

## Guidelines - > OLA platform

Learning Agreement is prepared by the student by using:

- ✓ **OLA** - Online Learning Agreement: <https://learning-agreement.eu/> or
- ✓ **Erasmus+ App** - mobile application which might be downloaded from Google Play or AppStore

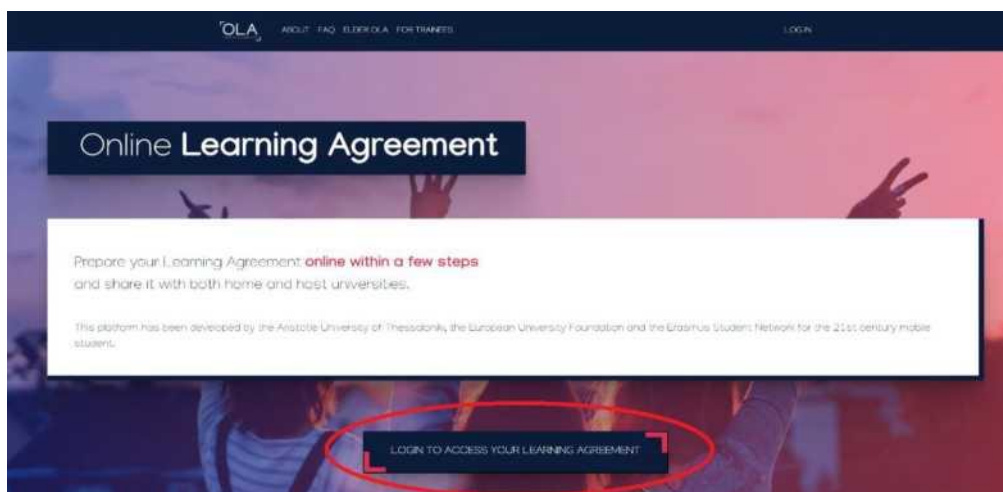
### Remember:

- ✓ When filling in OLA use Google Chrome, Firefox (not Internet Explorer) or Erasmus+ App.
- ✓ Not all fields are mandatory. You can save your work to continue later on.

## Step by step


### 1. Log in

Click „Login to Access Your Learning Agreement”, log in using eduGAIN (your academic credentials) and act according to instruction. Fill in all mandatory fields and remember to write proper dates and contact addresses.





## Chosen Identity Provider

 **Wroclaw Medical University** ✕  
umw.edu.pl

**Done**

## 2. Student Information

Add information about yourself and your field of studies.

In the field of academic year please check if all information is correct. Please write full academic year even if you go for one semester only.

### Useful information:

Field of education:

**0911 Dental studies**

**0912 Medicine**

**0913 Nursing and midwifery**

**0914 Medical diagnostic and treatment technology**

**0915 Therapy and rehabilitation**

**0916 Pharmacy**

**0917 Traditional and complementary medicine and therapy**

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**

**2023/2024**

**Student**

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

Email \*

Date of birth \*  Gender \*  Nationality \*   
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 \*   
Field of education: The ISCED-F 2013 search tool available at <http://nces.ed.gov/ipeds/data/iscfd-f2013/> 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).

### 3. Sending Institution Information

Choose from the list (write) country and name of our university:

**Sending Institution**

Country \*

Name \*

Faculty/Department

Address \*  Erasmus Code \*

Add data of a proper Faculty Coordinator (left side) and contact person (right side).

Faculty Coordinators:

**Faculty of Medicine**

**MSc. Tymoteusz Okupnik – outgoing students**

Zakład Fizjologii  
ul. Chałubińskiego 10  
50-368 Wrocław  
tel. +48 71 784 14 28  
e-mail: [tymoteusz.okupnik@umw.edu.pl](mailto:tymoteusz.okupnik@umw.edu.pl)

**Faculty of Dentistry**

dr Irena Duś-Ilnicka  
Zakład Periodontologii  
ul. Krakowska 26  
50-425 Wrocław  
phone: +48 71 784 03 81  
e-mail: [irena.dus-ilnicka@umw.edu.pl](mailto:irena.dus-ilnicka@umw.edu.pl)

**Faculty of Pharmacy**

dr Ewa Żurawska-Płaksej  
Katedra i Zakład Biochemii Farmaceutycznej  
ul. Borowska 211  
50-556 Wrocław  
phone: +48 71 784 04 68  
e-mail: [ewa.zurawska-plaksej@umw.edu.pl](mailto:ewa.zurawska-plaksej@umw.edu.pl)

**Faculty of Health Sciences**

dr Łukasz Rypicz  
Zakład Ekonomiki i Jakości w Ochronie Zdrowia  
ul. K. Bartla 5  
51-618 Wrocław  
telefon: +71 784 18 16  
e-mail: [lukasz.rypicz@umw.edu.wroc.pl](mailto:lukasz.rypicz@umw.edu.wroc.pl)

**Contact people in International Relations Office (IRO):**

Sława Ksenycz [slawa.ksenycz@umw.edu.pl](mailto:slawa.ksenycz@umw.edu.pl) +48717841685  
Dominika Lucińska [dominika.lucinska@umw.edu.pl](mailto:dominika.lucinska@umw.edu.pl) +48717841685

Dział Współpracy Międzynarodowej  
International Relations Office  
ul. T. Chałubińskiego 6a  
50-368 Wrocław

Sending Responsible Person	Sending Administrative Contact Person
<p><b>DATA OF FACULTY COORDINATOR</b> →</p> <p>First name(s) *</p> <input type="text"/>	<p>← <b>DATA OF CONTACT PERSON (IRO)</b></p> <p>First name(s)</p> <input type="text"/>
<p>Last name(s) *</p> <input type="text"/>	<p>Last name(s)</p> <input type="text"/>
<p>Position *</p> <input type="text"/>	<p>Position</p> <input type="text"/>
<p>Email *</p> <input type="text"/>	<p>Email</p> <input type="text"/>
<p>Phone number</p> <input type="text"/>	<p>Phone number</p> <input type="text"/>
<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>

## 4. Receiving Institution Information

Write data of Receiving University and Faculty Coordinator of host side. If you do not know that data please contact partner university by e-mail and ask.

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Receiving Institution	
<p>Country *</p> <input type="text"/>	<p>Country of the institution</p> <input type="text"/>
<p>Name *</p> <input type="text"/>	<p>Name of the institution</p> <input type="text"/>

Receiving Responsible Person	Receiving Administrative Contact Person
<p>First name(s) *</p> <input type="text"/>	<p>First name(s)</p> <input type="text"/>
<p>Last name(s) *</p> <input type="text"/>	<p>Last name(s)</p> <input type="text"/>
<p>Position *</p> <input type="text"/>	<p>Position</p> <input type="text"/>
<p>Email *</p> <input type="text"/>	<p>Email</p> <input type="text"/>
<p>Phone number</p> <input type="text"/>	<p>Phone number</p> <input type="text"/>

Keep in mind person at the Receiving Institution the name and email of the

## 4. Proposed Mobility Programme

### Planned period of the mobility

Check academic calendar of partner university.

Add month of start and end of your mobility. Dates should not include any of planned days of travelling before and after the mobility.

Academic year \*

**Preliminary LA**

Planned start of the mobility \*

Planned end of the mobility \*

### Table A: Study programme at the receiving institution

Add courses which you are planning to study in receiving university in table A by clicking Add Component to Table A, one for each of the course. You might write a link to the website of partner university where the curriculum is available.

Before you should discuss your proposal with Faculty Coordinator and then create your programme.

### Language competence of the student

Add language of instruction according to language competence. Use levels of CEFR.

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>

### Table A - Study programme at the Receiving institution \*

Component to Table A			<b>Remove</b>
Component title at the Receiving Institution (as indicated in the course catalogue) *			
<input type="text" value="e.g. surgery"/>			
<small>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.</small>			
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *	
<input type="text" value="if exists or write ordinal number"/>	<input type="text" value="8"/>	<input type="text" value="First semester (Winter/Autumn)"/>	
<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>			

## Table B: Recognition at the sending institution

Write courses of UMW planned to be studied during the mobility.

### 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.

Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
<input type="text" value="course code at HVL"/>	<input type="text" value="number of study points"/>	<input type="text" value="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]

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]

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

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## 6. Virtual Components

Applies to blended mobilities only.

## 7. Commitment

OLA must be signed by:

- ✓ Student
- ✓ Faculty Coordinator of UMW

- ✓ Coordinator by Receiving University

Sign in a proper field using computer mouse and click to send it to Faculty Coordinator of UMW.


If Faculty Coordinator has got any remarks which require changes you will be notified by the system. If everything is prepared according to previous arrangements Coordinator signs LA and then it is sent to Coordinator of Receiving University.

Attention:

- ✓ When LA is sent you can not make changes.
- ✓ You will receive an e-mail from OLA on every stage of the process.
- ✓ You might log in to check the status of your 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.



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](#)