

Dear student,

Welcome to the guide which will explain to you Online Learning Agreement (OLA) at University of Life Sciences in Lublin.

We will show you how to fill the document. Should you have any questions, don't hesitate to contact our office.

1. Open the webpage:

<https://www.learning-agreement.eu/>



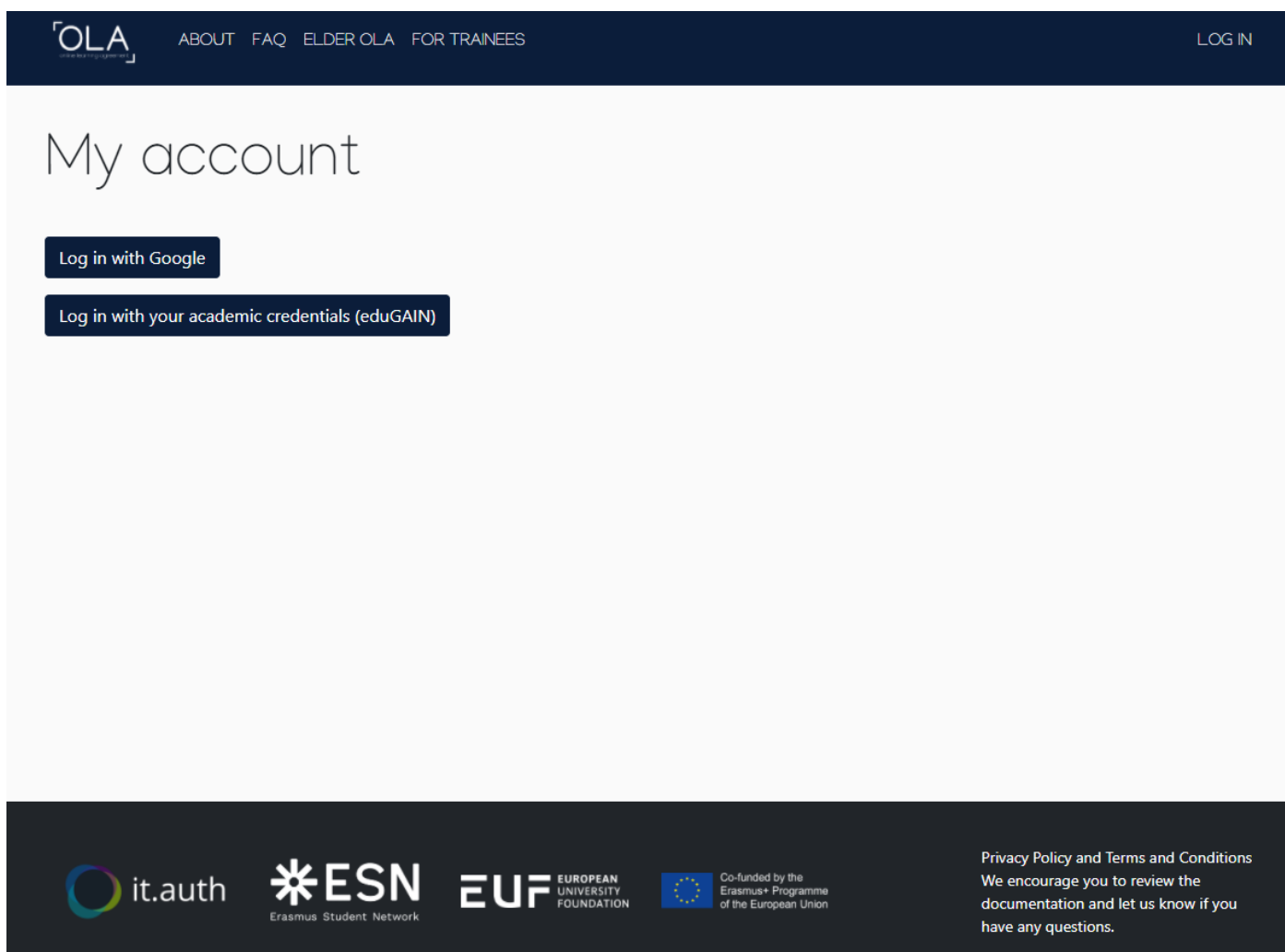
Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.



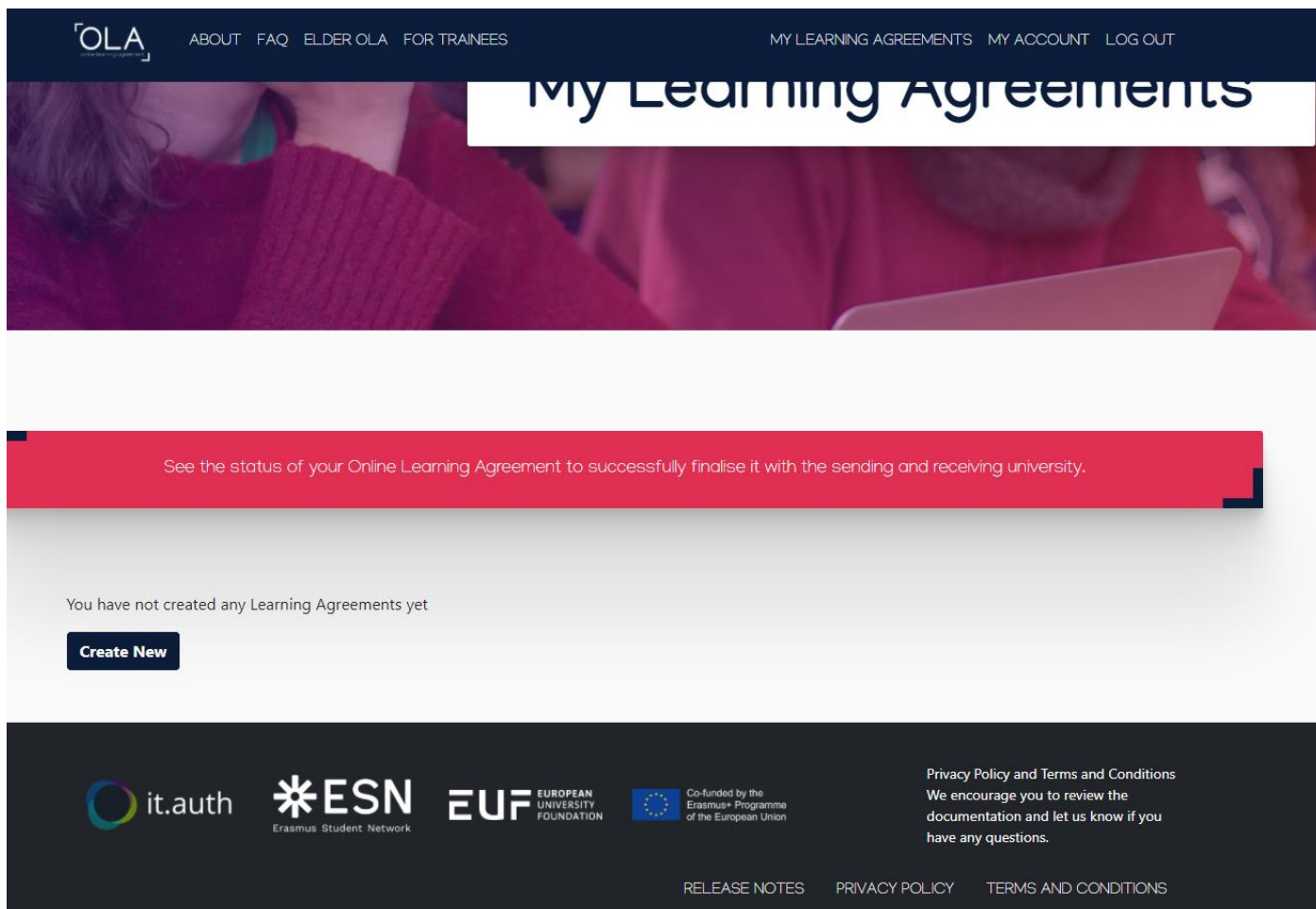
2. Click on LOG IN (top right corner) and create an Erasmus+ profile

If your University do not belong to eduGAIN system yet, just log in with your google account. Remember that your gmail address will be filled in documents.




The screenshot shows the OLA (Online Learning Agreement) website. The header is dark blue with the OLA logo on the left and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, and LOG IN on the right. The main content area is light gray and titled "My account". Below the title are two buttons: "Log in with Google" and "Log in with your academic credentials (eduGAIN)". The footer is dark gray and contains logos for it.auth, ESN (Erasmus Student Network), EUF (European University Foundation), and the European Union flag with the text "Co-funded by the Erasmus+ Programme of the European Union". On the right side of the footer, there is a link for "Privacy Policy and Terms and Conditions" and a statement: "We encourage you to review the documentation and let us know if you have any questions."

3. After your account is activated you can log in and create new Learning Agreement



The screenshot shows the OLA web application interface. At the top, there is a dark blue navigation bar with the OLA logo on the left and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT on the right. Below the navigation bar is a large banner with a background image of students and the text "My Learning Agreements". A red horizontal bar contains the text: "See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university." Below this, a message states: "You have not created any Learning Agreements yet". A dark blue button labeled "Create New" is positioned below the message. The footer is a dark grey bar containing logos for it.auth, ESN (Erasmus Student Network), EUF (European University Foundation), and the European Union flag with the text "Co-funded by the Erasmus+ Programme of the European Union". To the right of the logos is the text: "Privacy Policy and Terms and Conditions We encourage you to review the documentation and let us know if you have any questions." At the bottom right of the footer are the links: RELEASE NOTES, PRIVACY POLICY, and TERMS AND CONDITIONS.

4. Fill in the details about you


[ABOUT](#)
[FAQ](#)
[ELDER OLA](#)
[FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#)
[MY ACCOUNT](#)
[LOG OUT](#)

My account

VIEW
EDIT

My Personal Information

Firstname *

Surname *

Date of birth *

Gender *

- Select a value -

Nationality *

Field of education *

Study cycle *

☐ I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions and Privacy Policy](#)

Save






Co-funded by the
Erasmus+ Programme
of the European Union

Privacy Policy and Terms and Conditions
We encourage you to review the
documentation and let us know if you
have any questions.

5. Fill in the details about your home University (*Sending Institution*)

Academic year *

202-/202-

Sending

Sending Institution

Country *

Country of the institution

Name *

Name of the institution

6. Fill in the details about Responsible persons at your University. Double check at your Home Erasmus Office who is responsible for your mobility

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.

7. Choose the Receiving Institution

Academic year *
202-/202-

Receiving

Receiving Institution

Country *
Poland x

Name *
Uniwersytet Przyrodniczy w Lublinie x

Faculty/Department

Address *
Lublin

Erasmus Code *
PL LUBLIN04

8. Specify Faculty at which you want to study at University of Life Sciences in Lublin

Faculties of ULS:

- a) *Agrobioengineering*
- b) *Veterinary medicine*
- c) *Animal sciences and bioeconomy*
- d) *Environmental biology*
- e) *Horticulture and landscape architecture*
- f) *Production engineering*
- g) *Food science and biotechnology*

9. Fill in the details of Responsible Persons at University of Life Sciences in Lublin. Double check if data are correct.

Receiving Responsible Person

First name(s) *

Izabela

Last name(s) *

Wolska

Position *

Institutional Coordinator

Email *

izabela.wolska@up.lublin.pl

Phone number

+48814456580

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.

Receiving Administrative Contact Person

First name(s)

Jerzy

Last name(s)

Horbowski

Position

Specialist

Email

jerzy.horbowski@up.lublin.pl

Phone number

+48814456238

10. Fill in Planned period – you can check it here:

<https://www.up.lublin.pl/5921/>

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

11. Find and add courses which you want to study at ULS. The catalog can be found here: <https://www.up.lublin.pl/5907/>



Choose faculty and there you can find list of courses

ECTS Catalogue

Faculty of Agrobiengineering

Faculty of Animal Sciences and Bioeconomy

Faculty of Food Science and Biotechnology

Faculty of Horticulture and Landscape Architecture

Faculty of Production Engineering

Faculty of Veterinary Medicine

ECTS Catalogue

< back

Dear students,

Feel free to browse through the selection of courses in English that each Faculty offers. Once you have chosen all the subjects you are interested in, make sure to consult your choice with your Faculty Coordinator and send us the list of these subjects in order to be verified and confirmed for the winter/summer semester 2019-20.

Bear in mind that you should choose 75-80% of the subjects from one and the same faculty.

You can choose additionally some other subjects from another faculty (about 20-25%) but you cannot mix subjects from 3 different faculties. You have to remember that you will be assigned to only one leading Faculty, namely one Dean's Office, where your Before, During and After the Mobility documents will be signed.

12. Fill in all subject that you want to study at ULS

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"/>			
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 * <input type="text"/>	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * <input type="text"/>	Semester * <div>- Select a value -</div>	
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.			

Use the details of the course from the ULS catalogue to fill in Receiving Institution Component <https://www.up.lublin.pl/5907/#>

All the details have to be filled in. Otherwise, your OLA will not be accepted!

13. Fill in your language competence (at least B2 level)

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>

14. After adding all the courses don't forget to fill in Table B – recognition at the Sending Institution

Table B - Recognition at the Sending institution *

Component to Table B			Remove
Component title at the Sending Institution (as indicated in the course catalogue) * <input type="text"/>			
<p>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.</p>			
Component Code * <input type="text"/>	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * <input type="text"/>	Semester * <input type="text" value="- Select a value -"/>	
<p>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.</p>			

Add Component to Table B

15. Move to the section Commitment

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

16. Click on and sign OLA your full name and surname

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

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

17. By clicking on *Sign and send to Online Agreement to the Responsible person at the Sending Institution for review* and send the OLA to your Coordinator
18. OLA will be confirmed by the ULS after it is signed by the Coordinator from Sending institution (*your home University*)!

For any details contact: jerzy.horbowski@up.lublin.pl

Well done! You have just completed Online Learning Agreement. You do not have to send us printed document, we have online access to check it. *Erasmus Without Paper* is our goal!

You can also follow the changes in the status of the document and the news using the **Erasmus + Application**