

Online Learning Agreement (OLA) –

instrukcja dla studentów wyjeżdżających na studia
w ramach Programu Erasmus+

<https://www.learning-agreement.eu/student/home/login.php>

Słowniczek – podstawowe wyrażenia

AIK – Akademia Ignatianum w Krakowie

BWM – Biuro Współpracy Międzynarodowej

BWM AIK – Biuro Współpracy Międzynarodowej Akademii Ignatianum w Krakowie

IRO – International Relations Office (używane w odniesieniu do uczelni zagranicznej)

Learning Agreement (LA)/Proposed mobility programme – porozumienie o programie studiów

Online Learning Agreement (OLA) – porozumienie o programie studiów w wersji online

Contact person – pracownik administracyjny BWM/IRO, który jest min. odpowiedzialny za sprawdzenie poprawności przygotowanych dokumentów przez studenta

Responsible person – pracownik akademicki, który odpowiedzialny jest za pomoc w przygotowaniu a następnie podpisanie LA. W BWM AIK pełni tę funkcję Academic Erasmus+ Coordinator (tzw. koordynator)

Ważne: w AIK dla każdego instytutu przydzielony jest inny koordynator (<https://ignatianum.edu.pl/contact>)

Sending institution – uczelnia wysyłająca → Akademia Ignatianum w Krakowie (eng. Jesuit University Ignatianum in Krakow)

Receiving institution – uczelnia przyjmująca/goszcząca.

Erasmus code – indywidualny kod dla każdej uczelni. Dla AIK to PL KRAKOW19

Component title – nazwa przedmiotu

Component - przedmiot

Period of the mobility – okres trwania mobilności

Aktywacja indywidualnego konta studenta

1. BWM wprowadza podstawowe dane studenta do OLA platform.
2. Na adres email wskazany przez studenta w podaniu zostaje wysłana automatyczna wiadomość z linkiem aktywacyjnym.
3. Podany link przenosi na stronę logowania. Należy wprowadzić hasło. Loginem jest adres email.

Dear

Your institution added you as an Erasmus+ mobile student on Online Learning Agreement platform. A pre-filled Learning Agreement has been prepared for you there and the platform will allow you to finalise the document and collect all the necessary signatures online.

You only have to setup your password to finish the registration.

[FINISH REGISTRATION](#)

Your Erasmus+ Profile allows you to access multiple platforms with the same login data. Check out the Erasmus+ App and get all the information on your mobile device!

[ANDROID IOS](#)

WAŻNE:
wiadomość często trafia do spamu.

Finalise account

Erasmus+ App

Expand your world

Setup your password

Password, 8+ chars + Capital + number

Done

 Co-funded by the
Erasmus+ Programme
of the European Union

Konto studenta

Po zalogowaniu się na konto widoczny jest panel, który pozwala „zarządzać” swoją mobilnością.
Dla mobilności studenta najważniejsza jest część „**Online Learning Agreement**”.

The screenshot shows a student dashboard with a grid of six cards. The 'Online Learning Agreement' card is highlighted with a blue header and has its 'I agree' button circled in blue. A blue arrow points from a text box on the left to this button.

Step-by-step	Top tips	News & Events
Manage your Erasmus+ with an easy to use step-by-step checklist <input type="button" value="Try out"/>	Get tips about Erasmus+, living abroad and discovering Europe <input type="button" value="Try out"/>	Find out more about nearby events and get the latest Erasmus+ news <input type="button" value="Try out"/>
Online Learning Agreement	Learn a language	Erasmus+ info
Use your Erasmus+ profile to prepare your learning agreement online <input type="button" value="I agree"/>	Learn anywhere with the Erasmus+ Online Linguistic Support <input type="button" value="Enter"/>	Get info about the Erasmus+ programme and all its opportunities <input type="button" value="Enter"/>

W celu utworzenia OLA należy kliknąć „I agree”.



Student login form (For HEI and Erasmus+APP users)

Email

Password

[I don't remember password send me reminder](#)

WAŻNE

Bezpośrednie logowanie do LA możliwe jest też przez wskazany link:
<https://www.learning-agreement.eu/student/home/login.php> .

Należy użyć tego samego adresu email i hasła, które zostały użyte przy aktywacji konta.

Learning Agreement (before mobility)



Learning Agreement (before mobility)

NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSIDAD DE LA IGLESIA DE DEUSTO	Spain		09/2020	01/2021	Ready to edit	... EDIT REMOVE SAVE PDF

Nazwa uczelni przyjmującej podana jest wyłącznie w j. narodowym.

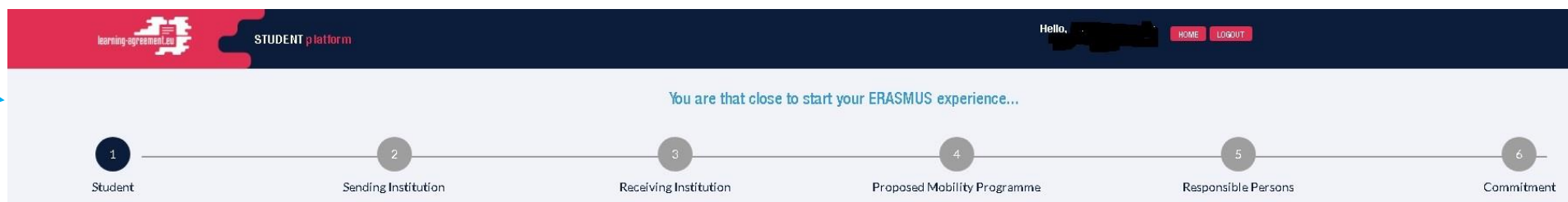
A. W celu wypełnienia LA należy kliknąć: „EDIT”.

Changes to learning agreement (during mobility)

NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
-----------------------	---------	-------	------	----	--------	--------

B. Pasek zadań pozwala śledzić kolejne etapy przygotowania LA.
WAŻNE: wszystkie pola oznaczone „*” muszą zostać wypełnione, ponieważ tylko wtedy możliwe jest zapisanie LA.



1.

Student – należy uzupełnić wszystkie puste pola



Student Information

Nationality*

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

Date of birth*

Sex*

 Male Female

Student ID number

At student's home/sending institution

Phone Number

Numbers, spaces and '+' symbol are accepted

Study cycle*

Academic Year*

Field of education*

The ISCED-F 2013 search tool available at 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.

Należy podać numer albumu



„Field of education”
wprowadza BWM, stosownie do
kierunku studiów studenta.



Należy podać rok akademicki,
w którym odbędzie się wyjazd.

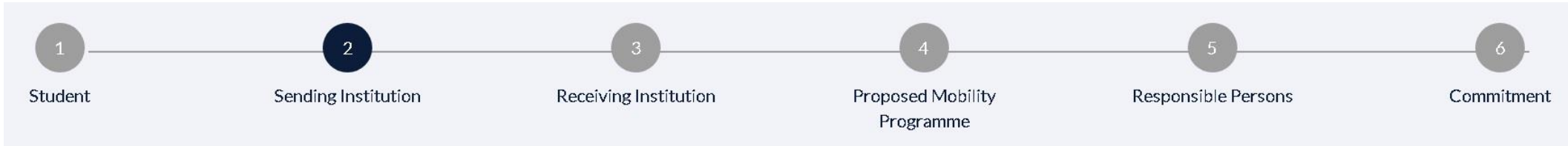


SAVE

Na koniec pamiętaj
o zapisaniu

NEXT STEP >

Sending Institution – dane o uczelni wysyłającej (AIK)



Sending institution

BWM wprowadza podstawowe informacje dotyczące AIK.

Sending institution name *
Akademia Ignatianum w Krakowie

Address: Mikołaja Kopernika 26 Kraków 31-501 Poland Country: Poland Erasmus Code: PL KRAKOW19

Faculty/Department *
EDUCATION lub **PHILOSOPHY**

Contact person name *
Agnieszka Baran

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.

Contact person email *
erasmus@ignatianum.edu.pl Contact person phone
+48 12 3999 590
Numbers, spaces and '+' symbol are accepted

W zależności od studiowanego kierunku w Ignatianum należy wpisać właściwy wydział (eng. „faculty”):
EDUCATION (Wydział Pedagogiczny)
lub
PHILOSOPHY (Wydział Filozoficzny)

← PREVIOUS

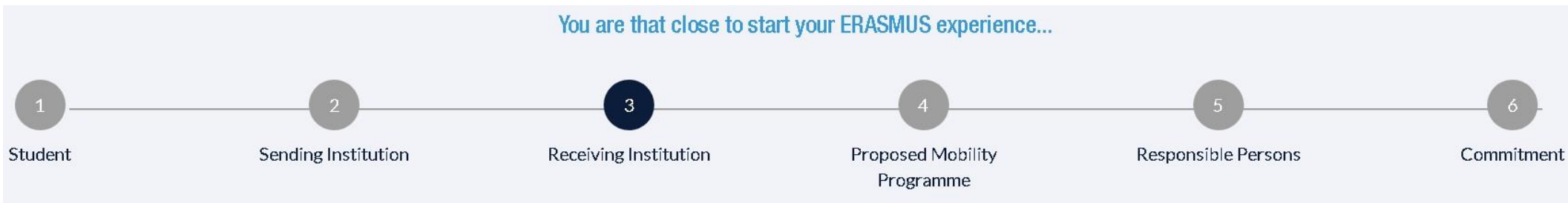
SAVE

Na koniec pamiętaj o zapisaniu

NEXT STEP →

3.

Receiving Institution - dane o uczelni przyjmującej



BWM wprowadza podstawowe informacje dotyczące uczelni przyjmującej studenta.

Receiving institution

Receiving institution name*
UNIVERSIDAD DE LA IGLESIA DE DEUSTO

Address: AVENIDA DE LAS UNIVERSIDADES 24 Bilbao 48007 Sj
Country: Spain
Erasmus Code: E BILBAO02

Faculty/Department*

Contact person name*

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.

Contact person email* Contact person phone
Numbers, spaces and '+' symbol are accepted

Wskazane informacje zostaną przekazane przez BWM AIK lub IRO uczelni partnerskiej, na adres mailowy studenta.

← PREVIOUS

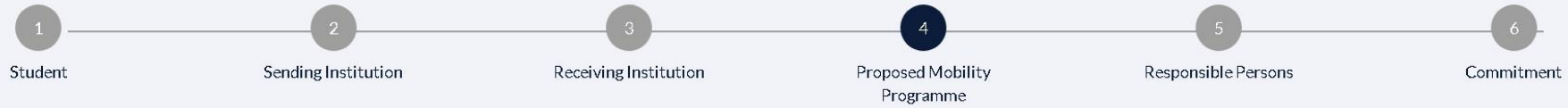
Na koniec pamiętaj o zapisaniu

NEXT STEP →

4.

Proposed Mobility Programme - Learning Agreement

You are that close to start your ERASMUS experience...



W tabeli A dodaje się przedmioty, które będą realizowane na uczelni zagranicznej.

W tabeli B dodaje się przedmioty z AIK, którym odpowiadają wybrane przedmioty zagraniczne.

▼ TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue
Web link to the course catalogue at the receiving institution describing the learning outcomes.

▼ TABLE B: RECOGNITION AT THE SENDING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue
Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions
If the student does not complete successfully some educational components, the following provisions will apply:

Planned period of the mobility

Language competence of the student
The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language* Level*

PAMIĘTAJ:

- !! W celu uniknięcia błędów w nazwach wprowadzanych przedmiotów najlepiej jest je bezpośrednio kopiować zamiast przepisywać.
- !! Należy pamiętać o zachowaniu polskich znaków w nazwach polskich przedmiotów.
- !! Wszelkie błędy (nawet „literówki”) będą skutkować odrzuceniem przez BWM przygotowanego LA i koniecznością naniesienia poprawek.

4a. Tabela A – przedmioty na uczelni przyjmującej

1.

TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

+ ADD SUBJECT

W celu wprowadzenia przedmiotu należy kliknąć: „**ADD SUBJECT**”

2.

Receiving institution component

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 (if any)

Component title at the Receiving institution (as indicated in the course catalogue)*

Component title: 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.

Semester (e.g. autumn/spring; term)*

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separators)*

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.

Link to course website

Następnie otworzy się okno: „**Receiving institution component**”, które należy wypełnić.

3.

SUBMIT CANCEL

Po wprowadzeniu wszystkich danych należy kliknąć „**SUBMIT**”.

Zapisany przedmiot widoczny jest w tabeli A. W celu dodania kolejnego przedmiotu należy ponownie kliknąć „add subject”.

4.

TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
	XXX	First semester (Winter/Autumn)	1
			Total: 1

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

+ ADD SUBJECT

edit delete

4b.

Tabela B – przedmioty w Ignatianum

Sposób dodawania przedmiotów jest taki sam jak dla tabeli A.

PAMIĘTAJ:

- wprowadzasz wyłącznie te przedmioty, które mają swoje odpowiedniki na uczelni zagranicznej (tzn. w tabeli A),
- nie wprowadza się przedmiotów, które stanowią różnice programowe. Dla nich należy przygotować *Aneks do Porozumienia o Programie Studiów*.

TABLE B: RECOGNITION AT THE SENDING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total:0

Link to course catalogue

Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions

If the student does not complete successfully some educational components, the following provisions will apply.

Należy zostawić te miejsca puste.

4c.

Tabela B – okres mobilności i poziom znajomości języka

Planned period of the mobility

From *

09/2020

To *

01/2021

BWM wprowadza orientacyjny czas mobilności w oparciu o informacje przekazane przez uczelnię partnerską.

Language competence of the student

The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language *

Level *

Należy wybrać główny język studiowania i poziom jego znajomości.

Przykład

Language competence of the student

The level of language competence in **English** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **B2**

Language *

Level *

< PREVIOUS

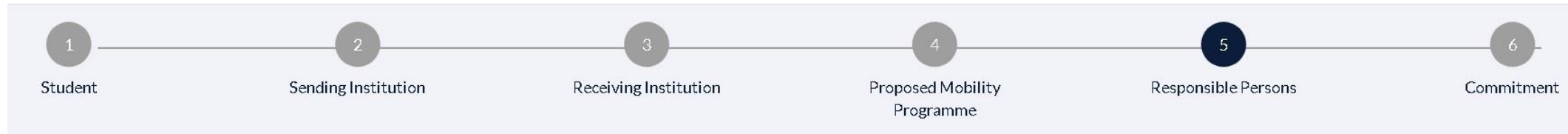
SAVE

Na koniec pamiętaj o zapisaniu

NEXT STEP >

5.

Responsible persons



BWM wprowadza podstawowe informacje dotyczące koordynatora AIK.

Responsible Persons

Responsible person at the Sending institution

Responsible person at the Sending 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 in Step 2.

Name*	Position*
<input type="text" value="██████████"/>	<input type="text" value="Academic Erasmus+ Coordinator"/>
Email*	Phone Number
<input type="text" value="outgoing@ignatianum.edu.pl"/>	<input type="text" value="+48 12 3999 590"/>
	<small>Numbers, spaces and '+' symbol are accepted</small>

Responsible person at the Receiving institution

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 in Step 3.

Name*	Position*
<input type="text"/>	<input type="text"/>
Email*	Phone Number
<input type="text"/>	<input type="text"/>
	<small>Numbers, spaces and '+' symbol are accepted</small>

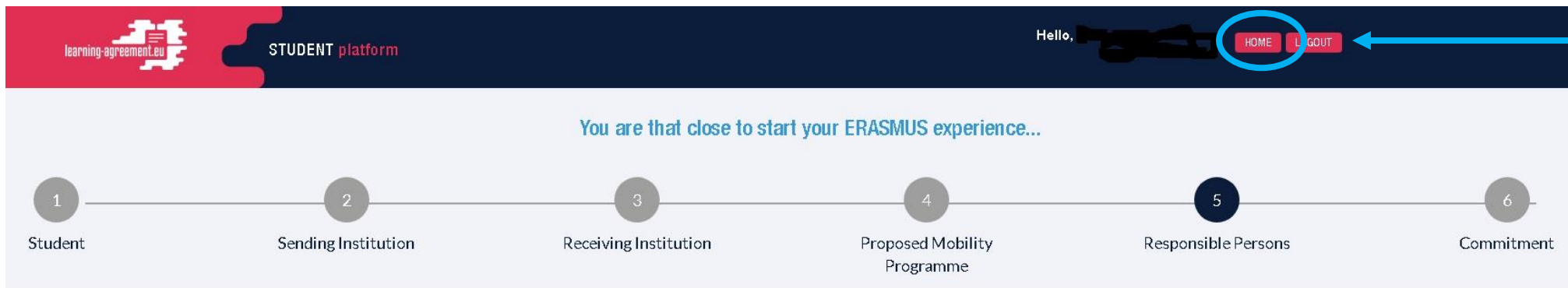
Wskazane informacje zostaną przekazane przez BWM AIK lub IRO uczelni partnerskiej, na adres mailowy studenta.

< PREVIOUS

SAVE

NEXT STEP >

Wygenerowanie LA w pdf



Kliknij „HOME”



Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSIDAD DE CORDOBA	Spain		09/2020	02/2021	Ready to edit	...

Kliknij „...”



Otworzy się okienko, z którego należy wybrać „SAVE PDF”

Changes to learning agreement (during mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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Przykład wygenerowanego LA w pdf



Higher Education
Learning Agreement for Studies
Academic Year

phone:
Student id:

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
				Poland			/
Sending Institution	Name	Faculty / Department	Erasmus code (if applicable)	Address	Country	Contact person name ; email; phone	
	Akademia Ignatianum w Krakowie	Philosophy	PL KRAKOW19	Mikołaja Kopernika 26, Kraków, 31-501, Poland	Poland / PL	Agnieszka Baran / outgoing@ignatianum.edu.pl / +48 12 3999 590	
Receiving Institution	Name	Faculty / Department	Erasmus code (if applicable)	Address	Country	Contact person name ; email; phone	
	UNIVERSIDAD DE CORDOBA		E CORDOBA01	AVENIDA DE MEDINA AZAHARA 5, Córdoba, 14005, Spain	Spain / ES	//	

Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year]09/2020 to [month/year] 02/2021				
Table A Before the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn / spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
		XXX	First semester (Winter/Autumn)	1
				Total: 1
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: -				

The level of **language competence in English** that the student already has or agrees to acquire by the start of the study period is: B2

Recognition at the Sending Institution				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn / spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				0
		yyy	First semester (Winter/Autumn)	1
				Total: 1
Web link to the course catalogue at the Sending Institution describing the learning outcomes: -				
Provisions applying if the student does not complete successfully some educational components: -				



Higher Education
Learning Agreement for Studies
Academic Year

phone:
Student id:

Commitment					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Commitment	Name	Email / Phone	Position	Date	Signature
Responsible person at the Sending Institution		outgoing@ignatianum.edu.pl / +48 12 3999 590	Academic Erasmus+ Coordinator		
Responsible person at the Receiving Institution		/-			

Przygotowane LA należy przesłać do BWM AIK w celu sprawdzenia na adres:
outgoing@ignatianum.edu.pl

Następnie należy czekać na odpowiedź. Jeśli:

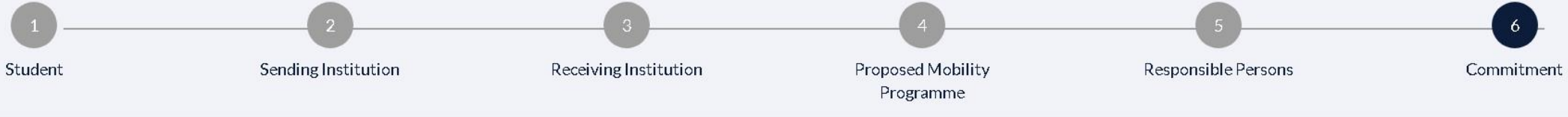
- LA zostało przygotowane poprawnie → student może podpisać dokument (Pkt. 6. Commitment)
- LA wymaga poprawek → student poprawia błędy → ponowne generowanie LA w pdf i wysłanie do BWM → brak błędów → student może podpisać dokument (Pkt. 6 Commitment)

6.

Commitment - podpisywanie LA przez studenta

WAŻNE: LA może zostać podpisane wyłącznie po otrzymaniu zgody od BWM AIK

You are that close to start your ERASMUS experience...



Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Signature field

This field works best on touch screen (ex. on mobile phones or laptop with touch screen)

If you experience difficulties signing please use other browser (i.e. Google Chrome)

Clear

Sign Document

Należy kliknąć „SIGN ONLINE”

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

Otworzy się okienko „Signature field”

Po kliknięciu „Sign Document” nie ma możliwości „poprawienia” swojego podpisu.

< PREVIOUS

SEND TO SENDING INST. COORDINATOR

6a.

Commitment - podpisywanie LA przez studenta c.d.

Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

Przykładowy podpis

Jan
Kowalski

STUDENT'S SIGNATURE
Date: 2020-03-25 13:00:32

Data i godzina złożenia podpisu generowana jest automatycznie. Nie ma możliwości samodzielnej zmiany.

< PREVIOUS

!!

SEND TO SENDING INST. COORDINATOR

!!

W celu uzyskania podpisu od koordynatora AIK należy kliknąć „**SEND TO SENDING INST. COORDINATOR**”

Commitment - podpisywanie LA przez koordynatora AIK

A. Po wysłaniu LA do koordynatora na głównej stronie konta wyświetli się poniższa informacja:

The screenshot shows the top navigation bar of the 'STUDENT platform' with the logo 'learning-agreement.eu' on the left and 'Hello, [redacted]' with 'HOME' and 'LOGOUT' buttons on the right. A green notification box in the center contains the text: 'Learning Agreement signed successfully' and 'Message sent to sending institution coordinator with email: outgoing@ignatianum.edu.pl'. A blue arrow points from the text box above to this notification.

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSIDAD DE CORDOBA	Spain	Short cycle or equivalent (EQF 5)	09/2020	02/2021	Sent to Sending inst. coordinator	...

B. Podpisane LA przez koordynatora AIK jest automatycznie wysyłane do koordynatora uczelni zagranicznej. W celu sprawdzenia czy LA zostało podpisane przez koordynatora AIK należy śledzić status.

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSIDAD DE CORDOBA	Spain	Short cycle or equivalent (EQF 5)	09/2020	02/2021	Signed by Sending inst. and sent to Receiving inst.	...

Odrzucenie LA przez uczelnię przyjmującą

Może zdarzyć się, że LA które zostało wysłane do uczelni zagranicznej zostanie odrzucone przez tamtejszego koordynatora. W takiej sytuacji na podany przez studenta adres e-mail przyjdzie wiadomość o poniższej treści.

Dear student,

We inform you that **adres mailowy zagranicznego koordynatora** is not ready to sign your Learning Agreement yet. Please see their comments below and we hope it will provide the needed support to finalise your Learning Agreement and have an enriching mobility experience.

W tym miejscu będą wpisane uwagi od koordynatora, które należy nanieść do LA

Update your learning agreement

Please click on the button to access your Online Learning Agreement and edit it accordingly. Afterwards you need to sign it again and wait for the approval of your sending and receiving higher education institutions.

Should you still need more information regarding the finalisation of your OLA, please contact the respective higher education institutions.

Please do not respond to this automatically generated email.

Best regards,
Online Learning Agreement team

If you can't click on the button, please use the following link:
<https://www.learning-agreement.eu/student/home/login.php>

W celu naniesienia poprawek należy kliknąć „**Update your learning agreement**”

Po wprowadzeniu zmian, student podpisuje jeszcze raz LA i wysyła je do BWM, gdzie ponownie zostanie podpisane przez koordynatora AIK. Następnie LA jest automatycznie wysyłane do zagranicznego koordynatora.
WAŻNE:
Wszelkie zmiany należy wprowadzić od razu.

6d.

Commitment - podpisywanie LA przez koordynatora uczelni przyjmującej

Po podpisaniu LA przez koordynatora zagranicznego na adres e-mail studenta przyjdzie wiadomość o poniższej treści.

Dear student,

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the [Online Learning Agreement](#) platform to view and download the signed LA.

Best regards,
Online Learning Agreement team

Zmianie ulegnie również status

The screenshot shows the 'STUDENT platform' interface. At the top, there is a navigation bar with the logo 'learning-agreement.eu' and 'STUDENT platform'. On the right, it says 'Hello, [user name]' with 'HOME' and 'LOGOUT' buttons. Below the navigation bar, there is a 'NEW LEARNING AGREEMENT' button. The main content area is titled 'Learning Agreement (before mobility)'. It contains a table with the following data:

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
SVEUCILISTE U RIJECI	Croatia	Short cycle or equivalent (EQF 5)	10/2020	02/2021	Signed by both coordinators	...

LA podpisane przez wszystkie trzy strony (student, uczelnia wysyłająca, uczelnia przyjmująca)
należy pobrać, wydrukować i dołączyć do teczki z dokumentami mobilnościowymi.

LEARNING AGREEMENT – during the mobility

Wszystkie zmiany wprowadzone do LA przez którąkolwiek ze stron wymagają przygotowania drugiej części formularza Learning Agreement for studies, zwanej During the mobility w ciągu 1 miesiąca od rozpoczęcia semestru w zagranicznej uczelni przyjmującej.

W celu wprowadzenia zmian dla LA należy zalogować się na swoje konto na platformie:
<https://www.learning-agreement.eu/student/home/login.php>

1.

LA during mobility – wprowadzanie zmian



Learning Agreement (before mobility)

NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
SVEUCILISTE U RIJECI	Croatia	Short cycle or equivalent (EQF 5)	10/2020	02/2021	Signed by both coordinators	...

**Wszelkie zmiany do LA wprowadza się w części zwanej:
Changes to learning agreement (during mobility)**

Changes to learning agreement (during mobility)



Należy kliknąć: „NEW LEARNING AGREEMENT WITH CHANGES”

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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Otworzy się nowe okno

Select base agreement for creating changes agreement

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
SVEUCILISTE U RIJECI	Croatia	Short cycle or equivalent (EQF 5)	10/2020	02/2021		CREATE

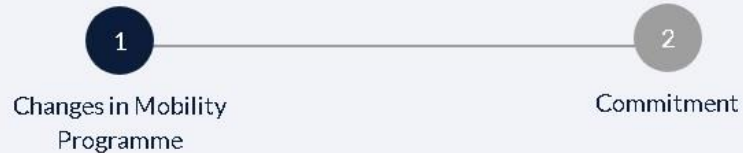


Należy kliknąć: „CREATE”

2.

LA during the mobility – wprowadzanie zmian c.d.

Learning Agreement Changes



During the Mobility

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
www		-			1	A. + ADD SUBJECT B. set as deleted C. unset

Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!

EXCEPTIONAL CHANGES TO TABLE B - DURING THE MOBILITY (IF APPLICABLE) + ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
zzz		-			1	set as deleted unset

Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!

W tab. B należy wprowadzić zmiany jeśli zmiany wprowadzone w tabl. A wpływają na przedmioty z tabl. B w LA – before the mobility.

A. W celu wprowadzenia nowego przedmiotu do LA należy kliknąć „+ADD SUBJECT”

Receiving institution component

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 (if any)

Component title at the Receiving Institution (as indicated in the course catalogue) *

Component title: 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.

Semester (e.g. autumn/spring; term) *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separators) *

Reason for adding a component *

Należy wybrać powód dodania przedmiotu

SUBMIT CANCEL

B. W celu usunięcia przedmiotu z LA należy kliknąć „set as deleted”

Receiving institution component

Reason for deleting a component *

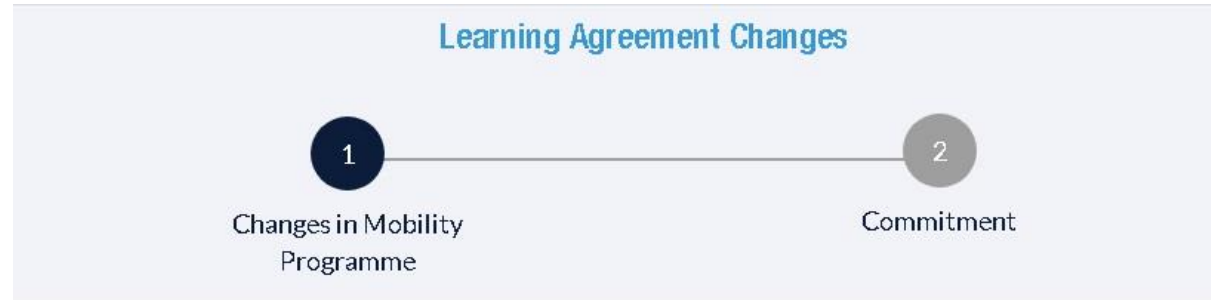
Należy wybrać powód usunięcia przedmiotu

SUBMIT CANCEL

! Pamiętaj o zapisaniu wprowadzonych zmian „SUBMIT” !

C. Jeśli przedmiot pozostaje bez zmian należy kliknąć „unset”

LA during – przykład wprowadzonych zmian



During the Mobility

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY + ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
www		X	-	Previously selected educational component is not available at the Receiving Institution	1	<input type="button" value="set as deleted"/> <input type="button" value="unset"/>
Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!						
bbb		-	X	Substituting a deleted component	1	<input type="button" value="edit"/> <input type="button" value="delete"/>

EXCEPTIONAL CHANGES TO TABLE B - DURING THE MOBILITY (IF APPLICABLE) + ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
zzz		-	-		1	<input type="button" value="set as deleted"/> <input type="button" value="unset"/>
Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!						

3.

Zapisanie wprowadzonych zmian

Na dole strony widoczne są dane osób kontaktowanych i koordynatorów



Contact Data

The Sending Institution

- Contact person name: Agnieszka Baran
- Contact person e-mail / phone: outgoing@ignatianum.edu.pl /

The Receiving Institution

- Contact person name: [REDACTED]
- Contact person e-mail / phone: [REDACTED]

Responsible Persons

Responsible person at the Sending institution:

- Name: [REDACTED]
- Position: Academic Erasmus+ Coordinator
- Phone Number: [REDACTED]
- Email: outgoing@ignatianum.edu.pl

Responsible person at the Receiving institution:

- Name: [REDACTED]
- Position: [REDACTED]
- Phone Number: [REDACTED]
- Email: [REDACTED]

W celu zatwierdzenia zmian należy kliknąć:



NEXT STEP >

Commitment

W przypadku LA during nie ma możliwości wygenerowania dokumentu w pdf przed podpisaniem go. W związku z tym **bardzo ważne jest wprowadzenie wszystkich zmian bardzo starannie**. W razie wątpliwości należy kontaktować się z BWM i koordynatorem. W przypadku błędów dokument zostanie w pierwszej kolejności odrzucony przez BWM AIK.



Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

STUDENT'S SIGNATURE

Date:

< PREVIOUS

Po złożeniu podpisu, LA należy wysłać do koordynatora AIK.

SEND TO HOME INST. COORDINATOR

5.

LA podpisane przez koordynatorów obu uczelni (AIK i zagranicznej)

W przypadku braku błędów w LA during koordynator AIK podpisuje dokument, który automatycznie wysyłany jest do koordynatora uczelni zagranicznej.

Po podpisaniu LA przez koordynatora zagranicznego na adres e-mail studenta przyjdzie wiadomość o poniższej treści.

Dear student,

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the [Online Learning Agreement](#) platform to view and download the signed LA.

Best regards,
Online Learning Agreement team

Zmianie ulegnie również status

Changes to learning agreement (during mobility)

NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
SVEUCILISTE U RIJECI	Croatia	Short cycle or equivalent (EQF 5)	10/2020	02/2021	Signed by both coordinators	...

LA during podpisane przez wszystkie trzy strony (student, uczelnia wysyłająca, uczelnia przyjmująca)
należy pobrać, wydrukować i dołączyć do teczki z dokumentami mobilnościowymi.