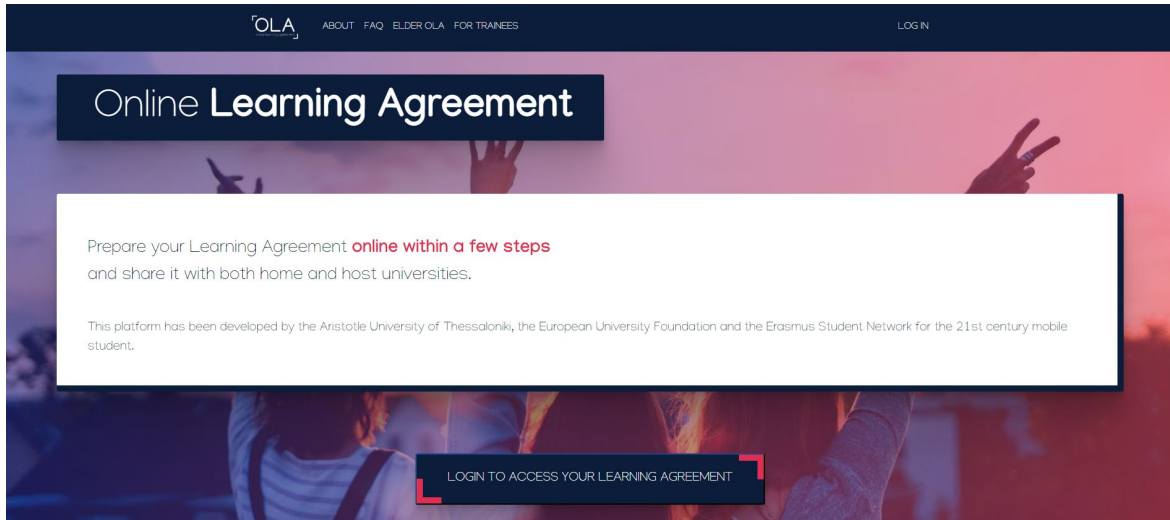


Instrucciones para rellenar el *Learning Agreement* para cursos BIP ATHENS marzo 2025.

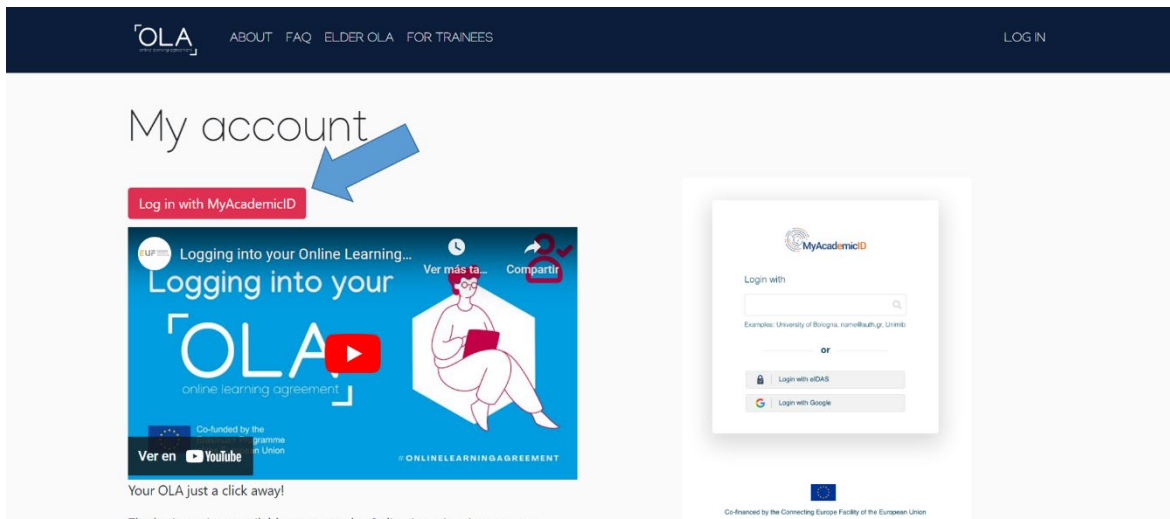
Paso 1

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



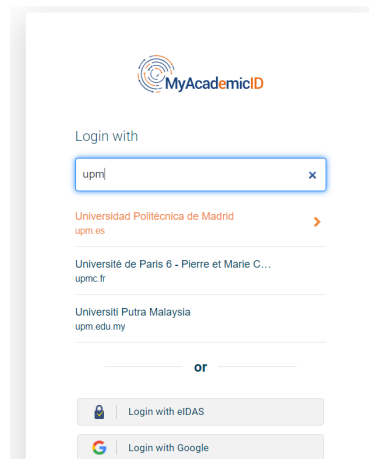
Paso 2

Selecciona la opción de “Log in with MyAcademicID” para acceder utilizando tus credenciales UPM



Paso 3

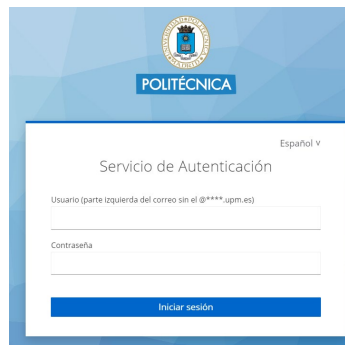
En el recuadro de MyAcademicID escribe “upm” y selecciona la “Universidad Politécnica de Madrid”



Serás redirigido a la página de autenticación de la UPM.


Paso 4

Auténticate con tus credenciales UPM



Paso 5

Si es la primera vez que accedes a la plataforma, deberás rellenar tus datos personales

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

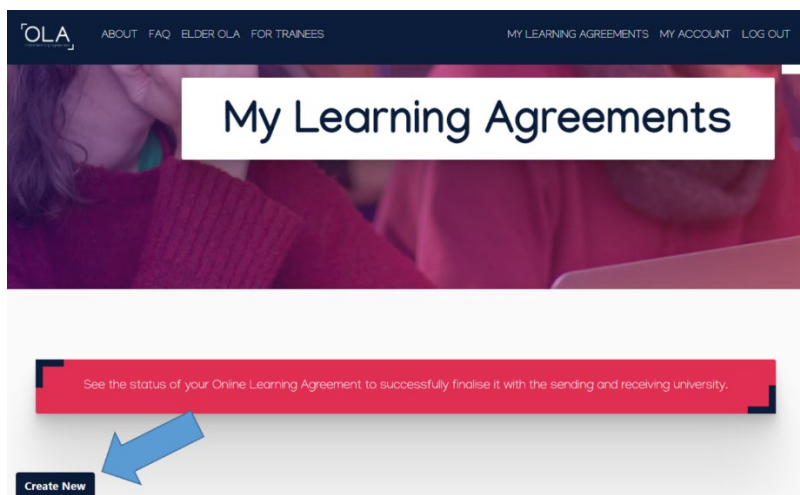
My Personal Information

Firstname *	Lastname *	
<input type="text"/>	<input type="text"/>	
Date of birth *	Gender *	Nationality *
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Undefined"/>	<input type="text"/>
Field of education *	Study cycle *	
<input type="text"/>	<input type="text"/>	

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

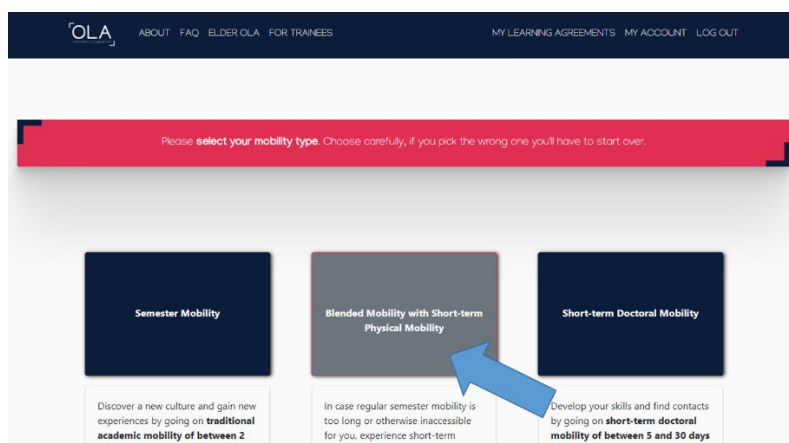
Paso 6

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”.

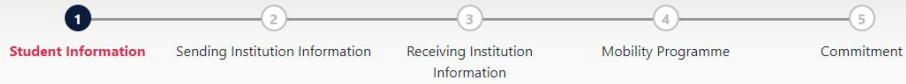


Paso 8

Comienza a completar cada uno de los 5 pasos.



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



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 ARQUITECTURA Alberto Pieltain alberto.pieltain@upm.es Departamental Coordinator	ETSI CAMINOS, CANALES y PUERTOS Vicente Alcaraz subdirector.ri.caminos@upm.es Departamental Coordinator
ETS DE INGENIERÍA Y DISEÑO INDUSTRIAL Piera Maresca subdirectora.ri.etsidi@upm.es Departamental Coordinator	ETS DE INGENIERÍA DE MONTES FORESTAL Y DEL MEDIO NATURAL Carlos Alonso international.montes@upm.es Departamental Coordinator
ETSI INDUSTRIALES Juan de Juanes Márquez internacional.industriales@upm.es Departamental Coordinator	ETSI INFORMÁTICOS David Pérez del Rey sd.rrii.etsiinf@upm.es Departamental Coordinator
ETSI MINAS Y ENERGÍA Israel Cañamón internacional.minasyenergia@upm.es Departamental Coordinator	ETSI TELECOMUNICACION Jesús Fraile international.coordinator.etsit@upm.es Departamental Coordinator
ETSI NAVALES Jesús Gómez Goñi subdirector.movilidad.navales@upm.es Departamental Coordinator	ETS DE INGENIERÍA Y SISTEMAS INFORMÁTICOS Sandra Gómez Canaval eri.etsisi@upm.es Departamental Coordinator



ETSI EN TOPOGRAFÍA, GEODESIA Y
CARTOGRAFIA

Ramón Alcarria

subdirector.externas.topografia@upm.es

Departmental Coordinator

ETS DE INGENIERÍA AERONÁUTICA Y DEL ESPACIO

José María Benítez Baena

subdirector.internacional.aeroespacial@upm.es

Departmental Coordinator

Persona de contacto:

Aurora García

movilidad.master.aeroespacial@upm.es

International Officer

ESCUELA POLITECNICA DE ENSEÑANZA
SUPERIOR (EPES)

Ana Soledad Meroño Moreno

anasoledad.merono@upm.es

Departmental Coordinator

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: 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.

**Erasmus+ BIP: Game Theory - BIP (CTU08BIP)****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	Game Theory
Component Code	CTU08BIP
Short description of the virtual component	Elaboration of application-oriented exercises, creation of own model of a situation that can be characterized as a game in the sense of game theory, and online consultations where students will present their models and solutions of exercises will be discussed.

Erasmus+ BIP: Company Crisis - BIP (CTU13BIP)**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	Company Crisis
Component Code	CTU13BIP
Short description of the virtual component	Strategic Case Study, Case Study Financial Due Diligence, Case Study Disaster Management. Presentation of Case Studies by students.

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	Courses on polymers, composites and Additive Manufacturing; Oral presentation of mini-projects.



Erasmus+ BIP: Efficiency Evaluation of Turbomachinery (TUW18BIP)	
Receiving Responsible Person	
First name(s)	Simone
Last name(s)	Haselbauer
Position	Erasmus+ Institutionalb 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 Phenomena in Turbomachinery Blade Channels
Component Code	TUW18BIP
Short description of the virtual component	Course Introduction (access to teaching material, information about evaluation and exam).

Erasmus+ BIP: Augmented and Virtual Reality for Engineering (NUSTPB01BIP)	
Receiving Responsible Person	
First name(s)	Dragos
Last name(s)	Apostol
Position	Vicedean
Email	dragos.apostol@upb.ro
Study Programme at Receiving Institution and recognition at the Sending Institution	
Component title or description at the Receiving Institution	Augmented and Virtual Reality for Engineering
Component Code	(NUSTPB01BIP)
Short description of the virtual component	- Training with specific software and hardware - Specific projects for virtual immersion

Erasmu+s BIP: Sustainable Hydropower Development (NTNU1-BIP)	
Receiving Responsible Person	
First name(s)	Tor Haakon
Last name(s)	Bakken
Position	Scientific Coordinator
Email	tor.h.bakken@ntnu.no
Study Programme at Receiving Institution and recognition at the Sending Institution	
Component title or description at the Receiving Institution	Sustainable Hydropower Development
Component Code	(NTNU1-BIP)
Short description of the virtual component	Two half-day virtual lectures the week prior to the week in Trondheim.

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.



POLITÉCNICA

UNIVERSIDAD
POLITÉCNICA
DE MADRID



OFICINA DE MOVILIDAD
INTERNACIONAL / UPM

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

Preliminary LA

Planned start of the mobility * 18/11/2023 Planned end of the mobility * 25/11/2023

Study Programme at Receiving Institution and recognition at the Sending Institution

Remove

Component title or description at the Receiving Institution *
Ejemplo Curso BIP de ATHENS

Component Code * ATHENSBIPEJEMPLO

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * 3

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.

Short description of the virtual component
Description corta...

Automatically recognised towards student degree

Automatic recognition comment

Recuerda también poner el idioma de instrucción del curso y el nivel (en caso de dudas puedes elegir nivel B1)

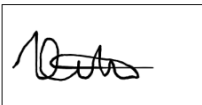
Paso 12

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.

OLA 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

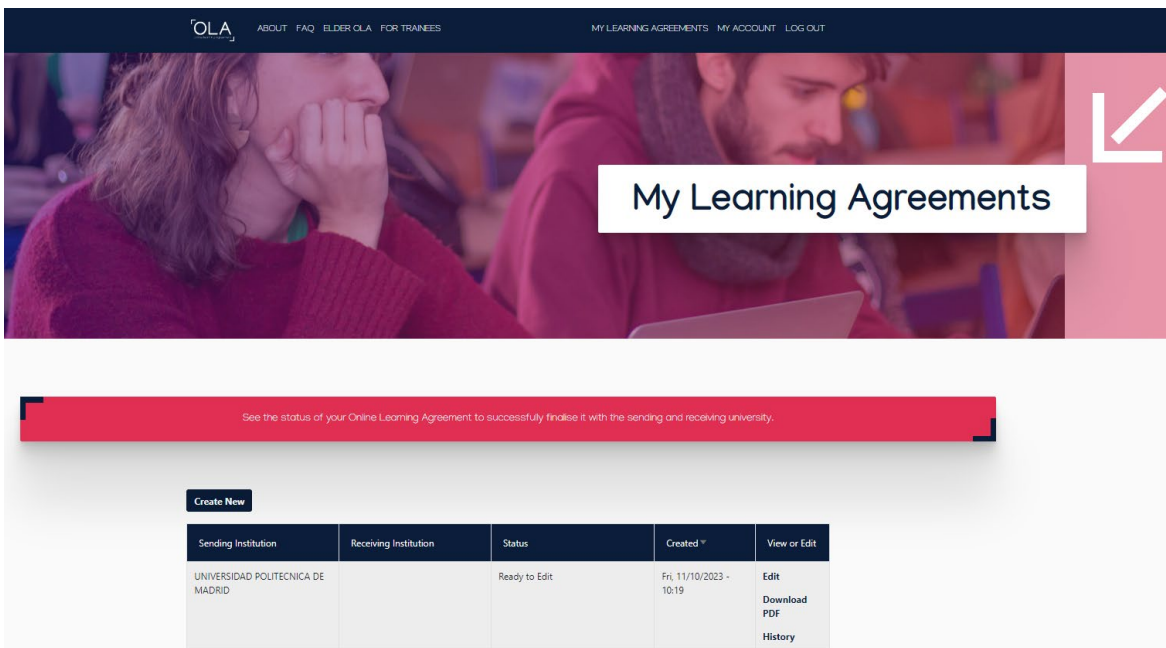
By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

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

Recibirás notificación por correo electrónico del avance de proceso de firmas de tu Learning Agreement.

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”.



Sending Institution	Receiving Institution	Status	Created	View or Edit
UNIVERSIDAD POLITECNICA DE MADRID		Ready to Edit	Fri, 11/10/2023 - 10:19	Edit Download PDF History