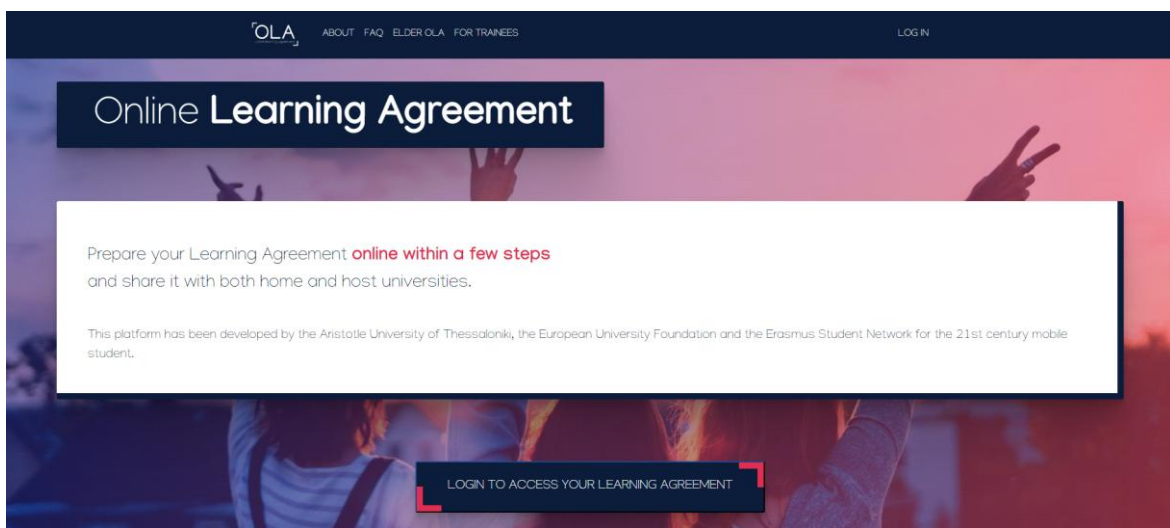


Instrucciones para rellenar el *Learning Agreement* para el curso BIP: “Analysis and Documentation of the Sustainable Architecture of Zagorochoria: Typology, Construction, Morphology and Integration in the Natural Landscape.”

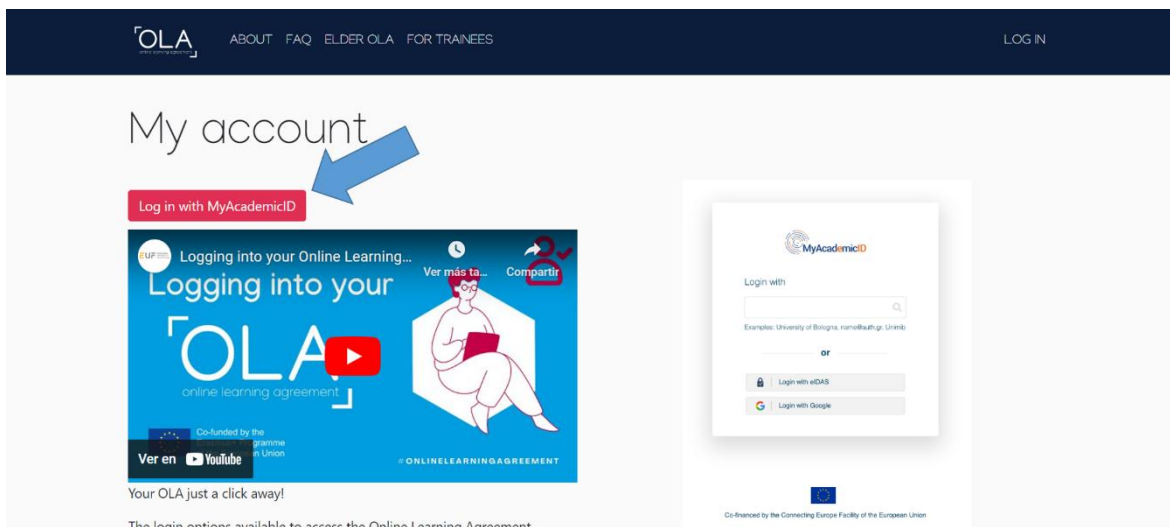
Paso 1

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



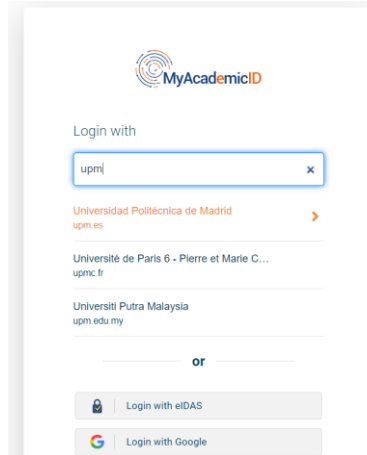
Paso 2

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.



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](#)

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”.

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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.

Paso 7

Selecciona de las opciones “tipo de movilidad” la de “Blended Mobility with Short-term Physical Mobility”.

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Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

- Semester Mobility**
Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution.
- Blended Mobility with Short-term Physical Mobility**
In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format allows you to spend a short period of time at another institution while continuing your studies at your home institution.
- Short-term Doctoral Mobility**
Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution.

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.

- 1 Student Information**
- 2 Sending Institution Information
- 3 Receiving Institution Information
- 4 Mobility Programme
- 5 Commitment

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:

ESCUELA TÉCNICA SUPERIOR DE EDIFICACIÓN

Alberto Pieltáin

intercambio.arquitectura.upm.es

Erasmus 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 Ioannina – Código Erasmus G IOANNIN01) 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: PV&EC Winter School	
Receiving Responsible Person	
First name(s)	Xenofon
Last name(s)	Bitsikas
Position	Vice-Rector for International Relations, Glonal Engagement and Lifelong Learning, Erasmus + Institutional Coordinator
Email	xbitsika@uoi.gr
Study Programme at Receiving Institution and recognition at the Sending Institution	
Component title or description at the Receiving Institution	Analysis and Documentation of the Sustainable Architecture of Zagorochoria...
Component Code	2023-1-EL01-KA131-HED-000138384-1
Short description of the virtual component	This proposal for implementing an educational program focuses on the study of the architecture, construction techniques and sustainable approach of traditional settlements and buildings in the Zagorochoria region.

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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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

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
Descripcion 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.

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



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".



OLA 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