



Instrucciones para rellenar el *Learning Agreement* para los cursos BIP organizados por la *Bialystok Technical University*

Paso 1

Accede a la página <u>https://learning-agreement.eu/</u> y pulsa en "LOGIN TO ACCESS YOUR LEARNING AGREEMENT"



Paso 2

Selecciona la opción de "Log in with MyAcademicID" para acceder utilizando tus credenciales UPM

BOUT FAQ ELDER OLA FOR TRAINEES	LOG N
My account	
Logging into your Online Learning Logging into your	
Conline learning agreement	B Lagende Bauss
four OLA just a click away:	Co-financed by the Connecting Europe Facility of the European Union

Paso 3

En el recuadro de MyAcademicID escribe "upm" y selecciona la "Universidad Politécnica de Madrid"





MyAcademicID	
Login with	
upm	×
Universidad Politécnica de Madrid upm.es	>
Université de Paris 6 - Pierre et Marie C upmc.fr	
Universiti Putra Malaysia upm.edu.my	
or	
Login with eIDAS	
G Login with Google	

Serás redirigido a la página de autenticación de la UPM.

Paso 4

Autenticate con tus credenciales UPM



Paso 5

Si es la primera vez que accedes a la plataforma, deberás rellenar tus datos personales

irstname *		Lastname	•	
institutile		Lastilaille		
Date of birth *	Gender *		Nationality *	
dd/mm/aaaa 🗖	Undefined	\$		0
ield of education *		Study cycle	•	
		0		0





Paso 6

En el apartado "MY LEARNING AGREEMENTS" podrás ver los Learning Agreements que hayas creado (si es el caso) o comenzar uno nuevo pulsando "Create New".



Paso 7

Selecciona de las opciones "tipo de movilidad" la de "Blended Mobility with Short-term Physical Mobility".

[OLA]	ABOUT FAQ ELDER OLA FO	R TRAINEES	MY LEARNING AGREEMENTS	MY ACCOUNT LOG OUT
	Please select your mobili	ty type . Choose carefully, if you pick the v	vrong one you'll have to start	over.
		_		_
	Semester Mobility	Blended Mobility with Short-term	Short-term I	Doctoral Mobility
Discov experie	er a new culture and gain new ences by going on traditional	In case regular semester mobility is too long or otherwise inaccessible	Develop your sk by going on sh a	ills and find contacts ort-term doctoral
acade	mic mobility of between 2 2 months at another higher	for you, experience short-term	mobility of bet	ween 5 and 30 days





Paso 8

Comienza a completar cada uno de los 5 pasos.

Please make s	sure that all your personal and ac	ademic details die correct	. You can eair this information	IN MY ACCOUNT.
0	2	3	(4)	(5)
Student Information	Sending Institution Information	Receiving Institution	Mobility Programme	Commitment

Paso 9

En la sección "Sending Institution Information" deberás elegir la "Universidad Politécnica de Madrid" y completar los datos de "Sending Responsible Person" y "Sending Administrative Contact Person" (este último es opcional). Estos datos dependen del Centro UPM al que pertenezcas y los tienes a continuación:

ets de edificación

Miguel Fernández

oficinademovilidad.edificacion@upm.es

Departamental Coordinator

Una vez que hayas completado los datos, pasa a la siguiente sección para completar los datos de la Universidad de destino.

Paso 10

En la sección "Receiving Institution Information" deberás elegir la Universidad donde se celebra el curso al que vas a asistir (Bialystok Technical University – Politechnika Białostocka) y completar los datos de "Receiving Responsible Person". Estos datos los tienes a continuación (junto con otros datos útiles para completar la sección siguiente "Mobility Programme"):

Erasmus+ BIP: Effe	ctive solutions for sustainable buildings
Receiving Responsible Person	
First name(s)	Natalia
Last name(s)	Stankiewicz
Position	Erasmus Faculty Coordinator
Email	wb.erasmus@pb.edu.pl
Study Programme at Receiving Institut	ion and recognition at the Sending Institution
Component title or description at the Receiving Institution	Effective solutions for sustainable buildings
Component Code	
Short description of the virtual component	On line meetings in order to analyze which are the best solutions applicable to construction to achieve more sustainable cities doing a presentation about them.





Erasmus+ BIP: European Vernacular	Construction in context of the wood and Environmental Sustainability
Receiving Responsible Person	
First name(s)	Natalia
Last name(s)	Stankiewicz
Position	Erasmus Faculty Coordinator
Email	wb.erasmus@pb.edu.pl
Study Programme at Receiving Instituti	on and recognition at the Sending Institution
Component title or description at the Receiving Institution	European Vernacular Construction in context of the wood and Environmental Sustainability
Component Code	
Short description of the virtual component	On line meetings to analyse traditional construction made with wood in the European area, making a presentation about the its value from an environmental point of view.

Paso 11

En la sección "Mobility Programme" rellena los datos del curso al que vas a asistir utilizando la información que se indicaba en las tablas del paso anterior.

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eliminary LA		
nned start of the mobility *	Planne	d end of the mobility *
8/11/2023	25/1	1/2023
Component title or description at the Receiving	Institution *	Remove
Ejemplo Curso BIP de ATHENS		
Component Code *	Numb Sendir	er of ECTS credits (or equivalent) to be recognised by the ig Institution *
ATHENSBIPEJEMPLO	3	
	ECTS cr. particul, process equival added.	edits (or equivalent): in countries where the "ECTS" system is not in place, in ir for institutions located in Partner Countries not participating in the Bologna "ECTS" needs to be replaced in the relevant tables by the name of the nt system that is used, and a web link to an explanation to the system should be
Short description of the virtual component	ECTS cr particul process equival added.	dits (or equivalent): in countries where the "ECTS" system is not in place, in ir for institutions located in Patherer Countries not participating in the Bologna "ECTS" needs to be replaced in the relevant tables by the name of the nt system that is used, and a web link to an explanation to the system should be
Short description of the virtual component Descripcion corta	ECTS cr particul process equival added.	dits (or equivalent): in countries where the "ECTS" system is not in place, in r for institutions located in Partner Countries not participating in the Bologna "ECTS" needs to be replaced in the relevant tables by the name of the nt system that is used, and a web link to an explanation to the system should be
Short description of the virtual component Descripcion corta	ECTS cr. particul process equival added.	dits (or equivalent): in countries where the "ECIS" system is not in place, in r for institutions located in Partner Countries not participating in the Bologna "ECIS" needs to be replaced in the relevant tables by the name of the nt system that is used, and a web link to an explanation to the system should be





Recuerda también poner el idioma de instrucción del curso y el nivel (en caso de dudas puedes elegir nivel B1)

Paso 12

Al pulsar el botón "Next" en el paso anterior llegarás a la sección "Commitment" donde deberás firmar en el recuadro. Una vez firmado al pulsar en "Sign and send the Online Learning Agreement for..." el Learning Agreement se enviará automáticamente al responsible de tu centro para su firma y una vez que éste lo envíe firmado, la Universidad de destino lo recibirá para firmarlo.

Recibirás notificación por correo electrónico del avance de proceso de firmas de tu Learning Agreement.

digitally signin	this document, the student, the Sending Institut	ion and the Receiving Institution confirm that they approve the Learning
eement and ti	at they will comply with all the arrangements agn	eed by all parties. Sending and Receiving Institutions undertake to apply all the
ciples of the B	asmus Charter for Higher Education relating to m	obility for studies (or the principles agreed in the Inter-Institutional Agreement
institutions loc	sted in Partner Countries). The Beneficiary Institut	tion and the student should also commit to what is set out in the Erasmus+ grant
eement. The R	ceiving Institution confirms that the educational	components listed are in line with its course catalogue and should be available
the student. Th	sending Institution commits to recognise all the	e credits or equivalent units gained at the Receiving Institution for the
cessfully comp	eted educational components and to count them	n towards the student's degree. The student and the Receiving Institution will
nmunicate to t	ie Sending Institution any problems or changes m	egarding the study programme, responsible persons and/or study period.

Una vez que tengas el Learning Agreement firmado por todas las partes, deberás enviárnoslo por correo electrónico a la dirección <u>erasmus.bip@upm.es</u>. Con el fin de que podamos acelerar el proceso de enviarte el Convenio de Subvención y poder realizar los pagos lo antes posible, puedes adelantarnos una copia a falta de la firma de la Universidad de destino y cuando tengas todas las firmas nos envías el definitivo.

Puedes acceder al estado de tu learning agreement y descargar una copia en cualquier momento accediendo a la plataforma y pinchando en "MY LEARNING AGREEMENTS".







See the status of y	See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.			
Create New				
Sending Institution	Receiving Institution	Status	Created 🔻	View or Edit
UNIVERSIDAD POLITECNICA DE MADRID		Ready to Edit	Fri, 11/10/2023 - 10:19	Edit Download PDF History