How to create online Learning Agreement (LA or LAS) in the USOSweb

EWP LA – track and steps in the USOSweb

- 1. Log into the USOSweb
- 2. Find the EWP LA tag in the Student section/Mobilities

How to pre	pai	re l	earni	ng Ag	reer	nent	for St	udies on	line in the	e <u>USOSv</u>	veb?
INTRODUCTION REGISTRATIONS 0 calendar 0 cart 0 for courses 0 direct for groups 0 direct for groups 0 group preferences REGISTRATIONS FOR EXAMS	NEWS C My r	This pay granted not rele If you n other re the list b If you a	MY USOSWEB S ies by coordinator you no vant when you were a register to complete form soon, it will be cancel solow were if your USC	IUDENT'S SECTION wildes awarded to you end to submit some et ablies or your mobili d by the coordinator Siveb application do Faculty/unt for stude	STAFF SECTION S. Once a mobilit stra information t by does not mate s. It will also disp es not show this en to mobility it may	y is hat was railes for page from fact.	SCTION				
TOKEN REGISTRATIONS MY STUDIES I tests	Mobilit	that the or units	list below does not sho	w mobilities awarded	to you by other	faculties					
grades linkage	0		1000								
POL-on	No.	Country	Institution name	Academic year *	Mobility type	Status of mobility	Qualifications stage	Options			
 b promotions b dean's groups b rankings b stipends 	1	(in Polish) Francja	Université Paris Nanterre (Paris X)	22/23	Studies	Active	Finished	→ view → learning agreement → EWP LA → bank account			
student mobility mobility offers applications mobilities unit account support											
 payments diplomas mLegitymacja 										Cosiching li	Erasmus+
										Enriching II	ves, opening minds.

3. Enter the planned period of your activity (planned start and end date of the mobility)

4. Select or Add a new person from the host university who is responsible for approving the online LA (either academic coordinator or IRO staff, depending in the regulation of each HEI).

D cart	Mobility			
b for courses b direct for groups	Student			
group preferences	Student number			
REGISTRATIONS FOR	ESI Identifier	urn:schac:personalUniqueCode:int:esi:uni.lodz	.pl:	
EXAMS	Term	Academic year 2022/2023		
	Country	Francja		
TOKEN REGISTRATIONS	Erasmus code	F PARIS010		
MY STUDIES	Name of institution	(in Polish) Université Paris Nanterre (Paris X)		
 tests grades linkage 	Application data		Departure data	
D POL-on	Program	DLHS(02)_N	Program	
 decisions promotions deap's groups 	Program name	(in Polish) 1-go stopm a 12/12	Program name	
 rankings 	Type of study	full-time	Type of study	
stipends	Study mode	first-cycle studies	Study mode	
 student mobility mobility offers 	Year of study	2	Year of study	
 applications mobilities bank account EWP LA surveys payments diplomas mLegitymacja 	DATA UPDATE	f activity of the 2022-09-12	Planned end date of the mobility	e y 2023-01-01
MEETINGS	Select a person from	the list	L	Add a new person
	Belbouab Samia		Surnam	e
	samia.belbouab@par	isnanterre, fr	✓ Nan	e
			E-ma	il

5. If the ECTS Coordinator creates (opens) EWL LA in USOSweb, the student may view/edit a new version of EWP LA in the USOSweb by clicking on the "view/edit" hyperlink.

Learning Agreement					
Academic year	EQF level	Mobility type	Creation date	Actions	
2022/2023	6 - Bachelor or equivalent first cycle	Semester Mobility	2022-05-15 19:28	view/edit 🗈	

6. In tab. A, enter the components/courses you would like to attend abroad. Fill in all fields if you find those data in the course catalogue of the host university. The system does not allow you to save the component if the required field is empty. Save each component in Tab A by clicking the disc icon.

•	•		•	•	0	
Version dated 2022	2-05-20 16:59					New
Component code	Comp	onent title at the Receiving Institution	Change	Term	credits	Actions
	The field is required		Addition	Academic year	0.25 🗘	
Add a comp	onont	Save the table		Winter semester		
		Save the table		Summer semest	er	
				First trimester		

7. Enter the components/courses from the sending institution (UL) in Tab. B which are in the course catalogue of your curriculum (select them/find them by start writing the name of the course). If the course is not available in the USOSweb yet (it happens with e.g. elective courses) please choose the Credits option in the field "Component title at the Sending Institution" and enter it on your own instead of choosing it from the course catalogue. Please save each courses/components in tab. B. In the field "Automatic recognition" you should choose the option "Yes" with every course which will be recognised by the home Faculty. If the course such as the BA/MA seminar is not recognised by the home Faculty, please choose the answer "No" in this field and write a comment, for example: the course will have to be taken at the home university.

Version dated 2022	2-05-20 16:59					New
Component code	Component title at the Sending Institution	Change	Term	ECTS credits	Automatic recognition	Actions
	Ourse ○ Credits	a				
	Please select a course ^	Addition	`	~ ·	Ves () No	
	Enter 3 characters to start searching					
+ Add a comp	onent Save the table					

8. The tab. C with virtual component is not obligatory to fill in because the UL students are selected for the physical semester mobility without virtual component. Your mobility is not the blended mobility but physical in the academic year 2022/23.

9. Finally click the button "Approve" at the bottom of this page which is an equivalent of your signature and consent for chosen courses in all tables.



Approve

Show all versions

10. The USOSweb sends an automatic email to the ECTS Coordinator to approve the LA. The ECTS Coordinator may approve it, edit it or delete it. If the Coordinator edits it or deletes it, the student will have to approve the updated the LA in the USOSweb or create a new version of the ECTS Coordinator if the first version of the LA was deleted by the ECTS Coordinator.

11. If the ECTS Coordinators approves the first version of the LA, the UL student will see that his/her version LA is approved by the him/her and by the Coordinator with the dates. Now the status of approved by the student and the Coordinator is "Waiting for information from the partner institution", as below.

Table A. Study programme at the Receiving Institution Version dated 2022-05-15 19:28 Waiting for information from the partner institution ECTS Component code Component title at the Receiving Institution Term credits Winter semester 3 Winter semester 3 Winter semester 3 Winter semester 4.5 Winter semester 4.5 4H5RD02P 3 Winter semester 4L5AT01P Winter semester 3 4H5RA01P Winter semester 3 4H5RV01P Winter semester 3 Approvals Student: 2022-05-16 12:29 Coordinator: 2022-05-16 13:48 i Table B. Recognition at the Sending Institution Version dated 2022-05-15 19:28 Waiting for information from the partner institution ECTS Automatic Component code Component title at the Sending Institution Term credits recognition 0200-35003AHS Fundamentals of Cultural Anthropology Yes No Winter semester 2 0200-JN01HW Foreign language Winter semester 4 Yes No 0200-12DC001BH Yes No The history of art 19th-20th Century Winter semester 3 Yes No 0200-35B001AHS Avant-garde art - definition, theories, realizations Winter semester 3 Yes O No 0200-35A001AHS 20th Century Women's fashion. Select issues Winter semester З Show all versions Table C. Virtual component at Receiving Institution and recognition at the Sending Institution Version dated 2022-05-15 19:28 Waiting for information from the partner institution Component title or description of ECTS Automatic Component code Virtual component Term the mobility programme recognition credits Approvals Student: 2022-05-16 12:29 Coordinator: 2022-05-16 13:48 Show all versions

The IT system of the host university will download the LA version from the EWP registry.

12. If the host/receiving institution approves the LA version, the LA will have the status approved (as below).

Table A. Study programme at the Receiving Institution

Version dated 2022	-04-21 14:48		Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits
XXXXX	X000X	Winter semester	10
666	6666	Winter semester	20
bbbb	bbbb	Winter semester	5
Approvals	Student: 2022-04-21 14:51 Coordinator: 2022-04-21 15:10 F	Partner: 2022-04-	22 11:46

(i) Table B. Recognition at the Sending Institution

Version dated 2022	-04-21 14:48			Approved
Component code	Component title at the Sending Institut	ion Term	ECTS credits	Automatic recognition
0800-ZA	(in Polish) Punkty dla Wydziału Zarządzania Number of credits: 0.25	Winter semester	5	• Yes • No
0800-ZA	(in Polish) Punkty dla Wydziału Zarządzania Number of credits: 5	Winter semester	25	• Yes • No
Approvals	Student: 2022-04-21 14:51 Cod	ordinator: 2022-04-21 15:10	Partner: 20	22-04-22 11:46

Table C. Virtual component at Receiving Institution and recognition at the Sending Institution

🖍 Create a new version

13. If the student would like to change the first approved version of the LA, the student should toggle on "Show all versions" and click the button "Create a new version".

Show all versions

14. If the student sees that the LA has the status cancelled (the version will be crossed out – like below) or the student does not see the first version of the LA approved by him/her and the ECTS Coordinator from the UL, the student should toggle on "Show all versions" and create a new one.

Table A. Study programme at the Receiving Institution

Version dated 2022-04-07 16:04				
Component code	Component title at the Receiving Institution	Term	ECTS credits	
xxx1	Ekonomia	Winter semester	5	
xxx2	Bizness	Winter semester	15	
xxx3	Finanse	Winter semester	20	

15. Notification from the USOSweb

The USOSweb will send a nofication (from <u>noreply@usosweb.uni.lodz.pl</u>) to the e-mail account of the student or the ECTS Coordinator when there is a change of LA version:

- when Coordinator creates LA, creates a new version of EWP LA, deletes the LA, approves, forwards to the student for editing, or edits the LA version on their own, or cancels the LA version approved by the receiving institution.

The student and the ECTS Coordinator will get a notication when the coordinator from the receiving institution approves or deletes the LA version.

Table A. Study programme at the Receiving Institution

Version dated 2022	-04-21 14:48				Approved
Component code	Component title at the Receiving Institution		Term	ECTS credits	Actions
XXXXX	XXXXX		Winter semester	10	
aaa	аааа		Winter semester	20	
bbbb	bbbb		Winter semester	5	
Approvals	Student: 2022-04-21 14:51 Coordinator: to table A	2022-04-21 15	5:10 Partner	r: 2022-04-22	2 11:46
Version dated 2022	-05-20 16:59				New
			_	ECTS	
Component code	Component title at the Receiving Institution	Change	Term	credits	Actions

15. The student will have to create a new version or delete some courses/components and add the new ones (see the above screenshot).

If you have any questions concerning the above-described instruction, please contact Ms Gabriela Szkup (gabriela.szkup@uni.lodz.pl) from the IRO UŁ.

Mobility

Agreement

Student	Łukasz Abramiuk	Academic year	2021/2022
Student number	1234323440	EQF level	5 - short cycle of first cycle studies
Term	Academic year 2021/22	Mobility type	Semester Mobility
Country	Czech Republic		
Erasmus code	CZ PRAHA07	Q View the cur	rent status
Name of institution	Charles University		

Table A. Study programme at the Receiving Institution

Version dated 202	1-06-24 13:26		Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits
AAA - koord	AAA - koord	Academic year	4.5
BBB - koord	BBB - koord	Academic year	5.5
CCC - koord	CCC - koord	Academic year	6.5

Table A2. Changes to table A

Version dated 202	1-07-02 22:48	Waiting for information from the partner institution			
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits	
BBB - koord	BBB - koord	Removal	Academic year	5.5	
BBB-nowy	BBB-nowy	Addition	Summer semester	7	
XXX-nowy	XXX-nowy	Addition	Winter semester	2	

Approved by the student 2021-07-02 22:54 September 2021-07-02 22:54

Table B. Recognition at the Sending Institution

Version dated 2021-06-24	13:26			Approved
Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition

Table B2. Changes to table B

Waiting for information from the partner institution				Version dated 2021-07-02 22:48		
utomatic cognition	Auto reco	ECTS credits	Term	Change	Component title at the Sending Institution	Component code
s O No	• Yes	5	Academic year	Addition	(in Polish) MIMUW fakultatywne informatyczne Number of credits:	1000-FAK-I
s O No	• Yes		Academic year	Addition	Distributed Operating Systems	1000-612RSO
100	Yes		Academic year	Addition	Number of credits: Distributed Operating Systems	1000-612RSO

Approved by the student 2021-07-02 22:54

Table C. Virtual component at the Receiving Institution and recognition at the Sending Institution

Version dated 202	1-06-24 13:26				Approved
Component code	Component title or description of the mobility programme	Virtual component	Term	ECTS credits	Automatic recognition
Tab,CC1 - koord	Tab,CC1 - koord	Tab,CC1 - koord	Second trimester	3	• Yes • No
Tab,CC2 - koord	Tab,CC2 - koord	Tab,CC2 - koord	Second trimester	3.25	Yes No Tab,CC2 - koord

Table C2. Changes to table C

Component code	Component title or description of the mobility programme	Virtual component	Change	Term	ECTS credits	Automatic recognition
CCC2	CCC2	wirtoalne CCC2	Addition	Academic year	1	O Yes O N CCC nie
CCC3-nowe	CCC3-nowe	CCC3-nowe	Addition	Academic year	2	• Ves O N

The LA version for the semester mobility for editing.