



**learning-agreement.eu**

## **OLA co to jest i jak działa**

Porozumienie o programie zajęć (Learning Agreement) jest kluczowym dokumentem, który zapewnia uznawalność akademicką i pozwala na przenoszenie efektów kształcenia zdobytych poza uczelnią macierzystą (punktów ECTS). **Cyfrowa wersja dokumentu oznacza mniej formalności oraz mniej dokumentów, które trzeba wypełnić, co ułatwia wyjazd na wymianę.**

[Creating your Online Learning Agreement - YouTube](#)

## Pierwsze logowanie studenta

- Abyś mógł zalogować się do systemu **PIONIER.Id for Erasmus+**, administrator z Twojej uczelni musi założyć Ci konto.  
Po założeniu konta otrzymasz wiadomość e-mail z instrukcją jego aktywacji (ustawienia hasła).

<https://erasmus.pionier.net.pl/pierwsze-logowanie-studenta/>

## **Rejestracja w usługach Erasmus**

<https://erasmus.pionier.net.pl/rejestracja-w-myacademicid/>

## **Logowanie do usług Erasmus**

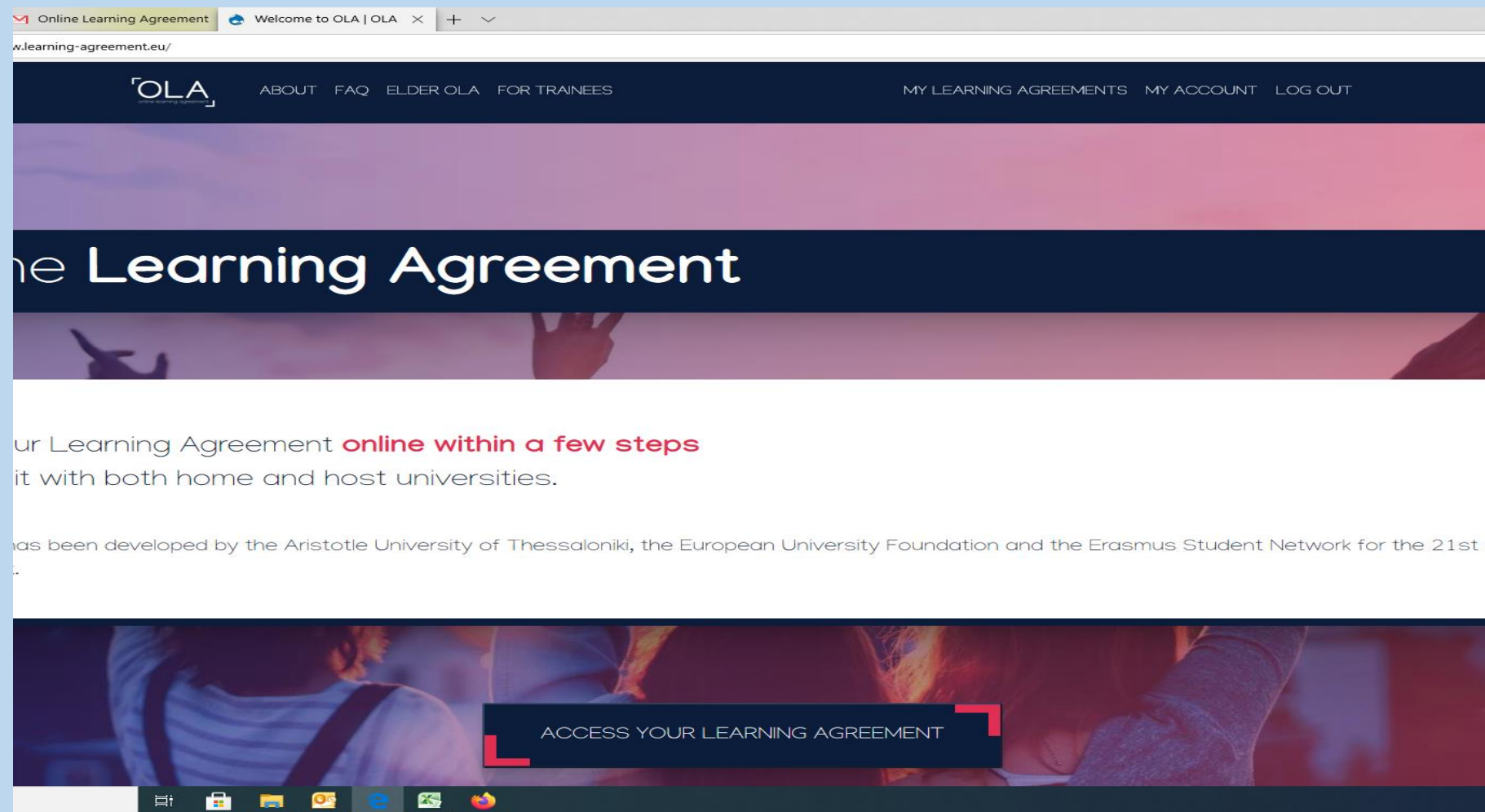
<https://erasmus.pionier.net.pl/logowanie-do-uslug-myacademicid/>

## System OLA

Tak wygląda strona startowa narzędzia OLA w której będzie znajdował się Wasz wirtualny dokument.

Zaczynamy pracę z dokumentem:

**Access your Learning Agreement**



# Student Information

Dokument składa się z 5 sekcji. Pasek na górze prezentuje Państwu każde przejście krok po kroku. Wszystkie informacje, które wpisałam są przykładowe. Każdy z Państwa wpisuje dane odpowiadające kierunkowi

## Sekcja 1: Student Information.

**Academic year:** proszę zmienić na 2022/2023

**Student:** Dalej uzupełniacie lub z pola wybieralnego zaznaczacie: Imię, Nazwisko, adres email, data urodzenia, płeć, narodowość, kierunek studiów ([Field of Education](#)), Study cycle-poziom studiów (pierwszy BA, drugi MA lub trzeci stopień PhD).

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

Academic year \*  
2020/2021

Student

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

Email \*

Date of birth \* Gender \* Nationality \*

19.08.1997 - Select a value - Poland (379)

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

Field of Education \* Study cycle \*

Arts (021) (742) Bachelor or equivalent first cycle (EQF level 6)

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.

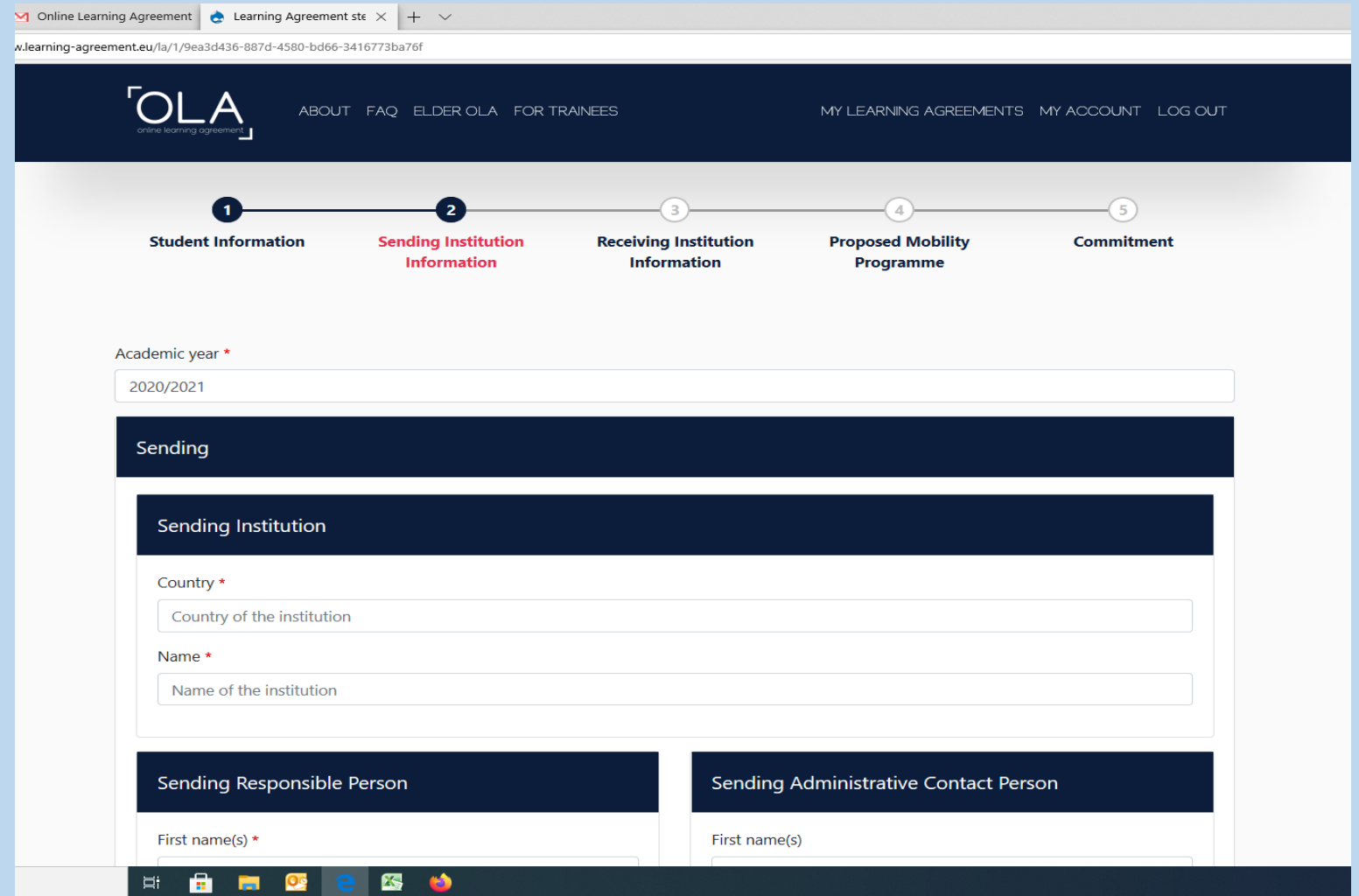
Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

# Sending Institution Information

## Sekcja 2. Sending Institution Information

**Sending Institution** należy z pola wybieralnego wybrać kraj (Poland) oraz nazwę uczelni z której Państwo jesteście Pedagogical University of Krakow

PL KRAKOW05



## Sending Institution cd.

Ta sama strona i kolejne informacje.

***Sending Responsible Person*** musi zostać wpisana osoba odpowiedzialna z ramienia UP za Wasz dokument OLA. W tym przypadku jest to **pełnomocnik ds. Programu Erasmus+/Departamental Coordinator** zgodny z Waszym kierunkiem (ważne aby wpisać poprawne dane, gdyż ta osoba jest odpowiedzialna za akceptację dokumentu).

***Sending Administrative Contact Person***  
Proszę wpisać: Anna Brońka,  
International Relations Office,  
[anna.bronka@up.krakow.pl](mailto:anna.bronka@up.krakow.pl), 48 12 662 6048

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### Sending Responsible Person

First name(s) \*  
Małgorzata

Last name(s) \*  
Niziołek

Position \*  
Departamental Coordinator

Email \*  
malgorzata.niziolek@up.krakow.pl

Phone number  
48 12 662 48

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)  
Anna

Last name(s)  
Bronka

Position  
International Relations Office

Email  
anna.bronka@up.krakow.pl

Phone number  
48 12 662 60 48

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.

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# Receiving Institution

## Sekcja 3. Receiving Institution

Kolejna sekcja dotyczy uczelni do której się wybieracie

### **Receiving Institution:**

Z pola wybieranego wybieracie kraj, oraz uczelnie. Adres i Erasmus code uzupełnią się automatycznie.

Wpisane dane są przykładowe

The screenshot shows a web browser window with the URL `w.learning-agreement.eu/la/2/9ea3d436-887d-4580-bd66-3416773ba76f`. The page header includes the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main navigation bar has five tabs: Student Information, Sending Institution Information, Receiving Institution Information (highlighted in red), Proposed Mobility Programme, and Commitment. The 'Receiving Institution Information' section contains the following fields:

- Academic year \*: 2020/2021
- Receiving Institution (Section Header)
- Country \*: France (with a red 'x' to clear)
- Name \*: ESIEE PARIS (with a red 'x' to clear)
- Faculty/Department: Philology
- Address \*: Noisy-le-Grand
- Erasmus Code \*: F NOISY02

At the bottom of the form, there are two sections: 'Receiving Responsible Person' and 'Receiving Administrative Contact Person', both of which are currently empty.

## Receiving Institution c.d.

Te dwa pola są analogiczne jak w sekcji z polskim odpowiednikiem. Informację znajdziecie na stronie internetowej każdej uczelni lub w mailu informującym o procedurze aplikacyjnej, którego otrzymaliście lub otrzymacie od Uczelni przyjmującej.

Jeśli nigdzie nie znajdziecie tych informacji to należy skontaktować się z uczelnią przyjmującą w celu ustalenia danych.

The screenshot shows a web browser window with the URL `w.learning-agreement.eu/la/2/9ea3d436-887d-4580-bd66-3416773ba76f`. The page 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 contains two side-by-side form panels:

- Receiving Responsible Person:**
  - First name(s) \*:
  - Last name(s) \*:
  - Position \*:
  - Email \*:
  - Phone number:
- Receiving Administrative Contact Person:**
  - First name(s):
  - Last name(s):
  - Position:
  - Email:
  - Phone number:

Below the forms are "Previous" and "Next" buttons. A small note at the bottom of the Responsible Person form reads: "Responsible person at the Receiving Institution: 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."

# Proposed Mobility Programme

## Sekcja 4. Mobility Programme

### **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 przedyskutuj wybór ze swoim Pełnomocnikiem programu Erasmus+ odpowiedzialnym za twoje studia oraz stwórz swój program.

Component Code (kod numeru kursu)\*: jeśli istnieje lub wpisz cyfrę porządkową (informacje w tabeli są przykładowe)

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Planned start of the mobility \* 01.01.2021

Planned end of the mobility \* 30.06.2021

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) \*  
Literature

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 \* 222

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \* 30

Semester \* Second semester (Summer/Spring)

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

Web link to the course catalogue at the Sending 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 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

# Proposed Mobility Programme cd.

## **Language competence of the student**

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

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Web link to the course catalogue at the Sending 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 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>.

The main language of instruction at the Receiving Institution \*

French

The level of language competence \*

B2

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

**Table B - Recognition at the Sending institution \***

No Component added yet.

Add Component to Table B

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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## Proposed Mobility Programme cd.

### Tabela B Recognition at the sending Institution

Umieść przedmioty z UP, które są zaplanowane na okres twojego wyjazdu.

Jeżeli jakiś przedmiot polski będzie realizowany w trakcie lub po powrocie gdyż nie znalazł swojego odpowiednika w Tabeli A to nie zostaje on wpisany w tabeli B

Nie wpisane przedmioty realizowane są w trakcie lub po powrocie na UP i zaliczane bezpośrednio u osoby prowadzącej

Table B - Recognition at the Sending institution \*

Component to Table B Remove

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

Literatura

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 \*

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 B

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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# Commitment

Ostatnia sekcja zawiera deklarację zrealizowania wpisanych przedmiotów.

OLA powinien być podpisane przez:

- ✓ Studenta
- ✓ Pełnomocnika ds. Programu Erasmus+
- ✓ Koordynatora uczelni przyjmującej

Podpisz się w odpowiednim polu (użyj myszki) oraz wyślij naciskając przycisk, aby wysłać go do Pełnomocnika

The screenshot shows a web browser window with the URL [w.learning-agreement.eu/la/4/9ea3d436-887d-4580-bd66-3416773ba76f](http://w.learning-agreement.eu/la/4/9ea3d436-887d-4580-bd66-3416773ba76f). The page 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 'Academic year' with a dropdown menu set to '2020/2021'. Below this is the 'Commitment Preliminary' section, which contains a large text box with the following text: '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.' Below the text box is a large empty rectangular area for a signature, with a 'Clear' button underneath. At the bottom of the page, there is a dark blue button with the text 'Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review'. The Windows taskbar is visible at the bottom of the browser window.

Jeśli Pełnomocnik będzie miał uwagi lub rzeczy, które wymagają edycji to system poprosi o edycję żądanych informacji. Jeśli wszystko będzie przygotowane zgodnie z ustaleniami, Pełnomocnik podpisze LA i tym samym zostanie on przesłany do Koordynatora uczelni przyjmującej.

Uwaga:

- ✓ Po podpisaniu i wysłaniu dokumentu nie będzie można go edytować.
- ✓ Na każdym etapie procesu otrzymasz powiadomienie e-mail.
- ✓ Możesz również zalogować się, aby śledzić postępy.

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MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
UNIwersytet Pedagogiczny im Komisji Edukacji Narodowej w Krakowie	UNIVERSIDADE DE COIMBRA	Signed by Sending HEI and sent to the Receiving HEI	Tue, 11/03/2020 - 10:05	<b>View</b> <b>Download PDF</b>