

Podręcznik użytkownika - > platforma OLA (Online Learning Agreement)

Learning Agreement przygotowuje student używając:

- ✓ OLA - Online Learning Agreement: <https://learning-agreement.eu/> lub
- ✓ Erasmus+ App - mobilną aplikację do ściągnięcia z Google Play lub AppStore

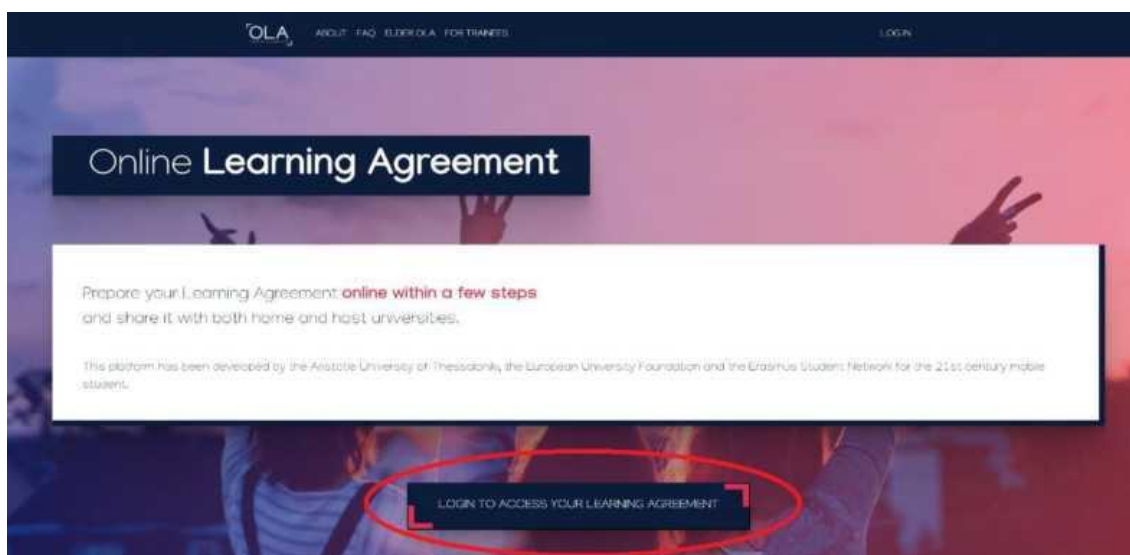
Pamiętaj:

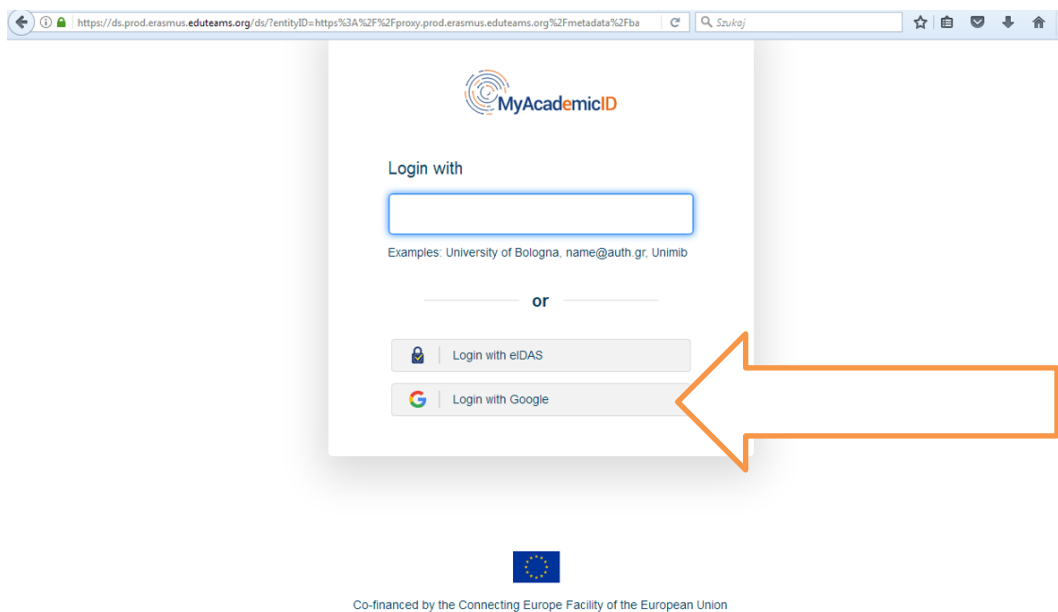
- ✓ Zanim stworzysz OLA, załóż swoje konto Google.
- ✓ Podczas edycji używaj przeglądarki Google Chrome, Firefox (nie Internet Explorer) lub aplikacji Erasmus+.
- ✓ Nie wszystkie pola są obowiązkowe. Możesz zapisać postęp, aby kontynuować później.

Krok po kroku

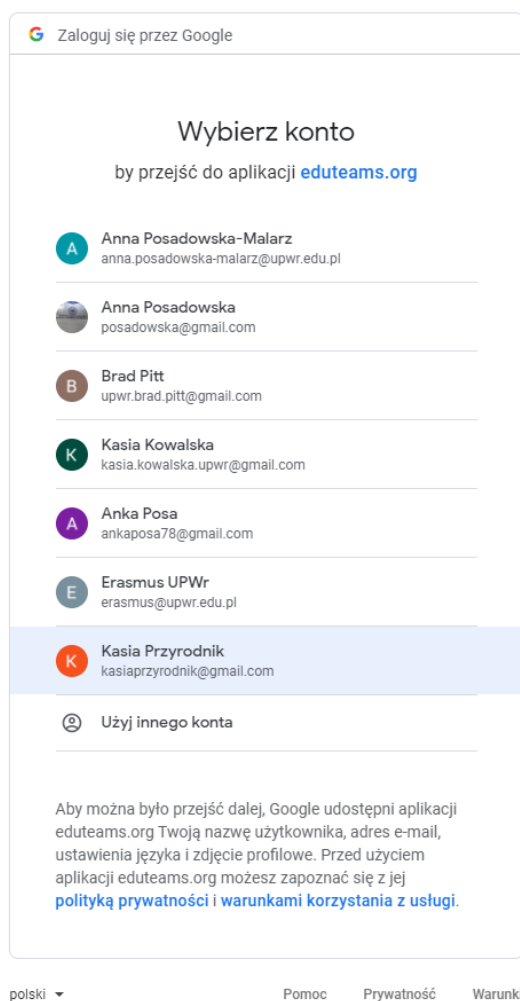
1. Logowanie przez konto google

Kliknij na „Login to Access Your Learning Agreement”, zaloguj się za pomocą **google**.

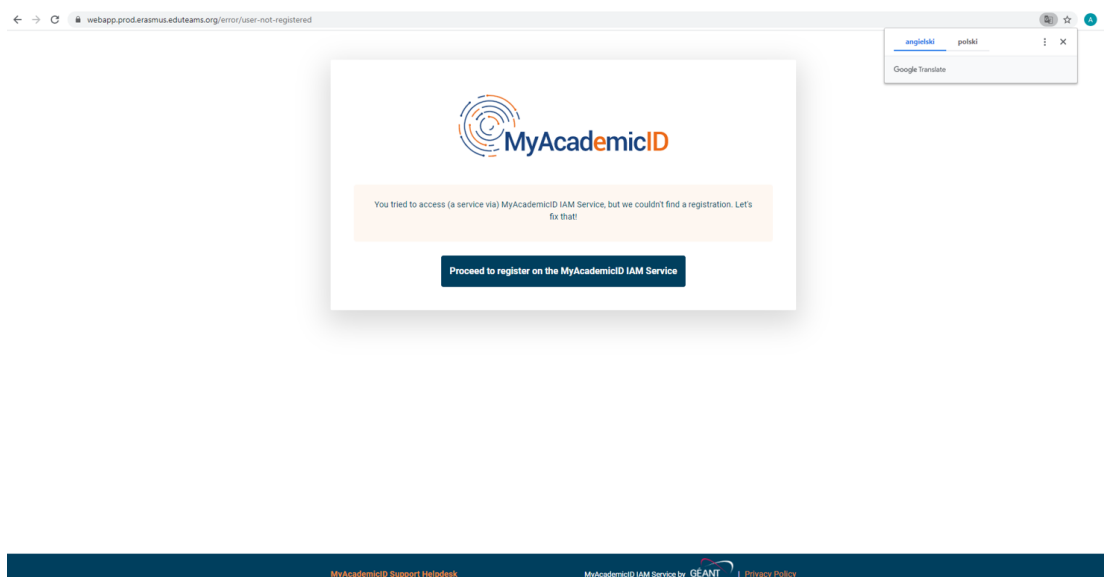




2. Wybór konta mailowego



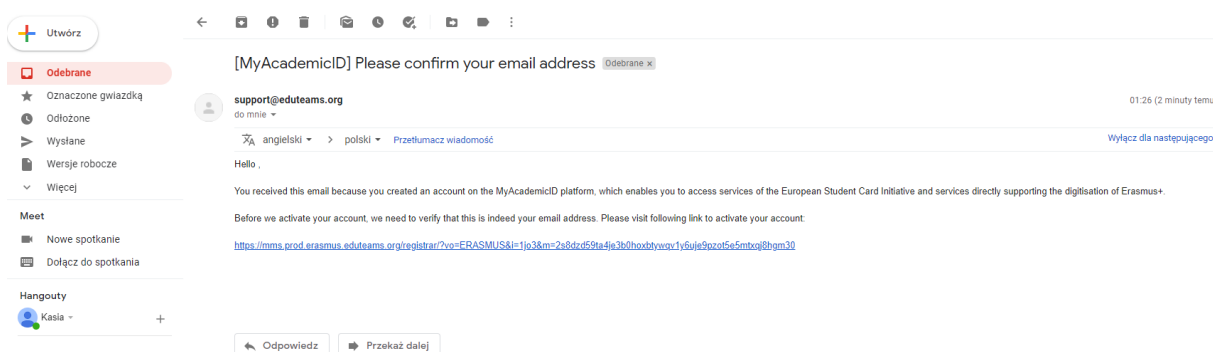
3. konieczna rejestracja w MyAcademicID



4. rejestracja w MyAcademicID

A screenshot of the 'MyAcademicID Registration' form. The header includes the 'eduTEAMS' logo and the title 'Registar'. Navigation links for 'Form', 'Submitted registrations', and 'Sign out' are present. The form fields are: 'Name*' with the value 'Kasia Przyrodnik', 'E-mail*' with 'kasiaprzyrodnik@gmail.com', and 'Username*' with 'kasiaprzyrodnik'. A note below the username field states: 'A username that will be provided to services.' Below the form, there is a section for 'MyAcademicID Acceptable Use Policy' with a 'Confirm' checkbox checked. A button labeled 'Check & submit the form' is visible, followed by a green 'Submit' button.

5. Student sprawdza maila, aktywuje konto i wraca do OLA



6. Student wypełnia dane w „My account ” (po ponownym logowaniu)

SEKCJA - Student information

Dodaj informacje o sobie i swoim kierunku studiów.

W polu rok akademicki należy dokładnie sprawdzić, czy informacje są poprawne. Należy podać pełny rok akademicki, nawet jeśli wyjeżdżasz tylko na semestr.

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

Fill out the required fields to complete your profile. X

My account

VIEW EDIT

My Personal Information

Firstname *	Katarzyna			Lastname *	Przyrodnik		
Date of birth *	01.01.2000	Gender *	Female	Nationality *	Poland (379)		
Field of education *	Architecture and town planning (0731) (818)			Study cycle *	Bachelor or equivalent first cycle (EQF level 6) (19)		

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

Save


SEKCJA – Sending Institution Information

Wybierz z listy (wpisz) odpowiedni kraj i nazwę naszej uczelni:

Sending Institution

Country *	Poland X	
Name *	UNIwersytet Medyczny im Piastów Śląskich we Wrocławiu X	
Faculty/Department	medicine	
Address *	Wrocław	
Erasmus Code *	PL WROCLAW05	

Wpisz dane osób kontaktowych



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, and to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be provided in only in case it differs from that of the Contact person mentioned at the end 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.



Pielęgniarstwo:

First name: Dariusz

Last name: Mazurkiewicz

Position: Head of Nursing

Email:

d.mazurkiewicz@wsmed.pl

Fizjoterapia:

First name: Bogumiła

Last name: Siembida

Position: Head of
Physiotherapy

Email: bsrak@wp.pl

First name: Justyna

Last name: Kozłowska

Position:

Coordinator of Erasmus+

Administration

Email:

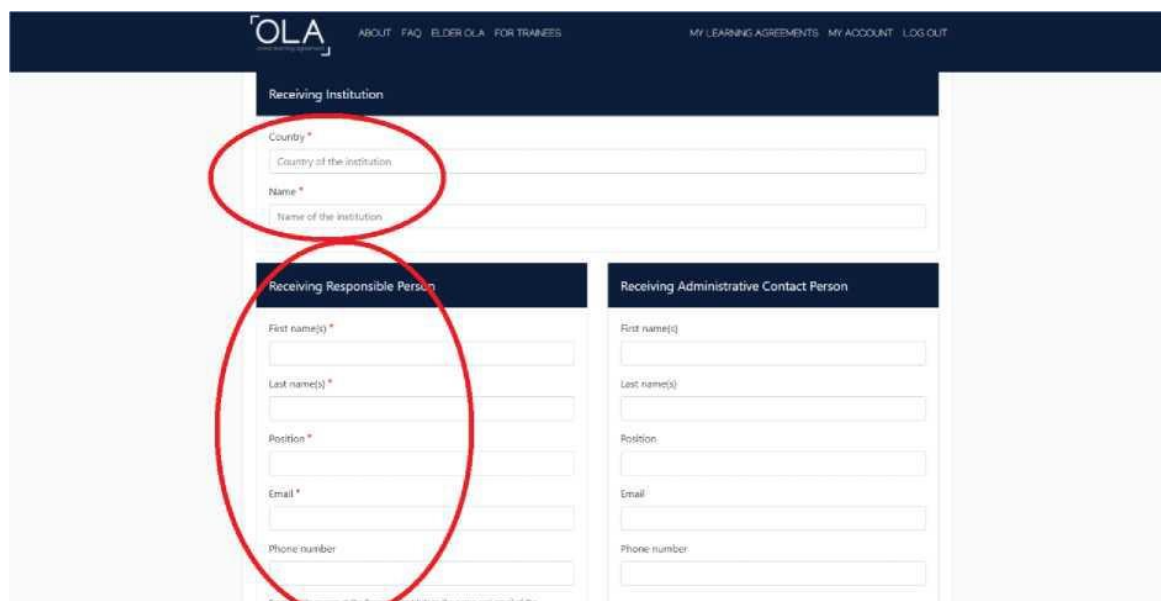
j.kozlowska@wsmed.pl

Phone number:

536 931 222

SEKCJA – Receiving Institution Information

Wprowadź dane uczelni przyjmującej oraz koordynatora programu Erasmus + uczelni przyjmującej. Jeśli nie wiesz, jakie dane wpisać, skontaktuj się z uczelnią przyjmującą mailowo i o to zapytaj.

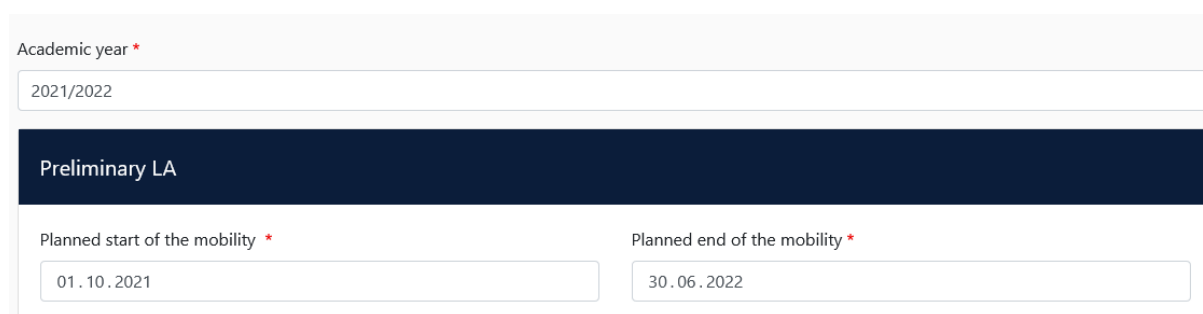


SEKCJA – Proposed Mobility Programme

- Planned period of the mobility

Sprawdź kalendarz akademicki na uczelni partnerskiej.

Dodaj miesiąc i rok dla rozpoczęcia i zakończenia swoich studiów. Dаты nie powinny obejmować żadnych planowanych podróży przed lub po Twoim pobycie.



- Table 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 Kierownikiem Kierunku odpowiedzialnym za twoje studia oraz stwórz swój 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 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 name 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>.

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) *

np. Anatomy

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 *

jeśli istnieje lub wpisz cyfrę porządkową

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

5

Semester *

First semester (Winter/Autumn)

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.

- Language competence of the student**

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

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**

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

Table B - Recognition at the Sending institution *

Component to Table B

Remove

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

course you will replace at HVL

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 *

course code at HVL

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

number of study points

Semester *

First semester (Winter/Autumn)

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.

☐ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

not mandatory

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]

<http://www.link.no>

This must be an external URL such as <http://example.com>.

Previous

Next

SEKCJA - Virtual Components

Dotyczy tylko mobilności mieszanych.

SEKCJA - Commitment

OLA powinien być podpisane przez:

- ✓ Studenta
- ✓ Kierownika Kierunku
- ✓ Koordynatora uczelni przyjmującej

Podpisz się w odpowiednim polu (użyj myszki) oraz wyślij naciskając przycisk, aby wysłać go do Kierownika Twojego Kierunku.

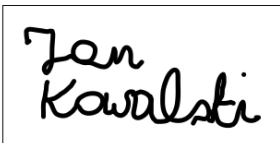
Jeśli Kierownik Kierunku będzie miał uwagi lub rzeczy, które wymagają edycji to system poprosi o edycję żądanych informacji. Jeśli wszystko będzie przygotowane zgodnie z ustaleniami, Kierownik podpisze LA i tym samym zostanie on przesłany do Koordynatora uczelni przyjmującej.

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.

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.

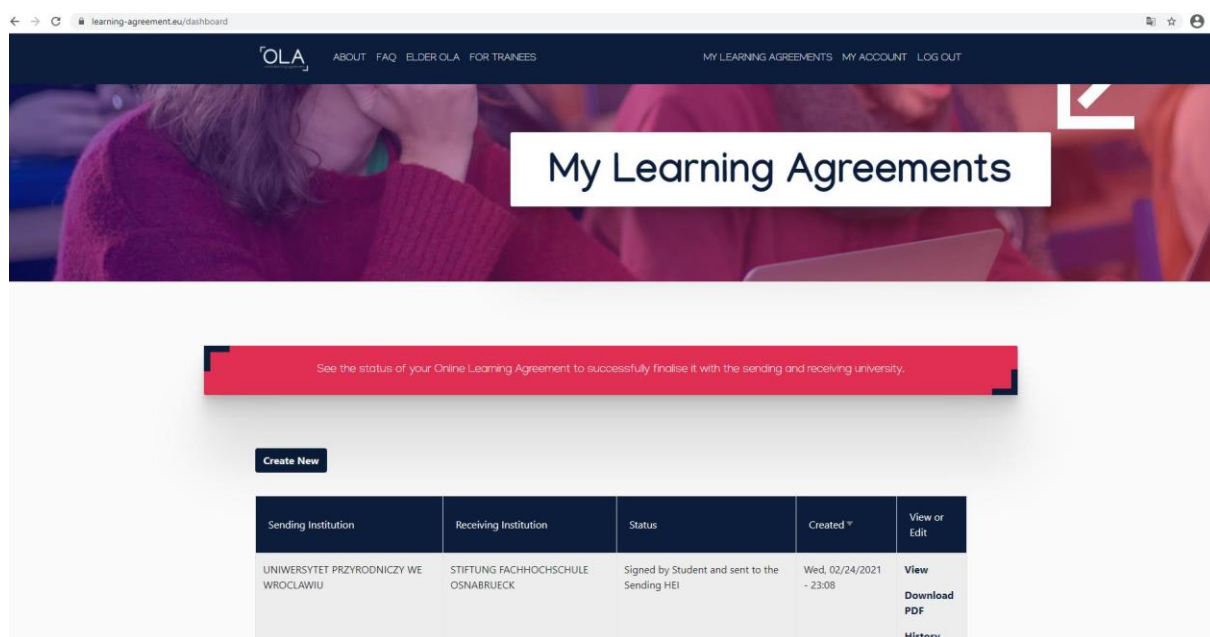


By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

[Previous](#) [Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review](#)

Po kliknięciu OLA zostanie
wysłane do Kierownika Kierunku

7. Sprawdzanie statusu OLA



The screenshot shows the OLA dashboard interface. At the top, there is a navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar is a large banner with the text "My Learning Agreements". Underneath the banner is a red box with the text: "See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university." Below this is a "Create New" button. The main content area displays a table with the following data:

Sending Institution	Receiving Institution	Status	Created	View or Edit
UNIWERSYTET PRZYRODNICZY WE WROCLAWIU	STIFTUNG FACHHOCHSCHULE OSNABRUECK	Signed by Student and sent to the Sending HEI	Wed, 02/24/2021 - 23:08	View Download PDF History

Na końcu OLA powinno mieć 3 podpisy:
studenta, osoby z uczelni wysyłającej i
osoby z uczelni przyjmującej