



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 the Academy of Art and Design in Wrocław before leaving with regard to his/her study programme. Based on the list of available subjects at the Academy in Wrocław, the student chooses the ones that are most similar to the subject he/she is studying at his/her home university.

The list of the Departmental Coordinators of the Academy in Wrocław 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 sent to you via email by our Institutional Coordinator.

ONLY ERASMUS+ PROGRAMME (not applicable to Bilateral Agreements)

How to fill in the OLA?

Mobility type selection: Semester Mobility

1. STUDENT INFORMATION

- Academic Year:** you should write the academic year of your mobility;
- Student personal data;**
- Field of education:** you should write the following ISCED code according to your field of study;
 - Art and Design of Ceramics: 0214
 - Art and Design of Glass: 0214
 - Art Management: 0213
 - Art Mediation: 0288
 - Conservation and Restoration of Works of Art in the field of Conservation and Restoration of Ceramics and Glass: 0214
 - Design: 0212
 - Drawing: 0213
 - 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.



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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

Please write here the data of your home university.

3. RECEIVING INSTITUTION INFORMATION

- a. **Country:** Poland;
- b. **Name:** Akademia Sztuk Pięknych im.E.Gepperta we Wrocławiu;
- c. **Faculty/Department:** you should write one of the following faculties:
 - 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;
 - Doctoral School.
- d. **Receiving Responsible Person:** you should write the data of the Academy's [Departmental Coordinator](#)
 - **Position:** Departmental Coordinator;
- e. **Email:** you should write the Departmental Coordinator's address provided on the Academy's website;
- f. **Receiving Administrative Contact Person:** you should write the data of the [Erasmus+ Institutional Coordinator](#):
 - **Position:** Erasmus+ Institutional 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* received from the Academy in Wrocław;
- 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 Academy in Wrocław that are provided in the *Course Catalogue*.
 - 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);



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- 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: <https://www.asp.wroc.pl/en/activity/erasmus/incoming-students>;
- The main language of instruction at the Receiving Institution: English;
- The level of language competence: choose a foreign language level; [explanation](#).

c. **Table B – Recognition at the Sending institution**: must be filled in just like Table A.

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;
- 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. Changes in subjects should be consulted with the student's home university and with the Departmental Coordinator of the Academy in Wrocław.

The document must be filled in:

- 1) Erasmus+ Programme: on the website <https://www.learning-agreement.eu>;
- 2) Bilateral Agreement: on the template sent to you via email by our Institutional Coordinator.

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

Additionally, all exchange students are asked to fill in a document called ***Student's timetable*** which is a final schedule of the student's classes at the Academy in Wrocław. It requires the student's and the



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Departmental Coordinator's signature and has to be submitted to the International Relations and Promotion Office also 5 weeks from the beginning of the semester at the Academy in Wrocław.

From the moment of completing and signing the *Changes to Learning Agreement* and the *Student's timetable*, the student must pass all the subjects that have been approved on the documents.

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 sent to you via email by our Institutional Coordinator.