

# Platforma Online Learning Agreement (OLA)

(Dotyczy tylko studentów program Erasmus+ KA 131)

## Instrukcja:

Online Learning Agreement przygotowuje student używając:

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

lub

Erasmus+ App - mobilną aplikację do ściągnięcia z Google Play lub AppStore

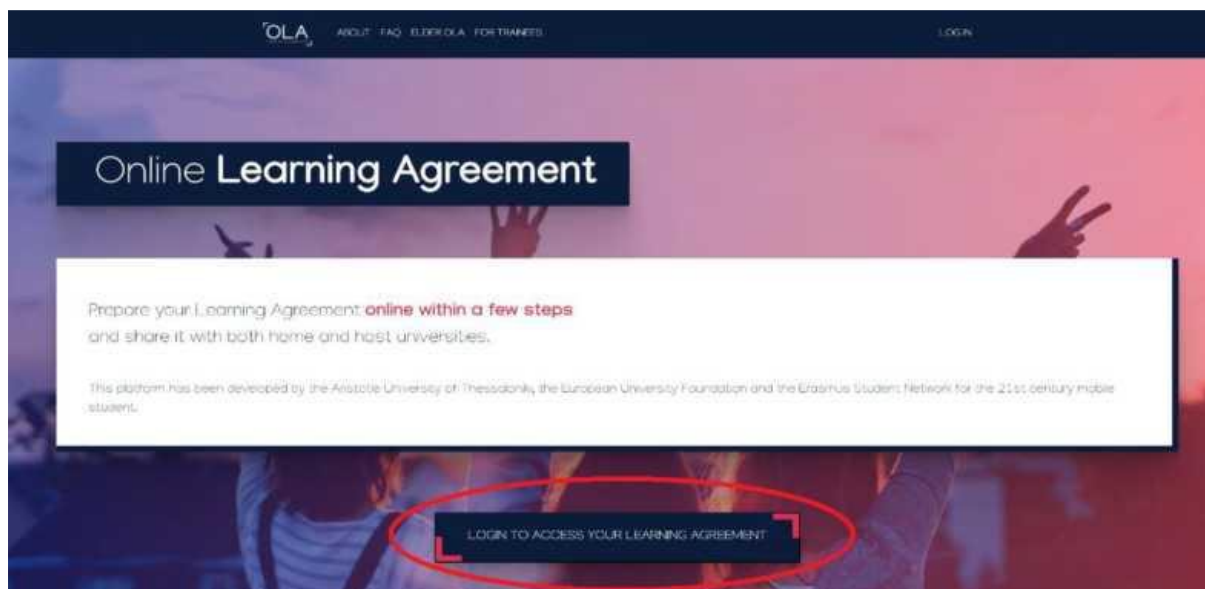
## Pamiętaj:

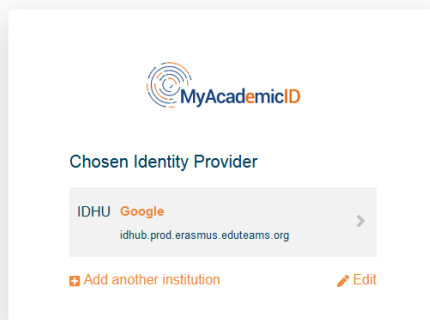
1. Zanim stworzysz OLA, załóż swoje konto Google.
2. Podczas edycji używaj przeglądarki Google Chrome, Firefox (nie Internet Explorer) lub aplikacji Erasmus+.
3. Nie wszystkie pola są obowiązkowe. Możesz zapisać postęp, aby kontynuować później.

## Krok po kroku

### 1. Login

Kliknij na „Login to Access Your Learning Agreement”, zaloguj się za pomocą IDHU Google i postępuj zgodnie z instrukcjami. Wypełnij wszystkie wymagane pola i pamiętaj o wpisaniu właściwych dat i adresów kontaktowych.





Co-financed by the Connecting Europe Facility of the European Union

This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

MyAcademicID Support Helpdesk

eduTEAMS by GÉANT | Privacy Policy

## 2. Tworzenie OLA

Aby stworzyć Online Learning Agreement (OLA) naciśnij przycisk: **Create New**.

Następnie należy wybrać właściwy rodzaj mobilności:

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

Dodaj informacje o sobie i swoim kierunku studiów.

W polu rok akademicki należy dokładnie sprawdzić, czy informacje są poprawne. **Należy podać pełny rok akademicki, nawet jeśli wyjeżdżasz tylko na semestr.**

## Przydatne informacje:

### **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: np. 2025/2026**

OLA  
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

### Student

First name(s) \* Last name(s) \*

Dominika test

Email \*

ipo.cue@gmail.com

Date of birth \* Gender \* Nationality \*

18.10.1990 Female Poland (379)

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \* Field of Education Comment Study cycle \*

Accounting and taxation (0411) (770) Bachelor or equivalent first cycle (EQF lev)

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](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.

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).

Next

## 4. Sending Institution Information

Wybierz z listy odpowiedni kraj i nazwę naszej uczelni oraz wpisać swój kierunek studiów:

OLA  
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Academic year \*  
2022/2023

**Sending**

**Sending Institution**

Country \*  
Poland x

Name \*  
Uniwersytet Ekonomiczny w Krakowie x

Faculty/Department \*  
Financje

Address \*  
Kraków / Cracow

Erasmus Code \*  
PL KRAKOW04

Dodaj samodzielnie wszystkie dane właściwego **KOORDYNATORA AKADEMICKIEGO (lewa strona)** czyli Sending Responsible Person oraz osobę kontaktową z BPZ (prawa strona) czyli Sending Administrative Contact Person.

Koordynatorzy Akademy:

<https://bpz.uek.krakow.pl/wymiany-studenckie/vademecum-stypendysty/koordynatorzy-akademy-learning-agreement/>

OLA  
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

**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

Wprowadź dane uczelni przyjmującej oraz koordynatora programu Erasmus + uczelni przyjmującej. Jeśli nie wiesz, jakie dane wpisać, skontaktuj się z uczelnią przyjmującą mailowo i o to zapytaj.

The screenshot shows the OLA web interface. At the top, there is a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, LOG OUT. Below the header, the form is titled 'Receiving Institution'. It contains three main sections:

- Receiving Institution:** Includes fields for 'Country \*' (with a red circle around it), 'Country of the institution', 'Name \*', and 'Name of the institution'.
- Receiving Responsible Person:** Includes fields for 'First name(s) \*', 'Last name(s) \*', 'Position \*', 'Email \*', and 'Phone number'. This entire section is circled in red, and a blue arrow points to it from the left.
- Receiving Administrative Contact Person:** Includes fields for 'First name(s)', 'Last name(s)', 'Position', 'Email', and 'Phone number'.

## 6. Proposed Mobility Programme

### Planned period of the mobility

Sprawdź kalendarz akademicki w uczelni partnerskiej.

Dodaj daty dla rozpoczęcia i zakończenia Twojej mobilności w uczelni przyjmującej. Daty nie powinny obejmować żadnych planowanych podróży przed lub po Twoim pobycie.

The screenshot shows the OLA web interface for the 'Proposed Mobility Programme' section. It features a dark blue header with the OLA logo and navigation links. Below the header, the form is titled 'Academic year \*' and has a dropdown menu set to '2022/2023'. Below this is a section titled 'Preliminary LA' with two date fields: 'Planned start of the mobility \*' set to '15.09.2022' and 'Planned end of the mobility \*' set to '31.01.2023'.

### Table A: Study programme at the receiving institution

Dodaj przedmioty, które planujesz podjąć w uczelni przyjmującej w tabeli A, naciskając przycisk Dodaj komponent do tabeli A, jeden raz dla każdego przedmiotu kursu.

Możesz wskazać link do strony uczelni partnerskiej, gdzie znajduje się oferta dydaktyczna uczelni.

Wcześniej **koniecznie** przedyskutuj wybór przedmiotów ze swoim **Koordynatorem Akademickim** oraz stwórz swój program.

**Table A - Study programme at the Receiving institution \***

No Component added yet.

**Add Component to Table A**

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

• 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 an 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 learn teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the name 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) \*

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 \*

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

Dodaj język nauczania zgodnie z posiadanymi kompetencjami językowymi. W procesie należy stosować poziomy CEFR.

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

Do tabeli B wpisz przedmioty z UEK, które pokryją się z przedmiotami w uczelni przyjmującej i **zostaną wyznaczone przez koordynatora akademickiego**.

Przed stworzeniem OLA skontaktuj się z właściwym koordynatorem akademickim i prześlij e-mailowo informację dotyczącą roku studiów oraz semestru, w którym będziesz odbywał studia w uczelni przyjmującej.

### 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>.

Previous Next

## 7. Virtual Components

Nie dotyczy wyjazdów semestralnych (tzw. długoterminowych). Proszę nie wypełniać tego pola.

## 8. Commitment

**OLA powinien być podpisany przez:**

1. Studenta
2. Koordynatora Akademickiego UEK
3. Koordynatora uczelni przyjmującej

**Podpisz się** w odpowiednim polu (użyj myszki) oraz **wyślij naciskając przycisk**, aby wysłać go do Koordynatora Akademickiego UEK.

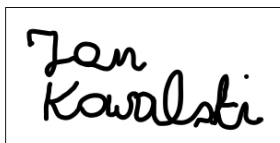
Jeśli Koordynator Akademicki będzie miał uwagi, które wymagają poprawy, wówczas system poprosi o weryfikację wprowadzonych danych. Jeśli wszystko będzie przygotowane zgodnie z ustaleniami, Koordynator podpisze LA i tym samym zostanie on przesłany do Koordynatora uczelni przyjmującej.

## Uwaga:

1. Po podpisaniu i wysłaniu dokumentu OLA nie będzie można edytować.
2. Na każdym etapie procesu otrzymasz powiadomienie e-mailem.
3. Możesz również zalogować się, aby śledzić postępy odnośnie Twojego dokumentu.

### 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  
Kowalski

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](#)