumn Term  
01/05

Spring Term  
01/11

“Cooperation conditions”:

Hide/Show Cooperation Conditions

Terms of the agreement to be set for each agreement and approved by the institutions (Information only accessible to the relevant parties).

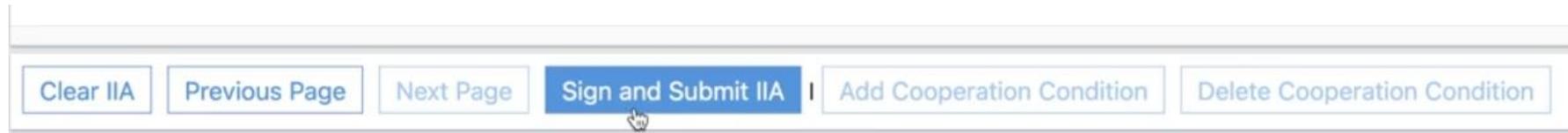
Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of September in the preceding academic year.

Condition 1/1



-> If everything is correct, you can sign and submit the IIA, by clicking on the button at the bottom of the page:



-> **Attention:** This does not put the final signature on the agreement! It only orders the system to send the IIA to the partner, who can either edit it (by changing data or adding new cooperation conditions) or sign it.

If the partner signs, you will have to put the third and final signature by clicking on “Sign Final Agreement” on the IIA. -

> The status “**Approved by both parties**” means that the final version has been definitely signed.