

USER GUIDE FOR THE OLA PLATFORM

Guide for Erasmus+ Students: How to Fill in the Online Learning Agreement (OLA)

The Online Learning Agreement is a digital solution built by universities and students, with the support of the European Commission, for one of the most important steps of any Erasmus exchange: correctly managing the Learning Agreement, which is a central document to ensure the recognition of ECTS earned abroad.

INSTRUCTIONS

The Learning Agreement is prepared by the student using:

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

or

- Erasmus+ App - mobile application available for download from Google Play or the App Store.

REMEMBER:

- Not all fields are required. You can save your progress and continue editing later.

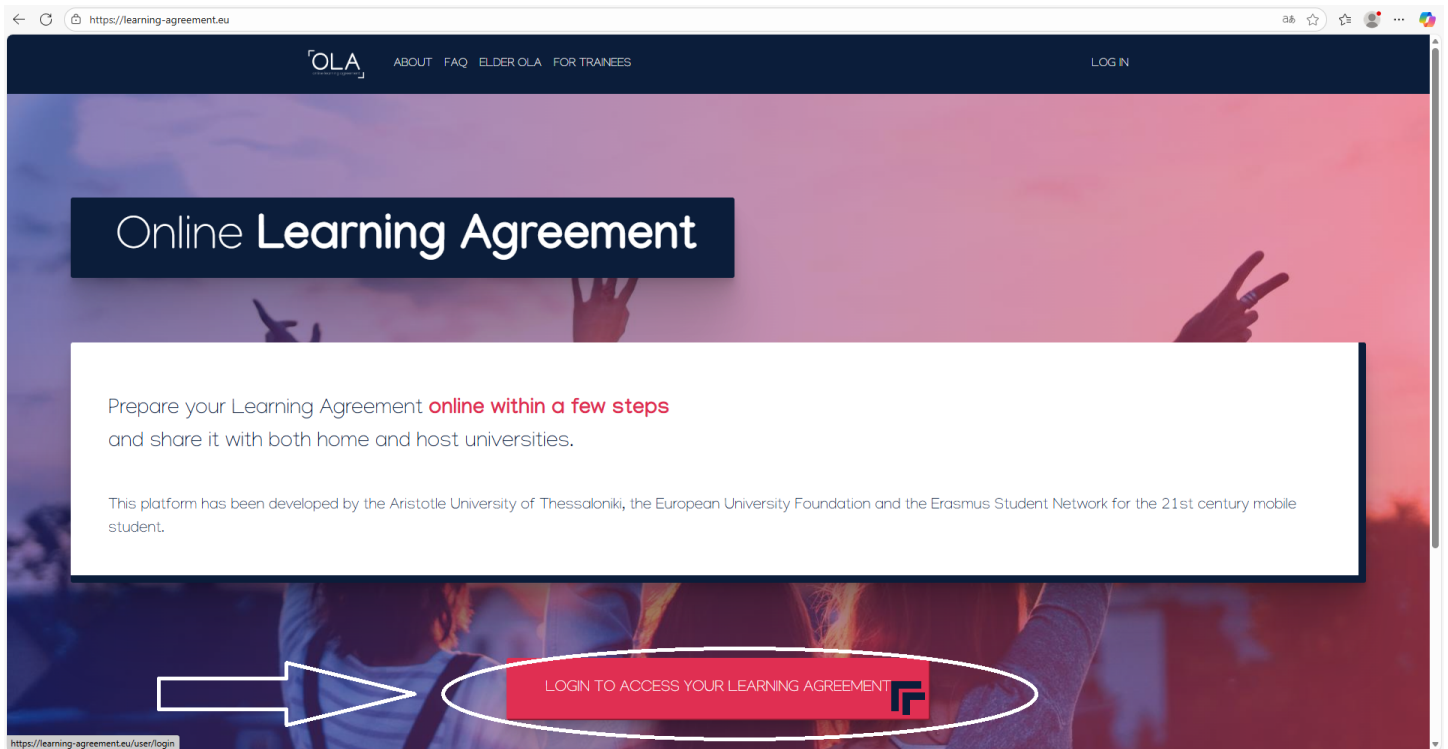
STEP BY STEP

HOW TO LOG IN

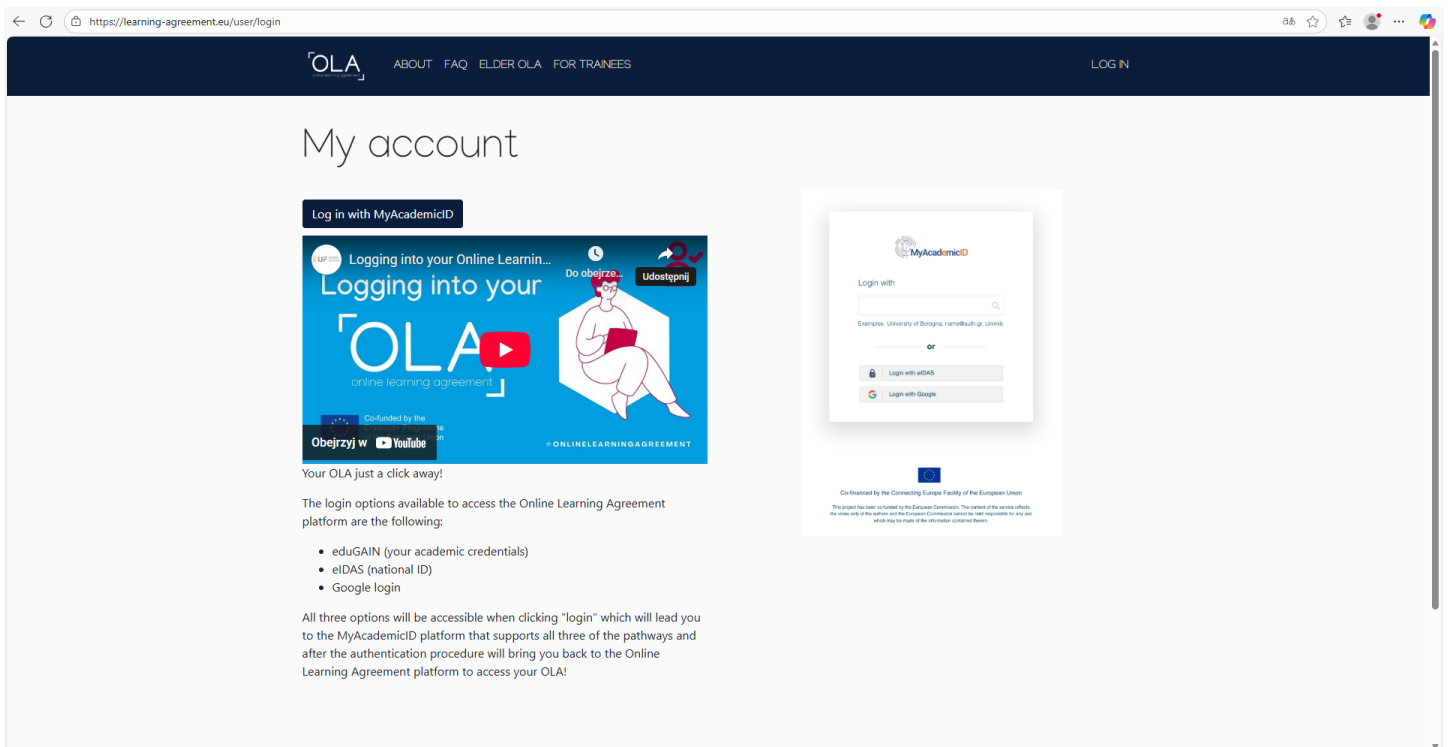
You can log in to the **(OLA)** platform in three different ways:

1. **eduGAIN** – with your **university account** (academic email and password),
2. **eIDAS** – with your **national electronic ID**,
3. **Google login** – with your **Google account**,

All three options appear when you click “**Login to Access Your Learning Agreement**” on the OLA website.

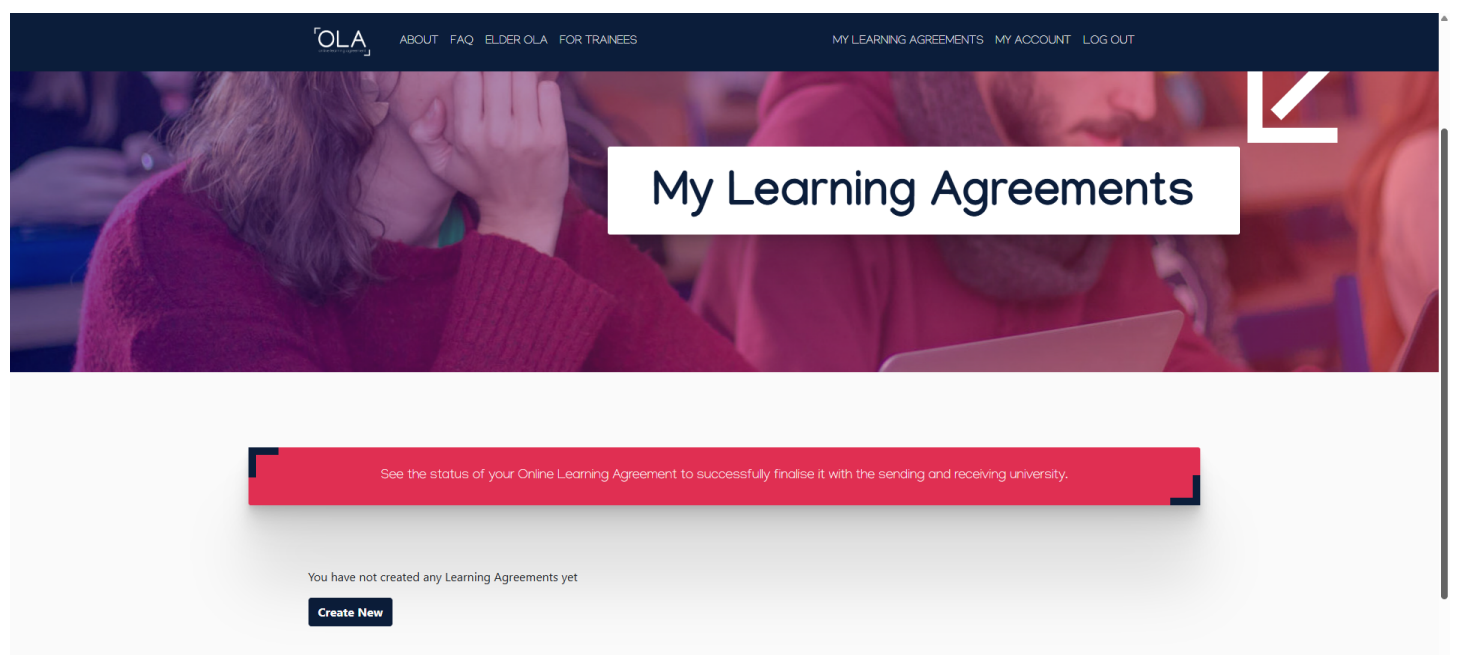


You will be redirected to the **MyAcademicID** system, where you choose your login option.





next fill out ---> My account: My personal Information.
After logging in successfully, you will return to the OLA platform to start or edit your agreement.
choose: My Learning Agreements and click “Create New”.



Then you need to select the correct type of mobility

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

1. Student Information

Information marked with an asterisk (*) is mandatory and must be filled in to proceed to the next section.

Fill in the personal information section:

- Academic year, Your name, surname, email, nationality, gender, date of birth, field of education**, study cycle***.
- Make sure all details match your passport and university records.

*A full academic year must be entered, even if your mobility lasts for only one semester.

** Specify the field of study [ISCED codes](#)

*** Study cycle refers to the level of study as defined by the European Qualifications Framework (EQF)

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).

OLA
online learning agreement

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

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

Academic year *

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

dd.mm.yyyy

Gender *

Undefined

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 *

- Select a value -

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.

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).

Next

2. Sending Institution Information (your home university)

Select the right country from the list, find the name of your University.

OLA
online learning agreement

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

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

receive the invitation to review and sign the agreement.

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year *

2025/2026

Sending

Sending Institution

Country *

Country of the institution

Name *

Name of the institution

Then fill in the Faculty, Address, Erasmus code, sending responsible person, sending administrative contact person with emails. Make sure the email addresses are correct, the system sends them automatic notifications.

3. Receiving Institution Information (host university)

Select the host country and institution from the list and enter the contact and responsible person.

DETAILS:

- University name: **POLITECHNIKA KOSZALINSKA**

- Country: **Poland**
- Erasmus code: **PL KOSZALIO**
- Address: **Śniadeckich 2 Street, 75-453 Koszalin**
- Faculty: **depend on the study field you choose at our university**
- Contact person: **Department Erasmus+ Coordinator depends on the study field you choose at our university**
- Responsible Person: **Vice-Dean for the Education depends on the study field you choose at our university**

Below you can find the required information depending on the faculty.

The screenshot shows the 'Receiving Institution' section of the OLA system. At the top, a progress bar indicates six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Academic year' dropdown is set to '2025/2026'. The 'Receiving' tab is active. The 'Receiving Institution' form includes fields for Country (Poland), Name (POLITECHNIKA KOSZALINSKA), Faculty/Department, Address (Koszalin), and Erasmus Code (PL KOSZALIO1).

The screenshot shows the 'Receiving Responsible Person' and 'Receiving Administrative Contact Person' sections of the OLA system. The 'Receiving Responsible Person' form includes fields for First name(s), Last name(s), Position, Email, and Phone number. The 'Receiving Administrative Contact Person' form includes fields for First name(s), Last name(s), Position, Email, and Phone number. A note at the bottom states: '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.'

Department Erasmus+ Coordinators (Administrative Contact Persons) for OLA consultation, and Vice-Deans for Education (Responsible Persons) for OLA approval in the system.

Faculty of Electronics and Computer Science:

Administrative Contact Person: Dr Eng. Marcin Walczak, e-mail: marcin.walczak@tu.koszalin.pl

Responsible Person: Vice-Dean for Education: Dr Eng. Bogdan Strzeszewski, e-mail: bogdan.strzeszewski@tu.koszalin.pl

Faculty of Mechanical and Energy Engineering

Department: Production Management, Energetics

Administrative Contact Person: Prof. Łukasz Bohdal, e-mail: lukasz.bohdal@tu.koszalin.pl

Department: Mechanics and Machine Building, Transport

Administrative Contact Person: Prof. Agnieszka Kułakowska, e-mail: agnieszka.kulakowska@tu.koszalin.pl

Department: Mechatronics, Biomedical Engineering

Administrative Contact Person: Prof. Igor Maciejewski, e-mail: igor.maciejewski@tu.koszalin.pl

Department: Food Technology

Administrative Contact Person: Prof. Agnieszka Szparaga, e-mail: agnieszka.szparaga@tu.koszalin.pl

Responsible Person at Faculty of Mechanical and Energy Engineering : Vice-Dean for Education: Prof. Iwona Michalska Pozoga, e-mail: iwona.michalska-pozoga@tu.koszalin.pl

Faculty of Civil Engineering, Enviromental and Geodetic Sciences

Administrative Contact Person: Dr Eng. Tomasz Dąbrowski, e-mail: tomasz.dabrowski@tu.koszalin.pl

Responsible Person: Vice-Dean for Education: Dr Eng. Mariusz Ruchwa, e-mail: mariusz.ruchwa@tu.koszalin.pl

Faculty of Economic Sciences

Administrative Contact Person: Dr Małgorzata Czerwińska-Jaśkiewicz, e-mail: malgorzata.czerwinska@tu.koszalin.pl

Responsible Person: Vice-Dean for Education: Dr Agnieszka Strzelecka, e-mail: agnieszka.strzelecka@tu.koszalin.pl

Faculty of Humanities

Administrative Contact Person: Dr Dominika Liszkowska, e-mail: dominika.liszkowska@tu.koszalin.pl

Responsible Person: Vice-Dean for Education: Dr Iwona Zychowicz e-mail: iwona.zychowicz@tu.koszalin.pl

Faculty of Architecture and Design

Administrative Contact Person: MA Sara Olszewska, e-mail: sara.olszewska@tu.koszalin.pl

Responsible Person: Vice-Dean for Education: Prof. Anna Szeklińska, e-mail: anna.szklinska@tu.koszalin.pl

Please make sure the email addresses are correct, the system sends them automatic notifications.

4. Proposed Mobility Programme

Planned period of the mobility: Enter the start and end dates of your mobility period, check our academic calendar

The dates should not include any personal travel before or after your stay.

OLA Online Learning Agreement

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

Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2025/2026

Preliminary LA

Planned start of the mobility *
dd.mm.rrrr

Planned end of the mobility *
dd.mm.rrrr

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)

Choose your courses: in **Table A**, you should select the courses that you will take at our university, based on the course catalogue. Courses should not be mixed from different study programmes or faculties. Enter the component title, component code, number of ECTS credits, and the semester. Add each course separately by pressing the “Add component to Table A” button. Discuss your course selection with your Department Erasmus+ Coordinator.

Also add the main language of instruction and indicate your language level according to the CEFR scale. Make sure to select the language that matches your actual language competence.

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ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

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 *

- Select a value -

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.

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 names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <https://example.com>.

in **Table B** you should list the courses from your home university that will be recognized after your return. These should correspond to the courses listed in **Table A** that you will complete during your mobility. Add each course separately by pressing the “Add component to Table B” button.

Discuss your recognition plan with your Department Erasmus+ Coordinator or your home University Coordinator.

OLA
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

English

B1

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 *

No Component added yet.

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>.

Previous

Next

Check everything carefully:

- Fill in all required fields and make sure dates, course names, and contacts are correct.
- You can save your draft and return later if needed.

5. Virtual Components

This section applies **only if your mobility includes Virtual Components** (blended mobility).

OLA

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

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

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year *

2025/2026

Table C

No Paragraph added yet.

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

6. Commitment

The OLA should be signed by:

1. The student
2. Responsible Person at your home university.
3. Vice-Dean for Education at our university.

Sign in the appropriate field (use your mouse) and submit the form by clicking the **“Send”** button to send it to the Sending Responsible Person.

By filling in this section, you confirm that:

- You will follow the courses and study plan listed in your OLA.
- All the information you provided is accurate and true.
- You understand that any changes to your study plan must be approved by both your home and host university.

OLA

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

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

1

2

3

4

5

6

Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year *

2025/2026

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

Once everything is correct and agreed, the Responsible Person at your university will sign the OLA and send it to the relevant person Responsible for approval OLA at our university.

You can see the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

The OLA must be **completed and approved by all parties** (the student, the sending university and the receiving university).

Only after all signatures are collected and all required documents are submitted will you be able to receive the **Acceptance Letter** from Koszalin University of Technology.

OLA must be consulted with the Department Coordinator!

Attention:

- Once the document is signed and sent, you will not be able to edit it.
- Changes can only be made if the Responsible person rejects the document.
- You will receive an email notification at each stage of the process.
- You can also log in to track the progress of your OLA.

If you have any questions regarding the course catalogue, please contact the relevant Department Erasmus+ Coordinator at our university.

For any additional questions, you can contact the International Mobility Office.

email: julia.bozek@tu.koszalin.pl, phone: +48 94 34 86 537

email: ewa.rybczynska@tu.koszalin.pl, phone: +48 94 34 86 553

email: bmm@tu.koszalin.pl

