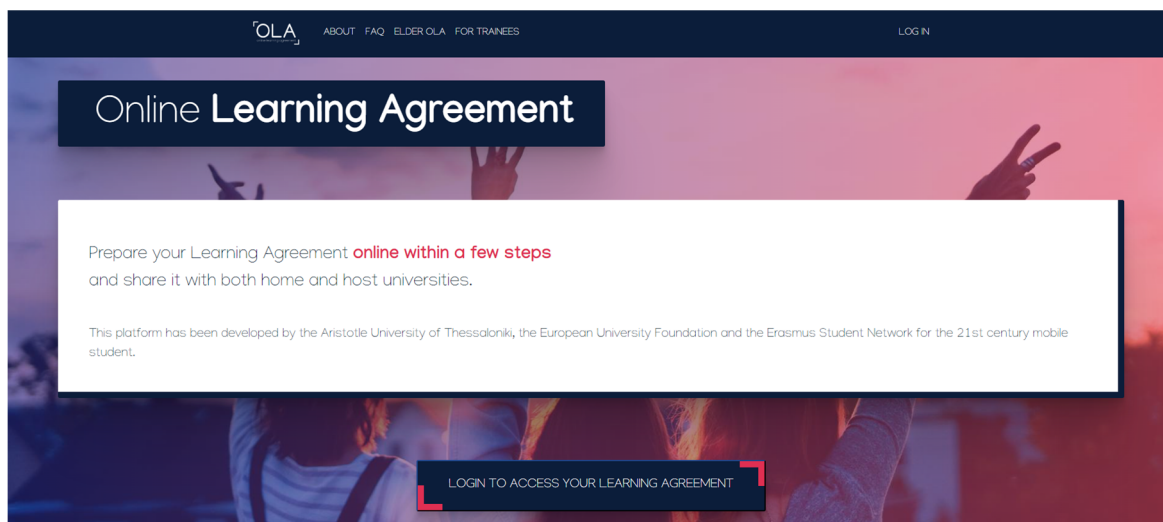


Instrucciones para rellenar el *Learning Agreement* para cursos BIP ATHENS noviembre 2023.

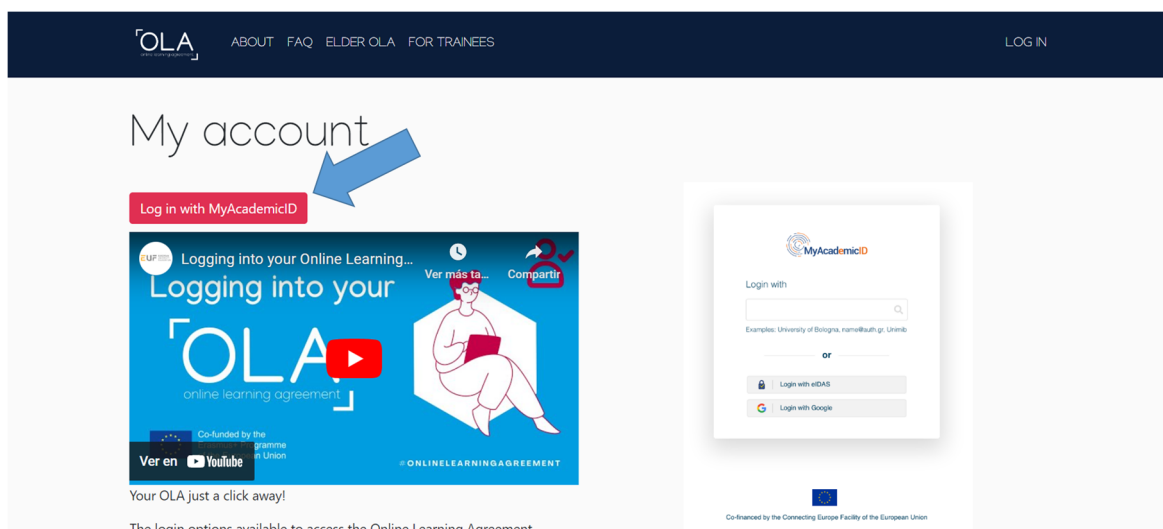
Paso 1

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



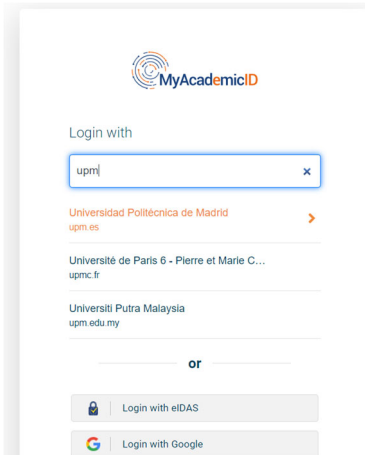
Paso 2

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

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



UPM

Politécnica

Español v

Servicio de Autenticación

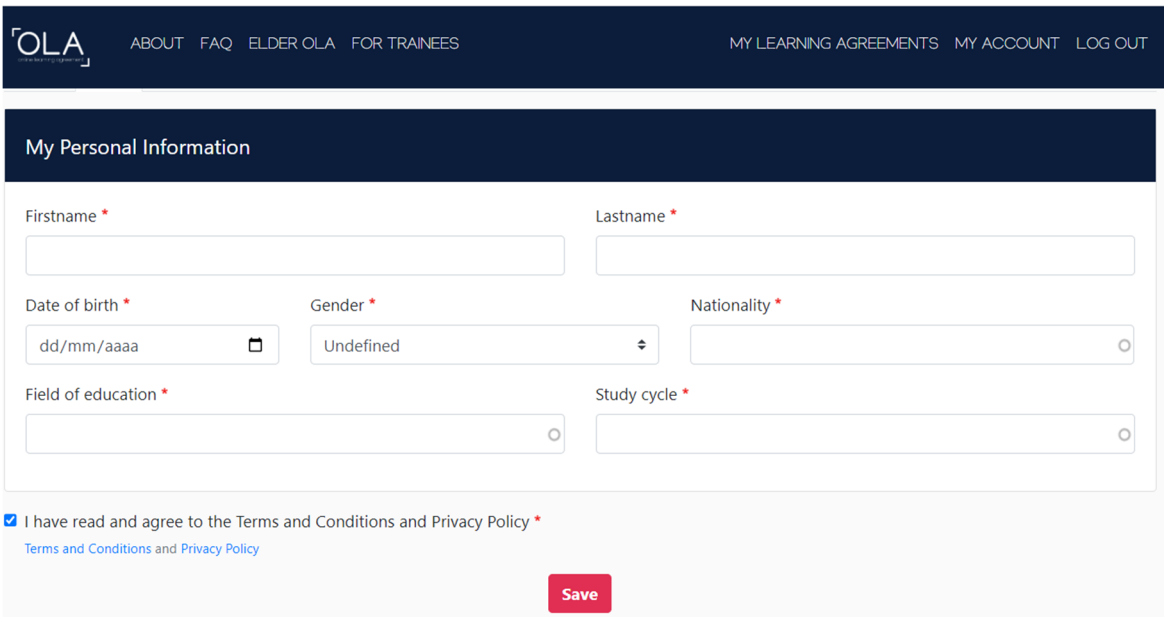
Usuario (parte izquierda del correo sin el @****.upm.es)

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 *

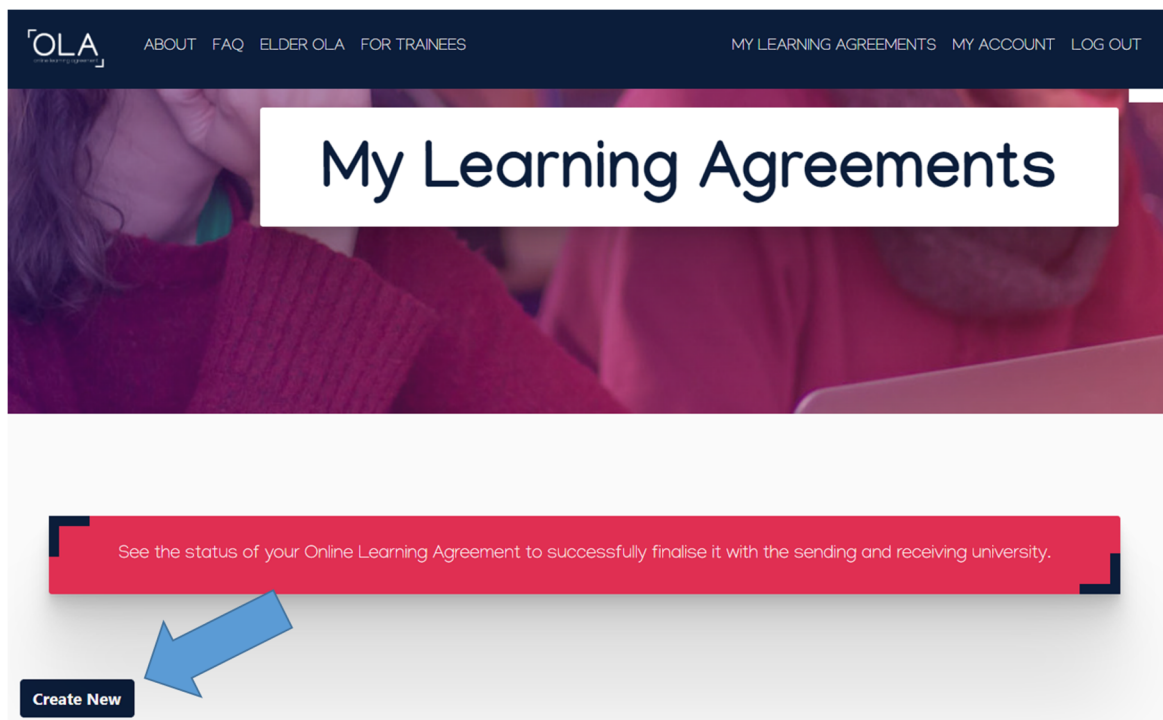
☒ I have read and agree to the Terms and Conditions and Privacy Policy *

[Terms and Conditions](#) and [Privacy Policy](#)

Save

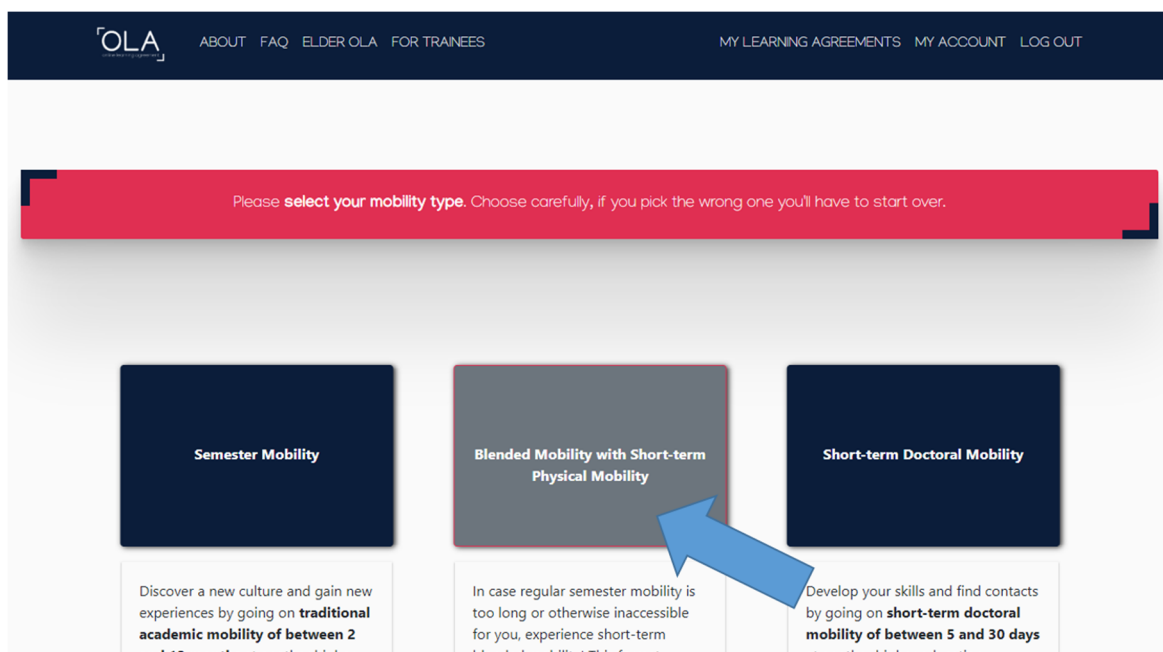
Paso 6

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".



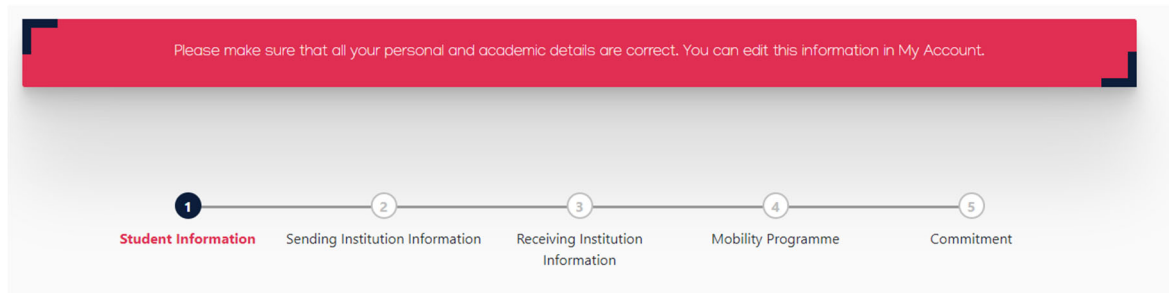
Paso 7

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 INGENIERÍA Y DISEÑO INDUSTRIAL

Piera Maresca
subdirectora.ri.etsidi@upm.es
Departmental Coordinator

ETSI INDUSTRIALES

Juan de Juanes Márquez
internacional.industriales@upm.es
Departmental Coordinator

ETSI AERONÁUTICA Y DEL ESPACIO

Miguel Hermanns
adjunto.internacional.aeroespacial@upm.es
Departmental Coordinator

ETS DE EDIFICACIÓN

Miguel Fernandez
oficinademovilidad.edificacion@upm.es
Departmental Coordinator

ETSI TELECOMUNICACION

Jesús Fraile Ardanuy
international.coordinator.etsit@upm.es
Departmental Coordinator

ETS DE INGENIERÍA AERONÁUTICA Y DEL ESPACIO

Miguel Hermanns
adjunto.internacional.aeroespacial@upm.es
Departmental Coordinator

ETSI EN TOPOGRAFIA, GEODESIA Y CARTOGRAFIA

Ramón Alcarria Garrido
subdirector.externas.topografia@upm.es
Departmental Coordinator

Persona de contacto:

Aurora García
movilidad.master.aeroespacial@upm.es
International Officer

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 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"):

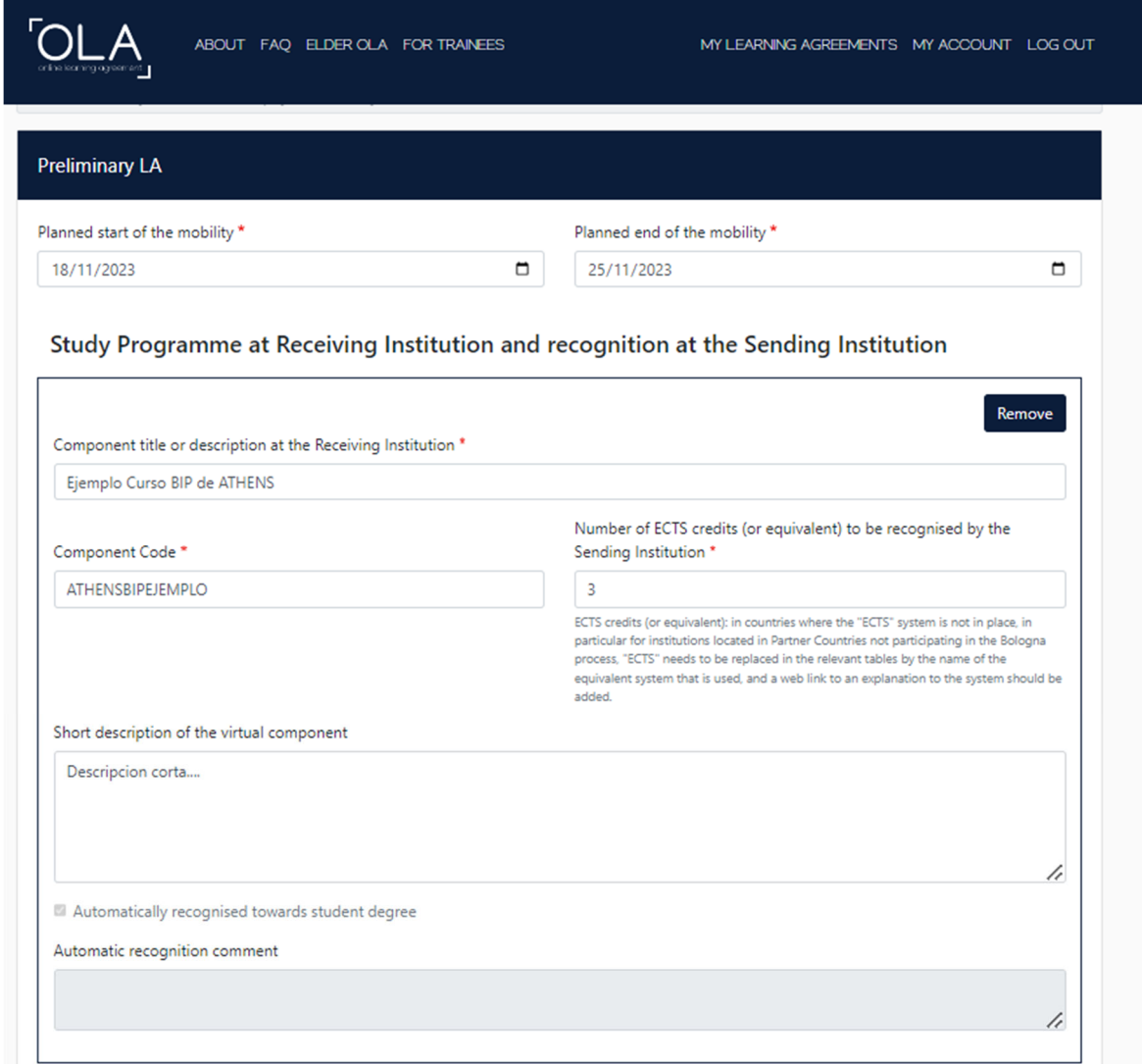
Erasmus+ BIP: Flow Simulation in Turbomachinery (TUW16BIP)	
Receiving Responsible Person	
First name(s)	Simone
Last name(s)	Haselbauer
Position	Institutional Coordinator
Email	simone.haselbauer@tuwien.ac.at
Study Programme at Receiving Institution and recognition at the Sending Institution	
Component title or description at the Receiving Institution	Flow Simulation in Turbomachinery
Component Code	TUW16BIP
Short description of the virtual component	Course Introduction (access to teaching material, information about evaluation and exam), Evaluation of the course and feedback

Erasmus+ BIP: Publicly owned private spaces (POPS) in Prague – BIP (CTU24BIP)	
Receiving Responsible Person	
First name(s)	Helena
Last name(s)	Houšková
Position	Helena.houskova@cvut.cz
Email	Institutional Coordinator
Study Programme at Receiving Institution and recognition at the Sending Institution	
Component title or description at the Receiving Institution	Publicly owned private spaces (POPS) in Prague – BIP
Component Code	CTU24BIP
Short description of the virtual component	Students will identify and describe selected POPS in the city where they are studying. They will perform a similar analysis as they learned at the Prague workshop. For the next three weeks after the workshop, there will be twice-a-week a consultation.

Erasmus+ BIP: Smart Materials and Intelligent Processes (ENSAM11BIP)	
Receiving Responsible Person	
First name(s)	Delphine
Last name(s)	Luchez
Position	ATHENS administrative manager
Email	delphine.luchez@ensam.eu
Study Programme at Receiving Institution and recognition at the Sending Institution	
Component title or description at the Receiving Institution	Smart Materials and Intelligent Processes
Component Code	ENSAM11BIP
Short description of the virtual component	Shape Memory Polymers ; Smarts materials (polymers and composites) ; Additive manufacturing (Metallic materials) ; Additive manufacturing (polymers and composites) ; Oral presentation of mini-projects

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.



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

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.



POLITÉCNICA

UNIVERSIDAD
POLITÉCNICA
DE MADRID



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

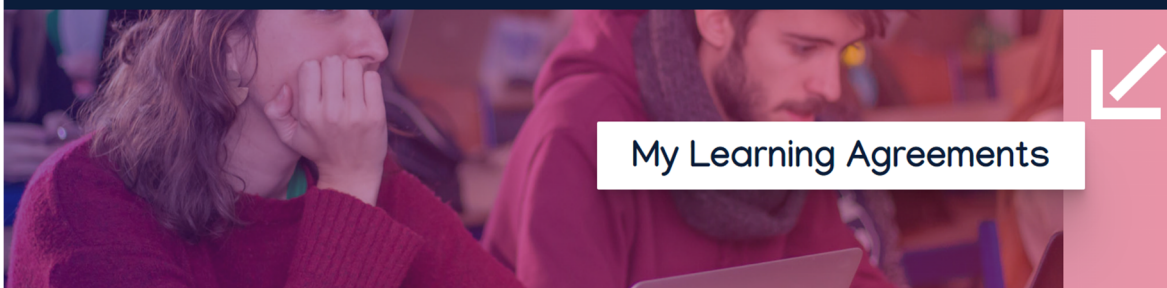
Una vez que tengas el Learning Agreement firmado por todas las partes, deberás enviárnoslo por correo electrónico a la dirección erasmus.bip@upm.es. Con el fin de que podamos acelerar el proceso de enviarte el Convenio de Subvención y poder realizar los pagos lo antes posible, puedes adelantarnos una 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".



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.

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