

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

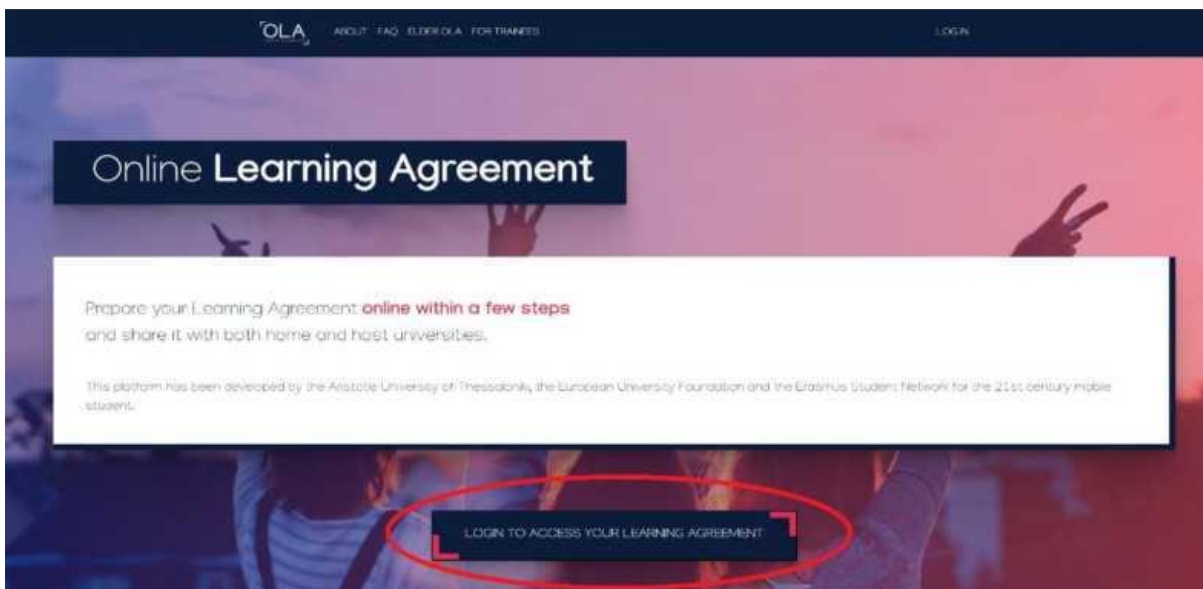
Remember:


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 not 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.





Chosen Identity Provider

IDHU Google
idhub.prod.erasmus.eduteams.org

+ Add another institution Edit



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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:

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.



Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral

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

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Student

First name(s) *
Dominika

Last name(s) *
test

Email *
ipo.cue@gmail.com

Date of birth *
18.10.1990

Gender *
Female

Nationality *
Poland (379)
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *
Accounting and taxation (0411) (770)
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.

Field of Education Comment

Study cycle *
Bachelor or equivalent first cycle (EQF lev)
Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

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4. Sending Institution Information

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

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Academic year *
2022/2023

Sending

Sending Institution

Country *
Poland x

Name *
Uniwersytet Ekonomiczny w Krakowie x

Faculty/Department *
Finance

Address *
Kraków / Cracow

Erasmus Code *
PL KRAKOW04

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.ukr.krakow.pl/koordynatorzy-akademicy---learning-agreement.html>

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Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: 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.

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.

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Receiving Institution

Country *

Country of the institution

Name *

Name of the institution

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Receiving person at the Receiving Institution: the name and email of the

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

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.

The screenshot shows the OLA (Online Learning Agreement) web application. The header includes the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main content area is titled 'Preliminary LA' and contains the following fields:

- Academic year: 2022/2023
- Planned start of the mobility: 15.09.2022
- Planned end of the mobility: 31.01.2023

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.

The screenshot shows the 'Table A - Study programme at the Receiving institution' form. The form includes the following elements:

- Title: Table A - Study programme at the Receiving institution *
- Status: No Component added yet.
- Action: Add Component to Table A (highlighted with a green circle)
- Field: Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info] (indicated by a green arrow)
- Instructions:
 - Course catalogue: 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. Show less
 - This must be an external URL such as <http://example.com>.

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) * | | | |
| <input type="text" value="np. Anatomy"/> | | | |
| <small>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.</small> | | | |
| Component Code * | Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * | Semester * | |
| <input type="text" value="jeśli istnieje lub wpisz cyfrę porządkową"/> | <input type="text" value="5"/> | <input type="text" value="First semester (Winter/Autumn)"/> | |
| | <small>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.</small> | | |

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 *

The level of language competence *

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.

Table B - Recognition at the Sending institution *

Component to Table B Remove

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

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 recognised by the Sending Institution * | Semester * |
| <input type="text" value="course code at HVL"/> | <input type="text" value="number of study points"/> | <input type="text" value="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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

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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).

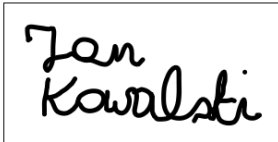
If the Academic Coordinator has comments that require correction, the system will ask for the verification of the entered data. If everything is prepared as agreed, the Coordinator will sign the LA and thus it will be sent to the Coordinator (Receiving Responsible Person) at the host university.

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.



Jan
Kowalsti

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](#)