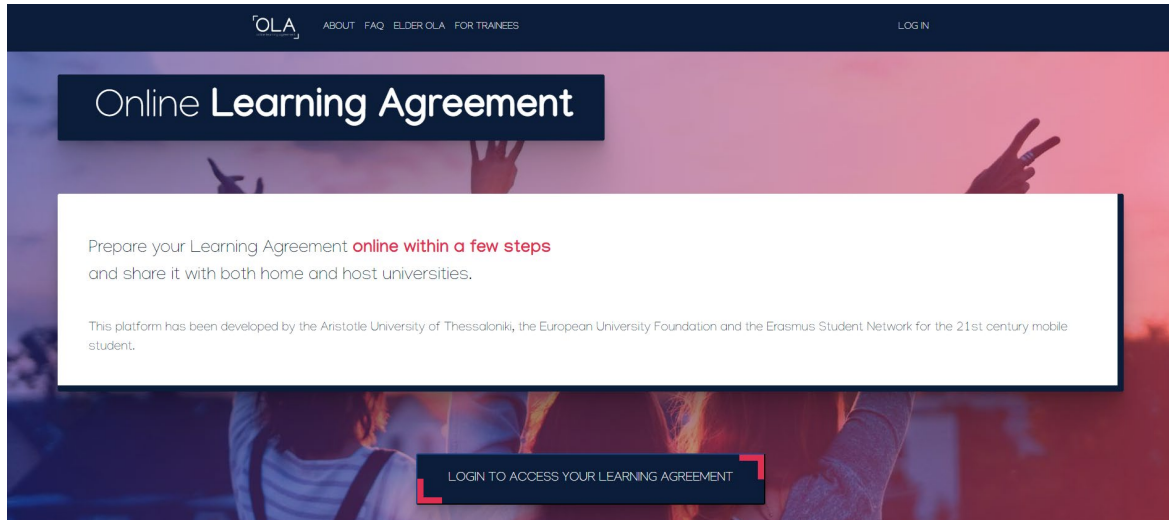


Instrucciones para rellenar el *Learning Agreement* para el curso BIP: “Biodiversity Conservation”

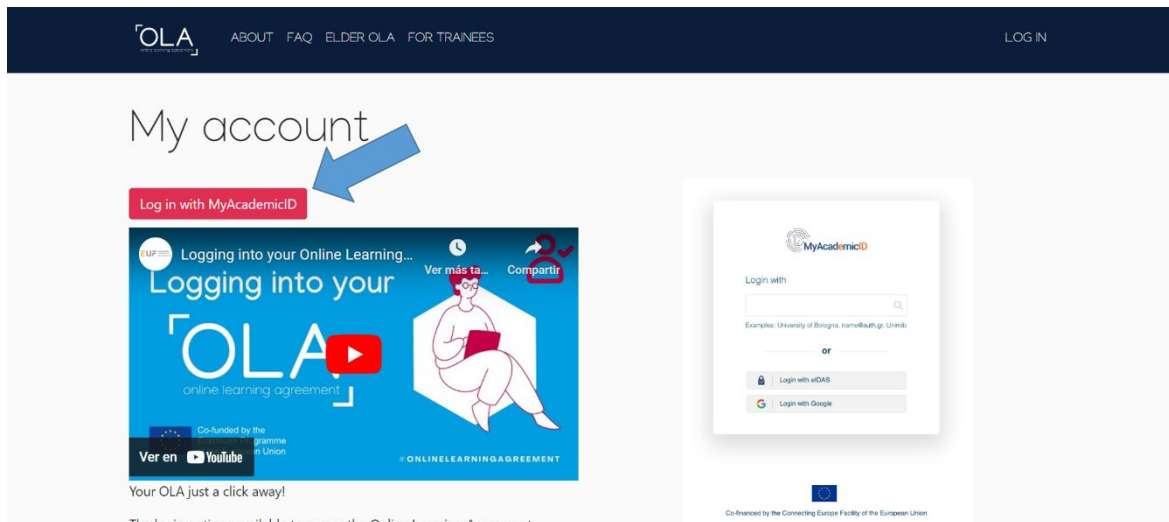
Paso 1

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



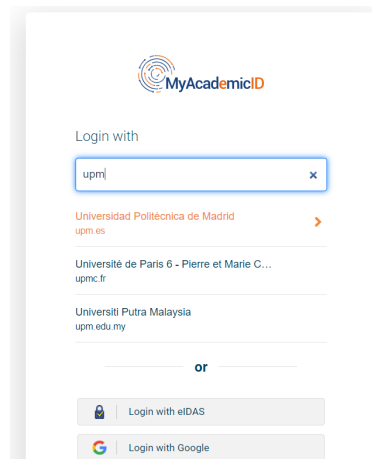
Paso 2

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



Paso 3

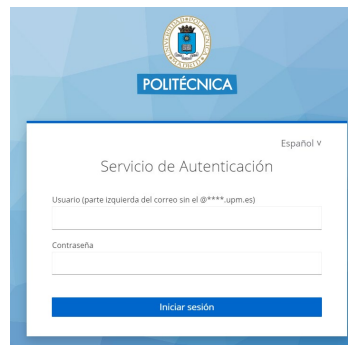
En el recuadro de MyAcademicID escribe “upm” y selecciona la “Universidad Politécnica de Madrid”.



Serás redirigido a la página de autenticación de la UPM.

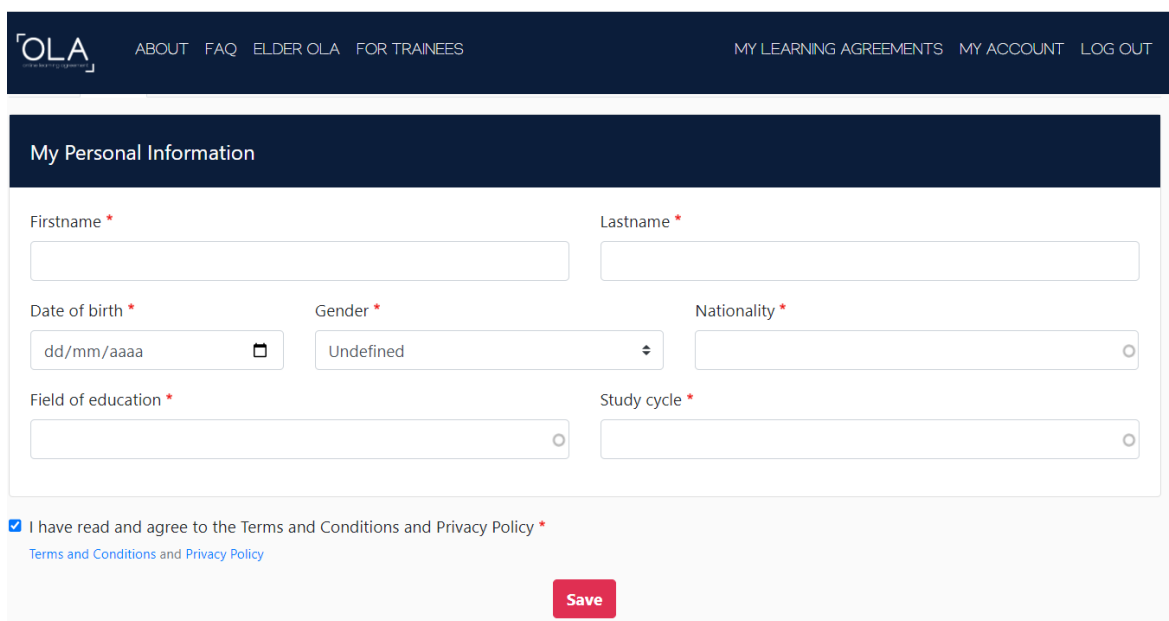
Paso 4

Auténticate con tus credenciales UPM.



Paso 5

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



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MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

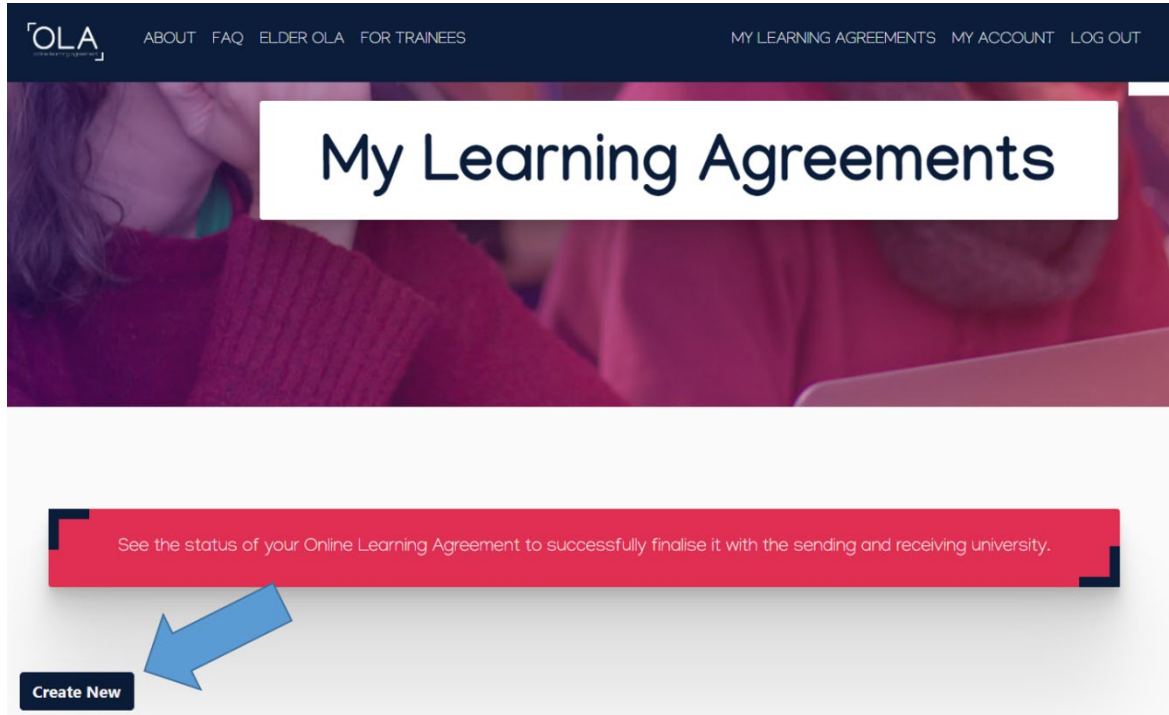
Field of education *

Study cycle *

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

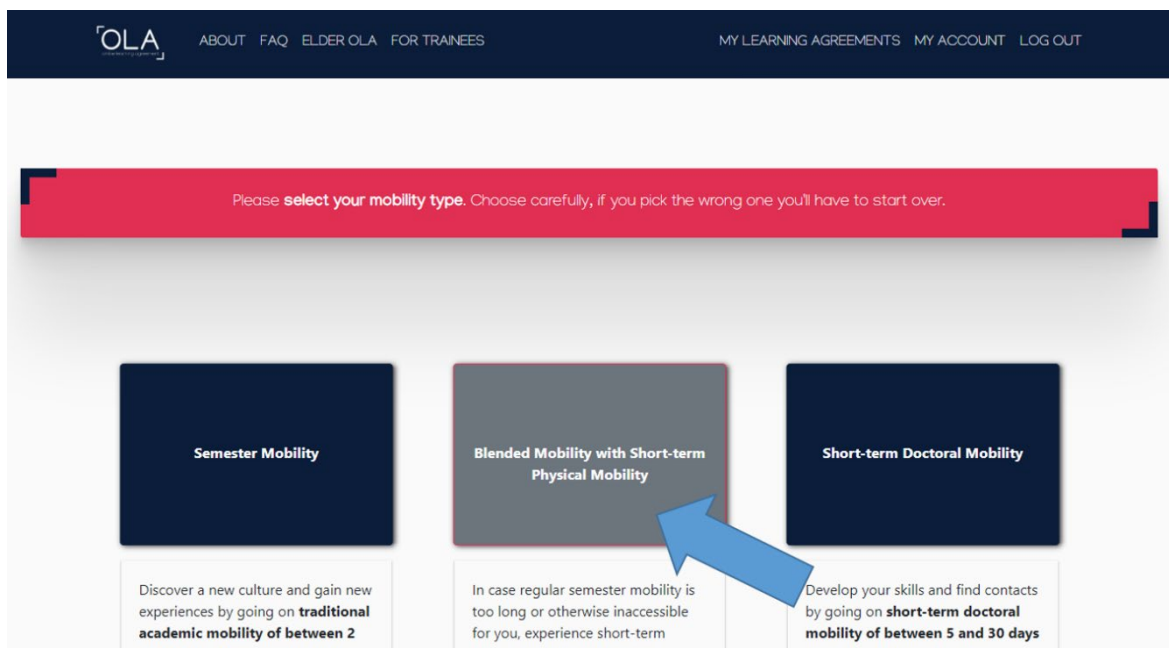
Paso 6

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”.



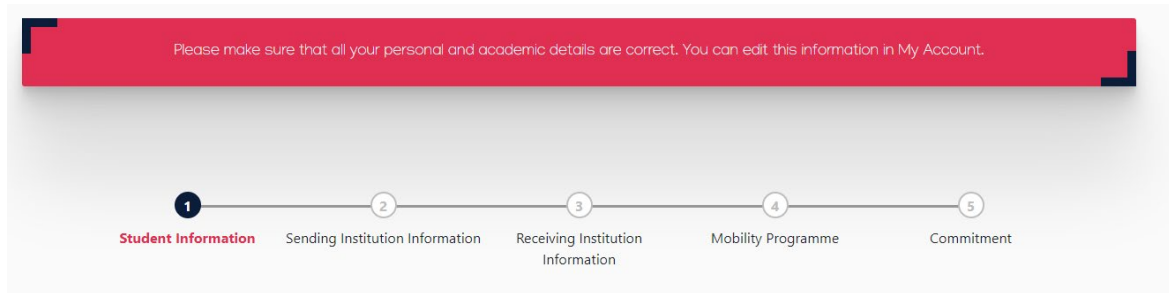
Paso 7

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 DE MONTES, FORESTAL Y
DEL MEDIO NATURAL

Carlos Alonso González

international.montes@upm.es

Departamental 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 (University of Agriculture in Krakow - Uniwersytet Rolniczy im. Hugona Kollataja w Krakowie – Código Erasmus PL KRAKOW06) 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: <i>Biodiversity Conservation</i>	
Receiving Responsible Person	
First name(s)	Maciej
Last name(s)	Pach
Position	Associate Dean for Education and Student Affairs
Email	maciej.pach@urk.edu.pl
Study Programme at Receiving Institution and recognition at the Sending Institution	
Component title or description at the Receiving Institution	Biodiversity Conservation
Component Code	2023-1-PL01-KA131-HED-000122847-2
Short description of the virtual component	The course will consist of an online part and an intensive part covering the following aspects: (1) identification and recognition of biodiversity at different levels of complexity; (2) various methods of biodiversity enhancement; (3) ensuring sustainable management of biodiversity in all sectors and ecosystems; (4) strengthening the framework for biodiversity governance, knowledge, research, financing and investment; (5) Biodiversity Strategy.

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.

IMPORTANTE: Las fechas de inicio y fin deben ser las que aparecen en la convocatoria.

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MY LEARNING AGREEMENTS | MY ACCOUNT | LOG OUT

Preliminary LA

Planned start of the mobility * Planned end of the mobility *

18/11/2023 25/11/2023

Study Programme at Receiving Institution and recognition at the Sending Institution

Component title or description at the Receiving Institution *
Remove

Component Code *

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

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

Automatically recognised towards student degree

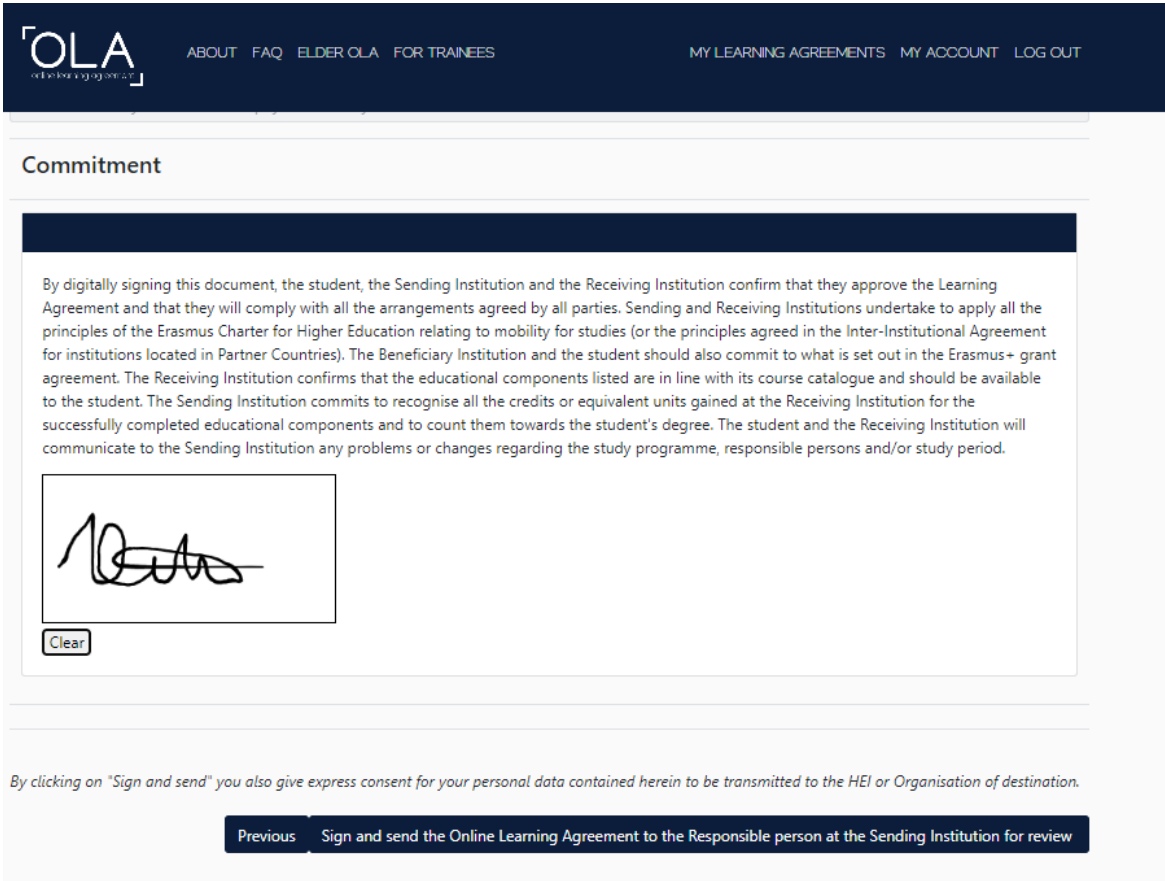
Automatic recognition comment

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.

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

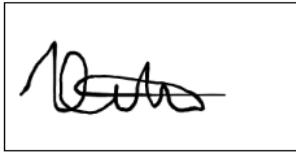


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of online learning agreement

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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”.



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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