

How to create online Learning Agreement (LA or LAS) in the USOSweb EWP LA – track and steps in the USOSweb

1. Log into the [USOSweb](#)
2. Find the **EWP LA** tag in the Student section/Mobilities

How to prepare Learning Agreement for Studies online in the [USOSweb](#)?




3. Enter the planned period of your activity (planned start and end date of the mobility)
4. Select or Add a new person from the host university who is responsible for approving the online LA (either academic coordinator or IRO staff, depending in the regulation of each HEI).

5. If the ECTS Coordinator creates (opens) EWL LA in USOSweb, the student may view/edit a new version of EWP LA in the USOSweb by clicking on the “view/edit” hyperlink.

Learning Agreement

Academic year	EQF level	Mobility type	Creation date	Actions
2022/2023	6 - Bachelor or equivalent first cycle	Semester Mobility	2022-05-15 19:28	view/edit

6. In tab. A, enter the components/courses you would like to attend abroad. Fill in all fields if you find those data in the course catalogue of the host university. The system does not allow you to save the component if the required field is empty. Save each component in Tab A by clicking the disc icon.

Version dated 2022-05-20 16:59 New

Component code	Component title at the Receiving Institution	Change	Term	ECTS credits	Actions
<input type="text"/>	<input type="text" value="The field is required"/>	Addition	<input type="text" value="Academic year"/>	<input type="text" value="0.25"/>	

7. Enter the components/courses from the sending institution (UL) in Tab. B which are in the course catalogue of your curriculum (select them/find them by start writing the name of the course). If the course is not available in the USOSweb yet (it happens with e.g. elective courses) please choose the Credits option in the field “Component title at the Sending Institution” and enter it on your own instead of choosing it from the course catalogue. Please save each courses/components in tab. B. In the field “Automatic recognition” you should choose the option “Yes” with every course which will be recognised by the home Faculty. If the course such as the BA/MA seminar is not recognised by the home Faculty, please choose the answer “No” in this field and write a comment, for example: the course will have to be taken at the home university.

Version dated 2022-05-20 16:59 New

Component code	Component title at the Sending Institution	Change	Term	ECTS credits	Automatic recognition	Actions
	<input checked="" type="radio"/> Course <input type="radio"/> Credits <input type="text" value="Please select a course"/>	Addition	<input type="text" value="Academic year"/>	<input type="text" value="0.25"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	

8. The tab. C with virtual component is not obligatory to fill in because the UL students are selected for the physical semester mobility without virtual component. Your mobility is not the blended mobility but physical in the academic year 2022/23.

9. Finally click the button “Approve” at the bottom of this page which is an equivalent of your signature and consent for chosen courses in all tables.

Show all versions

10. The USOSweb sends an automatic email to the ECTS Coordinator to approve the LA. The ECTS Coordinator may approve it, edit it or delete it. If the Coordinator edits it or deletes it, the student will have to approve the updated the LA in the USOSweb or create a new version of the ECTS Coordinator if the first version of the LA was deleted by the ECTS Coordinator.

11. If the ECTS Coordinators approves the first version of the LA, the UL student will see that his/her version LA is approved by the him/her and by the Coordinator with the dates. Now the status of approved by the student and the Coordinator is “Waiting for information from the partner institution”, as below.

The IT system of the host university will download the LA version from the EWP registry.

Table A. Study programme at the Receiving Institution

Version dated 2022-05-15 19:28		Waiting for information from the partner institution		
Component code	Component title at the Receiving Institution	Term	ECTS credits	
		Winter semester	3	
		Winter semester	3	
		Winter semester	3	
		Winter semester	4.5	
		Winter semester	4.5	
4H5RD02P		Winter semester	3	
4L5AT01P		Winter semester	3	
4H5RA01P		Winter semester	3	
4H5RV01P		Winter semester	3	

Approvals
Student: 2022-05-16 12:29
Coordinator: 2022-05-16 13:48

Table B. Recognition at the Sending Institution

Version dated 2022-05-15 19:28		Waiting for information from the partner institution		
Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition
0200-35003AHS	Fundamentals of Cultural Anthropology	Winter semester	2	<input checked="" type="radio"/> Yes <input type="radio"/> No
0200-JN01HW	Foreign language	Winter semester	4	<input checked="" type="radio"/> Yes <input type="radio"/> No
0200-12DC001BHS	The history of art 19th-20th Century	Winter semester	3	<input checked="" type="radio"/> Yes <input type="radio"/> No
0200-35B001AHS	Avant-garde art – definition, theories, realizations	Winter semester	3	<input checked="" type="radio"/> Yes <input type="radio"/> No
0200-35A001AHS	20th Century Women's fashion. Select issues	Winter semester	3	<input checked="" type="radio"/> Yes <input type="radio"/> No

Show all versions

Table C. Virtual component at Receiving Institution and recognition at the Sending Institution

Version dated 2022-05-15 19:28		Waiting for information from the partner institution			
Component code	Component title or description of the mobility programme	Virtual component	Term	ECTS credits	Automatic recognition

Approvals
Student: 2022-05-16 12:29
Coordinator: 2022-05-16 13:48

Show all versions

12. If the host/receiving institution approves the LA version, the LA will have the status approved (as below).

Table A. Study programme at the Receiving Institution

Version dated 2022-04-21 14:48				Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits	
xxxx	xxxx	Winter semester	10	
aaa	aaaa	Winter semester	20	
bbbb	bbbb	Winter semester	5	

Approvals	Student: 2022-04-21 14:51	Coordinator: 2022-04-21 15:10	Partner: 2022-04-22 11:46
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Table B. Recognition at the Sending Institution

Version dated 2022-04-21 14:48					Approved
Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition	
0800-ZA	(in Polish) Punkty dla Wydziału Zarządzania Number of credits: 0.25	Winter semester	5	<input checked="" type="radio"/> Yes	<input type="radio"/> No
0800-ZA	(in Polish) Punkty dla Wydziału Zarządzania Number of credits: 5	Winter semester	25	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Approvals	Student: 2022-04-21 14:51	Coordinator: 2022-04-21 15:10	Partner: 2022-04-22 11:46
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Table C. Virtual component at Receiving Institution and recognition at the Sending Institution

Create a new version	Show all versions <input type="checkbox"/>
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13. If the student would like to change the first approved version of the LA, the student should toggle on “Show all versions” and click the button “Create a new version”.

14. If the student sees that the LA has the status cancelled (the version will be crossed out – like below) or the student does not see the first version of the LA approved by him/her and the ECTS Coordinator from the UL, the student should toggle on “Show all versions” and create a new one.

Table A. Study programme at the Receiving Institution

Version dated 2022-04-07 16:04				Canceled
Component code	Component title at the Receiving Institution	Term	ECTS credits	
xxx1	Ekonomia	Winter semester	5	
xxx2	Bizness	Winter semester	15	
xxx3	Finanse	Winter semester	20	

15. Notification from the USOSweb

The USOSweb will send a notification (from noreply@usosweb.uni.lodz.pl) to the e-mail account of the student or the ECTS Coordinator when there is a change of LA version:

- when Coordinator creates LA, creates a new version of EWP LA, deletes the LA, approves, forwards to the student for editing, or edits the LA version on their own, or cancels the LA version approved by the receiving institution.

The student and the ECTS Coordinator will get a notification when the coordinator from the receiving institution approves or deletes the LA version.

Table A. Study programme at the Receiving Institution

Version dated 2022-04-21 14:48					Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits	Actions	
xxxx	xxxx	Winter semester	10		
aaa	aaaa	Winter semester	20		
bbbb	bbbb	Winter semester	5		

✓ Approvals **Student:** 2022-04-21 14:51 **Coordinator:** 2022-04-21 15:10 **Partner:** 2022-04-22 11:46

Table A2. Changes to table A

Version dated 2022-05-20 16:59						New
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits	Actions	
Add a component						
Save the table						

15. The student will have to create a new version or delete some courses/components and add the new ones (see the above screenshot).

If you have any questions concerning the above-described instruction, please contact Ms Gabriela Szkup (gabriela.szkup@uni.lodz.pl) from the IRO UŁ.

Mobility

Student	Łukasz Abramiuk
Student number	1234323440
Term	Academic year 2021/22
Country	Czech Republic
Erasmus code	CZ PRAHA07
Name of institution	Charles University

Agreement

Academic year	2021/2022
EQF level	5 - short cycle of first cycle studies
Mobility type	Semester Mobility

View the current status

Table A. Study programme at the Receiving Institution

Version dated 2021-06-24 13:26				Approved
Component code	Component title at the Receiving Institution		Term	ECTS credits
AAA - koord	AAA - koord		Academic year	4.5
BBB - koord	BBB - koord		Academic year	5.5
CCC - koord	CCC - koord		Academic year	6.5

Table A2. Changes to table A

Version dated 2021-07-02 22:48				Waiting for information from the partner institution	
Component code	Component title at the Receiving Institution		Change	Term	ECTS credits
BBB - koord	BBB - koord		Removal	Academic year	5.5
BBB-nowy	BBB-nowy		Addition	Summer semester	7
XXX-nowy	XXX-nowy		Addition	Winter semester	2

Approved by the student 2021-07-02 22:54

Approved by the coordinator 2021-07-02 22:54

Table B. Recognition at the Sending Institution

Version dated 2021-06-24 13:26					Approved
Component code	Component title at the Sending Institution		Term	ECTS credits	Automatic recognition

Table B2. Changes to table B

Version dated 2021-07-02 22:48						Waiting for information from the partner institution	
Component code	Component title at the Sending Institution		Change	Term	ECTS credits	Automatic recognition	
1000-FAK-I	(in Polish) MIMUW Fakultatywne informatyczne Number of credits:		Addition	Academic year	5	<input checked="" type="radio"/> Yes	<input type="radio"/> No
1000-612RSO	Distributed Operating Systems		Addition	Academic year		<input checked="" type="radio"/> Yes	<input type="radio"/> No

Approved by the student 2021-07-02 22:54

Approved by the coordinator 2021-07-02 22:54

Table C. Virtual component at the Receiving Institution and recognition at the Sending Institution

Version dated 2021-06-24 13:26						Approved
Component code	Component title or description of the mobility programme		Virtual component	Term	ECTS credits	Automatic recognition
Tab,CC1 - koord	Tab,CC1 - koord		Tab,CC1 - koord	Second trimester	3	<input checked="" type="radio"/> Yes <input type="radio"/> No
Tab,CC2 - koord	Tab,CC2 - koord		Tab,CC2 - koord	Second trimester	3.25	<input type="radio"/> Yes <input checked="" type="radio"/> No Tab,CC2 - koord

Table C2. Changes to table C

Version dated 2021-07-02 22:48							Waiting for information from the partner institution	
Component code	Component title or description of the mobility programme		Virtual component	Change	Term	ECTS credits	Automatic recognition	
CCC2	CCC2		wirtualne CCC2	Addition	Academic year	1	<input type="radio"/> Yes	<input checked="" type="radio"/> No CCC nie
CCC3-nowe	CCC3-nowe		CCC3-nowe	Addition	Academic year	2	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Approved by the student 2021-07-02 22:54

Approved by the coordinator 2021-07-02 22:54

Cancel

Show all versions

The LA version for the semester mobility for editing.