



UNIVERSITY
OF WARSAW

International Relations Office

e-Learning Agreement



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Erasmus+

KOD ERASMUS UW
– PL WARSZAW01

Prepared: July 2019

At University of Warsaw an **electronic version of Learning Agreement** (e-LA) completed in USOSweb is obligatory for all Erasmus outgoing students. e-LA consists of three parts: Before, During and After the mobility.

e-LA Before the Mobility

(first version to be done before your departure)

Your e-LA should be visible in your USOSweb profile: **Student's section** > **student exchange** > **mobilities** > **learning agreement**

PLEASE NOTE! If you see this message:



There is no **learning agreement** for selected mobility

you need to contact the **Dean's Office /students' office** as soon as possible and ask for an e-LA to be created for this mobility in your student profile. You will see your e-LA the next day (after data migration).

PLEASE NOTE! If you see a similar message:



The student has not been enrolled for stage **AM-SK-3** in study cycle **2018Z**, so the decision is not recognised by USOS as valid. It is a normal situation if the decision is related to a study period to be done abroad, which has not begun yet and the student may not have been enrolled for this stage of studies yet. If the cycle **2018Z** is currently underway or has already finished, then the current situation may be result of incorrect data in the system. In such a case the student should contact the students' office in order to clarify this issue.

complete the e-LA following the steps below (your e-LA works fine despite this notification).

In order to sign the financial agreement at IRO and receive the Erasmus grant you need to submit a **scan** of your *LA Before the Mobility* (containing **at least Table A and Table B**), which **must be approved online by the faculty coordinator in USOSweb and signed by the host university**.

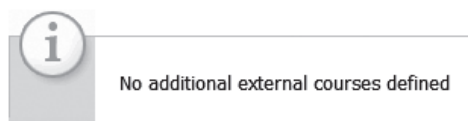
The printout of your LA Before the Mobility must contain:

- Table A - External courses
- **Table B – Courses not required for completion of programme** (courses at UW which you will not have to take/ pass because they will be replaced by the courses taken at the host university)
- **Courses required for completion of the programme** (curriculum differences at UW) – **if applicable**

How to fill in your e-LA correctly?

After you log into your USOSweb profile (**Student's section > student exchange > mobilities > learning agreement > details of the agreement**) you need to complete three parts.

External courses (Table A)



- define new external course using EMREX module
- add new external course

In order to create the list, click on '**Add new external course**'

1. Enter (add) each new course separately. Find out from the faculty coordinator what number of ECTS you are obliged to obtain (**not fewer than 20 ECTS per semester/ 40 ECTS per full year**). You must provide the number of ECTS for every course.
2. 'Name (of the course)' – write the name of the course in the original language of instruction as provided in the syllabus.
3. 'Name (of the course in English)' – if the English name of the course is not provided in the syllabus ask the partner university for a translation.
4. 'Course coordinator' – complete this field with the name of the academic teacher running the course

Changes in course outcomes and requirements

→ add new course not required for completion of programme (table B)

1. Find out from the coordinator which courses can be **removed from your study programme** at UW due to the fact that you will obtain ECTS at the host university. The option 'add new course not required...' will transfer you to the UW course catalogue. Add all the courses which will be removed from your study programme to this part of your e-LA (by clicking on the chosen courses in the catalogue).
2. The number of ECTS in Table B should be similar to the number of ECTS in Table A.
3. **Table B CANNOT be left empty (this does not apply to NOHA, MBA, IBP and double degree students - they do not need to complete this table, as they have a mobility window planned in their course of studies).**

PLEASE NOTE! Do not register in USOSweb for the courses you have added to Table B in your e-LA.

Changes in course outcomes and requirements

→ add new course required for completion of programme

1. Find out from the faculty coordinator whether there are any courses which you **will have to complete at UW** during the semester of your mobility (curriculum differences) ex. BA seminar. By clicking 'add new course required for completion...' you will be transferred to the UW course catalogue. In order to add a course as a curriculum difference to your e-LA, click on the given course in the catalogue.
2. If you have an outstanding exam from the previous academic year (a conditional pass) it should be added here.
3. If you have no curriculum differences, this part of LA can be left empty.

PLEASE NOTE! Do not register in USOS for the courses you have added to Table B

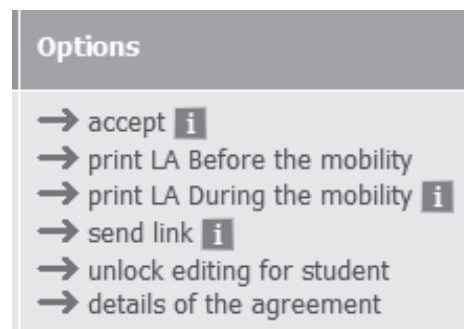
What's next?

When you have completed filling in your e-LA, you can click on the link:

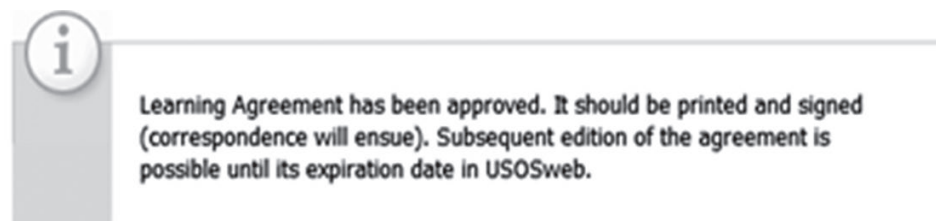
→ finish editing and notify the coordinator

or send an email to your departmental coordinator (at UW) asking for your e-LA to be accepted online. Ask your coordinator, which form of notification he/she prefers (the automatic one in USOSweb or an email).

PLEASE NOTE! If you click on the option 'Finish editing and notify the coordinator' you will not be able to make any changes in your e-LA. Changes will be possible only if the coordinator allows you to edit the e-LA again. If you clicked on this link too early or by mistake, contact your coordinator and ask him/ her to unlock your e-LA. The coordinator should use the option 'unlock editing for students'.



When the coordinator accepts your e-LA online, the status of your e-LA will change to '**Approved by the coordinator**' and you will see this message:



Now, you can print your e-LA Before the Mobility as a PDF file.

→ print LA Before the mobility **i**

You don't need an additional physical signature of your faculty coordinator on the printout.

Send the PDF with your e-LA in an email to the host university to be **stamped, signed and sent back to you.**

Do not send your e-LA if there is a **DRAFT** watermark across the document. 'Draft' means that the e-LA has not been approved by the coordinator and your e-LA is invalid.

The screenshot shows a PDF document titled 'learning_agreement.pdf' in Adobe Acrobat Reader DC. The document contains a learning agreement form with the following sections:

- Literature and linguistics (0232)**
The level of language competence that student already has or agrees to acquire by the start of the study period:
English: C1
- SENDING INSTITUTION**
Name: **University of Warsaw**
Faculty / Department: **Institute of English Studies**
Erasmus code: **PL WARSZAW01** Country: **Poland**
Address: _____
Contact person: _____
- RECEIVING INSTITUTION**
Name: **National and Kapodistrian University of Athens**
Faculty / Department: _____
Erasmus code: **G ATHINE01** Country: **Greece**
Address: _____
Contact person: _____

A large, diagonal watermark reading "Draft version" is overlaid across the entire form.

PLEASE REMEMBER! A **printout** of your e-LA with table A, table B and curriculum differences (if applicable), approved by your coordinator and signed by the host university is **mandatory** in order to sign the Erasmus financial agreement at the International Relations Office and **receive the Erasmus grant**. You should sign the financial agreement about 2-3 weeks prior to the start of your mobility, so plan getting your e-LA signed by the host university with sufficient notice.

e-LA During the Mobility

(changes done during your studies abroad)

All changes to your Learning Agreement must be done electronically, via USOSweb. There is no need to fill in any other 'paper' forms of LA.

All changes must be made within 3 weeks from the start of your studies at the host university. In order to modify your e-LA:

1. email your Erasmus departmental coordinator (UW), asking him/ her to allow you to make changes to your e-LA;
2. you will be able to change your e-LA (delete a course or add a new one) only after your coordinator allows you to modify your study programme in USOSweb (by clicking the button 'edit the LA')

→ add new external course

No.	Name	Academic term	Passed	ECTS	Language	i	Grade	Coordinator	Status	Options i
Current not approved course list										
1.	Drafting Contracts 14142.4020	2017L	NO	6.00	English	not available / not available	not available	Wilder Keith	E - not yet approved	edit <input type="checkbox"/> delete <input type="checkbox"/>
CW Higher education institution: Universität zu Köln Comment:										
2.	Law of US Federal Evidence 13980.2174	2017L	NO	6.00	English	not available / not available	not available	Junker Kirk William	E - not yet approved	edit <input type="checkbox"/> delete <input type="checkbox"/>
CW Higher education institution: Universität zu Köln Comment:										
3.	US Constitutional Law: The Bill of Rights 13980.2083	2017L	NO	6.00	English	not available / not available	not available	Wilder Keith	E - not yet approved	edit <input type="checkbox"/> delete <input type="checkbox"/>
CW Higher education institution: Universität zu Köln Comment:										
4.	US Criminal Law 13980.1014	2017L	NO	6.00	English	not available / not available	not available	Owens John Michael	E - not yet approved	edit <input type="checkbox"/> delete <input type="checkbox"/>
CW Higher education institution: Universität zu Köln Comment:										
5.	US-American Legal Culture	2017L	NO	6.00	English	not available / not available	not available	Junker Kirk William	E - not yet approved	edit <input type="checkbox"/> delete <input type="checkbox"/>
CW Higher education institution: Universität zu Köln Comment:										
Total number of ECTS credits achieved:				30.00	i					

3. having modified your e-LA, contact your coordinator again, asking him/her to approve the changes you have made;
4. when your-LA with changes is approved, print out the final version - **e-LA During the Mobility** from USOSweb: [mobilities > learning agreement > print LA During the Mobility](#)

→ print LA During the mobility **i**

Next, ask the Erasmus coordinator at the **host university to sign the document**. The e-LA printed from the UW system does not need signatures or stamps of the coordinators at UW. The printout contains information that it is generated from the USOS system and it has been electronically approved by the coordinator at UW.

PLEASE NOTE! The printout of the final version of e-LA During the Mobility must be signed by the host university within the first month after the start of the academic courses.

PLEASE NOTE! There is no need to send your e-LA printouts to the IRO UW while you are abroad. The document (stamped and signed by the coordinator at the host university) can be submitted upon your return, however no later than **31st March/ 15th September** in case of students coming back after the first/ second semester respectively.

PLEASE NOTE! In exceptional cases, you will be able to make more changes to an already modified e-LA, provided your coordinator allows you to do it. In such a case, follow the steps described above (a-d).

PLEASE NOTE! If you are allowed to **extend your study period** to the second semester, you must add the courses to be done in the 2nd semester to your e-LA. Similarly, if you want to make changes to your e-LA in the second term, follow the steps described above (a-d).

e-LA After the Mobility

After you finish your Erasmus studies you are obliged to submit your Transcript of Records and e-LA During the Mobility to your departmental coordinator and your **Students' office** so that your department can formally **recognise** the ECTS you gained abroad. Make sure you find out what **additional procedures are required by your home department** at this stage.






STEP 1

Your coordinator will **convert the grades** listed in your **Transcript of Records** to the grades used in the Polish grading system.

STEP 2

The coordinator will allow you to make final changes in your e-LA, so that you can **add the Polish grades** to the courses listed in your e-LA and/or **correct the number of ECTS** recognised by your department (if necessary). The coordinator will need to click on the option 'cancel approval' to change the number of ECTS or 'edit grades' to make it possible to add the grades to the course list.

Select decision from the list

	Study cycle	Term	Status	Changes possible until	Options
Decision date 2018-05-10	2018 - Academic year 2018/19	PR5 - Fifth year of law	Z - final approval completed (by the student's office)		<ul style="list-style-type: none">→ cancel approval → edit Agreement → edit grades → print LA Before the mobility→ print LA During the mobility → send link → details of the agreement

STEP 3

You need to enter the grades converted by the coordinator – click **'edit'** next to **each course** to add the grade.

1.	Development policy	2017L	NO	7.00	English	not available / not available	not available	(unknown)	E - not yet approved	edit  delete 
CW Higher education institutions: University of Zagreb Comment:										

STEP 4

Next, you need to submit your Transcript of Records to your **Students' office** (Dean's Office /Dziekanat /Sekretariat) or to the person indicated by the coordinator. This person will verify correctness of the grades and the number or ECTS in **USOS** and will put a 'tick' next to each course which will be recognised by your department. The status of your e-LA must be changed to **'Z- final approval completed (by the Students' office)'**.

PLEASE NOTE! The grades in your LA don't need to be approved in USOSweb by the coordinator. They **must be approved in USOS by the Students' office.**

STEP 5

Check the status of your e-LA in your USOSweb profile. When you see that the status has changed to:

Z - final approval completed (by the students' office)

	Study cycle	Term	Status	Changes possible until
Decision date 2017-04-26	2017 - Academic year 2017/18	SM-2 - (in Polish) Drugi rok stosunków międzynarodowych	Z - final approval completed (by the student's office)	

send an email to IRO to inform us that your e-LA has been approved by the students' office.

STEP 6

IRO will print out your **LA After the Mobility** (Recognition at Home University), which is the final document required in the Erasmus programme. You do not need to collect it from our office or have it signed.

STEP 7

You are obliged to pass any outstanding courses - courses required for completion of the programme at UW, if such courses were listed in your e-LA Before the Mobility (curriculum differences). Once you have passed the outstanding exams, the Students' office will mark your semester/year of studies as completed.