

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

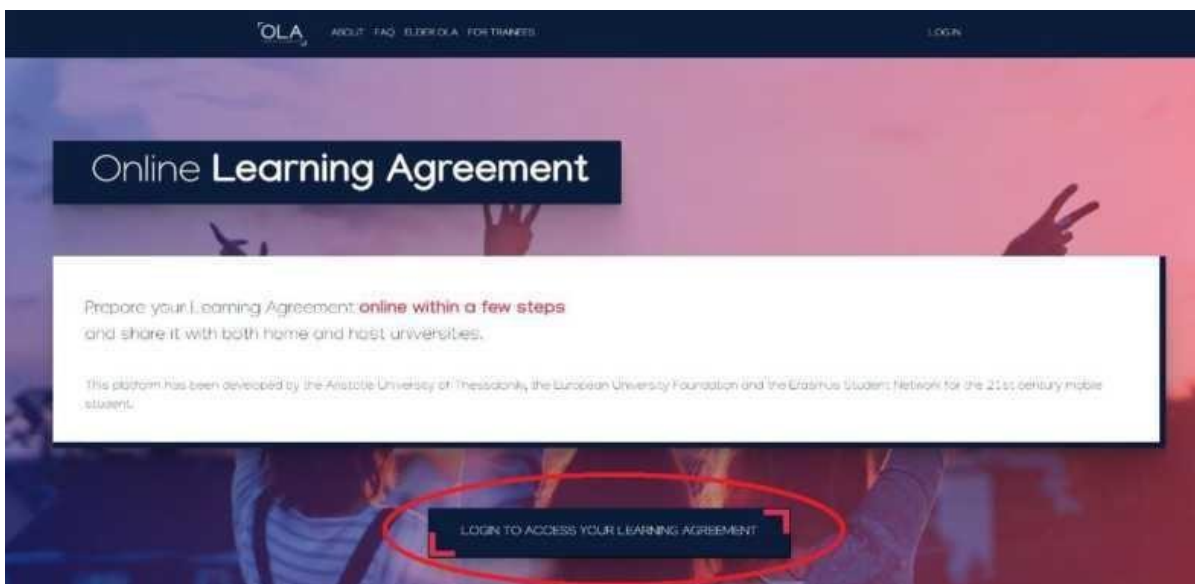
Remember:

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.





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  | [Privacy Policy](#)

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

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 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

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

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 *

Finance

Address * Erasmus Code *

Kraków / Cracow 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.uek.krakow.pl/koordynatorzy-akademy---learning-agreement.html>

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

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.

OLA online learning agreement

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

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

Responsible 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.

OLA
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Academic year *

2022/2023

Preliminary LA

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.

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

Course catalogue: de...
through...

Table A - Study programme at the Receiving institution *

Component to Table A

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. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis.

Component Code *

jeśli istnieje lub wpisz cyfrę porządkową

Number of ECTS credits (or
awarded by the Receiving
successful completion)

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.



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](#)