User Guide - OLA Platform

Online Learning Agreement

The Learning Agreement is prepared by the student using:

• OLA - Online Learning Agreement: https://learning-agreement.eu/ or

Remember:

• Before creating an OLA, create your Google account.

• Use Google Chrome, Firefox (not Internet Explorer) or the Erasmus+ app when editing.

• Not all fields are mandatory. You can save your progress to continue later. mandatory

OLA – Online Learning Agreement
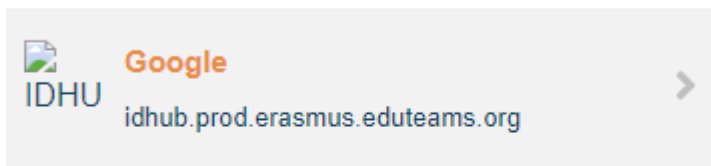
Step by step

1. Login

Click on "Login to Access Your Learning Agreement", log in with eduGAIN (your academic credentials) and follow the instructions. Fill in all required fields and remember to enter the correct dates and contact addresses.
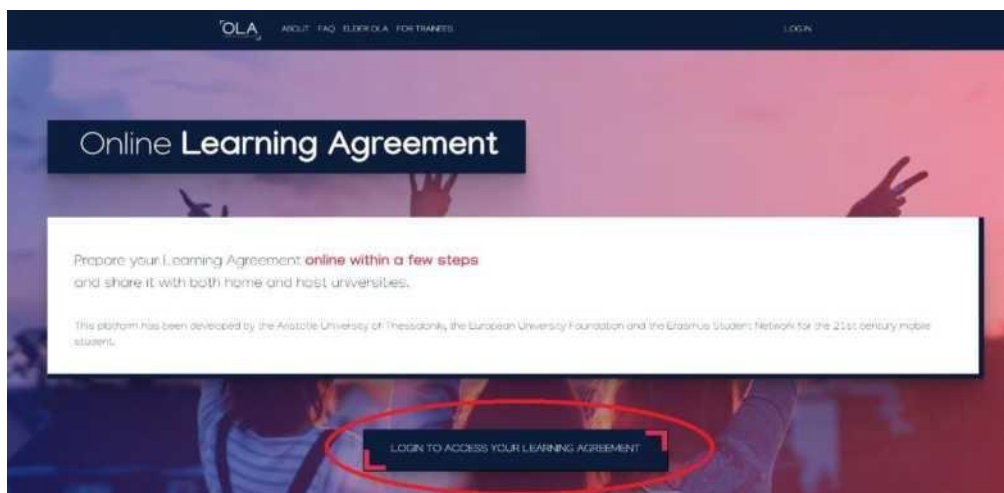
2. Student Information

Add information about yourself and your field of study.
In the academic year field, double check that the information is correct.
The full academic year must be entered, even if you are only going for a semester.
Useful information:
Field of education: specify the field of study ISCED codes:

https://circabc.europa.eu/sd/a/2fd8652b-63fd-46c1-b428-427a4fc1baea/ISCED-F%2520-
%2520correspondence%2520tables_revision%2520March%25202016.pdflink to

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 – academic year in which the mobility under the Erasmus+ program will take place

Student

First name(s) *

    Pre-filled

Last name(s) *

    Pre-filled

Email *

    Pre-filled@prefilled.com

Date of birth *

    01.01.1900

Gender *

    Undefined

Nationality *

    Norway (368)

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

Field of Education *

    check HVLs webpage

Field of education: The ISCED-F 2013 search tool available at 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

Field of Education Comment

Study cycle *

    Bachelor or equivalent first cycle (EQF level

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

Select from the list (enter) the appropriate country and the name of our university:

Sending Institution

Country *

    Poland   x

Name *

    Politechnika Koszalinska   x

Faculty/Department *

Address *

    Koszalin

Erasmus Code *

    PL KOSZALI01

Sending Responsible Person – please enter here the data of the Vice-Dean for Education responsible for each Faculty

Information with an asterisk * is mandatory and must be entered to proceed to the next section of the document

Sending Administrative Contact Person – please enter the details of the Erasmus+ Program Coordinator appropriate for each Faculty.

Sending Responsible Person

First name(s) * ⟵ Prodziekan ds. Kształcenia

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

Sending Administrative Contact Person

First name(s) ⟵ Koordynator Wydziałowy

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.

4. Receiving Institution Information

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

4. Proposed Mobility Programme

Planned period of the mobility - the time you will spend at the host university is usually specified in an email from the university.

If not, check the academic calendar at the partner university or ask the host university by e-mail.

Add month and year for starting and finishing your studies at the host university.

Table A: Study programme at the receiving institution
Table A – these are the subjects you will attend at the host university abroad

Add the classes you plan to take at your host university in table A by pressing the "Add component to table A" button once for each course subject. You can indicate a link to the partner university's website, where there is a catalog of university courses available to Erasmus+ students.

Discuss the choice with your Faculty Erasmus+ Coordinator.

Component to Table A

Remove

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

British History

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 *

jesli istnieje wpisz kod

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

4

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.

Semester *

First semester (Winter/Autumn)

Language competence of the student

Add the language of instruction according to your language competence. CEFR levels should be used in the process

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.

Place items from the PK class schedule that will be credited upon your return, provided that you complete and pass (it is shown on the list of credits) equivalents of subjects that are listed in Table A and are planned for the period of your departure.

Table B - Recognition at the Sending institution *

Component to Table B   **Remove**

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

> Tłumaczenia 3

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 *
1411>0701-Tł3	2	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

Component code w tabeli B – according to Course Catalogue

6. Virtual Components

Applies to blended mobilities only.

7. Commitment – Zobowiązanie, podpisanie OLA

The OLA should be signed by:

• Student

• Vice-Dean for Education

• Coordinator/responsible person at the host university

Signature - should be submitted in the appropriate field (use the mouse) and send by pressing the button.

IMPORTANT:

OLA MUST BE CONSULTED WITH THE Faculty Coordinator!!!!!!!

If the Department Coordinator has comments or things that require editing, he will ask you to edit the requested information.

If everything is prepared as agreed, the OLA will be signed by the Vice-Dean for Education, competent for each Faculty, after it is signed, it will be sent to the Coordinator of the host university

Attention:

• Once the document has been signed and sent, you will not be able to edit it.

• Changes can be introduced only after possible rejection by the Coordinator

• You will receive an e-mail notification at each stage of the process.

• You can also log in to track your progress.

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.

J. Kowalski

Clear

<u>Departamental Coordinators for OLA consulation and Resposible Person for OLA confirmation in the system :</u>

Faculty of Electronics and Computer Science:

OLA CONSULTATION:
dr inż. Marcin Walczak
e-mail: marcin.walczak@tu.koszalin.pl

OLA Responsible Person: Vice Dean for Education: dr inż. Bogdan Strzeszewski
e-mail: bogdan.strzeszewski@tu.koszalin.pl

Faculty of Mechanical and Energy Engineering:

OLA CONSULTATION:
Production Management, Energetics
dr hab. inż. Łukasz Bohdal, prof. PK
e-mail: lukasz.bohdal@tu.koszalin.pl

Mechanics and Machine Building,Transport
dr hab. inż Agnieszka Kułakowska, prof. PK
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Mechatronics, Biomedical Engineering
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Food Technology
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OLA Responsible Person: Vice Dean for Education: dr hab. inż. Iwona Michalska-Pożoga prof.PK
e-mail: iwona.michalska-pozoga@tu.koszalin.pl

Faculty of Civil Engineering:

OLA CONSULTATION:
dr inż. Tomasz Dąbrowski
e-mail: tomasz.dabrowski@tu.koszalin.pl

OLA Responsible Person: Vice Dean for Education: dr inż. Danuta Usidus
e-mail: danuta.usidus@tu.koszalin.pl

Faculty of Economic Sciences:

OLA CONSULTATION:
dr Małgorzata Czerwińska Jaśkiewicz
e-mail: malgorzata.czerwinska@tu.koszalin.pl

OLA Responsible Person: Vice Dean for Education: dr Agnieszka Jakubowska
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Faculty of Humanities:

OLA CONSULTATION
dr Dominika Liszkowska
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OLA Responsible Person: Vice Dean for Education: dr hab. Zbigniew Danielewicz prof.PK
e-mail: zbigniew.danielewicz@tu.koszalin.pl

Faculty of Architecture and Design

OLA CONSULTATION:
dr Jolanta Kwarciak Osiak
e-mail: jolanta.kwarciak@tu.koszalin.pl

OLA Responsible Person: Vice Dean for Education: dr Aleksandra Gołdyn
e-mail: aleksandra.goldyn@tu.koszalin.pl

Should you have any questions please contact International Mobility Office