

EN - RO

HOW TO FILL IN THE ONLINE LEARNING AGREEMENT (OLA 3.0)

UNIVERSITY POLITEHNICA OF BUCHAREST

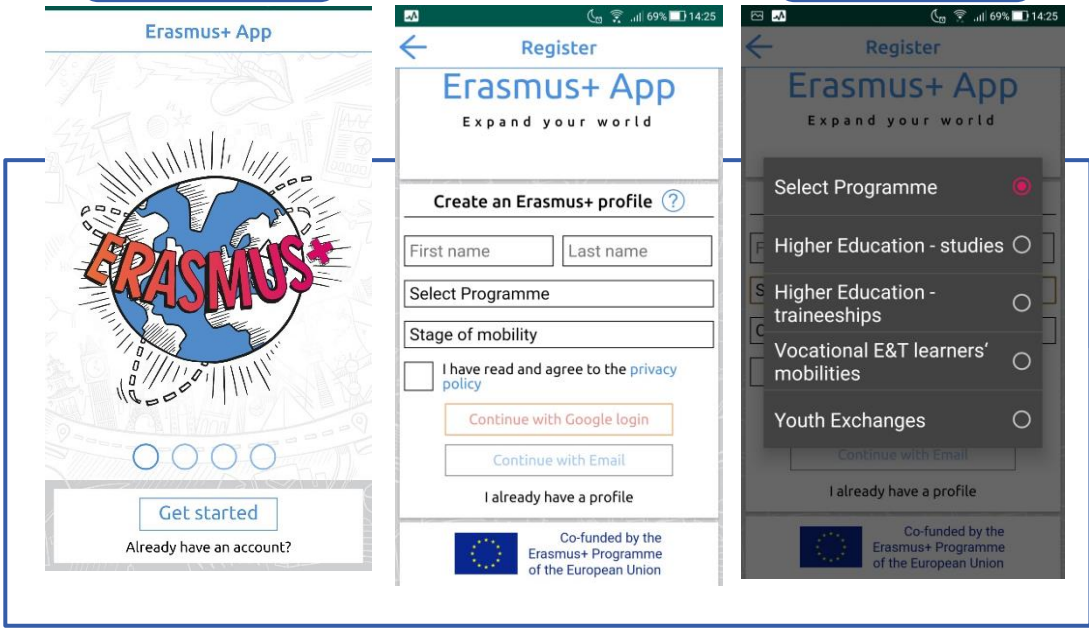
OUTGOING STUDENTS

ERASMUS+ OFFICE

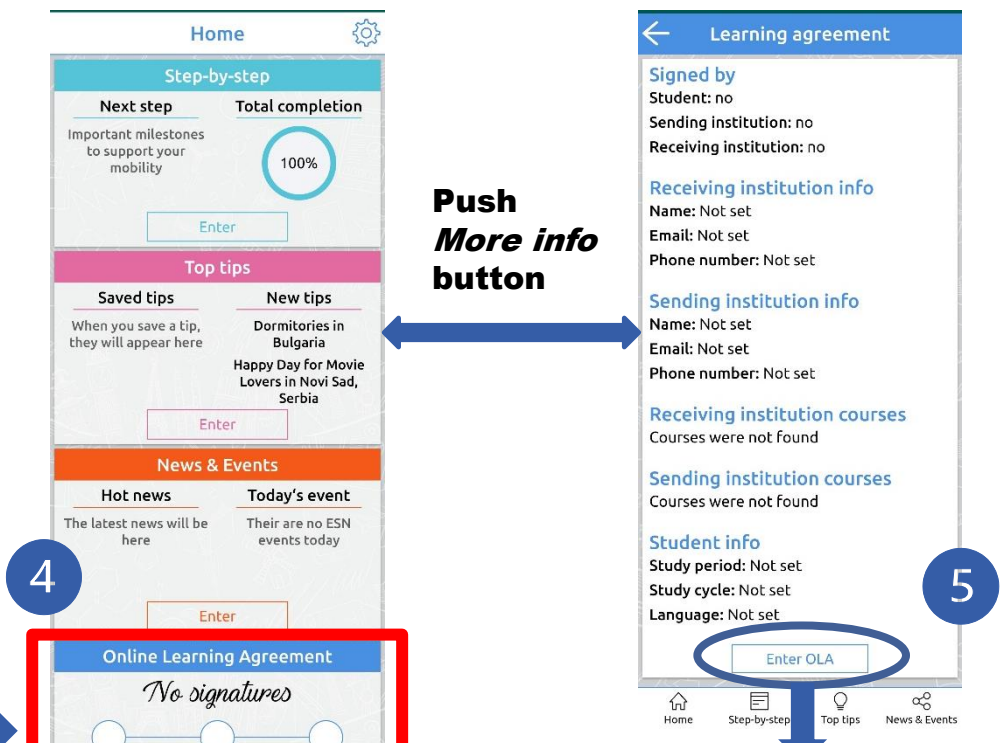


HOW TO LOG IN? Smartphone App

- 1 Download & Open [the App](#)
- 2 Register
- 3 Choose the mobility type



- ⌚ For mobility study choose **Higher Education – studies**
- ⌚ For placement mobility choose **Higher Education – traineeships**
- ⌚ You can check after logging in the rest of the options.



Push **More info** button

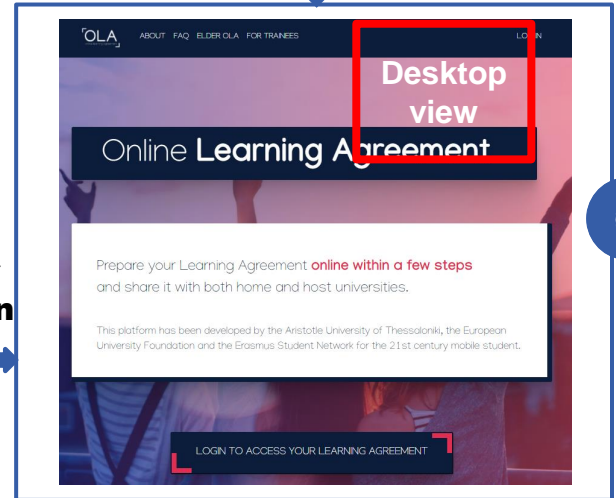
4

Scroll the **HOME** and find OLA sublist



Push **Enter** button

5



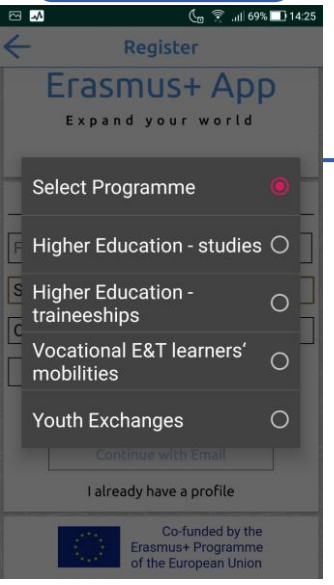
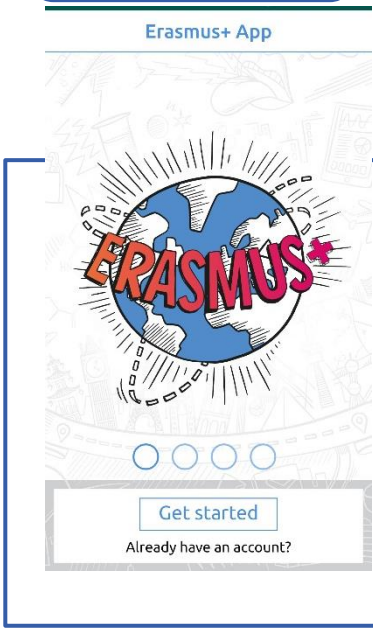
6

CUM TE CONECTEZI? Aplicație telefon

1 Descarcă & Deschide Aplicația

2 Înregistrează-te

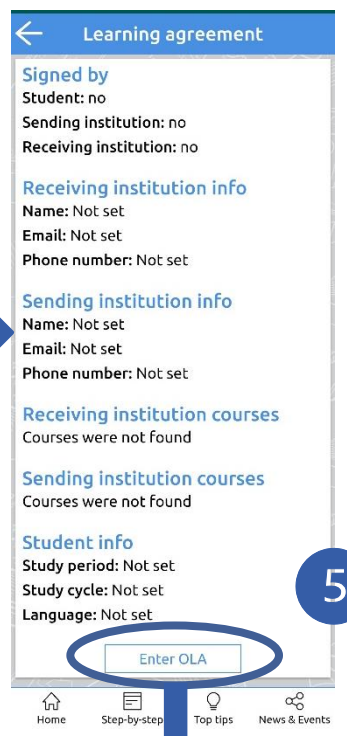
3 Alege tipul mobilității



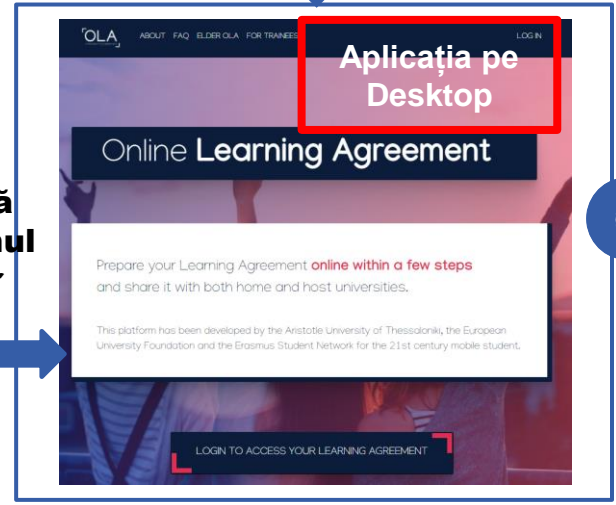
Derulează până la HOME pentru a găsi submeniul OLA



Apasă butonul **More info**



5



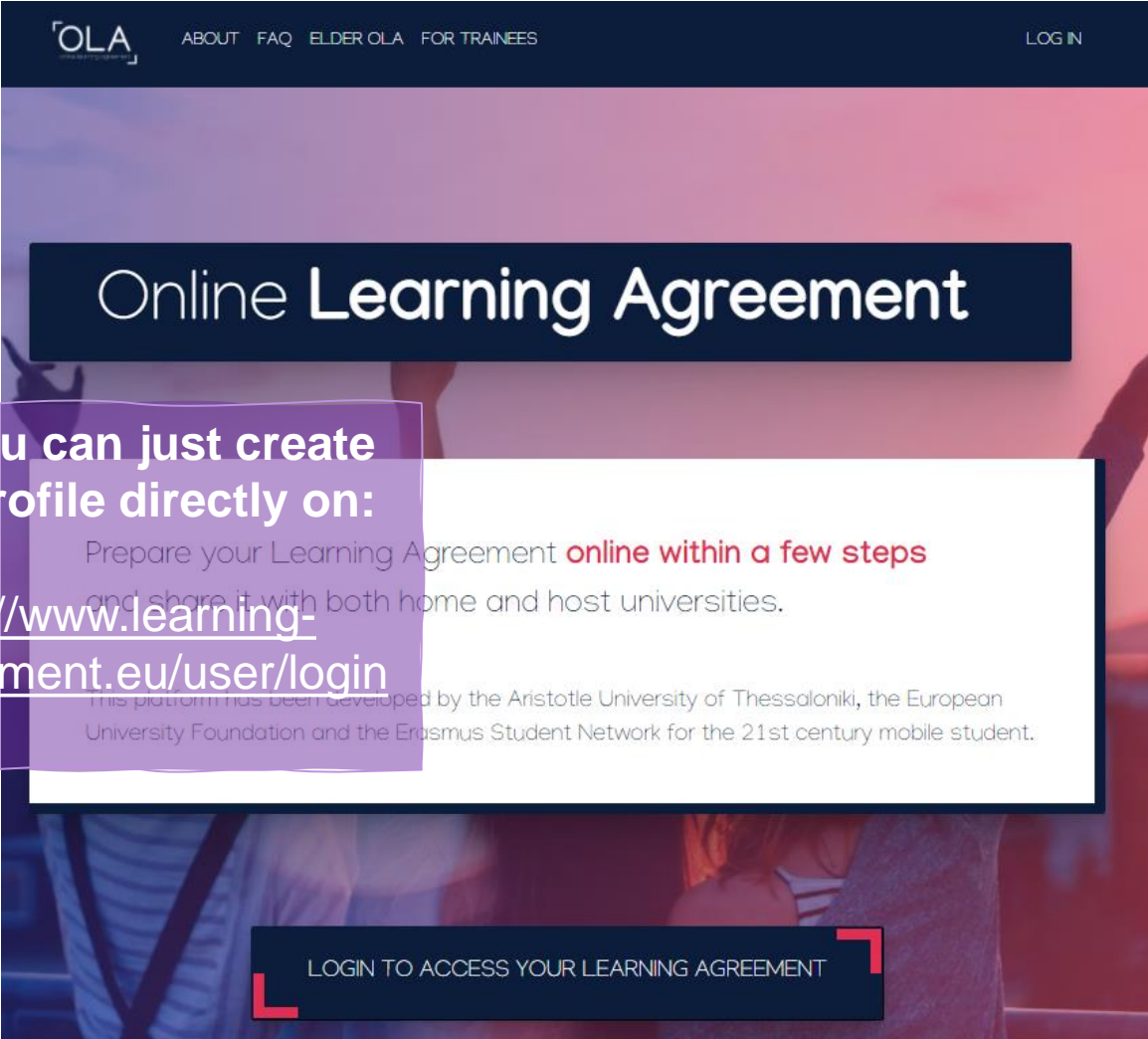
Apasă butonul **Enter**

6

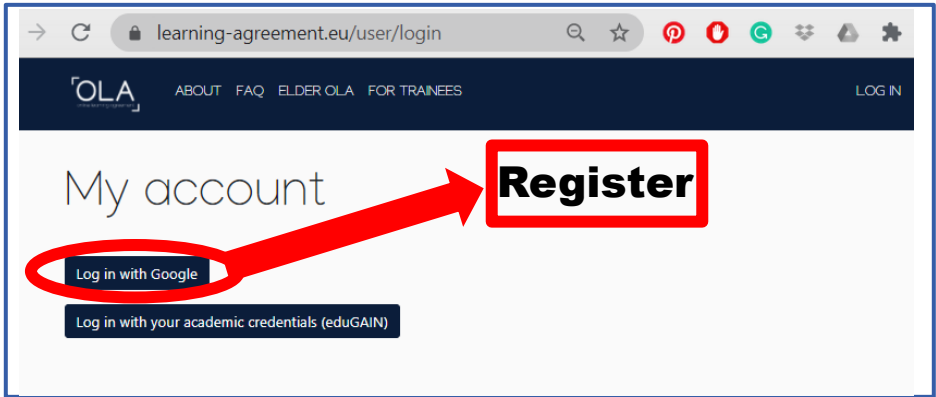
- ⌚ Pentru mobilitate de studiu alege **Higher Education – studies**
- ⌚ Pentru mobilitate de plasament (PRACTICĂ) alege **Higher Education – traineeships**
- ⌚ Poți să cercetezi în amănunt celelalte opțiuni după logare.

HOW TO LOG IN? Desktop Interface

1
/
6



Or you can just create the profile directly on:
<https://www.learning-agreement.eu/user/login>



My account

VIEW EDIT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

Study cycle *

- Bachelor or equivalent first cycle (EQF level 6)
- Doctorate or equivalent third cycle (EQF level 8)
- Master or equivalent second cycle (EQF level 7)
- Short cycle (EQF level 5)

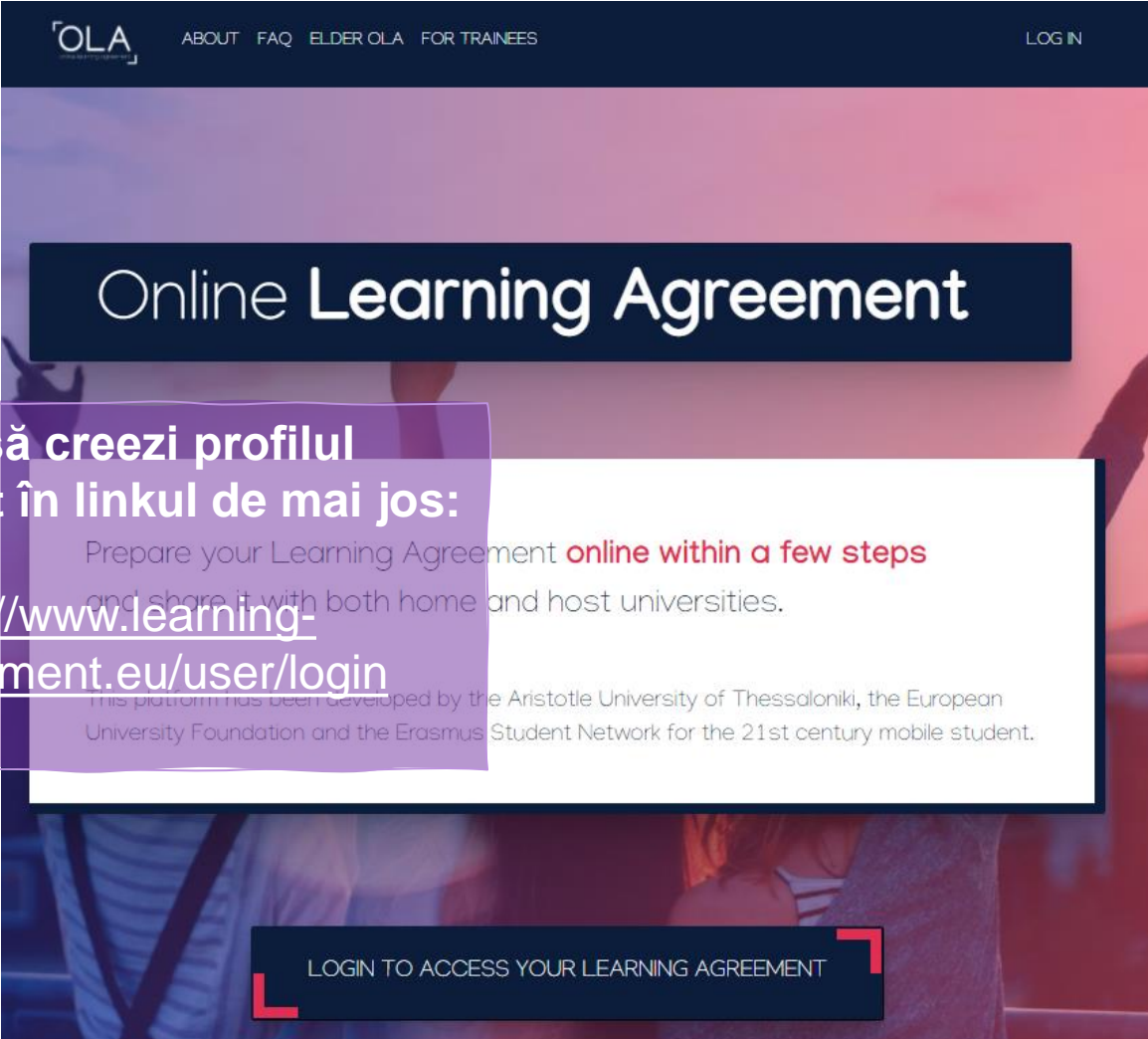
I have read and agree to the Terms and Conditions and Privacy Policy [Terms and Conditions and Privacy Policy](#)

Save

CUM TE CONECTEZI? Interfața Desktop

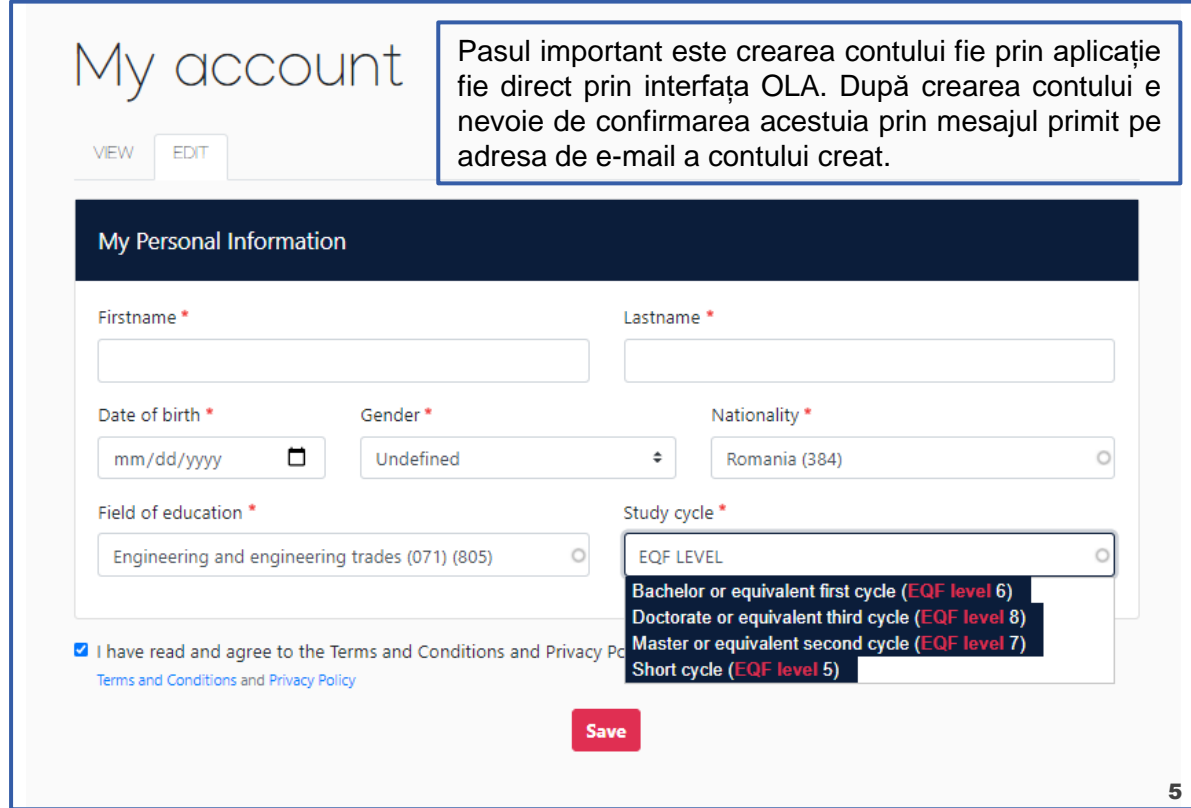
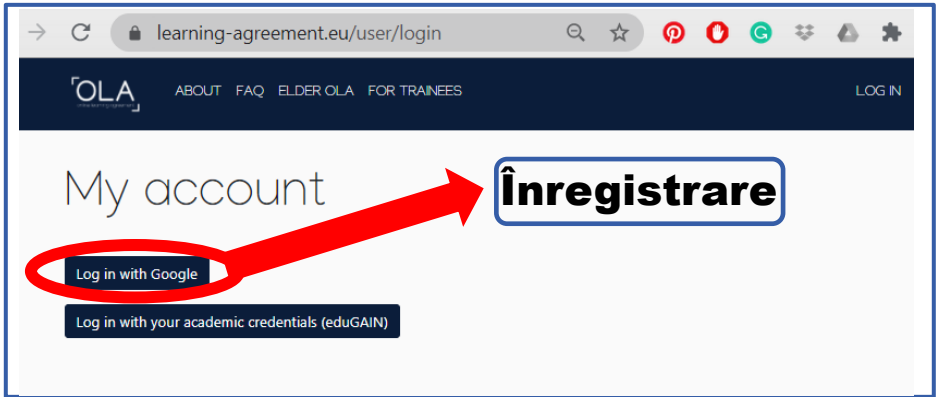
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Nu este nevoie neapărat să se facă înregistrarea mai întâi prin aplicație, dar este recomandată, fiind puse la dispoziție mai multe informații.



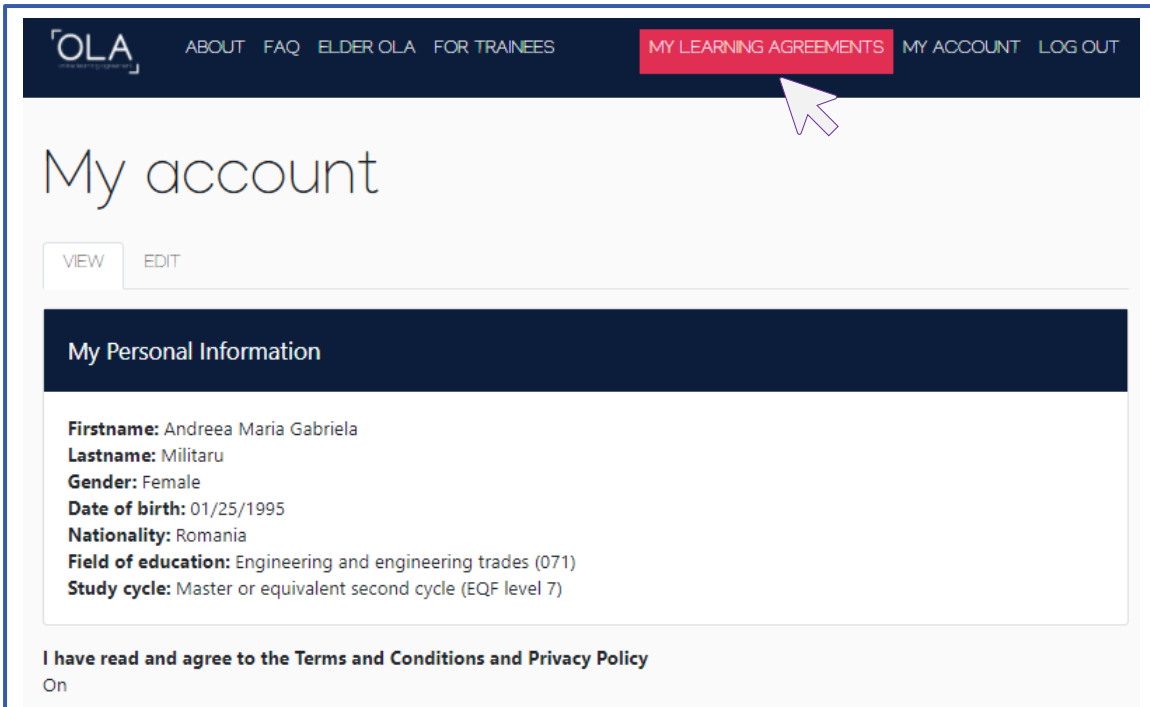
Poți să creezi profilul direct în linkul de mai jos:

<https://www.learning-agreement.eu/user/login>



Pasul important este crearea contului fie prin aplicație fie direct prin interfața OLA. După crearea contului e nevoie de confirmarea acestuia prin mesajul primit pe adresa de e-mail a contului creat.

HOW TO CREATE AN ONLINE LEARNING AGREEMENT?



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

My account

VIEW EDIT

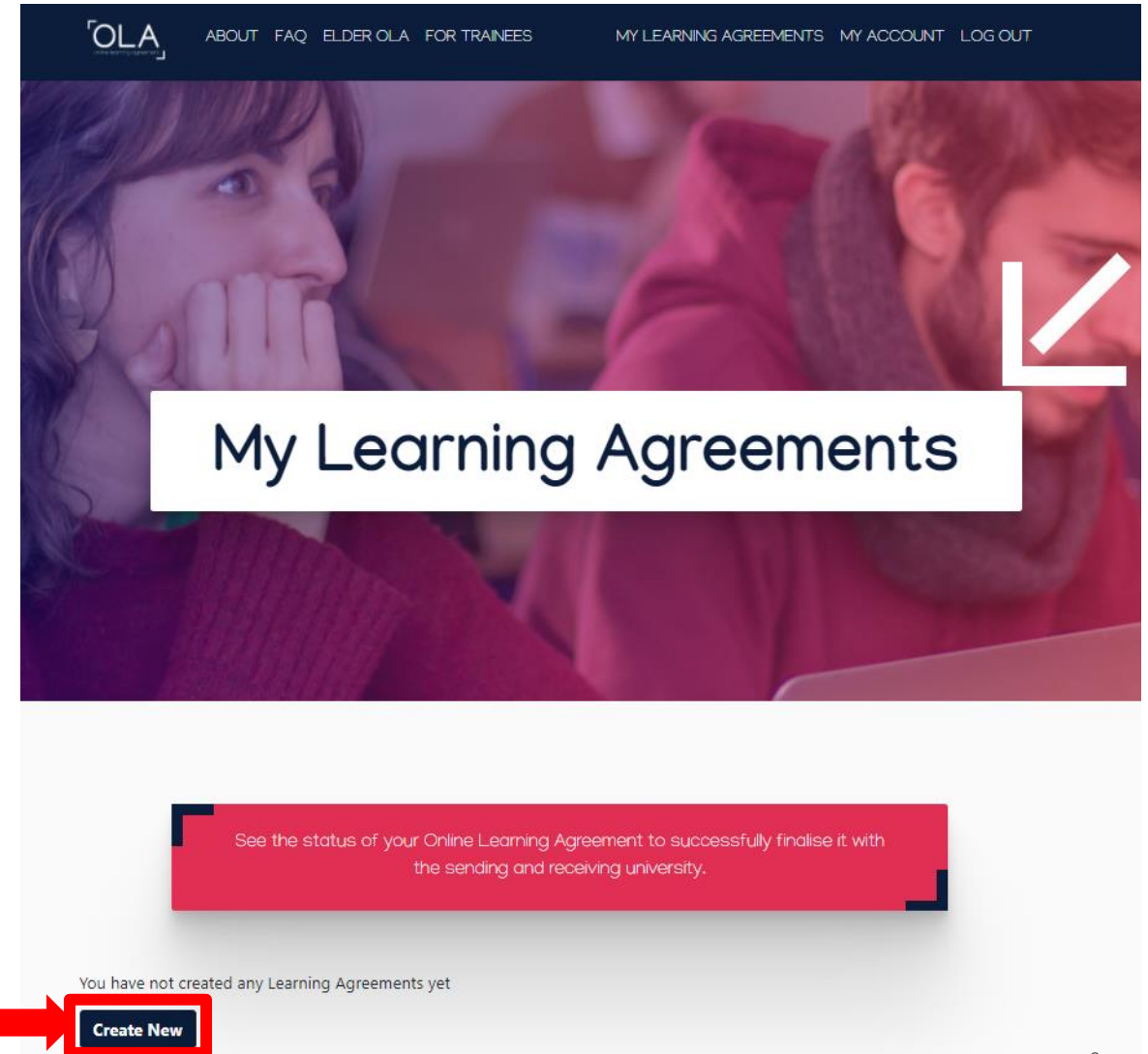
My Personal Information

Firstname: Andreea Maria Gabriela
Lastname: Militaru
Gender: Female
Date of birth: 01/25/1995
Nationality: Romania
Field of education: Engineering and engineering trades (071)
Study cycle: Master or equivalent second cycle (EQF level 7)

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

After completing the personal information click *My Learning Agreements*.

In the section *My Learning Agreements* you have the option of creating a new Learning Agreement. Click Create and you will be redirected towards the new form.



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

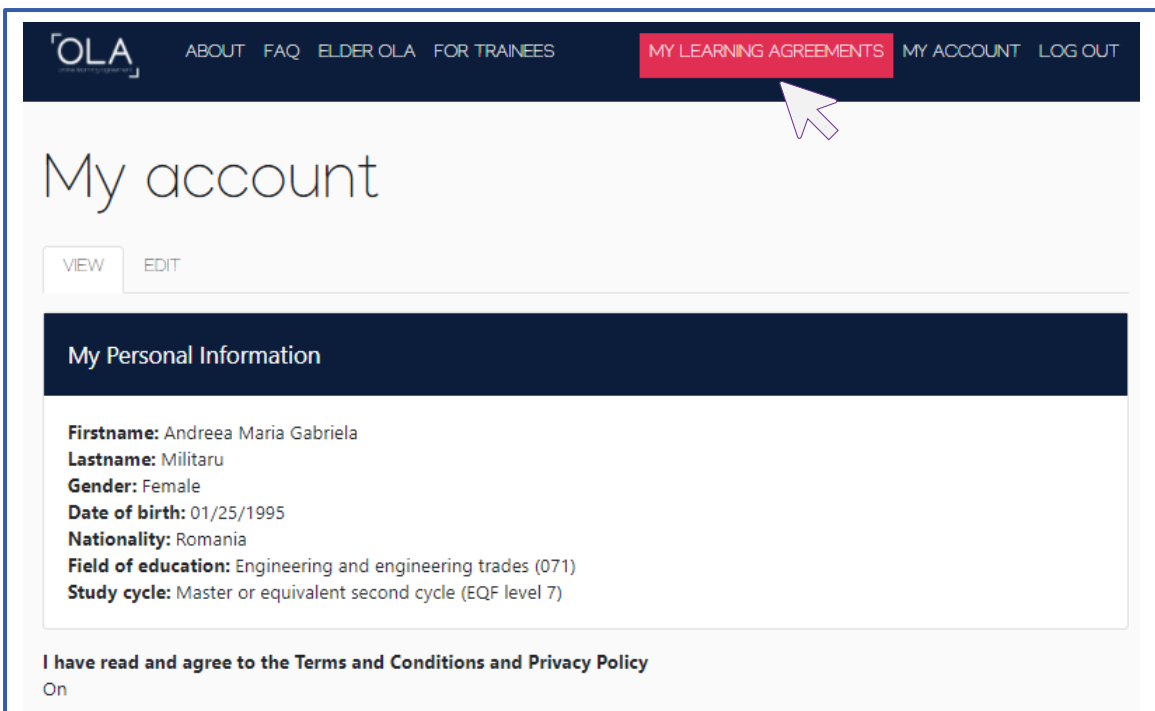
My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

[Create New](#)

HOW TO CREATE AN ONLINE LEARNING AGREEMENT?



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

My account

VIEW EDIT

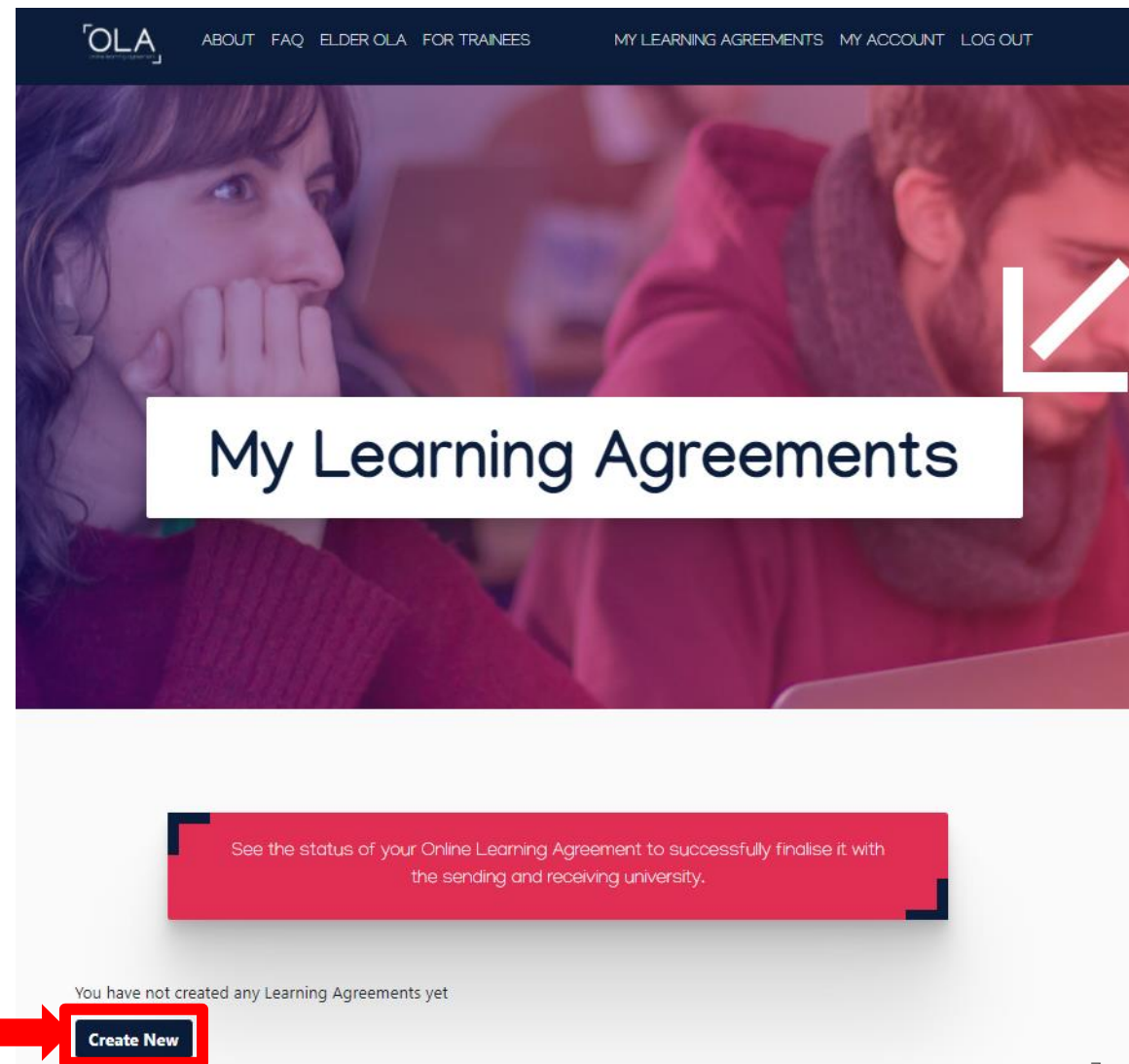
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Study cycle: Master or equivalent second cycle (EQF level 7)

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

După completarea informațiilor personale, faceți clic pe *My learning agreements*.

În secțiunea *My learning agreements* (Acordurile mele de învățare) aveți opțiunea de a crea un nou LA. Faceți clic pe *Create* și veți fi redirecționat către noul formular.



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.

You have not created any Learning Agreements yet

Create New

WHAT IS OLA (ONLINE LEARNING AGREEMENT)

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

Create New

The Learning Agreement is the study contract between student the host and the home institutions.

OLA allows the Learning Agreement to be prepared online, shared with both the home and host universities and be signed using a touchscreen.

OLA
online learning agreement

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

Please make sure that all your personal and academic details are correct. You can edit this information in My Account.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Commitment

5 parts to fill in:

- ☑ Information about the student;
- ☑ Information about the sending institution (**UPB**);
- ☑ Information about the receiving institution (**the host institution**);
- ☑ The activities undertaken in mobility (**study program**);;
- ☑ Commitment of the 3 parts.

CE ESTE OLA (ONLINE LEARNING AGREEMENT)

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

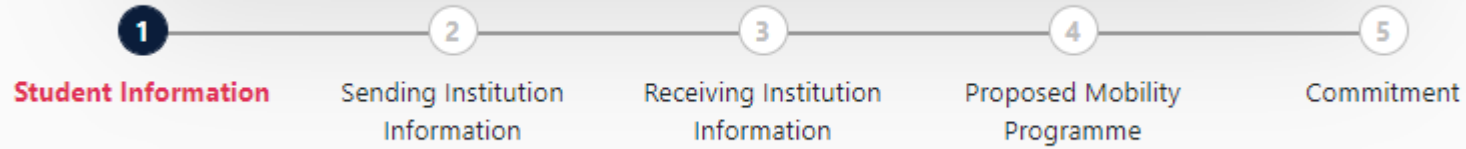
Create New

Learning Agreement-ul este contractul de studii între student, instituția de origine și instituția de primire (gază).

OLA permite ca Learning Agreement-ul să fie completat online, împărtășit cu ambele instituții și semnat folosind ecranul tactil sau semnătura digitală.

5 părți de completat:

- ☑ Informații despre student;
- ☑ Informații despre instituția de trimitere (**UPB**);
- ☑ Informații despre instituția de primire (**instituția gazdă**);
- ☑ Activitățile/cursurile întreprinse în mobilitate (**programul de studii sau practică**);
- ☑ Angajamentul celor 3 părți implicate.



STEP 1 – INFORMATION ABOUT THE STUDENT (YOU)

Academic year *

2020/2021

Student

First name(s) * Last name(s) *

Email *

Date of birth * Gender * Nationality *

01/01/0001 - Select a value - Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education * Study cycle *

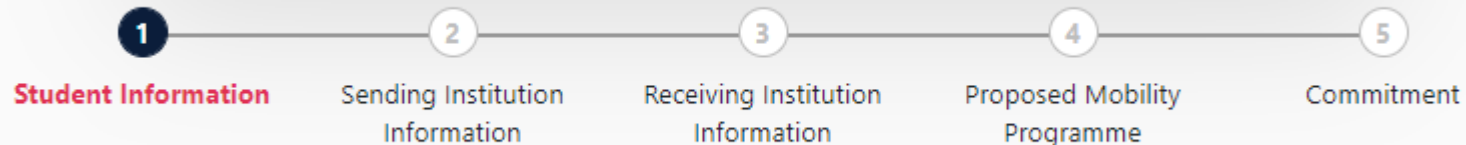
Engineering and engineering trades (071) (805) - Select a value -

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

- The **red star** indicates a mandatory field;
- Indicate the **academic year** when the mobility will take place;
- Choose a **field of education** from the list as closest as possible for your area of study.
- After completing this section go to **Next step**.
- For study cycle choose from the options available in the box. Add the option which fits you best.



STEP 1 – INFORMATION ABOUT THE STUDENT (YOU)

Academic year *

2020/2021

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

Country to which the person belongs administratively and that issues the ID card and/or passport.

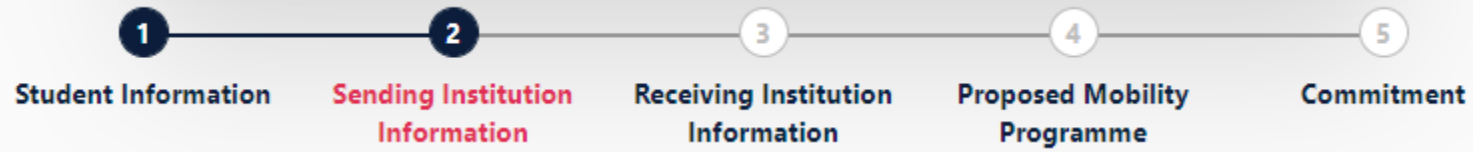
Field of Education *

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle *

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

- Marcajul roșu indică un câmp obligatoriu;
- Indică **anul academic** când mobilitatea va avea loc;
- Alege **field of education (domeniul de studiu)** cel mai apropiat de programul tău de studii din lista desfășurată;
- După finalizarea acestei secțiuni, mergi la *Next*.
- Pentru *Study cycle* (ciclul de studiu) alege dintre opțiunile disponibile în casetă. Adăugați opțiunea care vi se potrivește cel mai bine.



STEP 2 – INFORMATION ABOUT THE HOME INSTITUTION (UPB)

Academic year *

2020/2021

Sending

Sending Institution

Country *

Romania x

Name *

UNIVERSITATEA POLITEHNICA DIN BUCURESTI x

**Your UPB faculty:
Faculty of ...**

Faculty/Department

Faculty of Engineering in Foreign Languages

Address *

Bucharest

Erasmus Code *

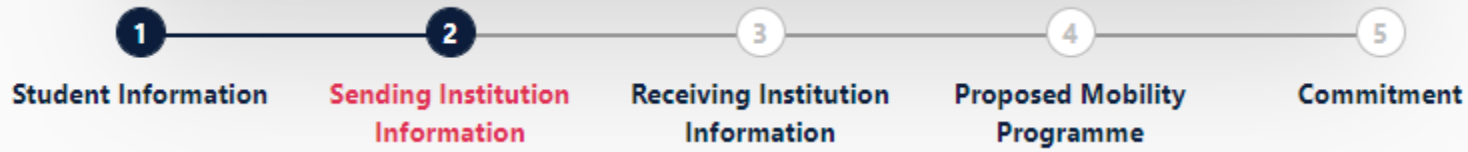
RO BUCURES11

ERASMUS+ Office contact:
Violeta NEGREA or Andreea MILITARU

- E-mail: erasmus@upb.ro
- Phone no. [+4021 402 92 84](tel:+40214029284)

All Faculty's
Responsibles can
be found here:
[https://upb.ro/en/
erasmus/responsi
ble-for-faculties/](https://upb.ro/en/erasmus/responsible-for-faculties/)

- The **red star** indicates a mandatory field;
- Country of the institution: Romania
- Name of the institution: UPB
- The **Sending Administrative Contact Person** is the person who is providing you the application information (the administrative information, e.g. how to apply). Usually the contact person is one of the Erasmus+ Office employees.
- **Sending Responsible Person:** is the Vice Dean Responsible with ERASMUS+ programme in your faculty (the professor who organised the selection process in the faculty).



PASUL 2 – INFORMAȚII DESPRE UPB

Sending institution

Sending institution name *

UNIVERSITATEA POLITEHNICA DIN BUCURESTI CHOOSE

Address Country Erasmus Code

SPLAIUL INDEPENDENTEI 313 SECT 6, Bucharest, 061 Romania RO BUCURES11

Faculty/Department *

Contact person name *

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email * Contact person phone

Numbers, spaces and '+' symbol are accepted

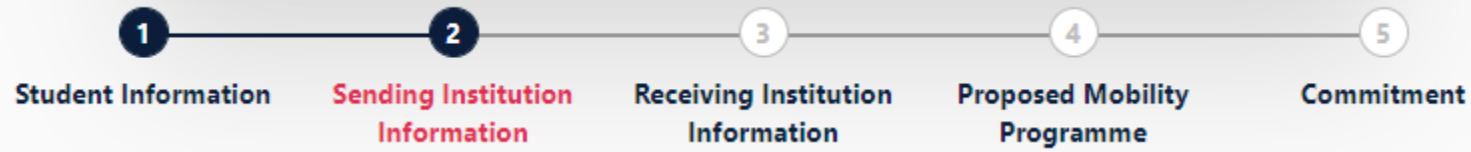
SAVE

- Steluța roșie indică câmpurile obligatorii de completat;
- Alege din lista derulată la *Choose*: **Universitatea POLITEHNICA din București. Scrie numele complet al facultății din UPB.**
- Persoana de contact pentru partea administrativă sunt angajații Biroului ERASMUS+ UPB.

Lista Prodecanilor o găsiți aici:
<https://upb.ro/en/erasmus/responsible-for-faculties/>

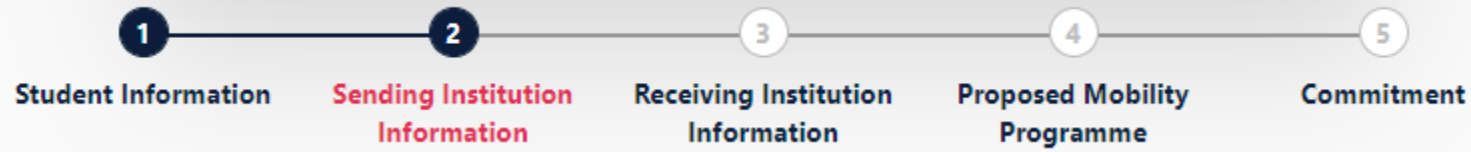
ERASMUS+ Office contact:

- E-mail: erasmus@upb.ro și student.erasmus@upb.ro
- Nr. tel: [+4021 402 92 84](tel:+40214029284)



STEP 2 – INFORMATION ABOUT THE HOME INSTITUTION (UPB)

- For the **sending institution** (UPB), the Responsible Person varies depending on the faculty you study, usually the Coordinator who did the selection is the Responsible person for ERASMUS+ and will take care of signing the LA and recognising your grades or activities at your arrival from mobility.
- For the **receiving institution** (host university), add the Responsible person which will take care of your courses approval when arriving at the destination. And make sure that person will sign OLA.
- ERASMUS+ Office employees cannot sign the Learning Agreement; they are not able to sign it.
- Check the following link: <https://upb.ro/en/erasmus/responsible-for-faculties/> and find each UPB faculty Responsible (Vice-Dean & coordinator) and their contacts, this person will sign the Learning Agreement.



PASUL 2 – INFORMAȚII DESPRE UPB

- Marcajul roșu arată un câmp obligatoriu;
- Pentru **instituția de origine** (UPB) persoana responsabilă variază în funcție de facultatea unde studiezi, de obicei, profesorul care a coordonat selecția (prodecanul responsabil cu relațiile internaționale) este Persoana Responsabilă pentru ERASMUS+ și se va ocupa de semnarea LA-ului și de recunoașterea notelor sau activităților la sosirea din mobilitate, cu ajutorul unei comisii aferente.
- Pentru **instituția de primire** (universitatea gazdă), trebuie să adaugi persoana responsabilă care va avea grijă de aprobarea/schimbarea cursurilor tale la destinație. Și asigură-te că persoana respectivă va semna OLA.
- Angajații Biroului ERASMUS+ nu pot semna Learning Agreementul; nu au acest drept de semnătură.
- Verifică următorul link: <https://upb.ro/ro/erasmus/responsible-for-faculties/> aici vei găsi fiecare responsabil pentru fiecare facultate din UPB (profesor/prodecan) și detaliile de contact ale acestora, această persoană va semna Learning Agreement-ul.



STEP 3 – INFORMATION ABOUT RECEIVING INSTITUTION

Academic year *
2020/2021

Receiving

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

Receiving Responsible Person

First name(s) *
Adriana

Last name(s) *
Lungu

Position *
Vice Dean International Relations

Email *
erasmus@upb.ro

Phone number

Receiving Administrative Contact Person

First name(s)
Andreea

Last name(s)
Militaru

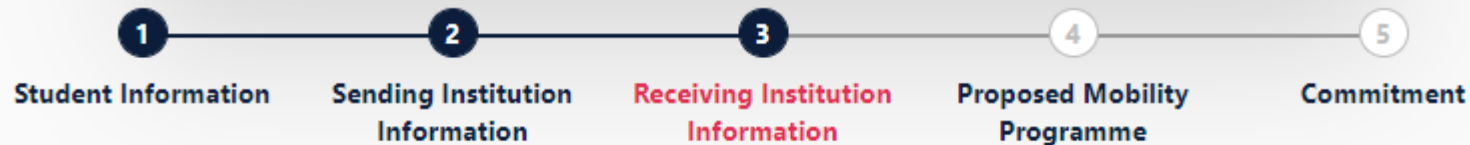
Position
ERASMUS+ Officer

Email
student.erasmus@upb.ro

Phone number

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

- The **red star** indicates a mandatory field;
- Make sure the name of the receiving faculty you will carry on your mobility activity is written at **Faculty/Department** field.
- The **Receiving Responsible Person**: before submitting the form for signature make sure the name of the Receiving Faculty Responsible you will carry on your mobility activity is written at **Faculty/Department** field.
- The **Receiving Administrative Contact Person** is the person who is providing you the application information (the administrative information, e.g. how to apply). Usually the contact person is one of the Erasmus+ Office or from the International Office.
- Check the University and faculty website before completing OLA, if needed send an email and ask the host university relevant information.



PASUL 3 – INFORMAȚII DESPRE INSTITUȚIA GAZDĂ

Receiving institution

Receiving institution name *

UNIVERSIDADE DO PORTO CHOOSE

Address: PRACA GOMES TEIXEIRA, Porto, 4099 002, Portugal

Country: Portugal

Erasmus Code: P PORTO02

Faculty/Department *

Faculty of Engineering (FEUP)

Contact person name *

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

- E foarte important să scrii numele corect și complet al facultății/departamentului unde îți vei desfășura mobilitatea.
- Persoana de contact este persoana de la Biroul Erasmus+/ Biroul de relații internaționale care îți furnizează informații despre procesele administrative (de exemplu: procesul de aplicație) iar profesorul coordonator al mobilității, sau persoana responsabilă cu semnarea OLA-ului. Aceste două persoane în cazul universității partenere pot fii una și aceeași persoană.
- Verifică site-ul universității și/sau facultăților înainte de a finaliza OLA, dacă este necesar, trimite un e-mail și cere îndrumare universității partenere.



STEP 4 – PROPOSED MOBILITY PROGRAMME

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

No Component added yet.

[Add Component to Table A](#)

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. [Show less](#)
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *

The level of language competence *

Level of language competence: a description of the European Language Levels (CEFR) is available at:
<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- To add the course title and other information click **Add subject**,
- Depending on the host institution you need to follow the procedure communicated by them. Please make sure you are attentive to all the steps you need to do in order to choose your courses. Each faculty has its own way of providing the courses catalogue, if you have doubts you can contact and ask.
- They might have their own registration system if so make first the application and then share with them OLA. Gather and send the application process in time.



PASUL 4 – PLANUL DE STUDII SAU ACTIVITĂȚI

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

No Component added yet.

[Add Component to Table A](#)

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *

The level of language competence *

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- Pentru a adăuga titlul cursului și alte informații, dai clic pe **Add subject**,
- În funcție de instituția gazdă, trebuie să urmezi procedura comunicată de aceștia. Te rugăm să te asiguri că ești atent și urmezi toți pașii pentru a alege cursurile. Fiecare facultate are propriul mod de a oferi lista de cursuri, catalogul de cursuri, dacă ai îndoieli poți contacta instituția gazdă și întreba.
- Instituția gazdă cel mai probabil va avea propriul sistem de înregistrare, așa că va trebui să respecti cerințele lor și termenele limită pentru aplicație și Learning Agreement, impuse. Adună actele și trimite-le la timp!



STEP 4 – PROPOSED MOBILITY PROGRAMME

- After you click **Add subject**, this window will appear.
- On the right side you can find an example for filling the form for one subject.
- The **Component code** is mandatory to complete.
- When you need to add another subject, click **Add component to table A**.
- Add the code from the Receiving university for each subject.
- After you click **Add subject**, this window will appear.
- On the right side you can find an example for filling the form for one subject. Try to add the **Component code**, if there is any.
- Choose the semester/trimesters you plan to study at the host institution in concordance with your selection process in UPB and make sure it is compatible with the course period.
- In the place you will find the course code and name, for sure you will find the ECTS correlated with the course. Do not forget to add them!

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

Remove

Component to Table A

Component title at the Receiving Institution (as indicated in the course catalogue) *

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Semester *

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.

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]



STEP 4 – PROGRAMUL DE STUDII PROPUȘ

- După ce apeși **Add subject**, va apărea această fereastră.
- În partea dreaptă, puteți găsi un exemplu pentru completarea formularului pentru un curs. Încearcă să adaugi codurile cursurilor, la **Component code**.
- Alege semestrul/trimestrele pe care intenționezi să le studiezi la instituția gazdă, în concordanță cu procesul de selecție din UPB și asigură-te că este compatibil cu perioada de curs.
- În locul unde găsești codul și numele cursului, cu siguranță vei găsi informații sau trimitere către punctele ECTS corelate. Nu uita să le adaugi!
- Dă clic pe **Submit** pentru a salva și a reveni la prezentarea generală a programului de studii propus. Link-ul pentru site-ul cursului nu este obligatoriu, dar este util.

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

<p>Component to Table A Remove</p> <p>Component title at the Receiving Institution (as indicated in the course catalogue) *</p> <input style="width: 90%;" type="text" value="Web Application Development"/> <p><small>An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.</small></p>	<p>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *</p> <input style="width: 80%;" type="text" value="3"/>
<p>Component Code *</p> <input style="width: 90%;" type="text" value="12 S 06 O 013"/>	<p>Semester *</p> <input style="width: 90%;" type="text" value="Second semester (Summer/Spr)"/>

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.

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]



STEP 4 – PROPOSED MOBILITY PROGRAMME

- Choose the semester you plan to study at the receiving university and make sure it is compatible with the subject's period.
- The link for the course website is not mandatory but is helpful.
- Click **Add Component to Table A** and **NEXT** after you finish adding all the subjects.
- Pay attention, the components will not be saved if you go to the previous step!**

Preliminary LA

Planned start of the mobility *

03/01/2021

Planned end of the mobility *

06/25/2021

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Web Application Development

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

T2S06013

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

3

Semester *

- Select a value -

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.

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]



STEP 4 – PROPOSED MOBILITY PROGRAMME

Table B - Recognition at the Sending institution *

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Web Application Development

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
0502	5	Second semester (Summer/Spri ▾)

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.

Add Component to Table B

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Previous

Next

- In table B you need to add all the courses which will be recognised at your arrival from the mobility (the courses you choose from the host institution).
- For the ***Planned period of mobility*** is very important to add the real dates, please ask the host institution for any doubts.
- Also make sure you ask or if mentions in the application process about a language certificate requirement.



PASUL 4 – PROGRAMUL DE STUDII PROPUȘ

▼ TABLE B: RECOGNITION AT THE SENDING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue
Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions
If the student does not complete successfully some educational components, the following provisions will apply.

Planned period of the mobility

Language competence of the student
 The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language *

- Pentru completarea tabelului B se urmează același model aplicat pentru tabelul A;
- În **tabelul B** trebuie adăugate toate cursurile care vor fi recunoscute la întoarcerea din mobilitate (cursurile alese de la instituția gazdă).
- Pentru ***Planned period of mobility*** este foarte important să adaugi datele reale ale mobilității. Dacă nu găsești pe site-ul lor sau ai nelămuriri cu privire la aceste detalii îți sugerăm să contactezi instituția parteneră.
- De asemenea, informează-te cu privire la cerințele limbii de circulație internațională în care vei studia, dacă ai nevoie de un atestat lingvistic.



STEP 5 - COMMITMENT

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
UNIVERSITATEA POLITEHNICA DIN BUCURESTI	UNIVERSITATEA POLITEHNICA DIN BUCURESTI	Signed by Student and sent to the Sending HEI	Mon, 10/26/2020 - 10:31	View Download PDF

- After the OLA is sent to be signed by the Responsible coordinator at the Sending institution, the general information will be displayed in a table (left side).
- The student has the possibility to view the form completed and to download the document PDF form.
- At this stage, the student cannot delete the document.
- Only after the document is declined the student can modify the form.
- The student cannot make changes at this stage.
- The student can fill another OLA form if needed, for example in case the students take subjects from 2 faculties of UPB.



STEP 5 – COMMITMENT

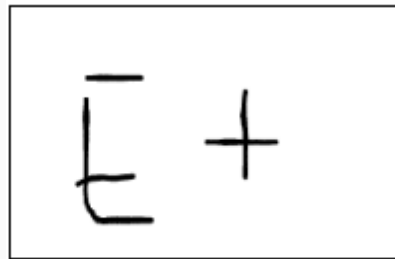
Academic year *

2020/2021

Commitment Preliminary

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



Clear

- **Signature Field** appears;
- Sign in **the square**, click **Clear** if you want to change the signature.
- After signing click **Sign and send the OLA to the Responsible person at the Sending Institution for review**;
- Next person to sign after you will be the Responsible from the sending institution.

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.



PASUL 5 – ANGAJAMENTUL

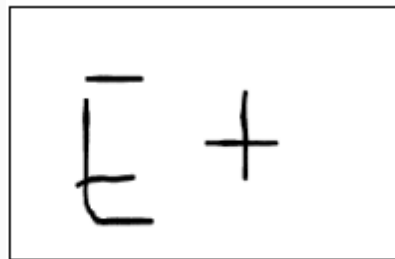
Academic year *

2020/2021

Commitment Preliminary

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



Clear

- **Signature Field** va apare;
- Semnează în **chentar**, apasă **Clear** dacă vrei să resetezi semnătura.
- După semnare, apasă **Sign and send the OLA to the Responsible person at the Sending Institution for review**;
- Următoarea persoană la care va fi trimis documentul spre semnat este Responsabilul de la universitatea de origine.

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.

THANK YOU FOR YOUR ATTENTION!

STAY CALM AND BE ERASMUS.

Contact ERASMUS+ OFFICE:

Office number: R401

Phone number: +4021 402 92 84

E-mail: erasmus@upb.ro and
student.erasmus@upb.ro

Rectorate, 4th floor, in front of the elevators!

