



EWP Dashboard Workshop: latest updates and step-by-step guidance

Theodoros Alexandrou - Aristotle University of Thessaloniki
Daiga Kuzmane - European University Foundation

Jean Monnet
Sport
Youth
School education
Vocational education and training
Adult education



Erasmus+
Enriching lives, opening minds

Higher education

On the Agenda for today:

1. Nominations and ToRs - latest updates and early adoption
2. IIAs - where to receive the guidance to assure smooth finalisation of the agreements
3. Reaching of the 95% targets for LA in digital form
4. Q&A



Nominations and ToRs – latest updates and early adoption

Digital Nominations

- Towards a common standard
 - Replacement for the current fragmented practices
 - Simplification and streamlining IROs daily work
 - Reduces errors and administrative workload
 - Improves data quality and reliability
- Enhance student experience



Digital Nominations



Digital nominations: A new chapter in digitising Erasmus+ processes

The student nomination process has now entered a transformative phase with the roll-out in digital form.



Digital Nominations: Preparing The Groundwork

2023

- Community consultation with IROs on the nomination process workflow
- Analysis of the feedback received to inform Mandatory Business Requirements (MBR)

2024

- Validation of the Mandatory Business Requirements by the DG EAC
- Technical consultations and Nominations API v3 enhancements



Digital Nominations: Key Milestones

2025

- Spring: Nominations v3 – stable release
- Autumn:
 - Technical workshop – Conformance Testing
 - **Early adopters**
- Autumn/Spring: Trainings for IROs on Digital Nominations roll-out



Digital Nominations: Roll-out

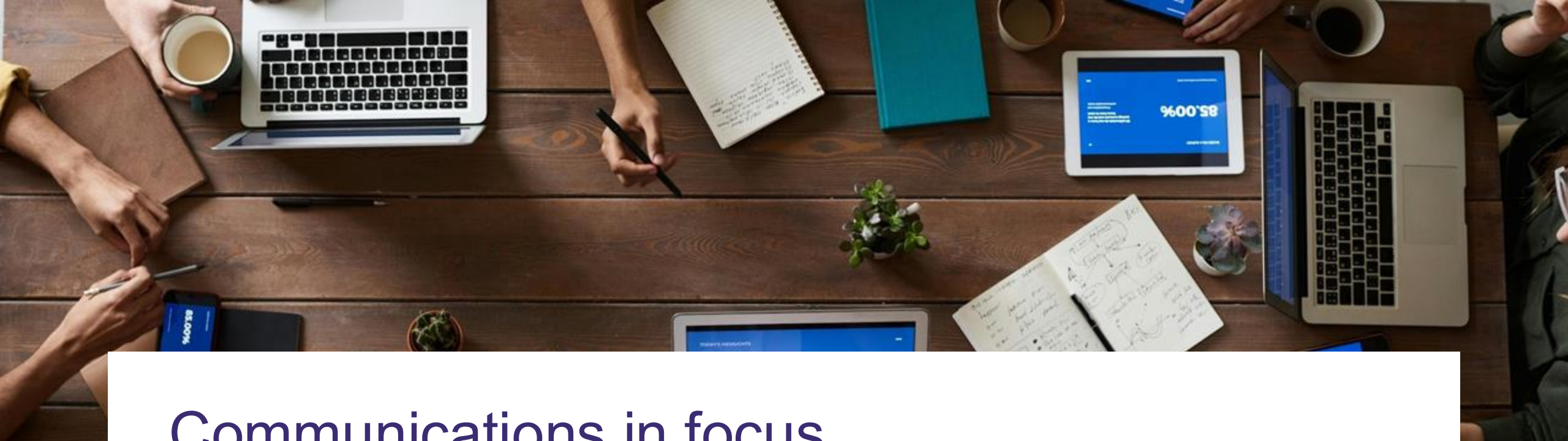
2026

- **Large-scale** roll-out of digital nominations via EWP
- What to expect?
 - Digital nominations operational network-wide
 - Standardised approach for all partner HEIs
 - Reduced manual entries and improved efficiency



In practice
Nominations for
EWP Dashboard users





Communications in focus

- With IROs
- National Agencies
- Technical teams
- Other strategic stakeholders

Questions?



ToR API status quo and the next steps

Questions?



IIAs - where to receive the guidance to assure smooth finalisation of the agreements

Digital Inter-Institutional Agreements (IIAs)

- IIAs in stable release, ensuring reliable access across the network
- Ongoing monitoring issues: Known issues in EWP data exchanges webpage
- Community consultations
 - Managing digital IIAs
 - Renewal process in the next Programme



European Student Card Initiative

Welcome to the ESCI Community Service Desk

 Search for information



Featured portals



Erasmus Without Paper



European Student Card

ESCI SD – Request Types



ESCI Service Desk / Erasmus Without Paper



Erasmus Without Paper

🚩 Contact us about

Student Issues

Request information or guidance for students, Fix a student account/login issue, Report a technical problem for students



Non-student Issues

Report a technical problem, Request information or guidance, Fix an account/login problem, Request a new account, Suggest a change or improvement



EWP Interoperability Issues

Report an interoperability problem



European Student Card Initiative

Welcome to the ESCI Community Service Desk

🔍 Search for information



Together we improve – your feedback drives progress

If issues are not reported, they cannot be recognized and addressed!

Acceptable Use Policy

Part of Collaboration Agreement

The AUP sets out firmer processes for following up on interoperability issues, including stricter timelines that reflect the need any such matters to be followed-up properly and timely, with a view to avoid that compliance issues affect users.



Know issues within EWP Network

ESCI Knowledge Base - Known issues in EWP data exchanges

- An overview of known errors occurring in the network that has been reported by users through the ESCI SD is publicly available for the EWP community
- The list includes the name of the provider, the related process, a short description, and since it has been reported



Questions?



Reaching of the 95% targets for LA in digital form

Bridging the digital divide: 95% of learning agreements to be fully digital by 2025

The number of digital learning agreements completed per academic year has increased steadily in the past years. An action plan for 2024-2025 aims to close the remaining gaps.





Bulgaria, Croatia, Cyprus, Malta, Latvia, Slovakia

New Features pertaining LAs in EWP Dashboard

LAs: Organizational Units on the spotlight

- On the learning-agreement.eu application, organizational units can now be selected from an **up-to-date dropdown list**.
- The Faculty selection functionality is available for **both the sending and receiving institutions**, even if the receiving institution is not an EWP Dashboard user (Organizational Units loaded from EWP Network).

Sending Institution	Receiving Institution
Country * Belgium x	Country * Greece x
Name * European University Foundation - Brussels office x	Name * ARISTOTELIO PANEPISTIMIO THESSALONIKIS x
Faculty/Department * Department of Languages Faculty of humanities EU Affairs Project Management Test Ounit	Faculty/Department School of Theology School of Italian Language and Literature School of Physics School of Mathematics School of Chemistry School of Biology

Outgoing & Incoming LAs Contacts per Faculty/Ounit

Organizational Units			
English			
OUNIT NAME LANGUAGE	OUNIT NAME	ABBREVIATION	CONTACT
EN	Department of Languages	abv1	
EN	Faculty of humanities	abv2	
EN	EU Affairs	abv3	
EN	Project Management	abv4	
EN	Test Ounit	Test	Outgoing LAs Contact: Testakis Testopoulos testakis@mail.com Incoming LAs Contact: John Lorem John@mail.com

HEIs can stipulate the contact points for
incoming and outgoing Learning
Agreements per Organizational Unit.

Add a new Organizational Unit

Add the necessary information to add a new Organizational Unit for your HEI

Unit Name Language

Select language...

Unit Name

Ounit Name

Unit Abbreviation

Ounit Abbreviation

Contact Name Outgoing Learning Agreements

Contact Name Outgoing Learning Agreements

Contact Email Outgoing Learning Agreements

Contact Email Outgoing Learning Agreements

☒ Incoming Learning Agreements contact person is different

Contact Name Incoming Learning Agreements

Contact Name Incoming Learning Agreements

Contact Email Incoming Learning Agreements

Contact Email Incoming Learning Agreements

CANCEL

ADD A NEW ORGANIZATIONAL UNIT

Filter LAs per Faculty/Ounit & ISCED Code

The screenshot displays the 'Online Learning Agreement' dashboard for 'Outgoing Students'. It features a table of student agreements and a sidebar for filtering and sorting. The table has columns for ID, First Name, Last Name, Planned Period, Status, and a 'RECEIVED' column. The sidebar includes a 'Filters & Sorting' section with dropdowns for Status, Academic Year, Country, Institution, Created By, Student Name, and Organizational Unit. A 'Select organizational unit...' dropdown is open, showing options like 'Department of Languages', 'Faculty of Humanities', 'EU Affairs', and 'Project Management'. Another 'ISCED Code' dropdown is also open, showing options like 'Generic programmes and qualifications (00)', 'Basic programmes and qualifications (001)', 'Literacy and numeracy (002)', and 'Personal skills and development (003)'. The main table shows a list of students with their details and status.

ID	FIRST NAME	LAST NAME	PLANNED PERIOD	STATUS	RECEIVED
6416	admin first	admin lastname	1 Jan 1970 - 1 Jan 1970	Unsigned	
6415	admin first	admin lastname	1 Jan 1970 - 1 Jan 1970	Unsigned	Europe
6299	admin first name	admin lastname 2	27 Mar 2025 - 24 Apr 2025	Changes unsigned	Europe
6413	admin first	admin lastname	1 Jan 1970 - 1 Jan 1970	Unsigned	
6411	admin first	admin lastname	1 Jan 1970 - 1 Jan 1970	Unsigned	
6438	admin first	admin lastname	1 Jan 1970 - 1 Jan 1970	Unsigned	
6432	admin first	admin lastname	1 Jan 1970 - 1 Jan 1970	Unsigned	
6430	admin first name	admin lastname 2	1 Mar 2025 - 1 Apr 2025	Changes signed by student/sending/receiving	Europe
6373	admin first	admin lastname	17 Dec 2024 - 30 Dec 2024	Signed by student/sending/receiving	Europe
6374	admin first	admin lastname	1 Dec 2024 - 3 Dec 2024	Signed by student/sending/receiving	Europe

- More granular views in the EWP Dashboard listing sections
- A filtering option based on the documents' affiliation to a respective Organizational Units/Faculties or ISCED Codes.

Minor vs Major Changes to the digital LAs

The issue: Certain minor changes made to the digital LAs require a re-signing procedure.

Suggestion: Differentiate minor changes (which do not require LA reapproval) from major changes (which require oversight from HEIs).

Minor changes can now be made to LAs that have been approved by all three parties **without** requiring a new round of approvals by the three parties involved.

Major changes still constitute a **new** round of **approvals** by all three relevant parties of the Learning Agreement.

LAs minor/major changes

Minor Changes

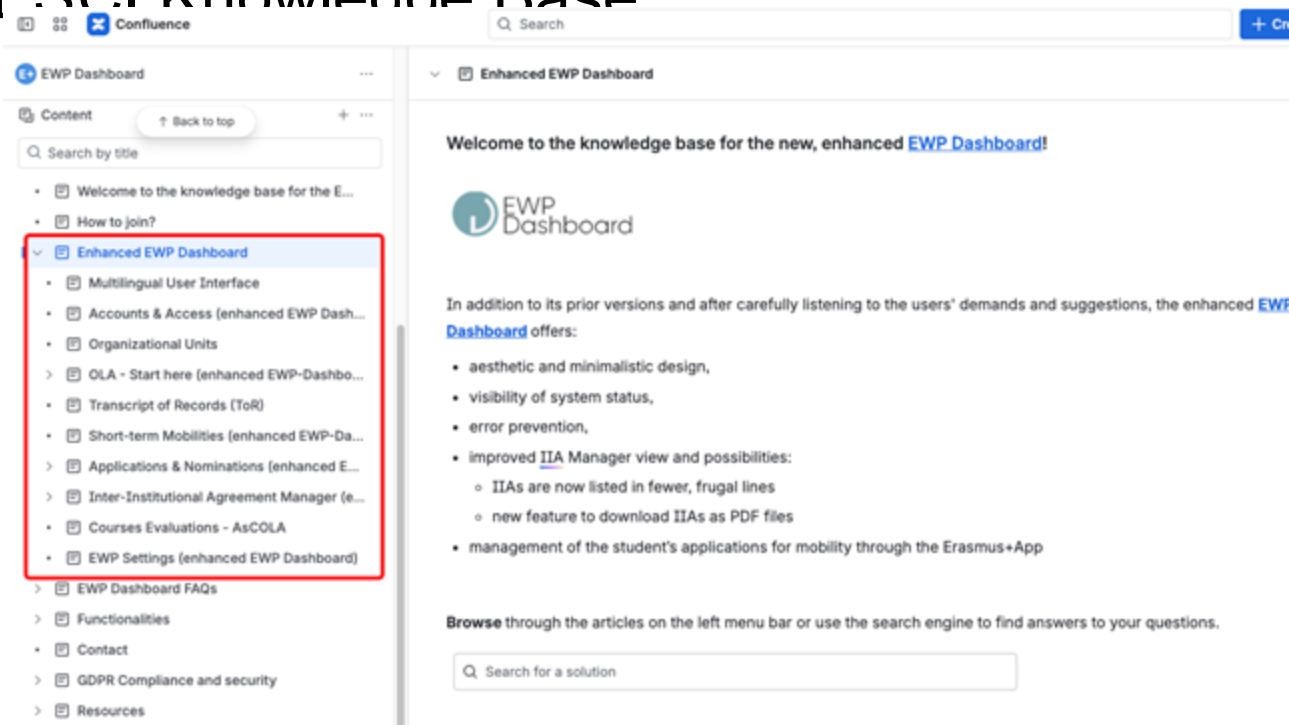
- Planned start/end of the mobility
- Sending/Receiving contact details (Responsible/Administrative person)
- All web links

Major Changes

- Changes to any of the components inside **Table A** and **Final LA Table A2**
- Changes to any of the components inside **Table B** and **Final LA Table B2**
- Changes to any of the components inside **Table C**

Where to find informations about those New Features in EWP Dashboard?

- FSCI Knowledge Base



Dash 5.0: Tutorials

As announced at the latest webinar, there are new features made available on the EWP Dashboard!

We invite you to get acquainted with the tutorials created to showcase the new functionalities via the following links below.

Organisational Unit/ Faculty views: <https://esci-sd.atlassian.net/wiki/spaces/DASH/pages/1067253767/Organizational+Units>

As well as filtering OLAs: <https://esci-sd.atlassian.net/wiki/spaces/DASH/pages/1068367873/Filter+Sort+OLAs> and IIAs: <https://esci-sd.atlassian.net/wiki/spaces/DASH/pages/39518214/Filter+Sort+IIAs>

OLAs Minor/Major changes management: <https://esci-sd.atlassian.net/wiki/spaces/DASH/pages/1068662793/OLAs+Minor+Major+changes>

Multilingual interface options: <https://esci-sd.atlassian.net/wiki/spaces/DASH/pages/1067122693/Multilingual+User+interface>

Course evaluation opportunities functionality: <https://esci-sd.atlassian.net/wiki/spaces/DASH/pages/1068105741/Courses+Evaluations+AsCOLA>

Stay tuned also for the upcoming peer-learning session to further explore the functionalities related to faculty management as well as online user workshop sessions!

More information about the registrations will be made available here.

Created: 3/26/2025

Last Updated: 3/27/2025



LAs in digital form – most pressing matters?

Ongoing activities to reach the targets



**With Erasmus+ National
Agencies and Digital
Officers**



With IROs

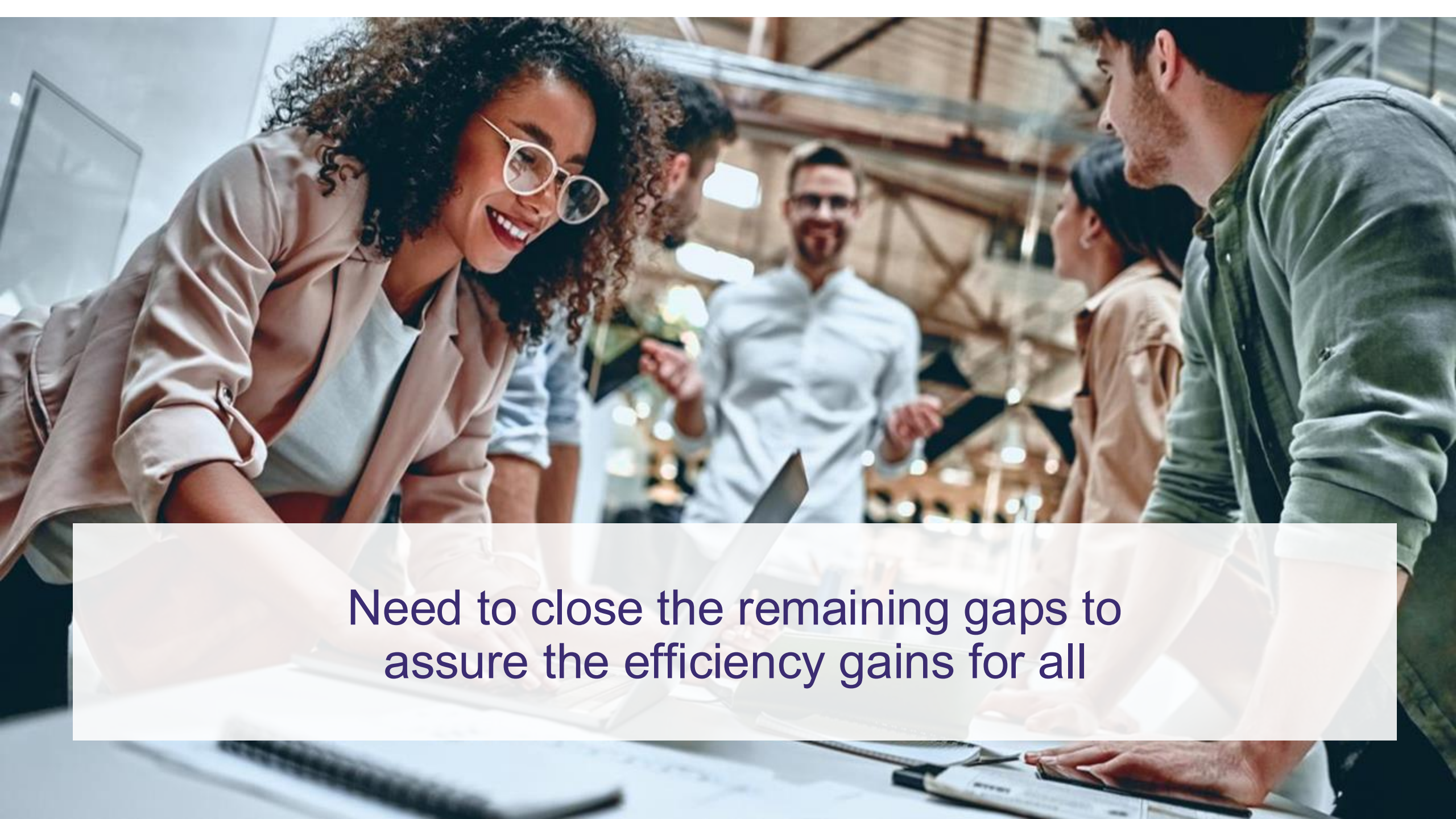


**With technical teams
operating EWP Network
nodes**

Progress towards full digitalisation

- More than 126 000 digital learning agreements in 2023/24
- Already 6 countries have reached the 95% targets
- This is the result of a joint effort by the whole community



A diverse group of professionals in a modern office setting. In the foreground, a woman with curly hair and glasses, wearing a light pink blazer, is smiling and looking at a laptop screen. Behind her, a man in a light blue shirt is also smiling. To the right, a man in a green shirt is looking at the screen. In the background, another woman in a light brown shirt is visible. The office has a modern, open-plan design with wooden beams and large windows.

Need to close the remaining gaps to
assure the efficiency gains for all

Mandatory Business requirements and Comprehensive User Guide for digital LA

Community awareness

- Are you familiar with these documents?
 - If yes, how would you assess their usefulness (from IRO point of view)
 - If no, is there any particular reason or barrier you'd like to share?



Mandatory Business requirements for LA

- "Bridge" between business and IT point of view
 - Detailed description of business process requirements, workflows/document life cycle for the technical solutions developed under EWP
 - Includes user stories
 - High-level process flowchart
- Primary source for the technical community to define technical specification and systems' development



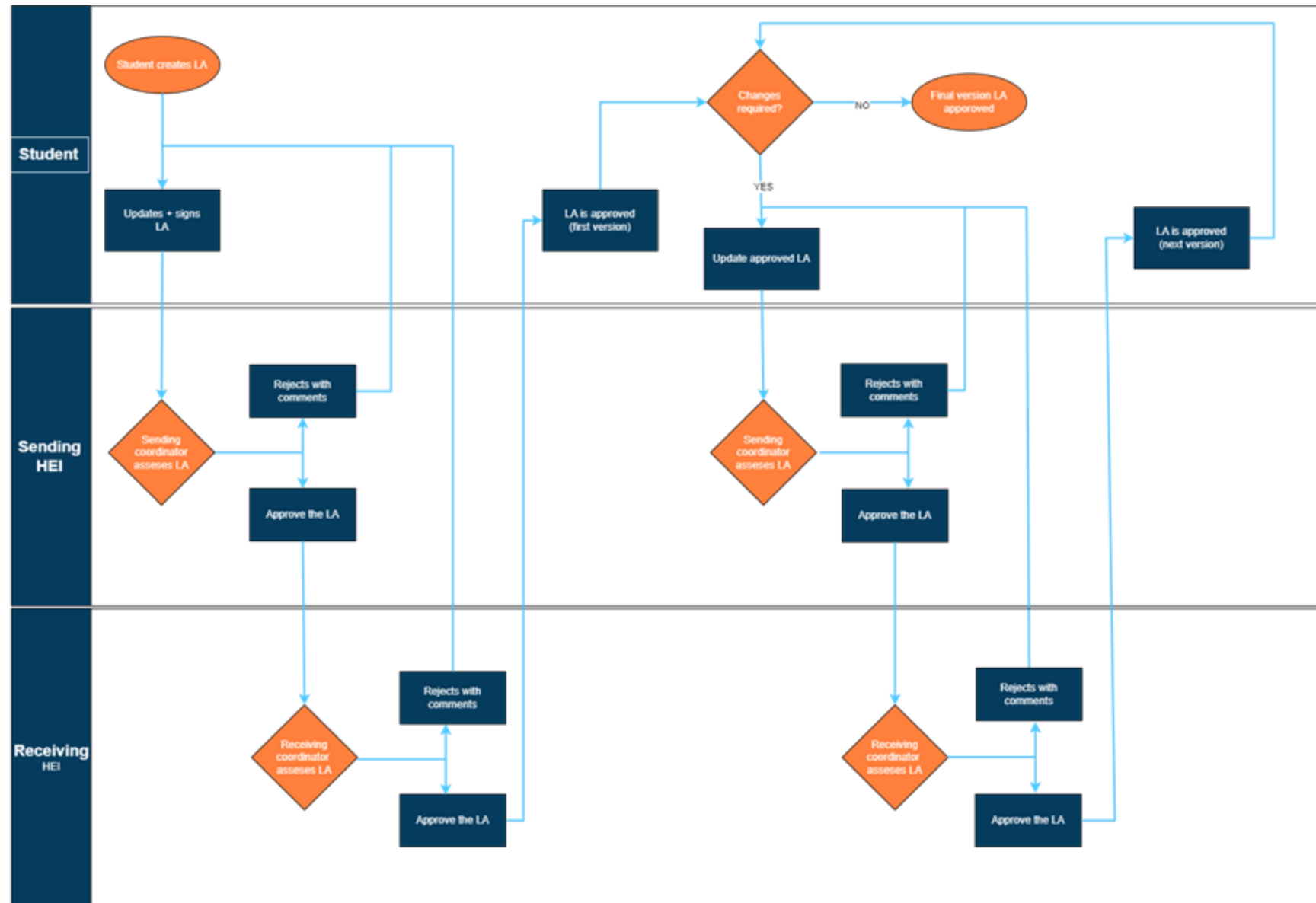
EWP+ Consortium

Development, Implementation and Support of
the European Student Card Initiative

**Mandatory Business requirements Erasmus+
Learning Agreement**

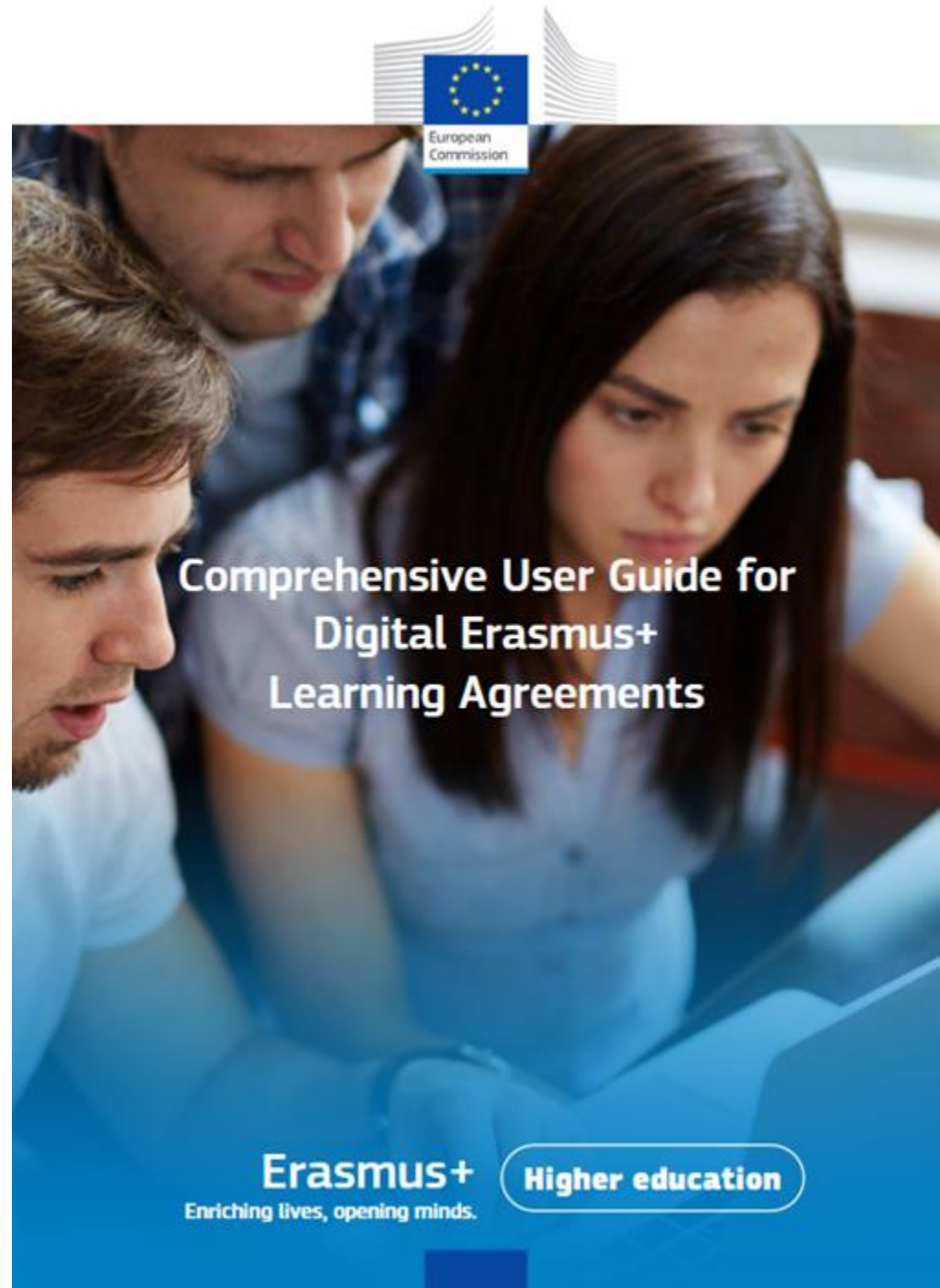


Digital LA flowchart



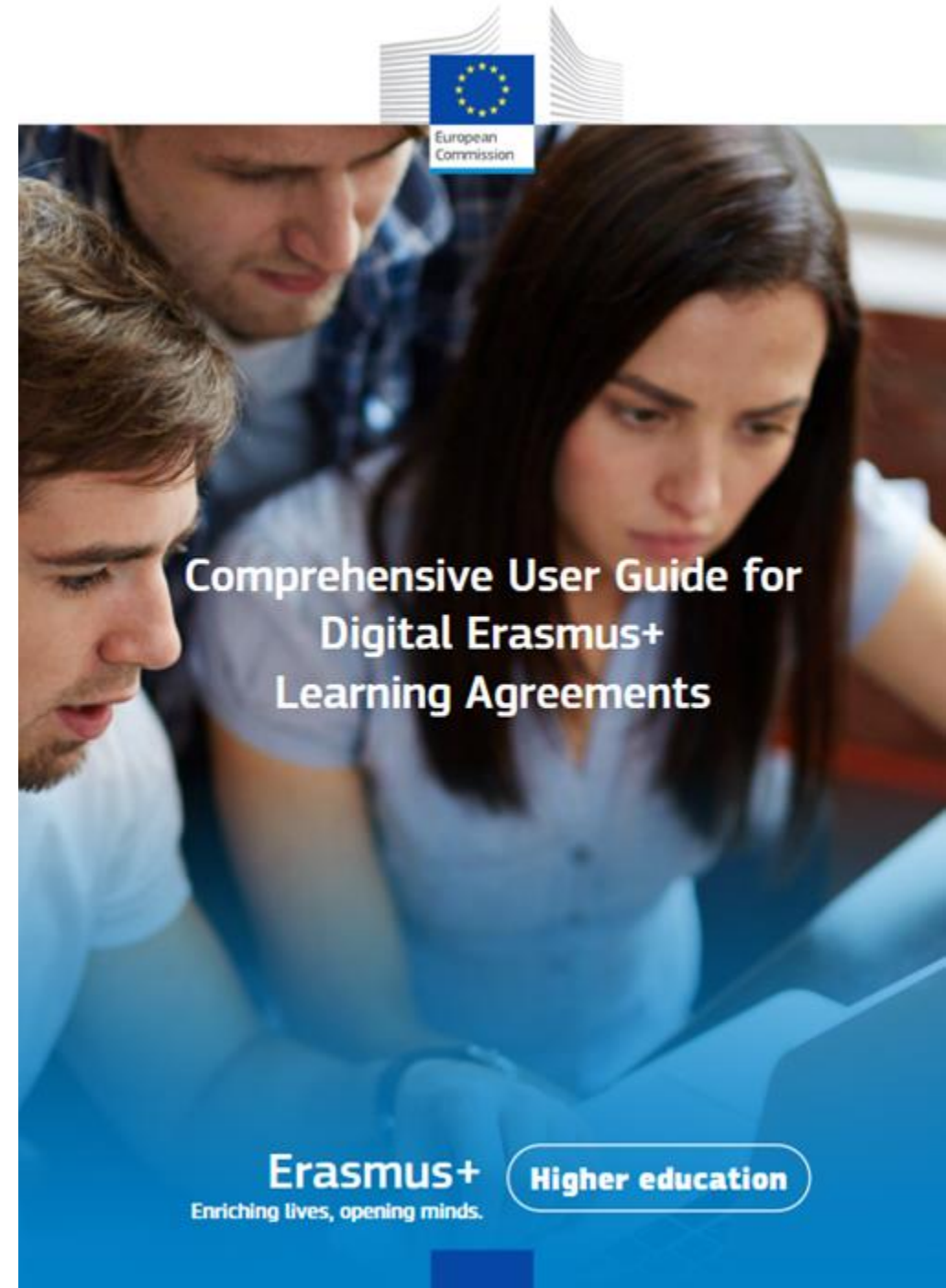
Comprehensive User Guide for digital LA

- Official user guide for digital learning agreements published on ESCI portal.
- Goal: enhancing "human interoperability" and fostering a shared understanding of the process.



Comprehensive User Guide for digital LA

- EWP community consultation as a key background source for scenario-based recommendations
- Content
 - Intro
 - LA for studies in EWP
 - Erasmus+ Programme requirements
 - Clarifications about certain fields
 - Exceptional scenarios
 - Fields exchanged via EWP



Resources to navigate digital Learning Agreements

Step-by-step



Understand and
Prepare



Start small: Pilot with
Partners



Monitor, Flag and,
Improve

Step 1: Understand and Prepare

Reference websites

European Student Card Initiative

Part of the Erasmus+ programme

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[Home](#)

[The initiative ▼](#)

[European Student Card ▼](#)

[Erasmus+ App ▼](#)

[Erasmus Without Paper ▼](#)

[What's new ▼](#)

[Help and support ▼](#)

You are here: [Home](#)

European Student Card Initiative

An initiative to help students and higher education institutions on Erasmus+ exchanges by simplifying administrative processes and enhancing digitalisation.



ESCI Portal

European Student Card Initiative

Part of the Erasmus+ programme

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Overview

Introduction to the Erasmus Without Paper solution.

Benefits

How higher education institutions benefit from using EWP.

How it works

Connecting an existing student mobility management system to the EWP network.

How institutions can join

There are three ways to join, depending on how your current systems are set up.

Dashboard

A free tool to manage Erasmus+ mobility students without integrating EWP.

Champions

Institutions promoting the digitalisation of Erasmus+ administrative processes.

Governance structure

The forums which help with decision-making, planning and evaluating progress.

European Student Identifier

Designed to uniquely recognise students across institutions and countries throughout their study period abroad.

European Student Card Initiative

Part of the Erasmus+ programme

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News

The latest on the European Student Card, Erasmus+ App and Erasmus Without Paper.

Events

Events about the European Student Card, Erasmus+ App and Erasmus Without Paper.

Newsletter

Subscribe for updates, events and resources on all ESCI building blocks.

An initiative to help students and higher education institutions on Erasmus+ exchanges by simplifying administrative processes and enhancing digitalisation.



European Student Card Initiative

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Service desk

Request help or report a problem with implementing or using an ESCI service.

Frequently asked questions

Questions around European Student Card Initiative applications and services.

Technical documentation

Tools and knowledge base for developers.

Glossary

Explanation of the main terms used on this site.

User guides

Help for staff in higher education institutions and other support staff.

ESCI Newsletter

Cut through the noise

Get key updates straight
to your inbox!



European Student Card Initiative newsletter



Explore the latest news about Erasmus Without Paper, the Erasmus+ App and the European Student Card



ESCI Knowledge Base

Erasmus Without Paper

All content

Space settings

Shortcuts

Content

Search by title

About

Benefits

How to join?

EWP FAQs

GDPR compliance

Resources

Contact

New IIA template

New LA template

State of play APIs

Create

Erasmus Without Paper

 **Erasmus Without Paper**

Welcome to the **Erasmus Without Paper (EWP)** space of this knowledge base.

This knowledge base complements the official [European Student Card Initiative information portal](#) maintained by the European Commission.

The purpose of this wiki space is to:

- provide information and recommendations about the EWP and
- explain how to make use of the EWP Network on a Higher Education Institution level.

To get **more information about EWP** please click to the menu here, and then use the page tree on the left to navigate between the menu pages.

About	Benefits	How to join?	Introduction to technical aspects	Resources	EWP FAQs	Contact
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If you would like to get **more information** about the elements of the Erasmus+ digital mobility management infrastructure, you can click to the spaces below.

Provide seamless access to mobility management services and tools

Click on the link above and discover how you and your students can securely log in to these tools using your academic credentials.



Use the enhanced EWP Dashboard as free solution for managing student mobility

The enhanced version of EWP Dashboard is available. Click on the link above and discover the tool for universities not using in-house or commercial software.

 [Quickstart](#)

Do you require help or technical assistance?

[Contact the Helpdesk](#)



 **erasmus**
without paper

 European
Commission

ESCI Knowledge Base

 **Confluence**

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Erasmus Without Paper

EWP Developers Guide

Welcome to the EWP ...

Pick up where you left off

Resources

Erasmus Without Paper

Visited 21 hours ago

Erasmus Without Paper

Erasmus Without Paper

Visited 21 hours ago

Knowledge base user guide

Erasmus Without Paper

Visited 21 hours ago

Infrastructure Forum and technical wor...

EWP Developers Guide

Visited April 9, 2025

Technical documentation

Erasmus Without Paper

Visited 21 hours ago

News, Events & Announcements

EWP Developers Guide

Visited April 9, 2025

Sort by: Most relevant ▾

Discover what's happening

Following

Popular

Announcements

What's new in Confluence

ESCI Knowledge Base: Technical testing results

✓ EWP Developers Guide / Technical testing and validation reports

The list below provides an overview of all providers that successfully completed the technical testing. Conversely, if a provider features in the list but you encounter issues exchanging data, we encourage you to contact the [ESCI support desk](#).

In order to make this process as transparent as possible, the list indicating which technical tests have been successfully completed, is regularly updated.

	Provider	SCHAC	Provider	IAs v7.0	LAs	Stats Portal
1	Aristotle University of Thessaloniki (MobiSIS)	auth.gr	in-house	19/06/2024		 EWP Stats Portal
2	Be Smart s.r.l. (smart_edu)		3-rd party	27/03/2024	04/03/2022	 EWP Stats Portal
3	Brno University of Technology	vutbr.cz	in-house	27/06/2024		 EWP Stats Portal
4	CACI (Osiris)		3-rd party	28/02/2024	11/02/2022	 EWP Stats Portal



Step 2: Pilot with partners

What is my partner' status in EWP?



EWP Stats Portal



Search



Filters



Charts



Data issues



Statistical data export (for National Agencies)

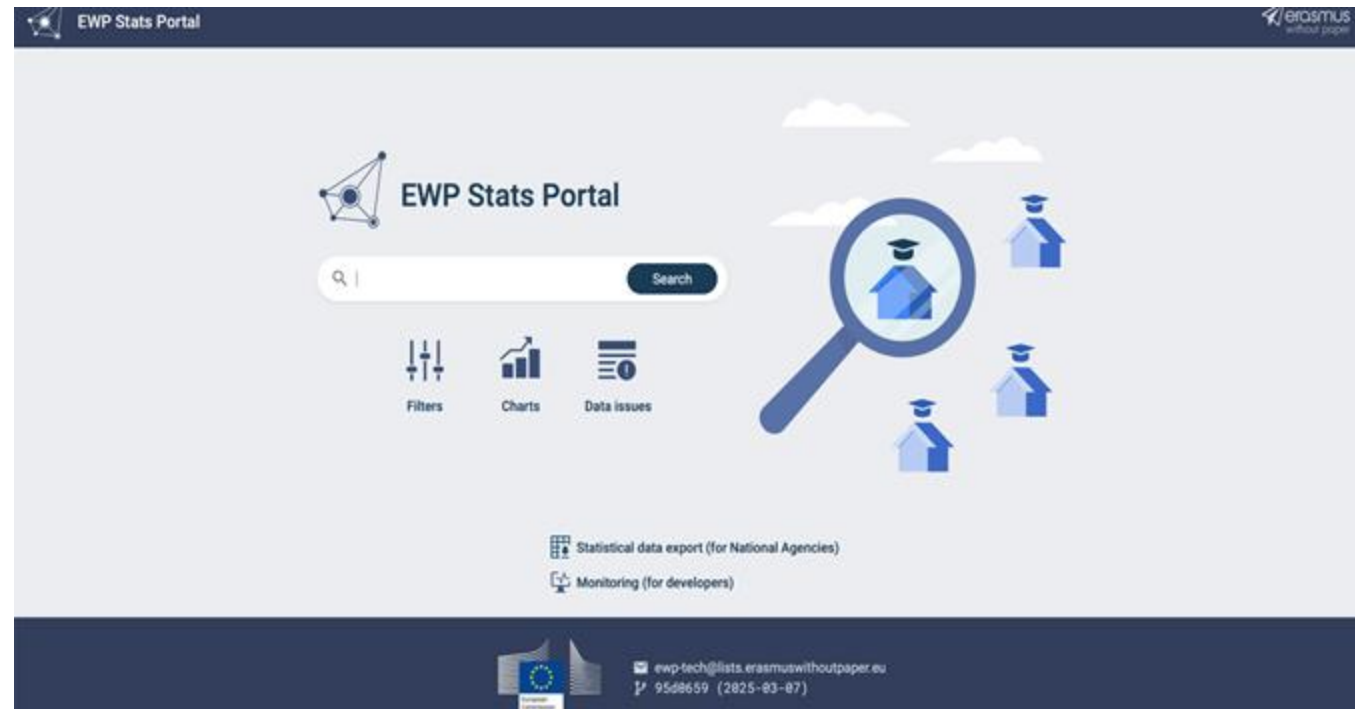


Monitoring (for developers)



✉ ewp-tech@lists.erasmuswithoutpaper.eu

📞 95d0659 (2025-03-07)



EWP Stats Portal

<https://stats.erasmuswithoutpaper.eu/>

EWP Stats Portal – User guide for National Agencies (or any user)



Erasmus Without Paper Stats Portal - Guide for National Agencies

Presents digital officers in Erasmus+ National Agencies with the main features of the Erasmus Without Paper Stats Portal.

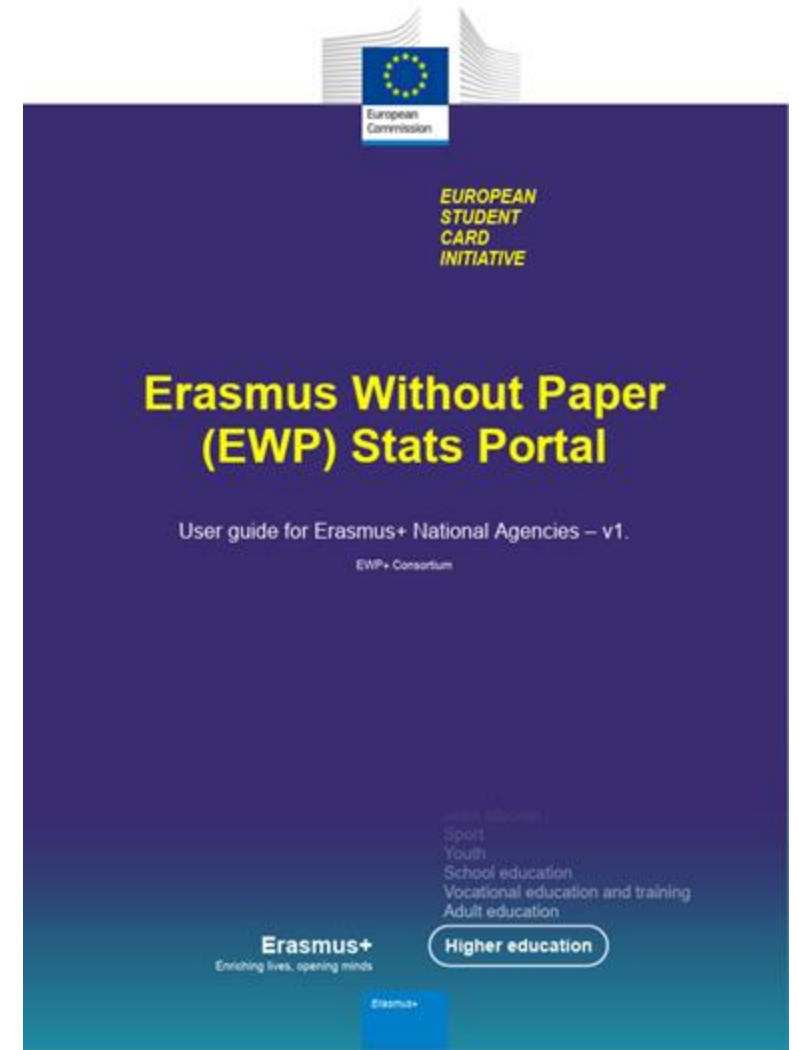
Share

Available languages (1)

English | PDF - 977.65 KB - 17 pages - 2023-12-20

Download

Erasmus Without Paper Stats Portal - Guide for National Agencies



Step 3: Monitor, flag and improve

Something's not working? Get the support you need via the [Service Desk](#)

LA process in EWP Dashboard

How can create a Digital LA?

There are two options:

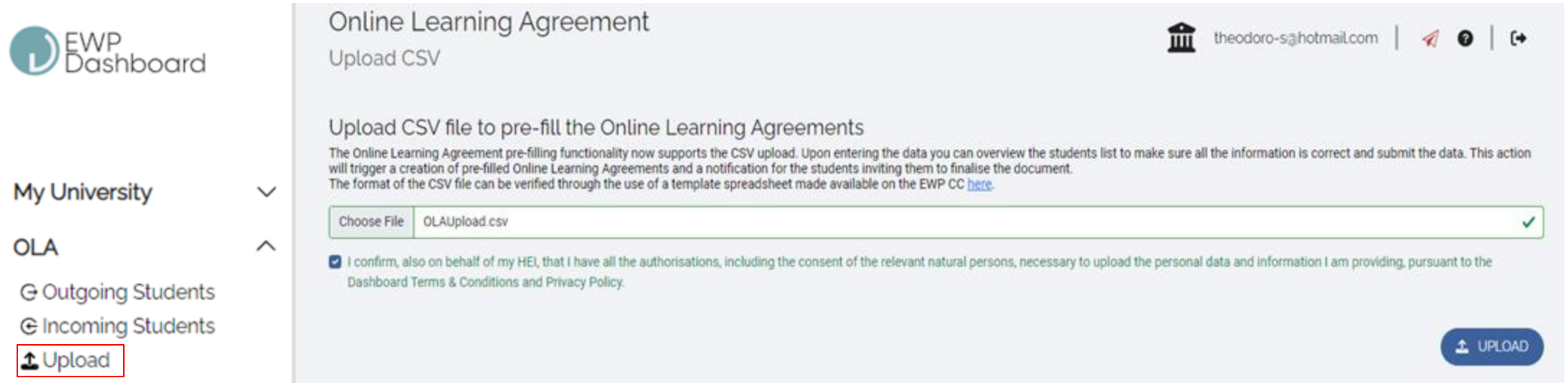
- **Option 1:** HEI pre-filling the Online Learning Agreements via <https://ewp-dashboard.eu>



- **Option 2:** Students initiating the Online Learning Agreement via <https://www.learning-agreement.eu>



Create a LA as a staff in EWP Dashboard



The screenshot shows the EWP Dashboard interface. On the left, there is a sidebar with the 'EWP Dashboard' logo and a menu under 'My University' containing 'OLA', 'Outgoing Students', 'Incoming Students', and 'Upload' (which is highlighted with a red box). The main content area is titled 'Online Learning Agreement' and 'Upload CSV'. It includes instructions on how to upload a CSV file to pre-fill the Online Learning Agreements, a file selection box showing 'OLAUpload.csv' with a green checkmark, a confirmation checkbox, and an 'UPLOAD' button.

Online Learning Agreement
Upload CSV

Upload CSV file to pre-fill the Online Learning Agreements

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. The format of the CSV file can be verified through the use of a template spreadsheet made available on the EWP CC [here](#).

Choose File OLAUpload.csv

☒ 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.

UPLOAD

- The CSV files for creating prefilled students' OLAs have to follow a specific format that is illustrated in the Excel spreadsheet template.
- You can find the CSV file template format here: <https://esci-sd.atlassian.net/wiki/spaces/DASH/pages/22282243/Creating+OLA+enhanced+EWP-Dashboard>

Create an LA as a student in OLA Platform

- Students **create** their **OLA** via the OLA platform by:
 - **Filling** in the Learning Agreement fields.
 - **Signing** it digitally.
 - Providing **contact details** of the responsible person at their sending HEI.
- Once submitted:
 - The responsible person at the **sending HEI** receives an automatic email notification to review and sign the OLA via the EWP Dashboard.
 - The responsible person at the **receiving HEI** also receives a notification to review and sign:
 - + Either in the **EWP Dashboard**
 - + Or via their **in-house** or **3PP** (if connected to the EWP network)



Challenges and how to overcome them



From zero to 50% of digital LAs

In a few years' time about half of LAs got digitalised

What are the main success factors?

Towards fully digitalised LAs

Looking at the future we want all learning agreements to be digital.

What are the remaining obstacles?



"Human interoperability"

Challenges

- Lack of common understanding of the process
- Need to adapt to digital workflows

Solutions

- Engage leadership and key-role colleagues
- Comprehensive user guides
- ESCI portal & FAQ



Embracing Digital Transformation: The Role of Change Management

Erasmus Without Paper (EWP) is more than a technical shift — it's an organizational transformation.

Resistance to change is natural: common concerns include workload, loss of control, lack of clarity.

Change management helps address:

- Communication gaps
- Staff engagement
- Process alignment



Without effective change management:

- Low adoption rates
- Miscommunication
- Implementation delays



Change Management for Small Teams: Practical Steps

Start Small and Scale

- Focus on one EWP process at a time (e.g. Online Learning Agreement)

Empower a Single Champion

- Identify one motivated person to lead and share learnings

Leverage Peer Support

- Connect with similar institutions via EWP community or national agencies events

Use Ready-Made Resources

- ESCI Knowledge Base, ESCI portal and FAQs, Comprehensive user guides

Keep Feedback Simple

- Regular short check-ins with your team to adapt quickly

Wrong contacts

Challenges

- Often reason why LA is rejected
- Less important in digital set up
- Some systems rely on correct contacts

Solution

- Focus groups identified those systems Relationship Managers are in contact
- Make contacts optional in next version of the API

Partner not connected/not exchanging

Challenges

- Serves as a blocking factor

Solutions

- Followed up by DG EAC and Digital Officers with institutions concerned
- EWP Stats Portal
- Add ticket to ESCI SD

LA rejected for "wrong reasons"

"Minor changes" (no new version and approvals)

- Nationality, gender, email
- ISCED code, EQF level
- Admin contact person details
- Receiving academic year, start date, end date,
- OUNit, learning outcomes url, provisions url, language

Major changes (new version and approvals)

- Last name, first name, date of birth, ESI
- LA Type
- all fields in table A-B-C-D-E-A2-B2-C2

Duplicate LAs

Possible scenarios

- PDF signed, partner requires digital learning agreement as well
- Digital learning agreements signed, student needs to upload PDF when applying
- Student starting new LA instead of modifying an existing LA

Timing for sharing Digital Learning Agreement

Challenges

- From outgoing perspective: learning agreement needs to be signed before grant agreement
- Two divergent incoming perspectives
 - Digital learning agreement as part of nomination/application process
 - Waiting for finalisation course catalogue

Challenges regardless of digital or not

Challenges

- Learning agreement to be signed before mobility: exceptional changes are the rule rather than the exception
- Quality & timing course catalogue
- Automatic recognition being part of table B

Questions?



Summary and key takeaways

Join the EWP User Groups



Thank you for your attention!
