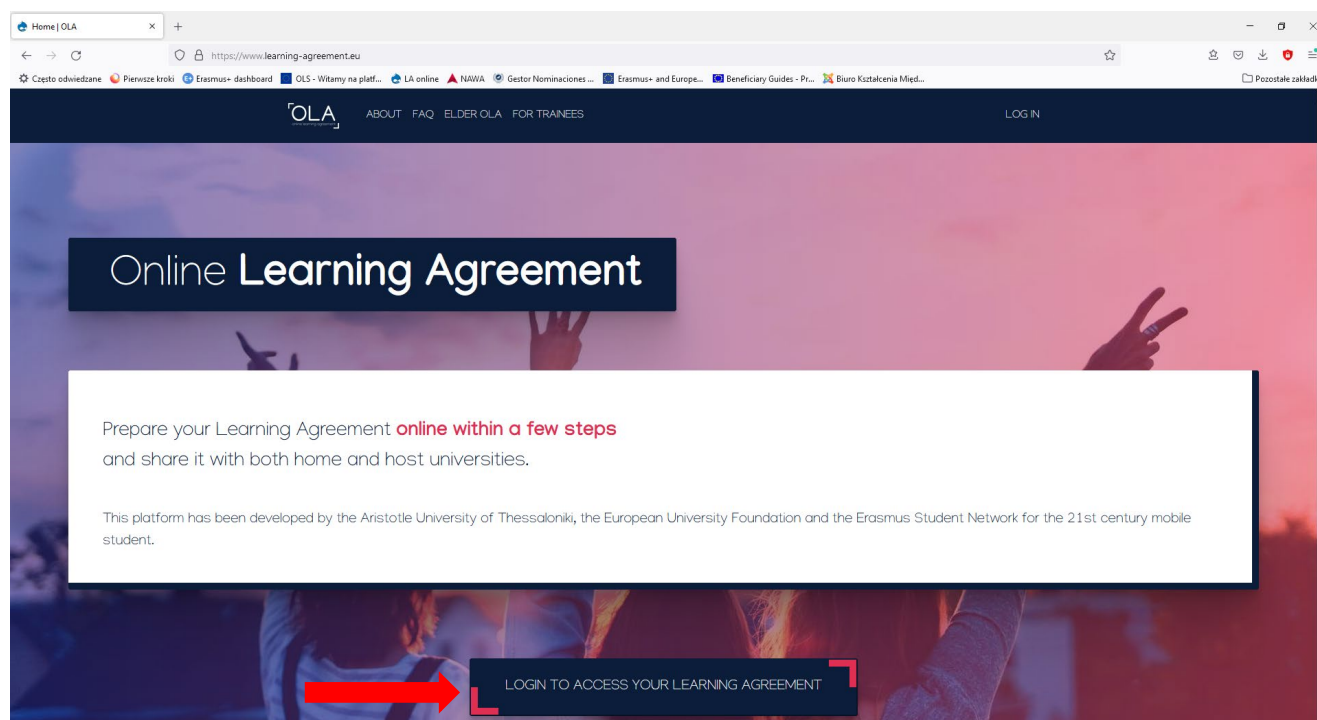
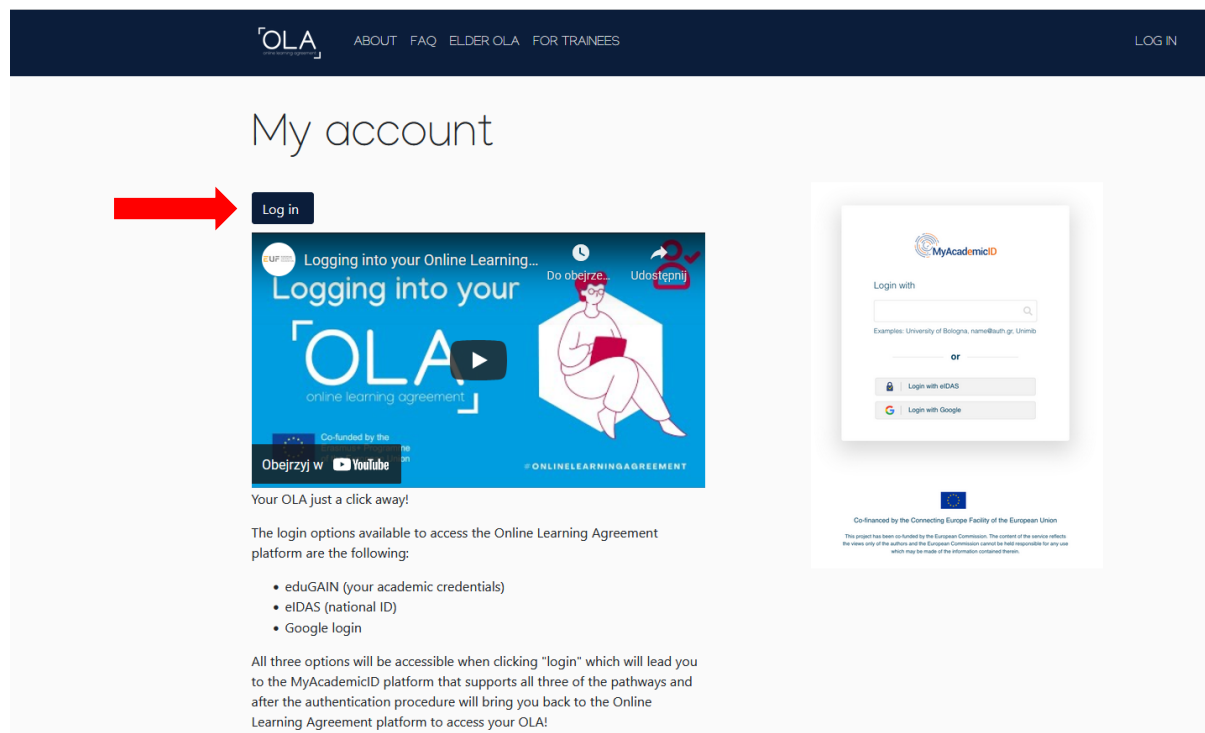


Krok 1. Przejdź na stronę www.learning-agreement.eu i kliknij przycisk „LOGIN TO ACCESS YOUR LEARNING AGREEMENT”



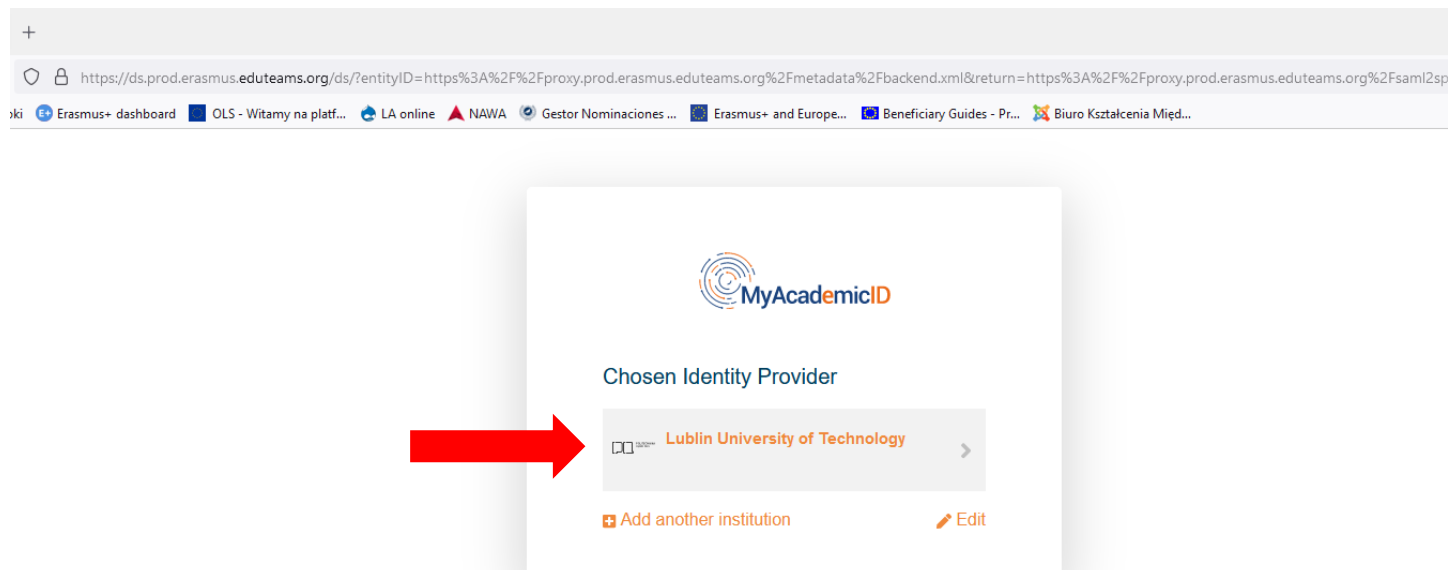
Krok 2. Zostaniesz przekierowany do strony www.learning-agreement.eu/user/login

Ponownie kliknij „Log in”

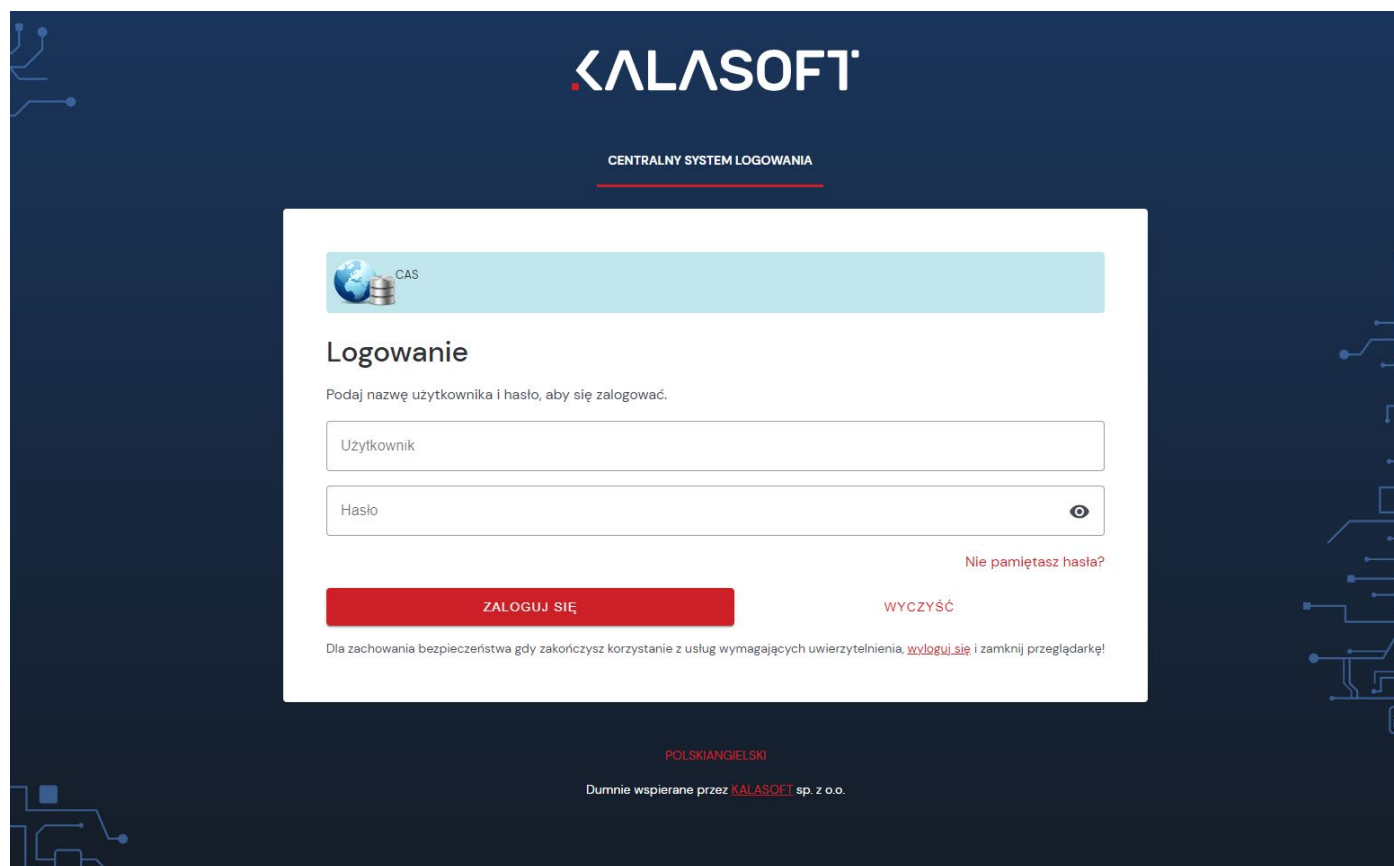


Krok 3. Zostaniesz przekierowany do systemu MyAcademicID.

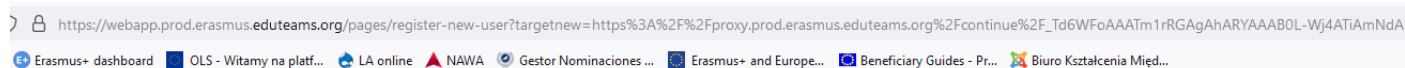
W polu „Login with” **wpisz: Lublin University of Technology.**



Krok 4. Zostaniesz przekierowany do panelu logowania w systemie Kalasoft. **Wpisz swój login (adres e-mail w domenę pollub.edu.pl) i hasło do logowania się w nowym systemie Biblioteki PL.**



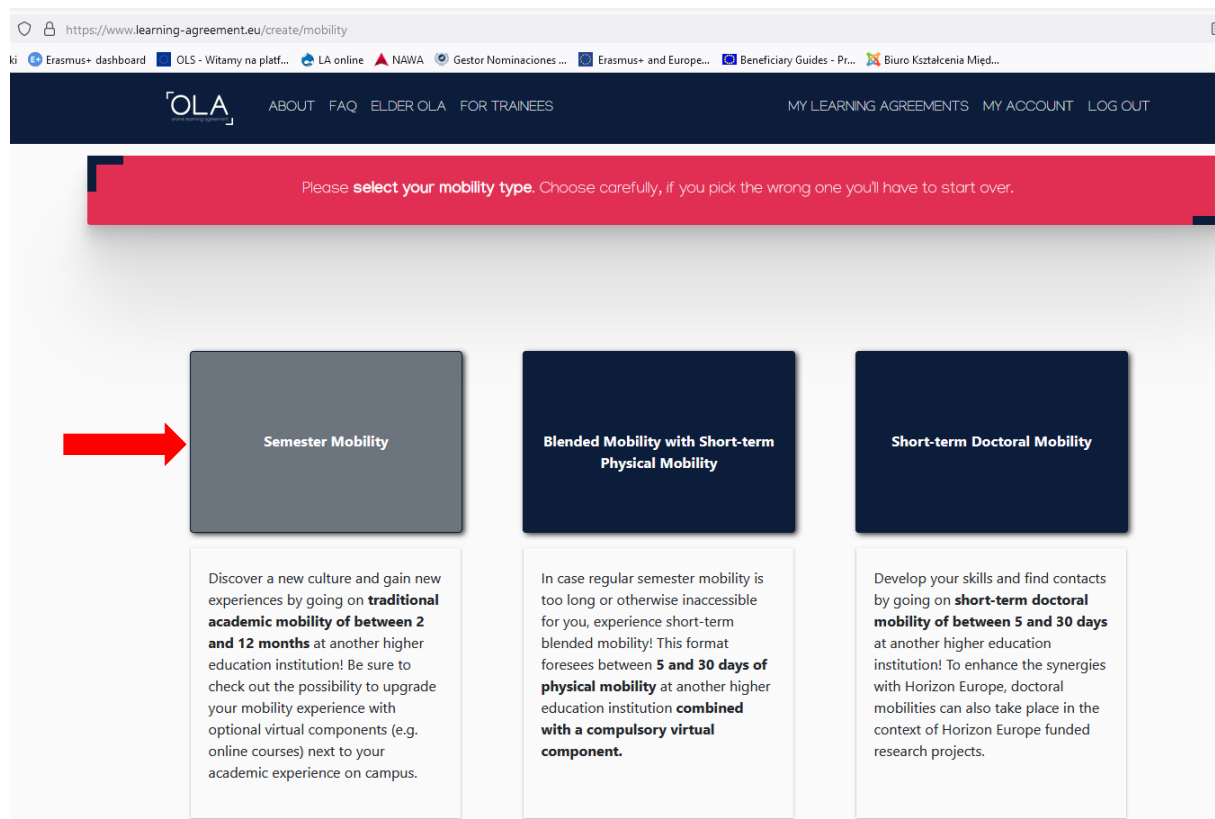
Krok 5. W przypadku pierwszego logowania do systemu zostaniesz przekierowany do MyAcademicID IAM Service. **Kliknij „Proceed to register on the MyAcademicID IAM Service”**



Krok 6. Po aktywacji adresu mailowego **kliknij przycisk „Continue”**. Zostaniesz przekierowany do swojego konta w systemie OLA. **Uzupełnij swoje dane osobowe.** W polu „Field of education” należy podać kod dziedziny (ISCED), do której przypisany jest Twój kierunek studiów. Kody dziedzin znajdziesz na stronie BKM: bkm.pollub.pl/dla-studenta/studia/formularze → Learning Agreement → plik „Kody dziedzin”
Zaakceptuj „Terms and Conditions and Privacy Policy”. Kliknij **“Save”**.

Krok 7. Aby utworzyć nowy Learnign Agreement kliknij przycisk „Create new”.

Dla wyjazdu długoterminowego wybierz „Semester Mobility”.



https://www.learning-agreement.eu/create/mobility

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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 your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

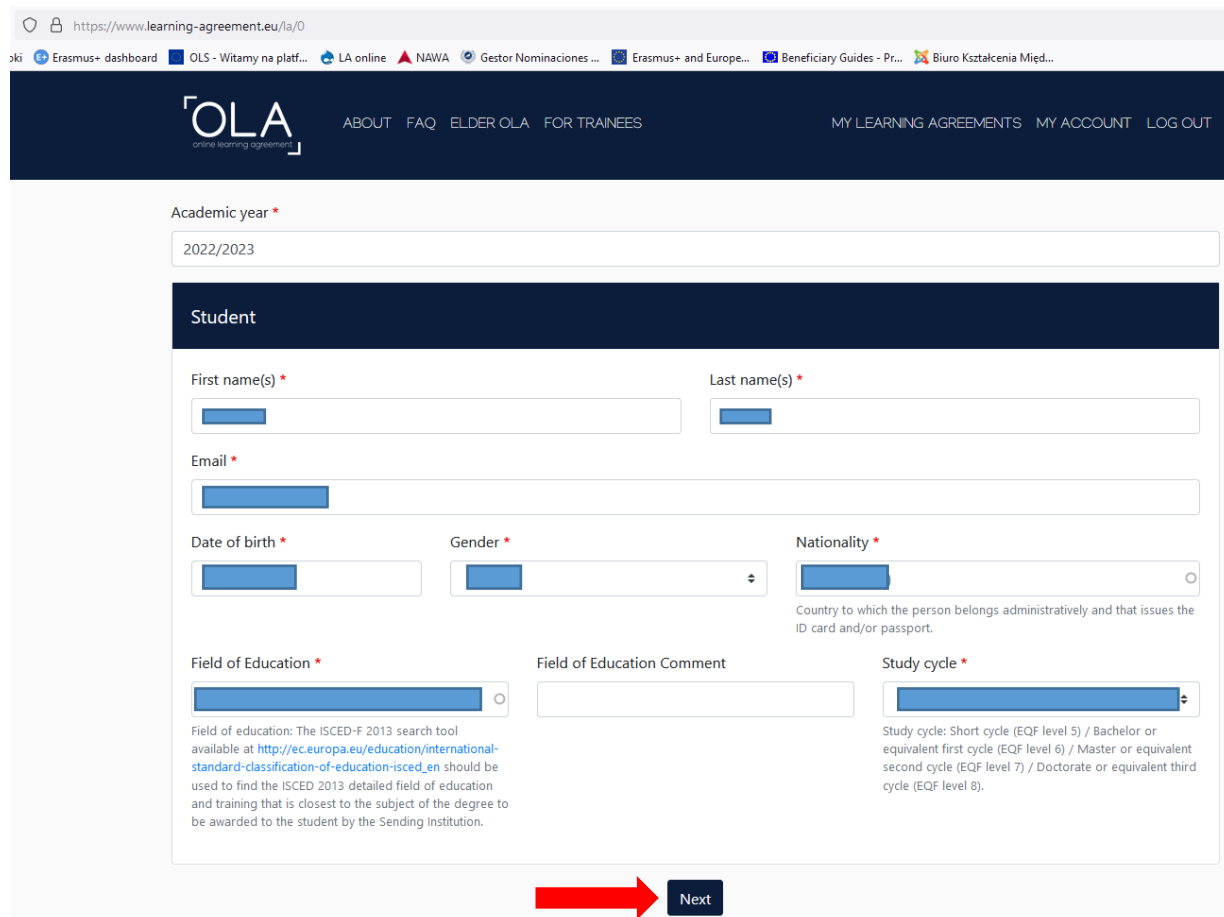
In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

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 mobilities can also take place in the context of Horizon Europe funded research projects.

Krok 8. W polu „Academic year” wpisz rok akademickim w którym będziesz realizować wyjazd na studia.

Zweryfikuj swoje dane i następnie kliknij „Next”



https://www.learning-agreement.eu/la/0

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Academic year *

2022/2023

Student

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

Email *

Date of birth * Gender * Nationality *

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 *

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.

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

Krok 9. Uzupełnij dane dotyczące „Sending Institution”

Nazwy wydziałów w j. angielskim znajdują się na stronie BKM: <https://bkm.pollub.pl/dla-studenta/studia/formularze> → Learning Agreement → Wydziały i kierunki w j. angielskim.

The screenshot shows the OLA (Online Learning Agreement) form, Step 2: Sending Institution Information. The form is part of a 6-step process: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Academic year' is set to 2022/2023. The 'Sending Institution' section includes fields for Country (Poland), Name (Politechnika Lubelska), Faculty/Department (Mechanical Engineering), Address (Lublin), and Erasmus Code (PL LUBLIN03).

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1 2 3 4 5 6

Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme Virtual Components Commitment

Academic year *

2022/2023

Sending

Sending Institution

Country *

Poland x

Name *

Politechnika Lubelska x

Faculty/Department *

Mechanical Engineering

Address *

Lublin

Erasmus Code *

PL LUBLIN03

W polu „**Sending Responsible Person**” należy podać dane **koordynatora wydziałowego**.

Lista koordynatorów znajduje się na stronie BKM: <https://bkm.pollub.pl/dla-studenta/studia/koordynatorzy-wydzialowi>

The screenshot shows the OLA (Online Learning Agreement) form, Step 3: Sending Responsible Person and Sending Administrative Contact Person. The form is part of a 6-step process: 1. Student Information, 2. Sending Institution Information, 3. Sending Responsible Person and Sending Administrative Contact Person (highlighted in red), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Sending Responsible Person' section includes fields for First name(s), Last name(s), Position, Email, and Phone number. The 'Sending Administrative Contact Person' section includes fields for First name(s), Last name(s), Position, Email, and Phone number. A note at the bottom explains the roles of the responsible person and the administrative contact person.

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1 2 3 4 5 6

Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme Virtual Components Commitment

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 be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

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.

Previous Next

W polu „**Sending Administrative Contact Person**” należy podać dane pracownika BKM (Magdalena Goździk, International Exchange Officer, m.gozdzik@pollub.pl). Po uzupełnieniu danych kliknij „Next”

Krok 10. Uzupełnij dane uczelni przyjmującej do której zostałeś zakwalifikowany.

W polu "Receiving Responsible Person" należy podać dane osoby odpowiedzialnej w uczelni zagranicznej za podpisywanie Learning Agreement. **Skontaktuj się z uczelnią zagraniczną w celu uzyskania tych danych.**

W polu „Receiving Administrative Contact Person” należy podać dane osoby do kontaktu. **Skontaktuj się z uczelnią zagraniczną w celu uzyskania tych danych.**

Po uzupełnieniu danych kliknij „Next”.

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MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2022/2023

Receiving

Receiving Institution

Country *
Slovakia x

Name *
Technická univerzita v Košiciach x

Faculty/Department

Address *
Kosice

Erasmus Code *
SK KOSICE03

Krok 11. Zostaniesz przekierowany do sekcji „Proposed Mobility Programme”

Uzupełnij planowane daty rozpoczęcia i zakończenia mobilności. Daty te znajdziesz w kalendarzu akademickim uczelni przyjmującej lub uzyskasz od osoby kontaktowej w uczelni przyjmującej. Upewnij się, że podałeś prawidłowy rok akademicki w który będziesz realizować wyjazd.

Learning Agreement step 3 | OLA x Detail | Outgoing students | OLA x +

https://www.learning-agreement.eu/la/3/94540a27-9a46-43fc-b9b9-d39fd9499f17

Często odwiedzane Pierwsze kroki Erasmus+ dashboard OLS - Witamy na platformie LA online NAWA Gestor Nominaciones Erasmus+ and Europe Beneficiary Guides - Pr... Biuro Kształcenia Międ...

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Academic year *
2022/2023

Preliminary LA

Planned start of the mobility *
dd.mm.rrrr

Planned end of the mobility *
dd.mm.rrrr

W sekcji „**Table A - Study programme at the Receiving institution**” wprowadź przedmioty, które będziesz realizować w uczelni zagranicznej.

Listę dostępnych przedmiotów wraz z ich kodami (Component code) oraz przewidzianymi punktami ECTS znajdziesz na stronie uczelni zagranicznej.

Przed uzupełnieniem Tabeli A skonsultuj się z Koordynatorem Wydziałowym na swoim wydziale oraz z koordynatorem w uczelni zagranicznej.

Standardowa liczba punktów ECTS do zrealizowania w uczelni zagranicznej to 30 ECTS na każdy semestr.

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) *

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.

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Component Code *

Semester *

- Select a value -

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.

Add Component to Table A

W sekcji “**The main language of instruction at the Receiving Institution**” należy podać język w którym będziesz realizować zajęcia w uczelni zagranicznej oraz określić jego poziom.

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>

W sekcji “**Table B - Recognition at the Sending institution**” należy podać **przedmioty, które zostaną zaliczone po powrocie z wymiany** na podstawie przedmiotów zrealizowanych w uczelni zagranicznej.

Przed uzupełnieniem Tabeli B skonsultuj się z Koordynatorem Wydziałowym na swoim wydziale.

Table B - Recognition at the Sending institution *

No Component added yet.

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>.

Po uzupełnieniu danych w Tabeli B kliknij „Next”

Krok 12. Tabela C dotyczy **wyłącznie mieszanych wyjazdów na studia** (tzw. blended mobility), w ramach których realizowany będzie wyjazd fizyczny do uczelni partnerskiej połączony z komponentem wirtualnym (on-line) realizowanym z Polski. W Tabeli C należy wpisać wyłącznie te przedmioty, które będą realizowane w ramach wymiany w trybie zdalnym z Polski. **Tabela C może pozostać pusta.**

Krok 13. Po kliknięciu „Next” zostaniesz przekierowany do ostatniej części dokumentu – „Commitment Preliminary.”

W wyznaczonej ramce należy podpisać się przy użyciu myszki.

Detail | Outgoing students | OLA X +

https://www.learning-agreement.eu/la/4/94540a27-9a46-43fc-b9b9-d39fd9499f17

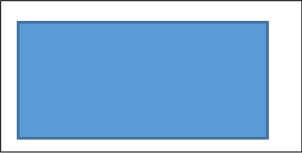
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Commitment Preliminary

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

Przed zatwierdzeniem dokumentu możesz wrócić do jego poprzednich części za pomocą przycisku „Previous”.

Jeżeli wszystkie wprowadzone przez Ciebie dane są prawidłowe **kliknij „Sign and send the Online Learning Agreement to the Responsible person at the sending institution for review”**.

Koordynator wydziałowy otrzyma mailowe powiadomienie o dokumencie do podpisu.

Gratulacje!

Zakończyłeś uzupełnianie On-line Learning Agreement.

UWAGA!

Jeżeli podpiszesz dokument ale nie klikniesz przycisku **„Sign and send the Online Learning Agreement to the Responsible person at the sending institution for review”** twój Learning Agreement nie będzie widoczny dla koordynatora wydziałowego.