Online Learning Agreement (OLA) Platform
(Only for the Erasmus+ KA 131 program students)

Instructions:

Online Learning Agreement is prepared by the student using:

OLA - Online Learning Agreement: https://learning-agreement.eu

or

Erasmus+ App – mobile app to be downloaded from Google Play or AppStore

Remember:

1. Before creating the OLA, you must set up your Google account.

2. When editing the OLA, you need to use Google Chrome or Firefox browser (but <u>not</u> Internet Explorer) or the Erasmus+ App.

3. Not all the fields are compulsory. You can save your progress and continue editing later.

Step by step

1. Login

Click on "Login to Access Your Learning Agreement", log in with your IDHU Google, and follow the instructions. Fill in all required fields and be sure to include the correct dates and contact addresses.
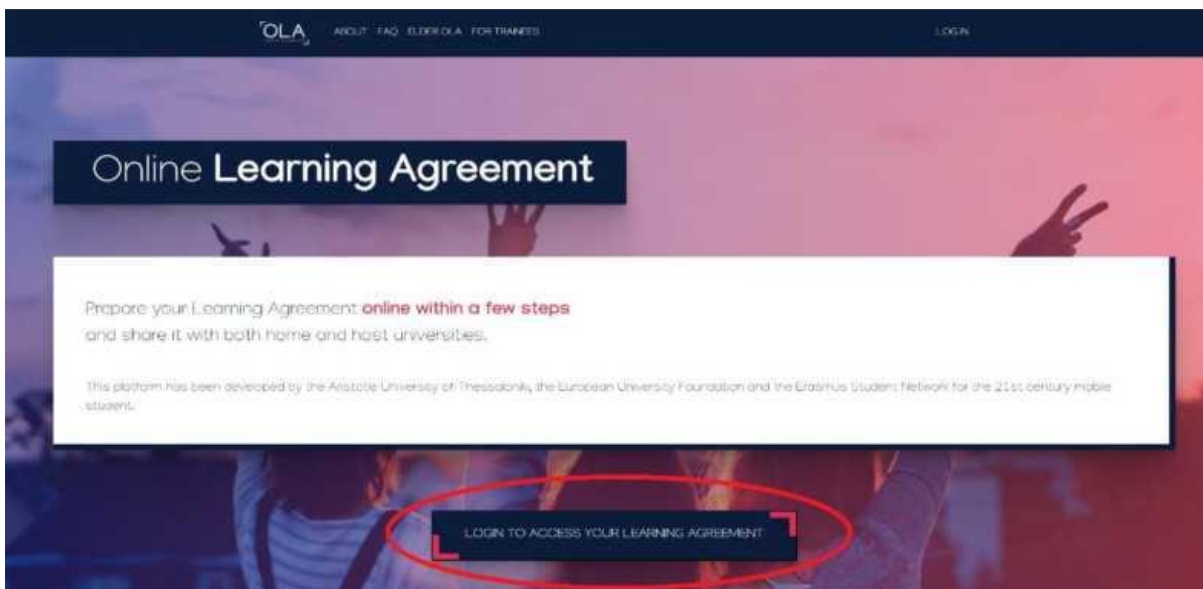
2. Creating the OLA

In order to create your Online Learning Agreement (OLA), click on: **Create New**.

Then you need to select the correct type of mobility:

3. Student Information
Add information about yourself and your field of study.

In the 'academic year' field, please double check that the information is correct. **A full academic year must be entered, even if your mobility is only for one semester.**

Useful information:

Field of education:

0310 – Social and behavioural sciences, not further defined

0311 – Economics

0410 – Business and Administration

0411 – Accounting and taxation

0412 – Finance, banking and insurance

0413 – Management and administration

0414 – Marketing and advertising

0488 – Business, administration and law, interdisciplinary programmes

0610 – Information and communication technologies, not further defined

0710 – Engineering and engineering trades not further defined

0731 – Architecture and town planning

1015 – Travel, tourism and leisure

Study Cycle refers to the level of study as defined by the European Qualifications Framework (EQF):

First cycle (Bachelor or equivalent) EQF - 5/6

Second cycle (Master or equivalent) EQF 7

Third cycle (Doctoral or equivalent) EQF 8

Academic year: for instance, 2022/2023

4. **Sending Institution Information**

Select the right country from the list, find the name of our University, and type in your field of study:

Type in all the data of the appropriate **SENDING RESPONSIBLE PERSON (left)** i.e. your academic coordinator, and your Sending Administrative Contact Person (right) from the International Programs Office.

The list of academic coordinators (sending responsible persons) is found here:
https://bpz.uek.krakow.pl/koordynatorzy-akademiccy---learning-agreement.html

5. **Receiving Institution Information**

Enter the details of the receiving institution (host university) and the Erasmus + program coordinator at the receiving institution. If you do not know what data to enter, contact the receiving institution by email and ask.

6. **Proposed Mobility Programme**

Planned period of the mobility
Check the academic calendar of the partner university.

Enter the dates for the start and the end of your mobility at the receiving institution. The dates should not include any planned trips before or after your stay.

Table A: Study programme at the receiving institution

Add the course subjects you plan to take at the host university in Table A by clicking on 'Add Component to Table A', once for each course subject.
You can add a link to the partner university's website, where that university's educational offer is available.
Before that, **be absolutely sure** to discuss the choice of course subjects with your **Academic Coordinator** (Sending Responsible Person) and create your program.

Table A - Study programme at the Receiving institution *

Component to Table A

[Remove]

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

| np. Anatomy |

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 *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
jeśli istnieje lub wpisz cyfrę porządkową	5	First semester (Winter/Autumn) ⇕

ECTS credits (or equivalent): 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.

Language competence of the student
Add the language of instruction according to your linguistic competence. CEFR levels should be referred in the process.

The main language of instruction at the Receiving Institution *

| English ⇕ |

The level of language competence *

| B2 ⇕ |

Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

Table B: Recognition at the sending institution
In table B, enter the CUE courses, which shall overlap with the courses at the host university (receiving institution) and **shall be designated by the Academic Coordinator** (Sending Responsible Person).

Before creating the OLA, contact the relevant academic coordinator and send information via e-mail about the year of study and the semester in which you will study at the receiving university.

7. **Virtual Components**

This relates only to mixed mobility (BIP).

8. **Commitment**

OLA should be signed by:
> 1. The Student
> 2. The Academic Coordinator on the part of the CUE (Sending Responsible Person)
> 3. The Coordinator at the host university (Receiving Responsible Person)

Sign in the appropriate field (use the mouse) and **send it by clicking the button**, to send it to the CUE Academic Coordinator (Sending Responsible Person).
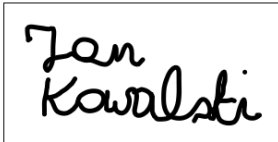
If the Academic Coordinator has comments that require correction, the system will ask for the verification of the entered data. If everything is prepared as agreed, the Coordinator will sign the LA and thus it will be sent to the Coordinator (Receiving Responsible Person) at the host university.

Please note:

1. After signing and sending the OLA document, it will no longer be possible to edit.
2. You will receive an email notification at each step of the process.
3. You can also log in to follow the progress of your document.

Commitment Preliminary

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 for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous | Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review