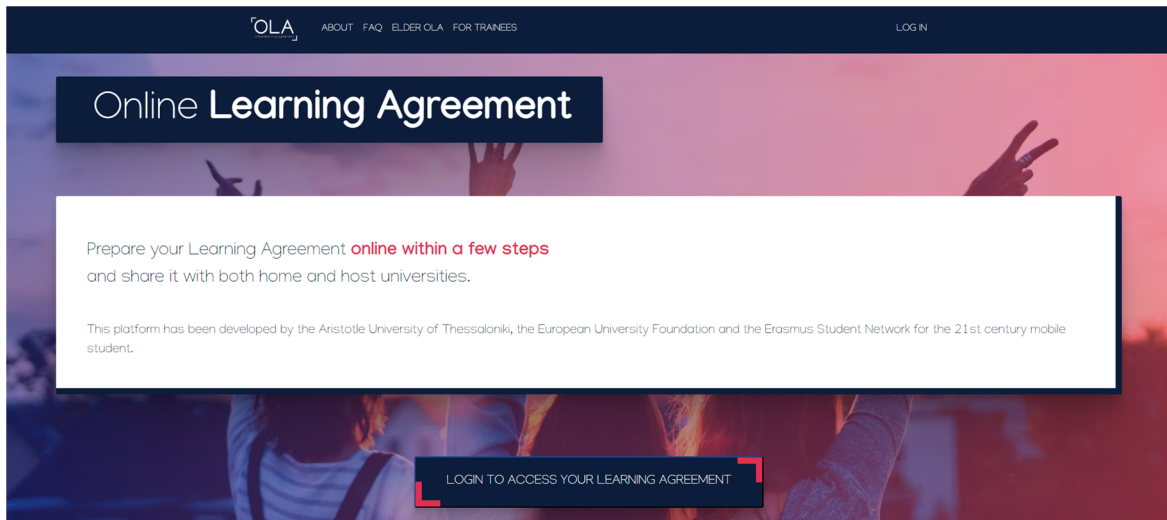


Instrucciones para rellenar el *Learning Agreement* para el curso BIP: "BROLETTO. A4 Tech Workshop. 3d edition"

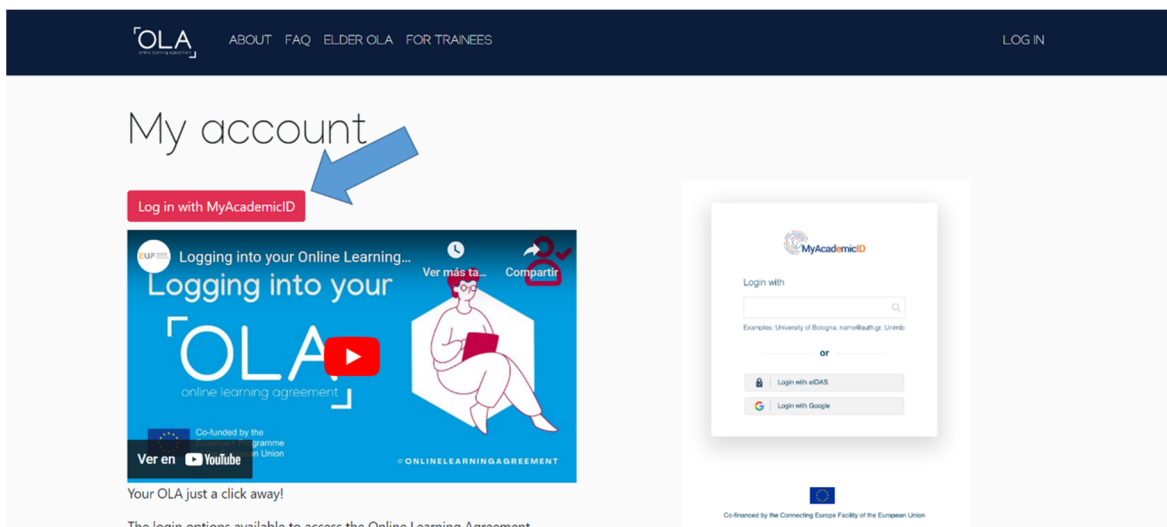
Paso 1

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



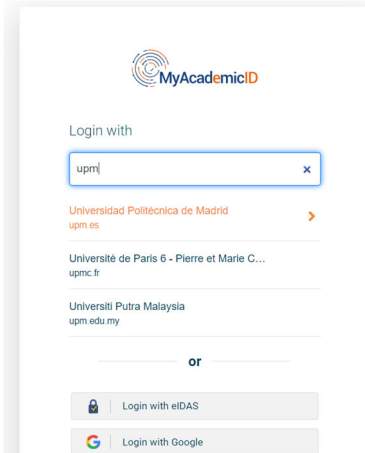
Paso 2

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



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

Login with Google

Serás redirigido a la página de autenticación de la UPM.

Paso 4

Auténticate con tus credenciales UPM



POLITÉCNICA

Español v

Servicio de Autenticación

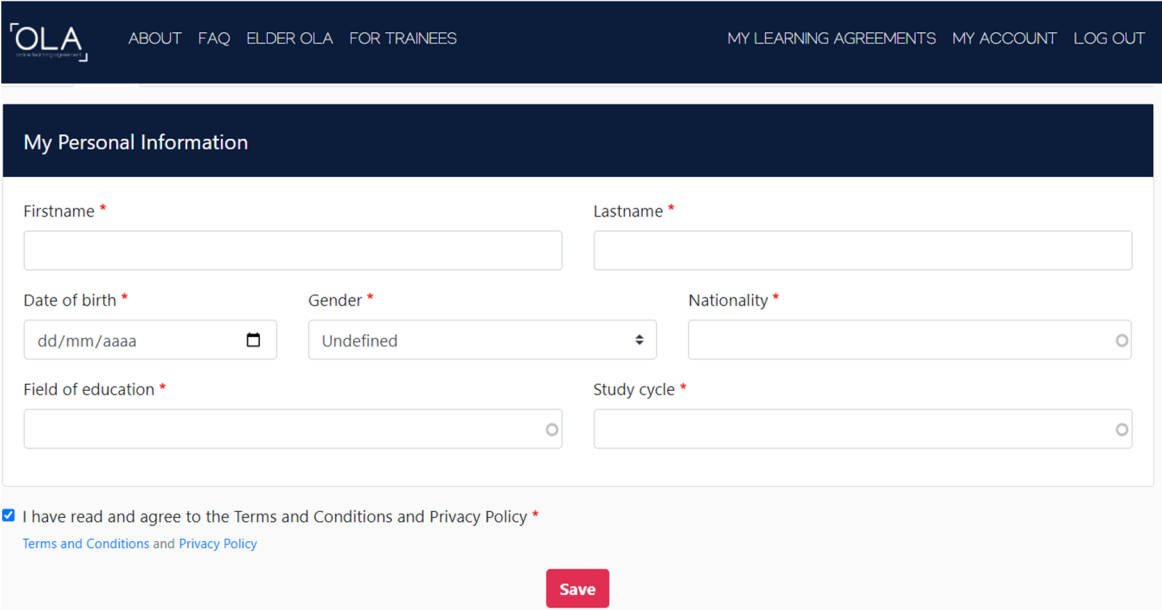
Usuario (parte izquierda del correo sin el @***.upm.es)

Contraseña

Iniciar sesión

Paso 5

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



OLA

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My Personal Information

Firstname * Lastname *

Date of birth * Gender * Nationality *

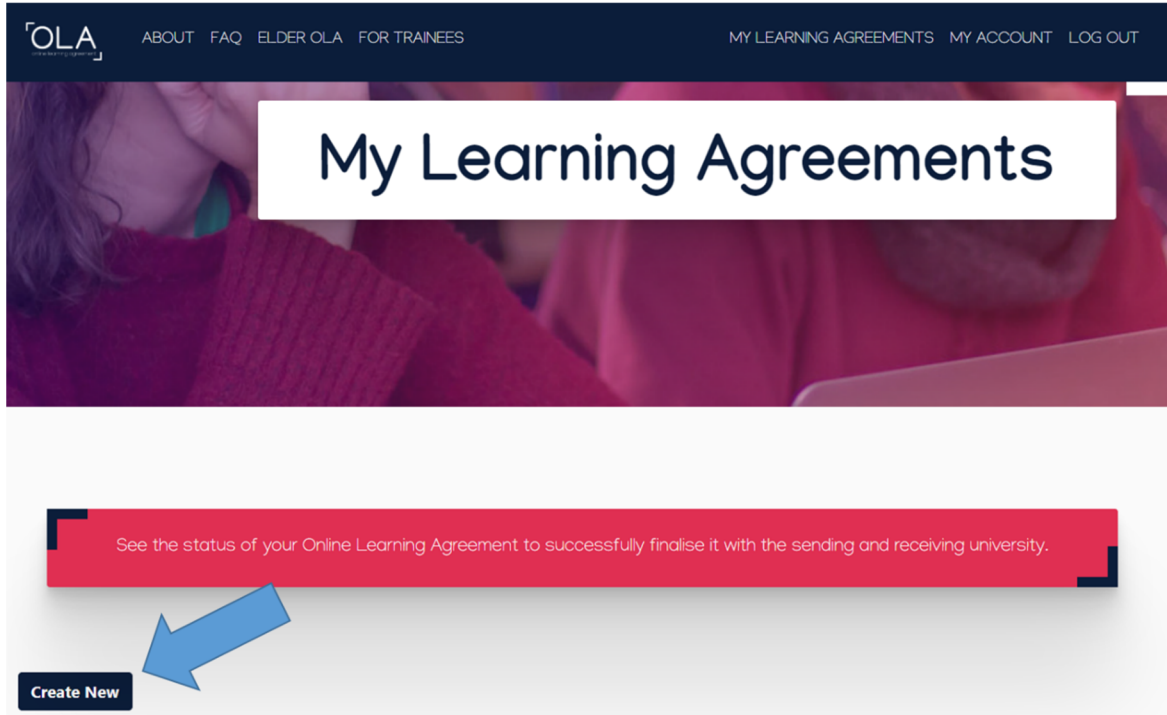
Field of education * Study cycle *

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

Save

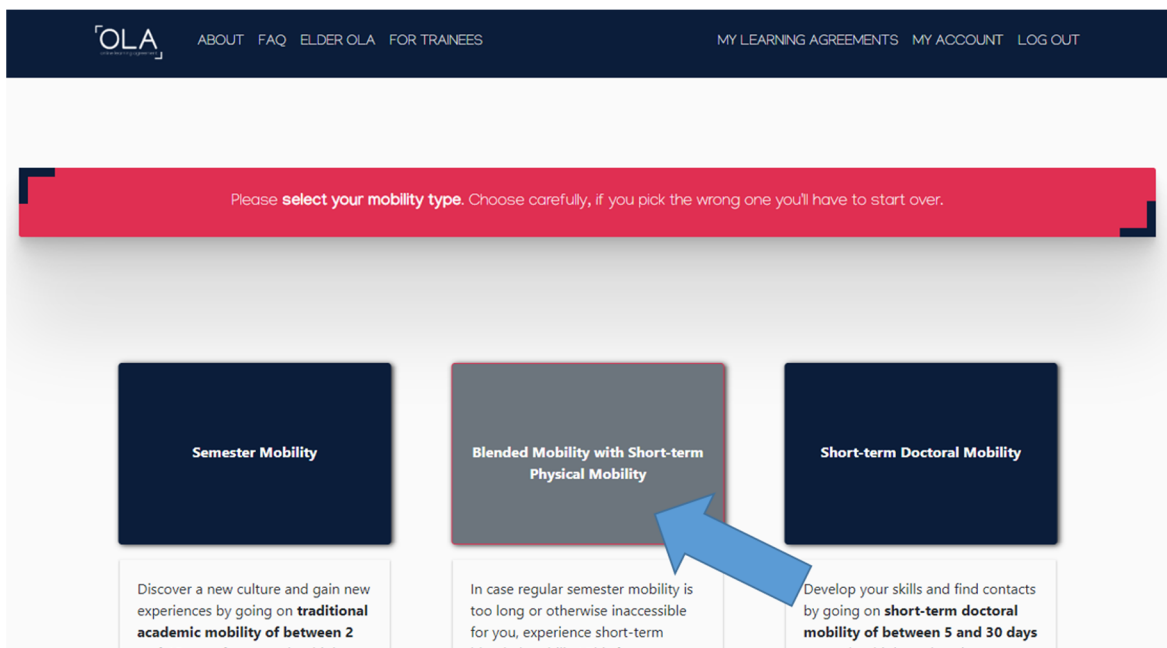
Paso 6

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

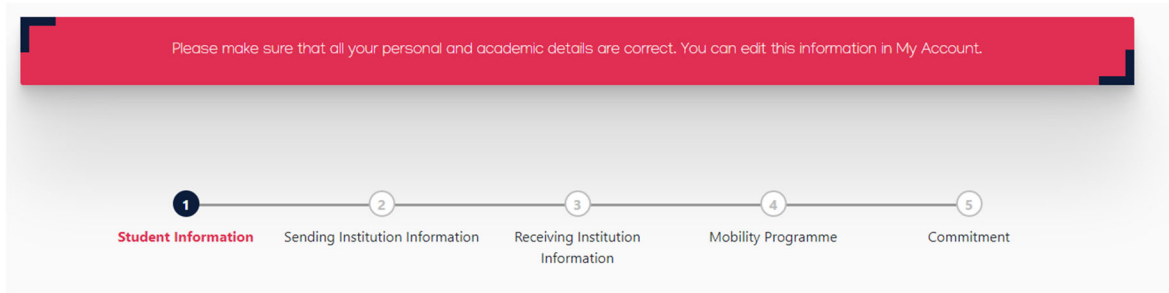
Selecciona de las opciones "tipo de movilidad" la de "Blended Mobility with Short-term Physical Mobility".





Paso 8

Comienza a completar cada uno de los 5 pasos.



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 ARQUITECTURA

Alberto Pieltain

alberto.pieltain@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 (Politecnico di Milano) 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: BROLETTO. A4 Tech Workshop. 3d edition	
Receiving Responsible Person	
First name(s)	Marco
Last name(s)	Bovati
Position	Scientific committee
Email	marco.bovati@polimi.it
Study Programme at Receiving Institution and recognition at the Sending Institution	
Component title or description at the Receiving Institution	BROLETTO. A4 Tech Workshop. 3d edition
Component Code	--
Short description of the virtual component	Introduction to the topic addressed and methodologies and tools. Detailed study of the context and formation of collaborative groups concluding with presentations and feedback from experts.



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.

IMPORTANTE: Las fechas de inicio y fin deben ser las que aparecen en la convocatoria.

The screenshot shows the OLA (Online Learning Agreement) web 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'. The main content area is titled 'Preliminary LA' and contains the following fields:

- Planned start of the mobility ***: 18/11/2023
- Planned end of the mobility ***: 25/11/2023
- Study Programme at Receiving Institution and recognition at the Sending Institution**:
 - Component title or description at the Receiving Institution ***: Ejemplo Curso BIP de ATHENS
 - Component Code ***: ATHENSBIPEJEMPLO
 - Number of ECTS credits (or equivalent) to be recognised by the Sending Institution ***: 3
 - Short description of the virtual component**: Descripción corta...
 - Automatically recognised towards student degree**
 - Automatic recognition comment**

A 'Remove' button is located in the top right corner of the component entry box. A note below the ECTS field states: '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.'

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 responsable de tu centro para su firma y una vez que éste lo envíe firmado, la Universidad de destino lo recibirá para firmarlo.

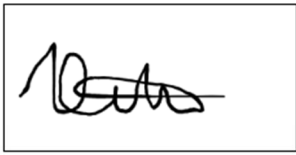
Recibirás notificación por correo electrónico del avance de proceso de firmas de tu Learning Agreement.



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

Commitment

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.



Clear

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.

[Previous](#) [Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review](#)

Una vez que tengas el Learning Agreement firmado por todas las partes, deberás enviárnoslo por correo electrónico a la dirección erasmus.bip@upm.es. 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".

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

My Learning Agreements

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 POLITÉCNICA DE MADRID		Ready to Edit	Fri, 11/10/2023 - 10:19	Edit Download PDF History