

Drogi studentcie,

Witamy w krótkim przewodniku, który wyjaśni Ci jak poruszać się na platformie **Online Learning Agreement (OLA)**. W przypadku pytań nadal możesz się kontaktować z Biurem Erasmusa na Uniwersytecie Przyrodniczym w Lublinie

1. Wejdź na stronę:

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



ABOUT FAQ ELDER OLA FOR TRAINEES

LOG IN

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.




LOGIN TO ACCESS YOUR LEARNING AGREEMENT



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

2. W prawym górnym rogu kliknij LOG IN

Uniwersytet Przyrodniczy w Lublinie jest uczestnikiem systemu EduGAIN.

 ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

My account

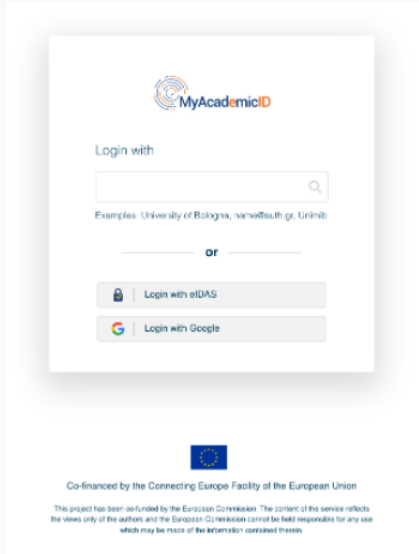
[Log in](#)

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

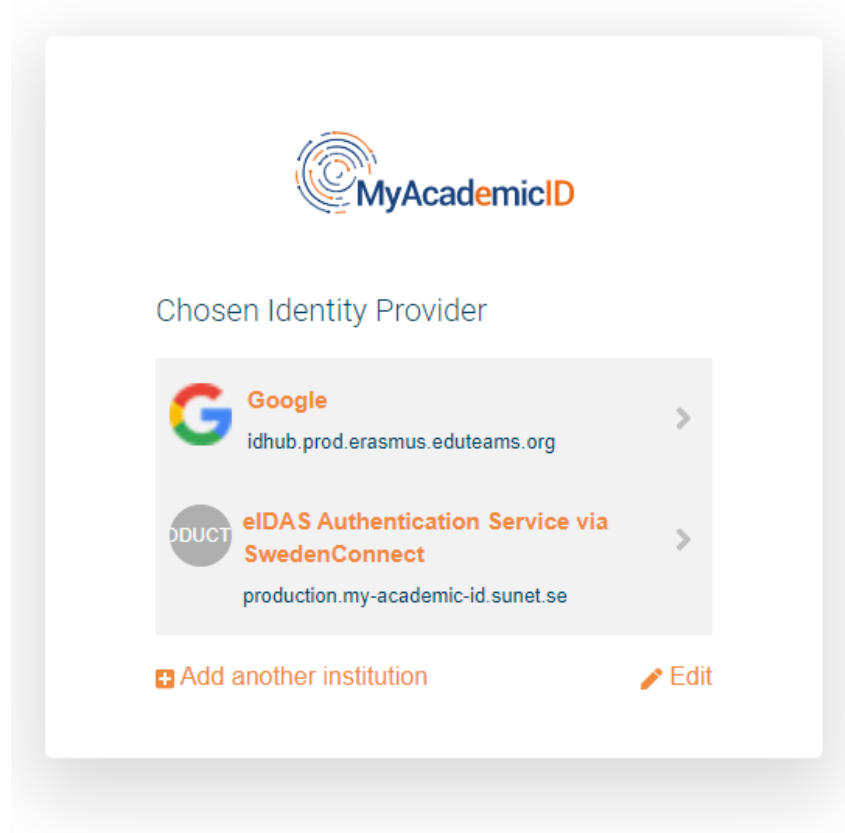
All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!



The screenshot shows the MyAcademicID login page. It features a search bar for login with, with examples like 'University of Bologna, name@univ.it, Unimib'. Below the search bar are two buttons: 'Login with eIDAS' and 'Login with Google'. At the bottom, there is a small European Union flag and text indicating co-financing by the Connecting Europe Facility of the European Union.

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

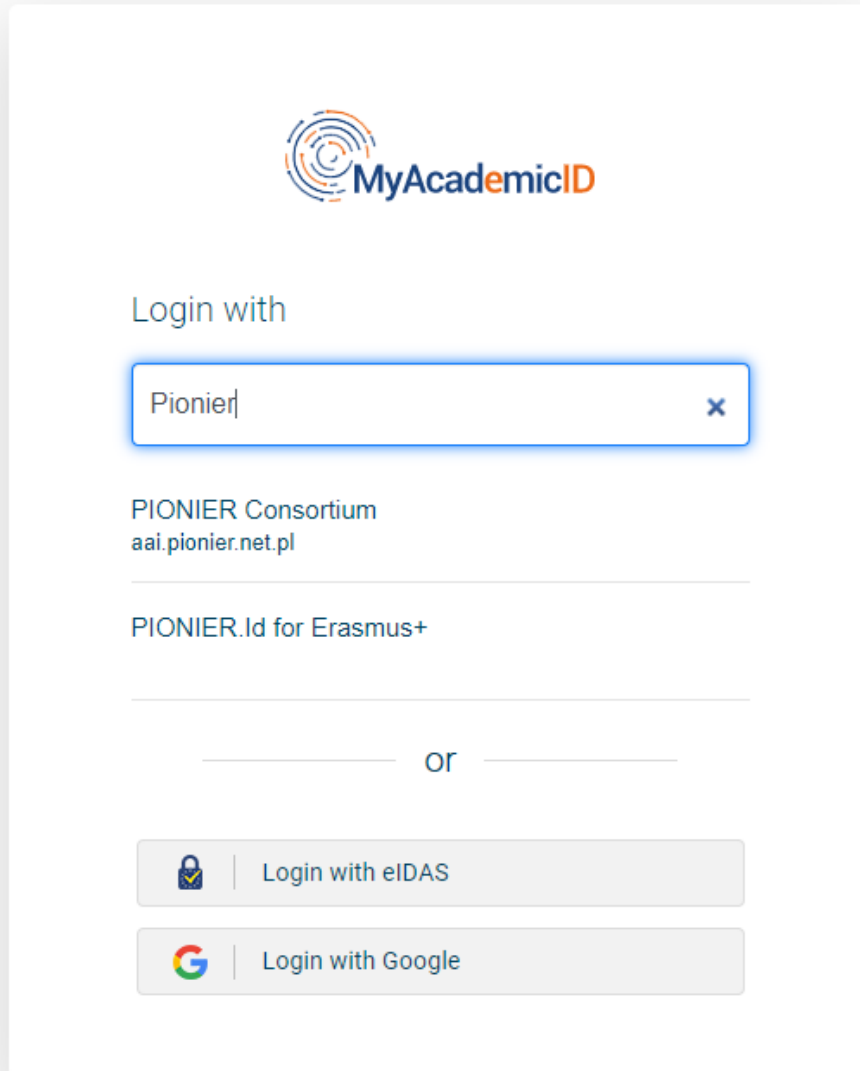
3. Przeniesiesz się do logowania w MyAcademicID, należy wybrać *Add another institution*



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.

4. Wpisując słowo Pionier wyszukiwarka podpowie Ci dostępne sieci. Istotna jest tylko PIONIER.Id for Erasmus+

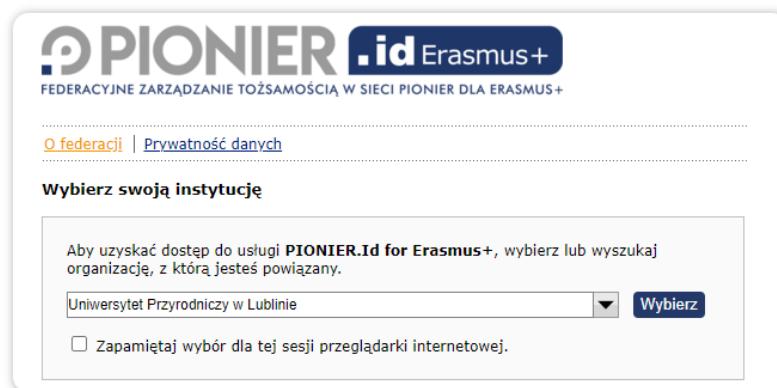


The image shows a screenshot of the MyAcademicID login page. At the top center is the MyAcademicID logo, which consists of a circular icon with orange and blue lines and the text "MyAcademicID". Below the logo, the text "Login with" is displayed. Underneath is a search input field containing the text "Pionier" and a small "x" icon to clear the field. Below the search field, the text "PIONIER Consortium" and "aai.pionier.net.pl" is shown. A horizontal line separates this from the text "PIONIER.Id for Erasmus+", which is also followed by a horizontal line. Below these lines, the word "OR" is centered between two horizontal lines. At the bottom of the form are two buttons: "Login with eIDAS" with a padlock icon and "Login with Google" with the Google logo icon.



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

5. Zostaniesz skierowany do sieci Pionier, to tutaj możesz wybrać naszą uczelnię jako sposób uwierzytelnienia



PIONIER .id Erasmus+
FEDERACYJNE ZARZĄDZANIE TOŻSAMOŚCIĄ W SIECI PIONIER DLA ERASMUS+

[O federacji](#) | [Prywatność danych](#)

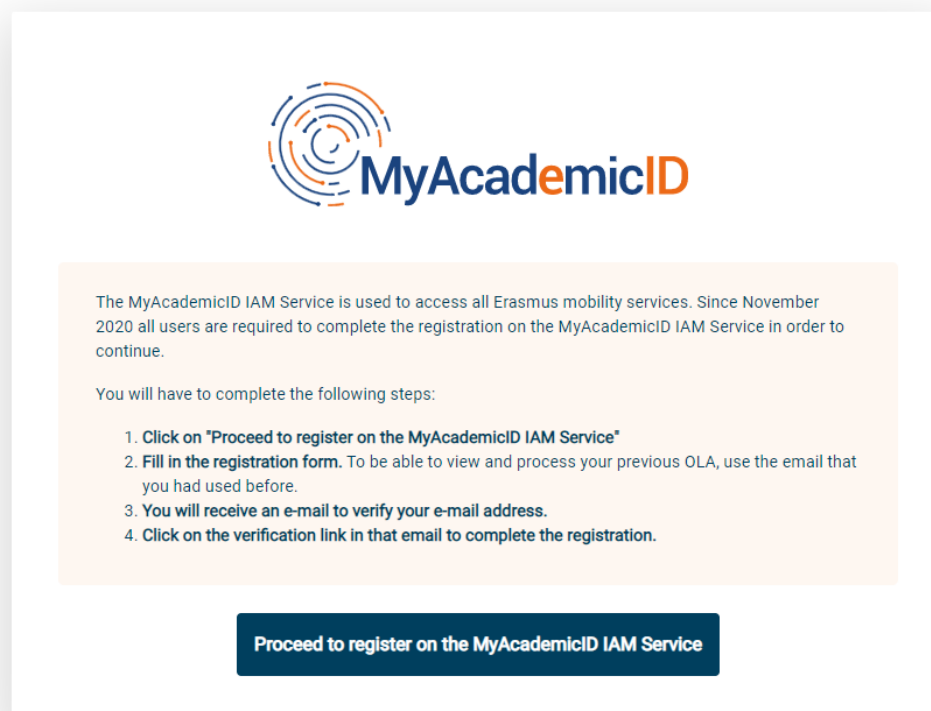
Wybierz swoją instytucję


Aby uzyskać dostęp do usługi **PIONIER.Id for Erasmus+**, wybierz lub wyszukaj organizację, z którą jesteś powiązany.

Uniwersytet Przyrodniczy w Lublinie

Zapamiętaj wybór dla tej sesji przeglądarki internetowej.

6. Po wybraniu uczelni, należy zarejestrować swoje konto w MyAcademicID.






The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

7. W eduTEAMS automatycznie pojawią się Twoje dane do przestania maila z linkiem aktywacyjnym konta

 Registrar Form Submitted registrations Sign out

MyAcademicID Registration

Name*

E-mail* Email with verification link will be sent to provided email address.

[Acceptable Use Policy](#)

I have read and agreed with the MyAcademicID Acceptable Use Policy* Confirm

8. Po sprawdzeniu wszystkich folderów na swojej skrzynce mailowej (wiadomość może trafić do folderu SPAM) należy aktywować swoje konto klikając w link

[MyAcademicID] Please confirm your email address

noreply@myacademicid.org Pokaż historię **Do: mnie** Odebrane Więcej Oznacz jako nieprzeczytaną Nagłówki wiadomości Rozwiń szczegóły

Hello,

You received this email because you created an account on the MyAcademicID platform, which enables you to access services of the European Student Card Initiative and services directly supporting the digitisation of Erasmus+.

Before we activate your account, we need to verify that this is indeed your email address. Please visit following link to activate your account:

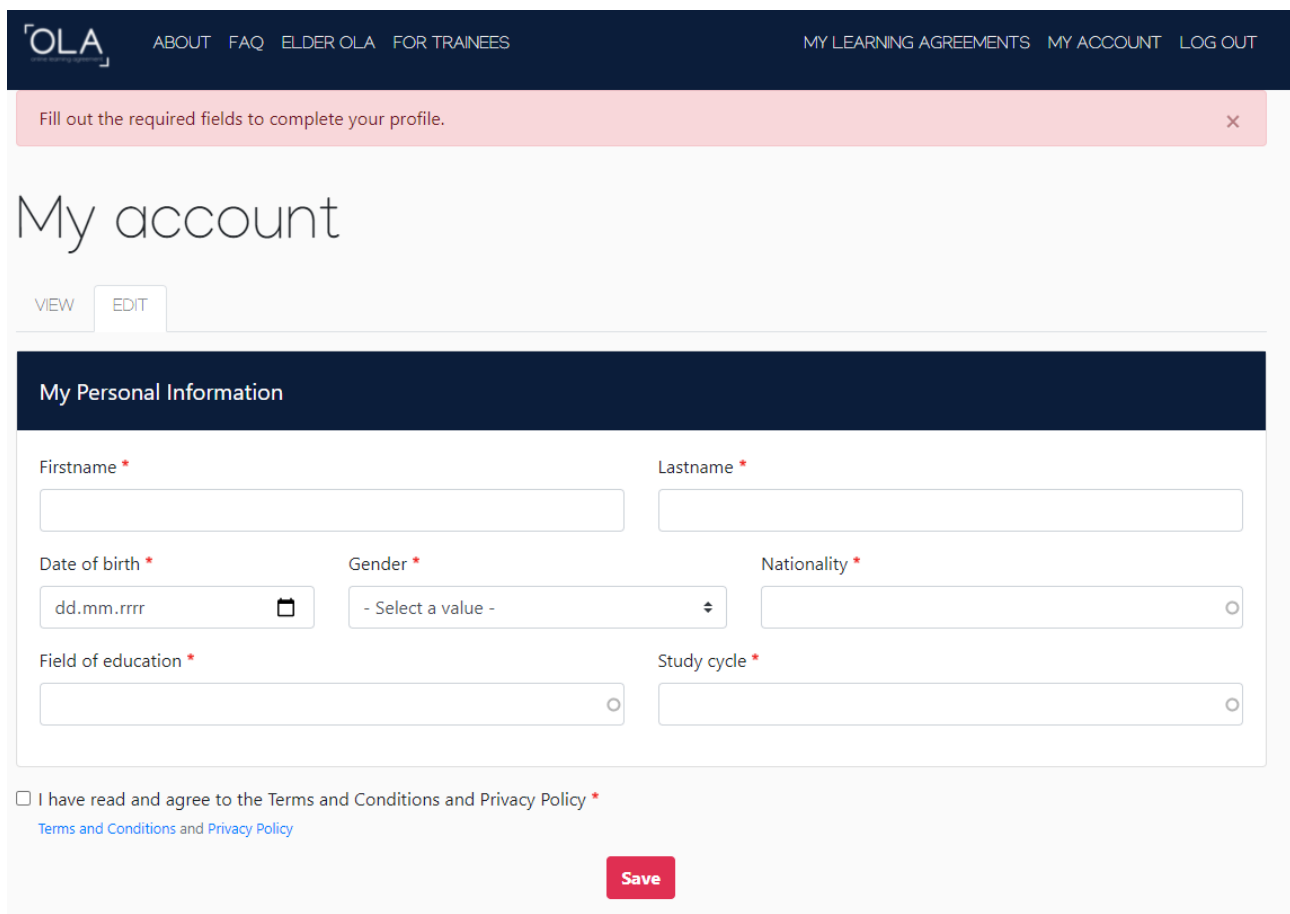
<https://mms.myacademicid.org/registrar/?vo=MyAcademicID&i=716f&m=-1o5dmdgre2j9diymqs145grvczc7absmywnzev3ijyh5wrs3h>

9. Jeżeli udało Ci się wykonać wszystkie kroki do tej pory na Twoim ekranie pojawi się zielony komunikat

✉ Email verification

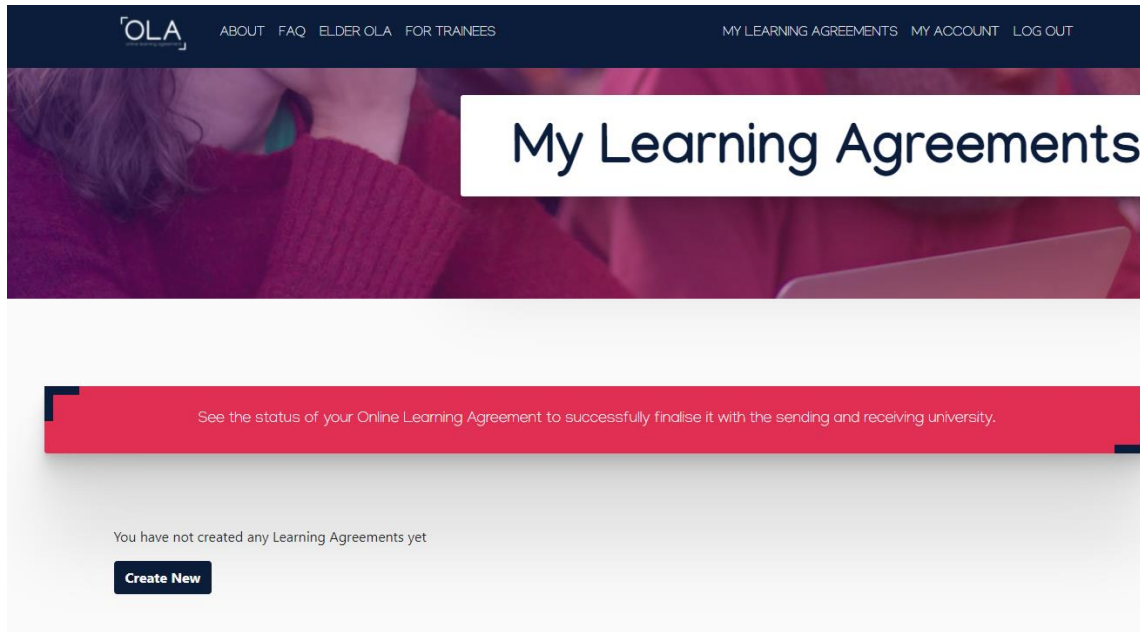
Your email address was verified.

10. Po aktywacji konta, możesz przejść do platformy. Zacznij od uzupełnienia swoich danych osobowych. Raz uzupełnione dane, zostaną zachowane na Twoim koncie, więc już teraz możesz planować kolejne mobilności 😊

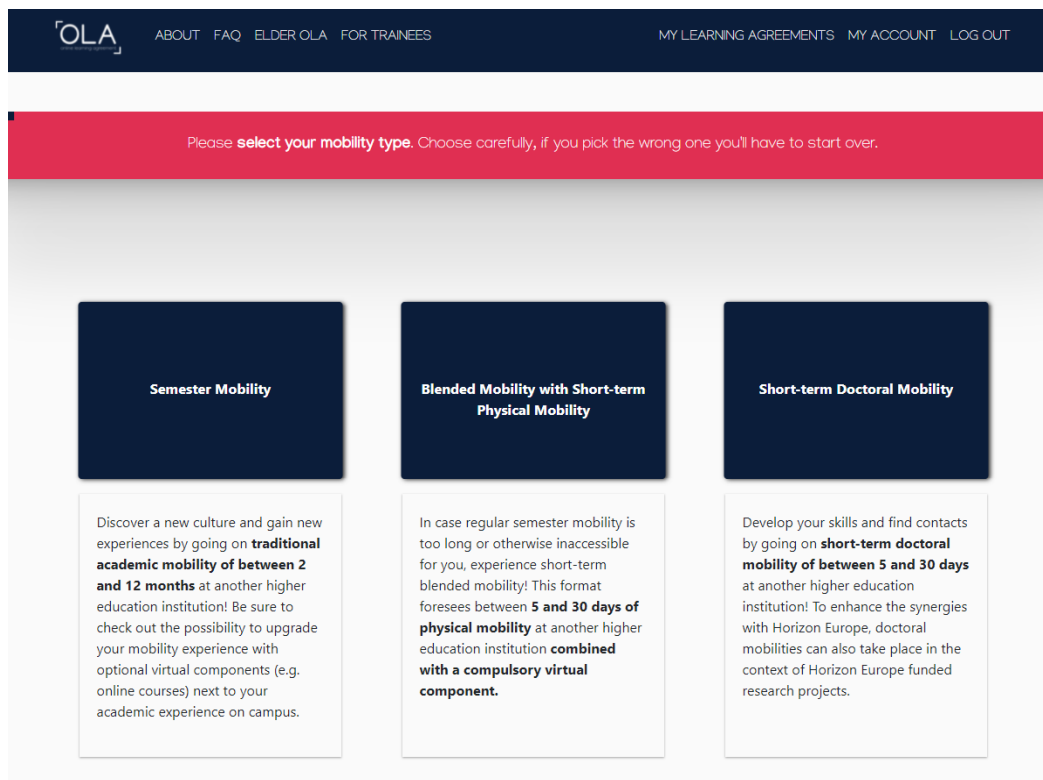


The screenshot shows the 'My account' page with a dark blue header containing the 'OLA' logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. A pink notification bar at the top states: 'Fill out the required fields to complete your profile.' Below this, the 'My account' title is followed by 'VIEW' and 'EDIT' buttons. The main section is titled 'My Personal Information' and contains several form fields: 'Firstname *' and 'Lastname *' (text inputs), 'Date of birth *' (calendar icon, format dd.mm.yyyy), 'Gender *' (dropdown menu with '- Select a value -'), 'Nationality *' (dropdown menu), 'Field of education *' (dropdown menu), and 'Study cycle *' (dropdown menu). At the bottom, there is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy *' with a link to 'Terms and Conditions and Privacy Policy', and a red 'Save' button.

11. Po uzupełnieniu danych, możesz utworzyć nowy Learning Agreement



12. Zaczynamy od wyboru typu mobilności. Jeżeli podczas ustalania Karty Uzgodnień nie został określony inny typ mobilności, domyślnie będzie to *Semester Mobility*



13. Następnie wpisz dane uczelni macierzystej (*Sending Institution*) wg schematu poniżej

Academic year *
202-/202-

Sending

Sending Institution

Country *
Poland x

Name *
Uniwersytet Przyrodniczy w Lublinie x

Faculty/Department

Address *
Lublin

Erasmus Code *
PL LUBLIN04

14. Dodatkowo uzupełnij nazwę swojego wydziału po angielsku

- 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*

15. Osobą odpowiedzialną jest:

Izabela Wolska izabela.wolska@up.lublin.pl

+48 81 445 65 73

Osobą do kontaktu jest:

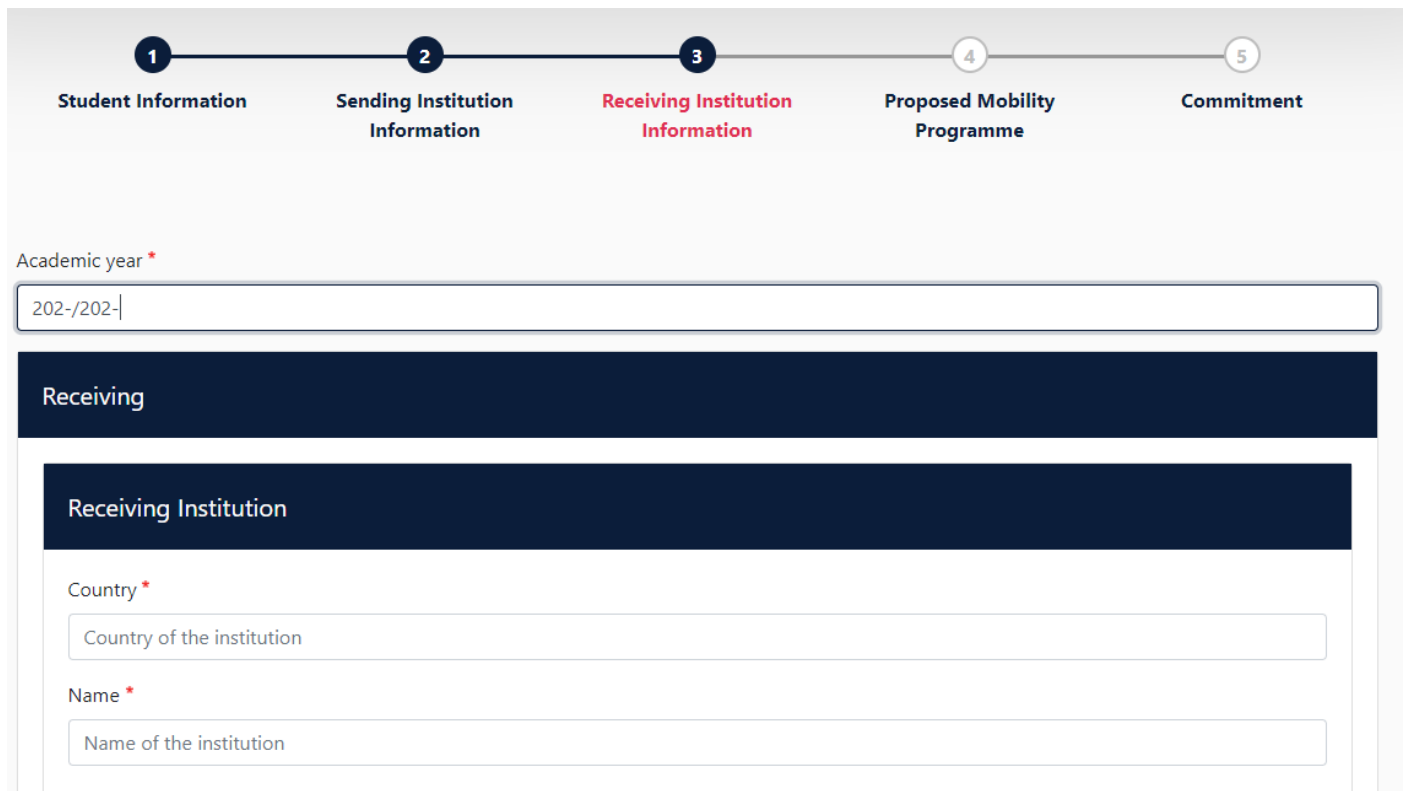
Dominika Wiślińska dominika.wislinska@up.lublin.pl

+48 81 445 65 80

Sending Responsible Person	Sending Administrative Contact Person
<p>First name(s) *</p> <input type="text" value="Izabela"/>	<p>First name(s)</p> <input type="text" value="Dominika"/>
<p>Last name(s) *</p> <input type="text" value="Wolska"/>	<p>Last name(s)</p> <input type="text" value="Wiślińska"/>
<p>Position *</p> <input type="text" value="Institutional Coordinator"/>	<p>Position</p> <input type="text" value="Office worker"/>
<p>Email *</p> <input type="text" value="izabela.wolska@up.lublin.pl"/>	<p>Email</p> <input type="text" value="dominika.wislinska@up.lublin.pl"/>
<p>Phone number</p> <input type="text" value="+48814456573"/>	<p>Phone number</p> <input type="text" value="+48814456580"/>
<p><small>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.</small></p>	<p><small>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.</small></p>

16. Następnie przejdź do uzupełnienia danych w Uczelni Przyjmującej

UWAGA! Informacje w tej sekcji powinieneś potwierdzić z instytucją zagraniczną. Błędy w danych mogą spowodować, że LA nie dotrze do osoby odpowiedzialnej za jej podpisanie, co skutkuje unieważnieniem wyjazdu na mobilność.



The screenshot shows a progress bar at the top with five steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Proposed Mobility Programme, and 5. Commitment. Below the progress bar is a form for 'Academic year *' with a text input field containing '202-/202-|'. The main section is titled 'Receiving' and contains a sub-section 'Receiving Institution' with two text input fields: 'Country *' (with placeholder 'Country of the institution') and 'Name *' (with placeholder 'Name of the institution').

17. Uważnie uzupełnij profile osób odpowiedzialnych w instytucji zagranicznej, błędy mogą kosztować później sporo stresów, nie rób tego w pośpiechu.

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 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)

Last name(s)

Position

Email

Phone number

Previous

Next

18. Planowane daty mobilności uzależnione są od kalendarza akademickiego uczelni przyjmującej, jeżeli nie ma takich informacji na stronie uczelni, skontaktuj się z osobą, która udzieli tych informacji (najczęściej będzie to osoba kontaktowa z uczelni przyjmującej)

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

19. Wybierz kursy. Zgodnie z danymi udostępnionymi przez uczelnię zagraniczną, na podstawie Karty Uzgodnień zatwierdzonej przez Koordynatora Wydziałowego. Wpisz kolejno wszystkie przedmioty, na które będziesz uczęszczać w ramach realizacji toku studiów za granicą.

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.

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.

20. Wybór języka – należy wybrać ten sam, który jest przedstawiony w Language Certificate

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>

21. Po dodaniu wszystkich przedmiotów nie zapomnij uzupełnić analogicznie przedmiotów z UP w Lublinie. Przedmioty muszą zgadzać się z siatką programową dla Twojego toku studiów (Kody przedmiotów, jeżeli obowiązują na danej uczelni, nazwa przedmiotu, semestr, liczba punktów ECTS)

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.

<p>Component Code *</p> <input style="width: 100%;" type="text"/>	<p>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *</p> <input style="width: 100%;" type="text"/> <p><small>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.</small></p>	<p>Semester *</p> <input style="width: 100%;" type="text" value="- Select a value -"/>
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Add Component to Table B

22. Pamiętaj o dodaniu linku do strony z przedmiotami, który pomógł Ci w ustaleniu programu na wymianie

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

23. Tabela C dotyczy tylko przedmiotów, które będą realizowane w formie wirtualnej.

Jeżeli masz informacje z uczelni przyjmującej, że przed, w trakcie lub po powrocie do kraju musisz zrealizować przedmiot online, to w tym miejscu należy uwzględnić te przedmioty.

Your Online Learning Agreement has been updated. ×



Academic year *

202 /202

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next

24. Zatwierdzenie LA – przeczytaj uważnie treść komunikatu, a następnie podpisz swoje LA

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.

25. Podpisz elektronicznie swoje Learning Agreement – zrób to możliwie wyraźnie

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

26. Klikając Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review Twoje LA zostanie automatycznie wysłane do Koordynatora Uczelnianego

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
Uniwersytet Przyrodniczy w Lublinie	DEMO: Account 1	Signed by Student and sent to the Sending HEI	Fri, 08/06/2021 - 09:58	View Download PDF History

27. Jeżeli dokument zgadza się z Kartą Uzgodnień, Learning Agreement zostanie podpisany i przestany do uczelni zagranicznej, a status LA na platformie ulegnie zmianie.

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 Przyrodniczy w Lublinie	DEMO: Account 1	Signed by Sending HEI and sent to the Receiving HEI	Mon, 11/02/2020 - 09:47	View Download PDF

Brawo! Właśnie uzupełniłeś Online Learning Agreement. Nie musisz drukować dokumentu, Biuro Erasmus ma do niego dostęp. Już niedługo *Erasmus Without Paper* będzie naszym wspólnym dziełem!

Zmiany w statusie Twojego dokumentu oraz aktualności w procesie mobilności możesz śledzić za pomocą aplikacji **Erasmus+ App** dostępnej na urządzenia mobilne z systemem Android i iOS.