



Akademia Sztuk Pięknych im. Eugeniusza Gepperta we Wrocławiu
Plac Polski ¾, 50-156 Wrocław
+48 71 34 380 31 wew. 232, erasmus@asp.wroc.pl, www.asp.wroc.pl

INSTRUCTION OF FILLING IN *LEARNING AGREEMENT* ERASMUS+ PROGRAMME AND BILATERAL AGREEMENTS

Learning Agreement is an agreement which a student signs with his/her home university and a foreign university before leaving with regard to his/her study programme abroad. On the basis of the list of available subjects at a foreign university, the student chooses the ones that are most similar to the subjects he/she is studying at the Academy in Wrocław – **the choice is made jointly with the Academy's Departmental Coordinator**. If the list of subjects is not available on the foreign university's website, please contact the university's coordinator directly and ask for it. In order to complete the semester a student needs **30 ECTS** (Erasmus+ Programme)/ **a minimal number of local points** needed to complete the semester (Bilateral Agreements).

The list of the Academy's Departmental Coordinators is available [here](#).

If you have any doubts, please contact the [International Relations and Promotion Department](#).

Students fill in the *Learning Agreement*:

- Erasmus+ Programme: on the website <https://www.learning-agreement.eu>;
- Bilateral Agreement: on the template from the attachment under the regulations on the [Academy's website](#) (*Learning Agreement BILATERAL*).

ONLY ERASMUS+ PROGRAMME (not applicable to Bilateral Agreements)

To sign in, you need an account on the website PIONIER.Id for Erasmus+, created by the Academy's administrator (Erasmus+ Institutional Coordinator). Once the account has been created, follow the instructions available on the website: <https://erasmus.pionier.net.pl/pierwsze-logowanie-studenta/>:

1. Pierwsze logowanie studenta (First student login);
2. Registration to Erasmus services (Rejestracja w usługach Erasmus);
3. Logging in to Erasmus services (Logowanie do usług Erasmus).

How to fill in the Online Learning Agreement?

Mobility type selection: Semester Mobility

1. STUDENT INFORMATION

- a. **Academic Year:** you should write the academic year of your mobility;
- b. **Student personal data;**
- c. **Field of education:** you should write the following ISCED codes according to your field of study:
 - Art and Design of Ceramics: 0214
 - Art and Design of Glass: 0214
 - Art Management: 0213



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- Art Mediation: 0288
- Conservation and Restoration of Works of Art in the field of Conservation and Restoration of Ceramics and Glass: 0214
- Design: 0212
- Graphics: Graphic design: 0211
- Graphics: Printmaking: 0213
- Interior Architecture: 0212
- Media Art: 0211
- Painting: 0213
- Sculpture: 0213
- Stage Design: 0212

In a case a code mentioned above does not work, please write 021.

d. Study cycle:

- Bachelor or equivalent first cycle (EQF level 6);
- Master or equivalent second cycle (EQF level 7) (including long-cycle Master's studies);
- Doctorate or equivalent third cycle (EQF level 8).

2. SENDING INSTITUTION INFORMATION

- Country:** Poland;
- Name:** Akademia Sztuk Pięknych im.E.Gepperta we Wrocławiu;
- Faculty/Department:** you should write your faculty:
 - Faculty of Painting and Drawing;
 - Faculty of Sculpture and Art Mediation;
 - Faculty of Graphics and Media Art.;
 - Faculty of Ceramics and Glass;
 - Faculty of Interior Architecture, Design and Stage Design;
- Sending Responsible Person:** you should write the data of the Academy's [Departmental Coordinator](#):
 - **Position:** Departmental Coordinator;
 - **Email:** you should write the Departmental Coordinator's address provided on the Academy's website; **please do not write private addresses!**
- Sending Administrative Contact Person:** you should write the data of the [Erasmus+ Institutional Coordinator](#):
 - **Position:** Erasmus+ Institutional Coordinator.

3. RECEIVING INSTITUTION INFORMATION

- Country:** you should write the country where the foreign university is located;
- Name:** you should choose the foreign university;
- Faculty/Department:** you should write the faculty/ department where you will be studying;
- Receiving Responsible Person:** if you do not know who signs the document at the foreign university, you should write the data of the foreign coordinator there;
- Receiving Administrative Contact Person:** you should write the data of the foreign coordinator.



4. PROPOSED MOBILITY PROGRAMME

- a. **Planned start of the mobility and Planned end of the mobility:** you should write the dates from the Letter of Acceptance/ official e-mail received from the foreign university;
- b. **Table A – Study programme at the Receiving institution → Add Component to Table A**
 - Component title at the Receiving Institution (as indicated in the course catalogue): you should write the names of the subjects you will be studying at the foreign university
 - ATTENTION: courses should be written in a language understood for all parties, preferably English;
 - Component Code: if the subject does not have it, you should write a hyphen (-);
 - Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion: you should write the number of ECTS points;
 - Semester: you should choose the semester – First semester (Winter/Autumn) or Second semester (Summer/ Spring);
 - Web link to the course catalogue at the Receiving Institution describing the learning outcomes: provide a link to the page where you found the course catalogue;
 - The main language of instruction at the Receiving Institution: choose the language of instruction at the foreign university;
 - The level of language competence: choose a foreign language level; [explanation](#).
- c. **Table B – Recognition at the Sending institution:** you should write the names of the subjects you would be studying at the Academy in Wrocław during the semester abroad.

5. VIRTUAL COMPONENTS: you should fill it in when participating in the blended mobility.

6. COMMITMENT PRELIMINARY – sign with a computer mouse and approve (Sign and send...).

The Academy's Department Coordinator will receive the OLA and can either approve (sign electronically) or reject it. In the latter case, the student will receive a notification and will have to log in again to <https://www.learning-agreement.eu> to edit the OLA. After editing the OLA, the document must be re-signed and approved.

CHANGES TO THE STUDY PROGRAMME

CHANGES TO LEARNING AGREEMENT

ERASMUS+ PROGRAMME AND BILATERAL AGREEMENTS

(it concerns only these students who make changes to the original Learning Agreement)

While editing the *Learning Agreement*, you should include changes, so you write only these subjects that have been deleted or added. We include:

- change of a subject;
- change of a subject's name;



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- change in the number of ECTS points of a subject (e.g. if the subject has not changed, and the number of ECTS points has changed, delete the subject with previously determined ECTS points, then add it with the new ECTS points).

Subjects that do not change are not placed in this section.

The document is the only valid template to be filled in. **Changes in subjects should be consulted with the Departmental Coordinator of the Academy in Wrocław.** The document must be filled in:

- Erasmus+ Programme: on the website <https://www.learning-agreement.eu>;
- Bilateral Agreement: on the template from the attachment under the regulations on the [Academy's website](#) (*Learning Agreement – changes BILATERAL*).

It should be signed by the student, the coordinator from the foreign university and the Departmental Coordinator of the Academy in Wrocław **5 weeks from the beginning of the semester at the foreign university.**

From the moment of completing the changes to the *Learning Agreement* and signing it by all parties, the student must pass all the subjects that have been approved on the document.

INSTRUCTIONAL VIDEO ON CHANGES TO THE LEARNING AGREEMENT

<https://www.youtube.com/watch?v=DJQrbAD7038>

PROLONGATION OF YOUR STAY FROM THE WINTER TO THE SUMMER SEMESTER

Students who prolong their stay should create a new *Learning Agreement*:

- Erasmus+ Programme: on the website <https://www.learning-agreement.eu>;
- Bilateral Agreement: on the template from the attachment under the regulations on the [Academy's website](#) (*Learning Agreement – changes BILATERAL*).

ERASMUS+ APPLICATION

Having an account on the PIONIER.Id for Erasmus+ platform, apart from access to the Learning Agreement, the student is also able to log in to the free Erasmus+ App, created by the European Commission. The application is available in the [Google Play](#) and [App Store](#), as well as at: <https://erasmusapp.eu/>.

Users of the app will receive information on Erasmus+ opportunities and guidance on the mobility process - from the application stage to returning home. Features of the Erasmus+ App include:

- tips on living away from home (general, country-specific and city-specific);
- interactive checklists with step-by-step guidance throughout the mobility period;
- information on local events and activities;
- integration with the OLS Language Support Platform.