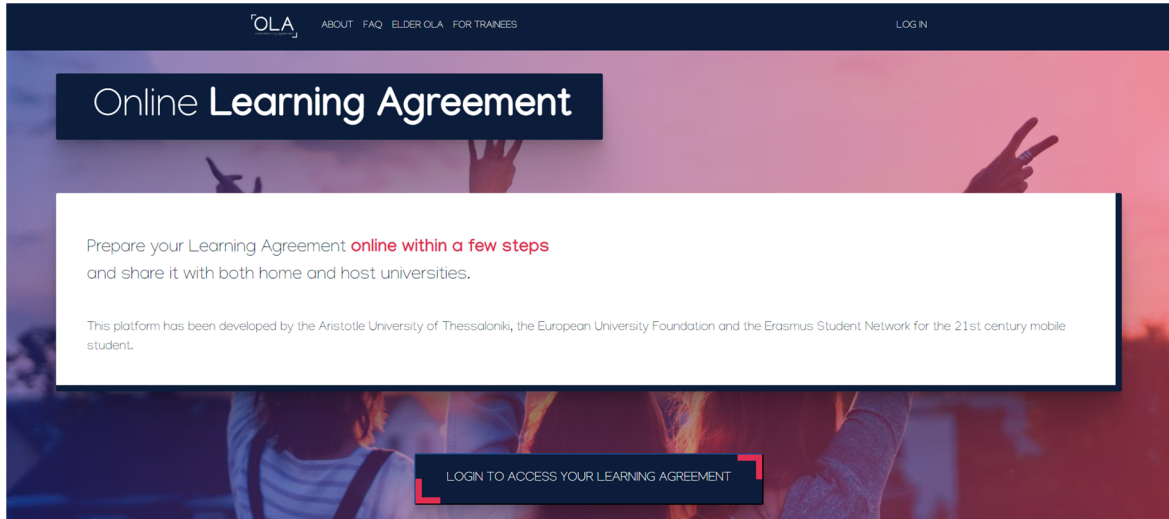


## Instrucciones para rellenar el *Learning Agreement* para el curso BIP: "REFUEL – REgeneration For UnivErsity Life"

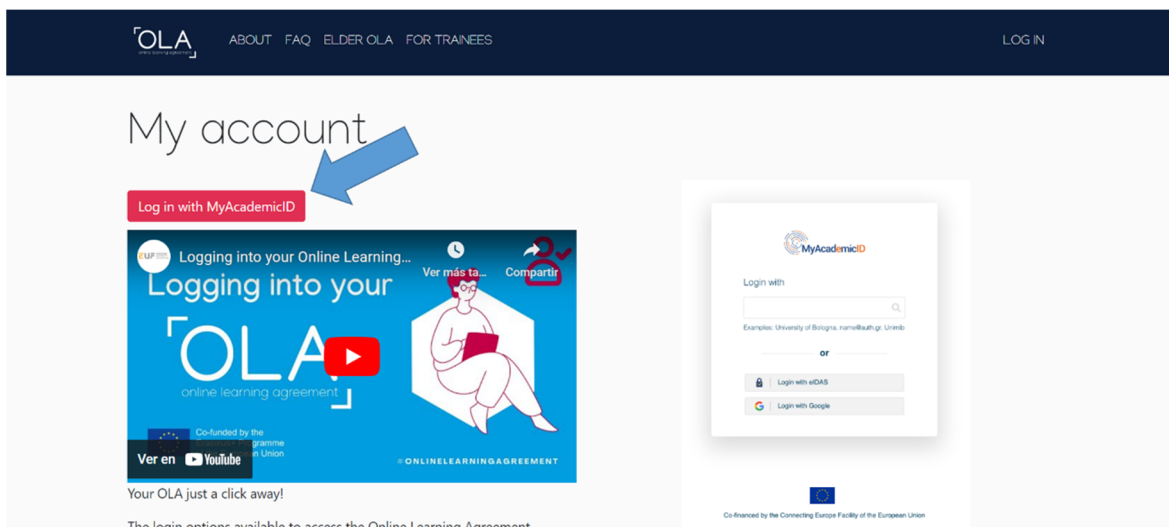
### Paso 1

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



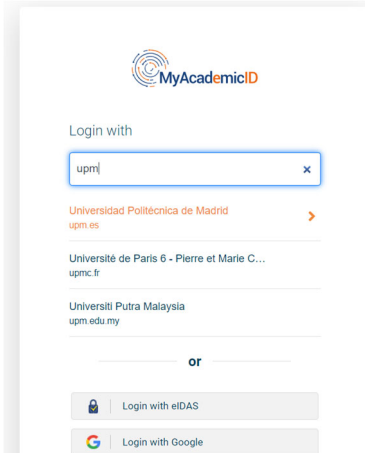
### Paso 2

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| x

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

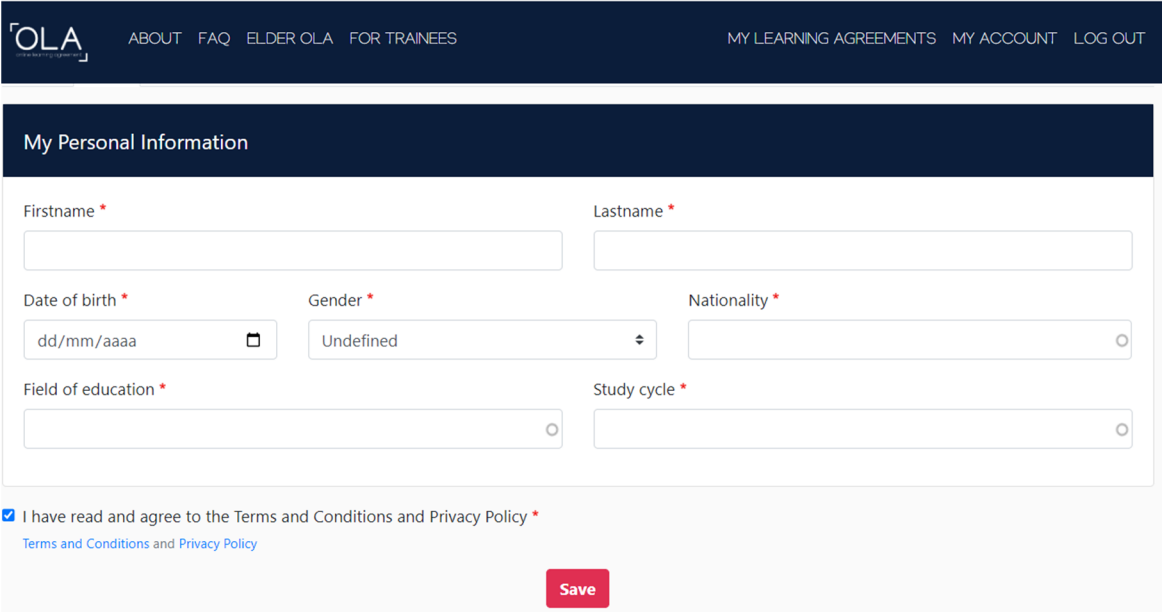
Usuario (parte izquierda del correo sin el @\*\*\*.upm.es)

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 \*

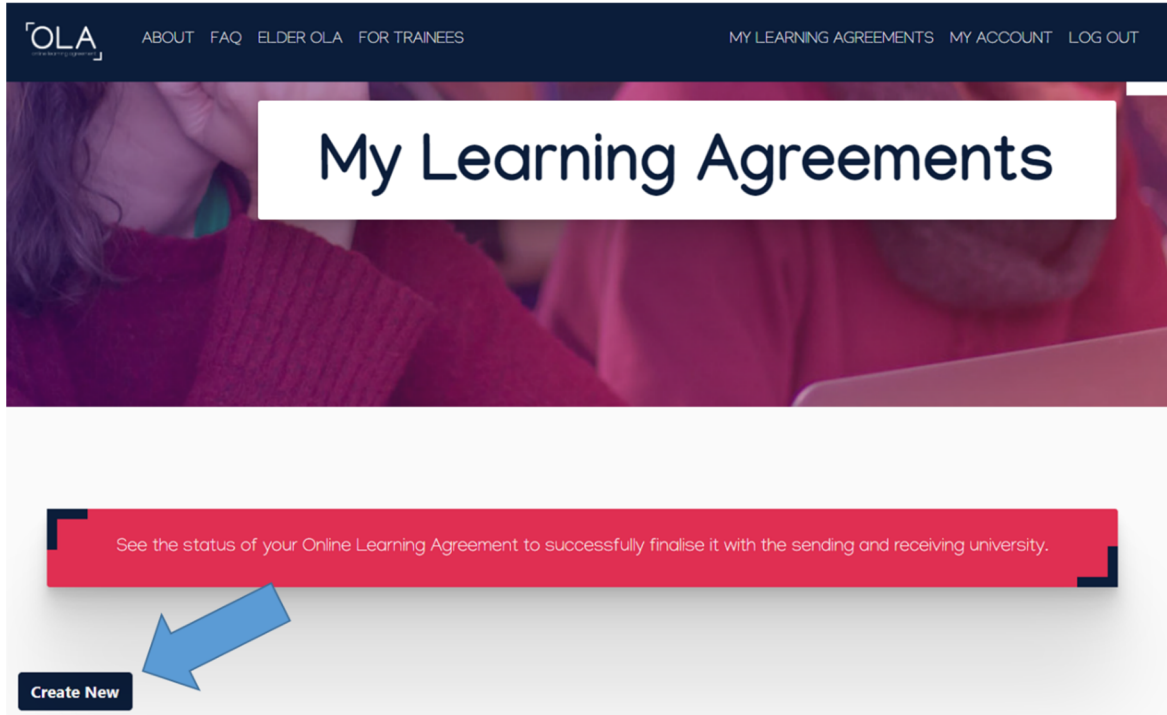
Study cycle \*

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

Save

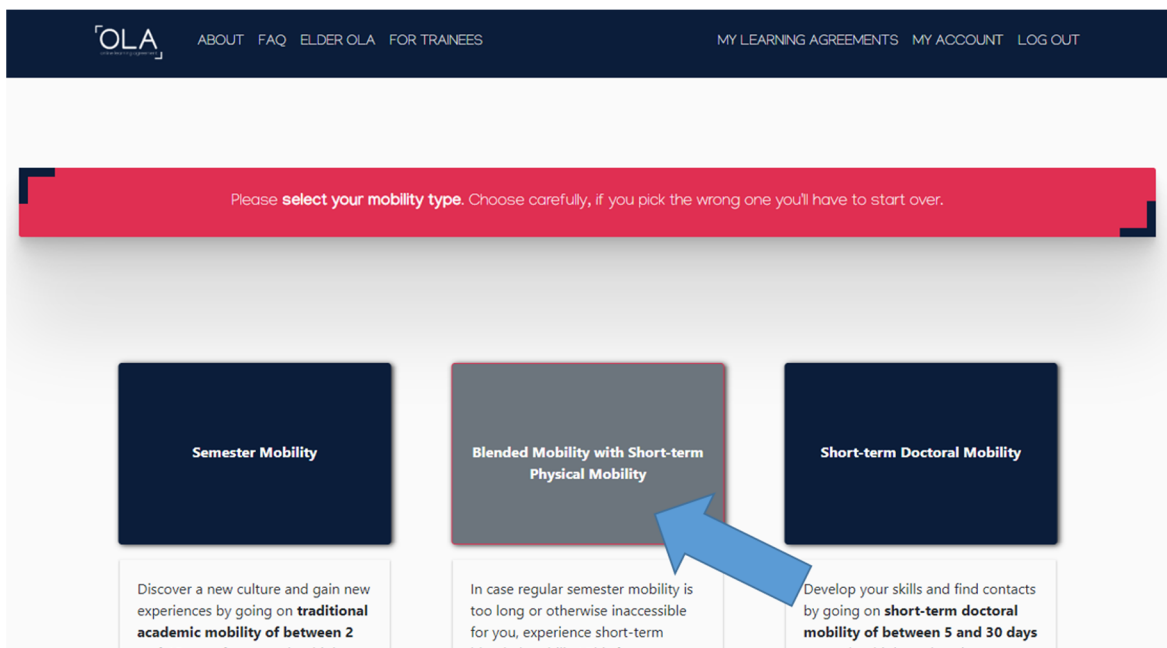
## Paso 6

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

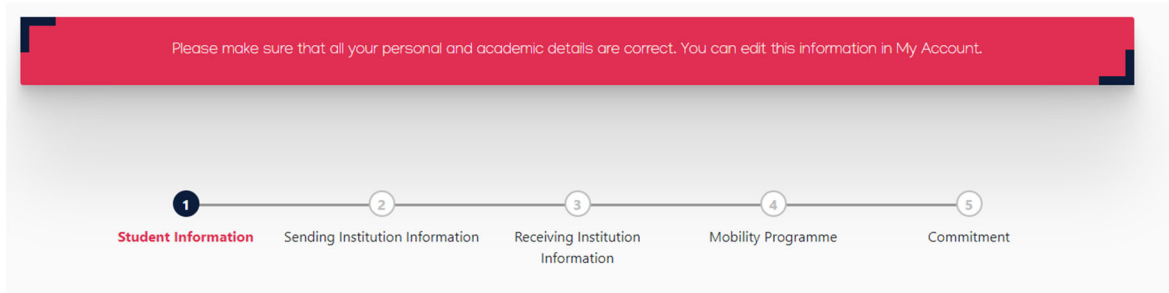
Selecciona de las opciones "tipo de movilidad" la de "Blended Mobility with Short-term Physical Mobility".





### 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 (Università degli Studi di Pavia) 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: REFUEL – REgeneration For UnivErsity Life	
<b>Receiving Responsible Person</b>	
First name(s)	Alessandro
Last name(s)	Greco
Position	Scientific Coordinator & Organizer
Email	alessandro.greco@unipv.it
<b>Receiving Contact Person</b>	
First name(s)	Rosangela
Last name(s)	Amato
Position	International Officer
Email	mailto:rosangela.amato@unipv.it
<b>Study Programme at Receiving Institution and recognition at the Sending Institution</b>	



<b>Component title or description at the Receiving Institution</b>	REFUEL – REgeneration For UnivErsity Life
<b>Component Code</b>	--
<b>Short description of the virtual component</b>	Preparation of the activities to be carried out during the on-site part. Student will share different experiences in their university city life.

### 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 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'. Below this is a dark header with the text 'Preliminary LA'. The main form area contains several input fields: 'Planned start of the mobility' with the date '18/11/2023', 'Planned end of the mobility' with the date '25/11/2023', and a section titled 'Study Programme at Receiving Institution and recognition at the Sending Institution'. This section includes a 'Remove' button, a text area for 'Component title or description at the Receiving Institution' (containing 'Ejemplo Curso BIP de ATHENS'), a 'Component Code' field (containing 'ATHENSBIPEJEMPLO'), and a 'Number of ECTS credits (or equivalent) to be recognised by the Sending Institution' field (containing '3'). There is also a 'Short description of the virtual component' text area (containing 'Descripcion corta...') and a checkbox for 'Automatically recognised towards student degree'. At the bottom, there is an 'Automatic recognition comment' text area.

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



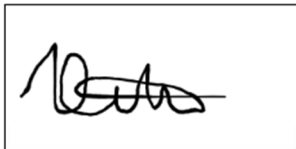
Agreement se enviará automáticamente al responsable de tu centro para su firma y una vez que éste lo envíe firmado, la Universidad de destino lo recibirá para firmarlo.

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](mailto: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".



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# 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