

User guide – OLA platform

The basic document for mobility is an individual study program called **Online Learning Agreement (OLA)**. Before mobility, you **should agreed a program of courses to be completed at the host university**, accepted between all parties (student, home university and host university). The document is first signed by the student and approved by the Erasmus+ Faculty Coordinator in PULS and a representative of the host university.

OLA is prepared by the student and can be done in two ways:

- via the website <https://learning-agreement.eu>
- via the Erasmus+ App mobile application (downloadable from Google Play or App Store)

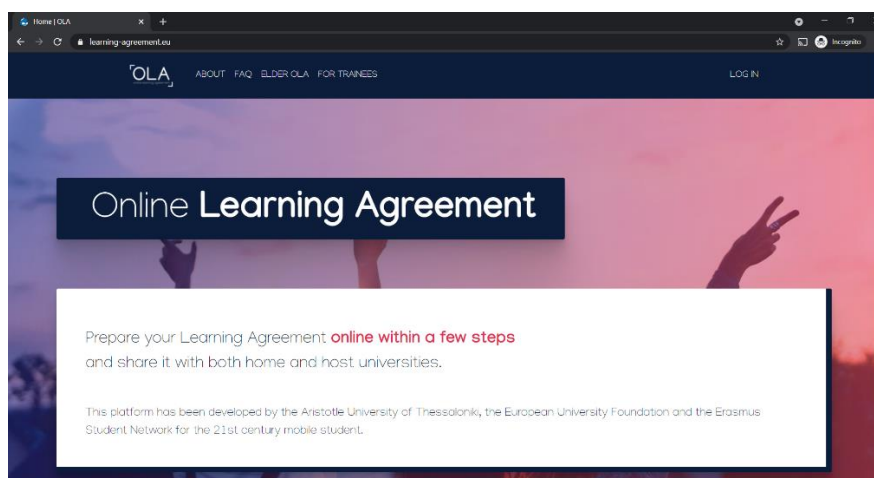
Important:

- PULS students can log in via their Google account or via Pionier.Id for Erasmus+
- **please use Google Chrome or Firefox** (NOT Internet Explorer) or the Erasmus+ App
- not all fields are mandatory
- you can save the data and continue later

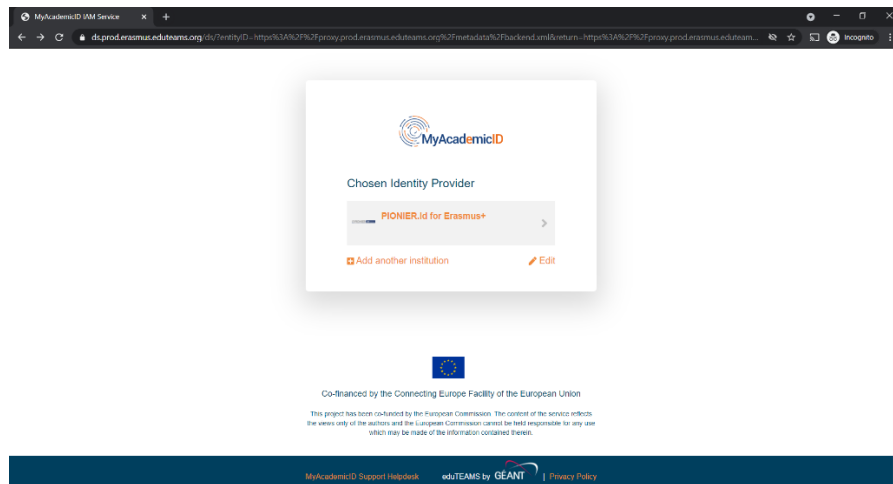
Step by step

1. Log in

- Go to the Erasmus service website <https://learning-agreement.eu/> and select **LOG IN**.



- Select **PIONIER.Id for Erasmus+** as your identity provider



- Find and select **Uniwersytet Przyrodniczy w Poznaniu**.

You will be redirected to the Erasmus website. Complete the required fields and remember to include the correct dates and contact addresses.

2. Student information

Provide information about yourself and your field of study. Include a **full academic year**, even if you are only going for one semester. Enter the **code corresponding to your field of study** (Field of Education) and degree of study (Study cycle).

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 *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

Study cycle *

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

Field of study codes (Field of Education):

Faculty of Agronomy, Horticulture and Bioengineering:

agronomy 0811

biotechnology 0711

horticulture: seed science and technology 0812

Faculty of Forestry and Wood Technology:

forestry 0821

wood science 0722

Faculty of Food Science and Nutrition:

food science and nutrition 0721

Faculty of Veterinary Medicine and Animal Science:

animal production management 0811

Faculty of Environmental and Mechanical Engineering:

environmental engineering and protection 0712

geoinformation and spatial management 0712

Faculty of Economics:

agri-food economics and trade 0311

Degree of study (Study cycle)

First cycle (Bachelor or equivalent) EQF -5, 6

Second cycle (Master or equivalent) EQF 7

Third cycle (Doctoral or equivalent) EQF 8

3. Sending institution

Select the country (Poland) and name of home University (in Polish: Uniwersytet Przyrodniczy w Poznaniu) and your Faculty from the list

The screenshot shows the 'Sending Institution' section of the OLA application form. The form is titled 'Sending' and includes a progress bar at the top with steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Academic year' is set to 2022/2023. The 'Country' is set to Poland. The 'Name' is set to Uniwersytet Przyrodniczy w Poznaniu. The 'Faculty/Department' field is empty, with a red arrow pointing to it and the text 'enter the name of your Faculty (in English)'. The 'Address' is set to Poznań and the 'Erasmus Code' is set to PL POZNA04.

Add the details of the appropriate Faculty Coordinator (left side) and administrative contact person (right side).

The screenshot shows the 'Sending Responsible Person' and 'Sending Administrative Contact Person' sections of the OLA application form. The 'Sending Responsible Person' section includes fields for First name(s), Last name(s), Position, Email, and Phone number. The 'Sending Administrative Contact Person' section includes fields for First name(s), Last name(s), Position, Email, and Phone number. Red arrows point to the First name(s) fields in both sections with the text 'add details of your Erasmus+ Faculty Coordinator' and 'add details of administrative contact person'. Below the form, there are 'Previous' and 'Next' buttons.

Erasmus+ Faculty Coordinators:

Faculty of Agronomy, Horticulture and Bioengineering (Wydział Rolnictwa, Ogrodnictwa I Bioinżynierii)

prof. dr hab. Janetta Niemann

email: janetta.niemann@up.poznan.pl phone +48 618487758

Faculty of Forestry and Wood Technology (Wydział Leśny i Technologii Drewna)

Forestry

dr inż. Tomasz Najgrakowski

e mail: tomasz.najgrakowski@up.poznan.pl phone +48 618487658

Wood science

prof. dr hab. Magdalena Zborowska

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Faculty of Veterinary Medicine and Animal Science (Wydział Medycyny Weterynaryjnej i Nauk o Zwierzętach)

prof. UPP, dr hab. inż. Marcin Pszczoła

e-mail: marcin.pszczola@up.poznan.pl phone +48 618487214

Faculty of Food Science and Nutrition (Wydział Nauk o Żywności i Żywieniu)

prof. dr hab. Zbigniew Krejpcio

e mail: zbigniew.krejpcio@up.poznan.pl phone +48 618487336

Faculty of Environmental and Mechanical Engineering (Wydział Inżynierii Środowiska i Inżynierii Mechanicznej)

dr inż. Marta Lisiak-Zielińska

e mail: marta.lisiak@up.poznan.pl phone +48 618466523

Faculty of Economics (Wydział Ekonomiczny)

prof. UPP, dr hab. Izabela Lipińska

e mail: izabela.lipinska@up.poznan.pl phone+48 618466102

Administrative contact person

mgr Joanna Pietrzak

e-mail: joanna.pietrzak@up.poznan.pl phone +48 618487012

4. Receiving institution

Enter details of the host university and the Erasmus+ coordinator of the host university. If you don't know what data to enter there, contact with host university by e-mail and ask 😊

The screenshot shows the 'Receiving institution' section of the OLA form. Red arrows and text annotations highlight the following fields:

- Academic year ***: Annotated with 'enter correct academic year'. The dropdown menu is open, showing '2022/2023'.
- Country ***: Annotated with 'add country of host university'. The dropdown menu is open, showing 'Country of the institution'.
- Name ***: Annotated with 'add full name of host university'. The text input field contains 'Name of the institution'.
- Receiving Responsible Person** and **Receiving Administrative Contact Person**: Both sections have fields for First name(s), Last name(s), Position, Email, and Phone number.

Buttons for 'Previous' and 'Next' are visible at the bottom of the form.

5. Proposed Mobility Programme

Planned period of the mobility – check the academic calendar on the host university's website. Add the month and year of start and end of your semester of studies (dates should not include travel time before and after mobility).

The screenshot shows the 'Proposed Mobility Programme' section of the OLA form. Red arrows and text annotations highlight the following fields:

- Academic year ***: Annotated with 'select academic year of your mobility'. The dropdown menu is open, showing '2022/2023'.
- Planned start of the mobility *** and **Planned end of the mobility ***: Both fields are annotated with 'add the date of start and end of your mobility'. The input format is 'dd.mm.yyyy'.
- Table A - Study programme at the Receiving institution ***: Annotated with 'add name of the course you want to study in host university'. The text input field contains '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]**: A text input field.
- The main language of instruction at the Receiving Institution ***: A dropdown menu with '- Select a value -'.
- The level of language competence ***: A dropdown menu with '- Select a value -'. Below it, a link is provided: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

Table A: Study programme at the receiving institution: in table A, add the courses you plan to implement at the host university by pressing the **"Add component to table A"** button once for each course subject. You can provide a link to the website of the host university, where the university's teaching offer is available. **First, discuss your choice with the PULS Faculty Coordinator responsible for your studies abroad.**

Language competence of the student: add the teaching language (English) according to your competences and determine its level (according to CEFR levels).

Table B: Recognition at the sending institution: specify the courses in the study program for your field of study in PULS during the semester which you plan to spend on mobility.

6. Virtual components

This section only applies to blended mobility. Do not fill out.

7. Commitment

The **complete OLA** should be signed by:

- Student
- PULS Erasmus+ Faculty Coordinator
- Coordinator from the host university

Sign in the appropriate field using your mouse and send it to the Faculty Coordinator by pressing the button at the bottom. If the Coordinator has any comments that require changes, the system will ask you to edit the requested information. When everything is prepared as agreed, the Faculty Coordinator will sign the OLA and it will be sent to the host university.

The screenshot displays the OLA system 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 this is a progress bar with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment (highlighted in red). The main content area shows the 'Commitment Preliminary' section. It includes a text box for 'Academic year' with the value '2022/2023'. Below this is a large text block containing the legal terms of the OLA. A signature box contains the handwritten text 'Ola xy ='. A red arrow points to this box with the text 'sign using mouse / touch pad'. Below the signature box is a 'Clear' button. At the bottom of the signature area is a 'send OLA' button. A red arrow points to this button with the text 'send OLA'. At the very bottom, there is a footer with the text '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.' and a 'Previous' button.

Important:

- Once the document has been signed and sent, it cannot be edited
- You will receive email notification at each stage of the process
- You can log in and track your progress