Procedure for Creating a Learning Agreement in EWP LA

1. **Logging into USOSweb:**
   o Go to http://usosweb.sgh.waw.pl and log into your account.
2. **Navigating to the EWP LA section:**
   o In the student section, select "Student Exchange", then "Mobilities," and "EWP LA."
3. **Entering mobility data:**
   o Enter/Correct the planned mobility period (start and end dates) based on the Acceptance Letter from the university or information provided by the partner university.
4. **Selecting the coordinator from the partner university:**
   o Check the accuracy of the entered Erasmus coordinator's data, responsible for approving the LA on the partner university's side. Select from the dropdown list or, if not listed, manually add their details, including the correct email address.

NOTE: An incorrectly entered email address will prevent the LA from being sent to the appropriate coordinator at the receiving university for approval. The LA is a mandatory document for the scholarship to be paid.
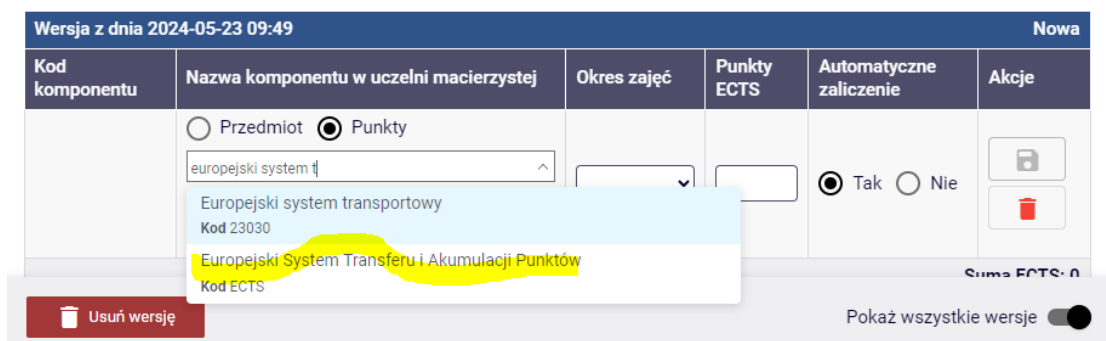
5. **Completing tables A and B:**
   o **Table A:** Enter the courses from the partner university's offer that you plan to study during the exchange.
   o **Table B:** Enter the courses that will be recognized at SGH upon return.

If you do not plan to take substitutes or are unsure if you will, you can select the "Points" option. Then, in the dropdown list, start typing "European Credit Transfer and Accumulation System" and enter the total number of ECTS, which should be the same as the number of ECTS in Table A. Then save the changes.

Failure to complete Table B will prevent the approval of the EWP LA and its submission for acceptance.

ⓘ Tabela B. Uznanie zaliczenia w uczelni macierzystej

- **Table C:** Do not fill this out; it pertains to other mobilities.

6. **Student approval of the document:**
   o After entering all the data, save the document. Click "Approve."
   o Then, contact the Dean of the relevant SGH study program by email to request approval of your LA.

7. **Dean's approval of the document:**
The Dean has three options:

- **Approve the LA** – After the Dean approves it, the message "Approved by the coordinator" will appear under the tables, and the LA status on the colored bar will change to "Waiting for information from the partner university."
- **Return the LA for correction** – This will revert the status to "New" and automatically withdraw your approval. In this case, after making corrections, you need to approve the LA again and request the Dean's approval once more.
- **Make changes to the LA** – The Dean can edit the LA independently (the status on the blue bar will change to "Editing by the coordinator") and approve the LA (the status will change to "Approved by the coordinator"). However, in this case, you also need to approve the changes made by the coordinator by clicking "Approve."

Once the LA is approved by both the student and the SGH Dean, it is automatically sent to the receiving university.

8. Waiting for the receiving university to approve the document

At this stage, send an email to the coordinator at the partner university to ensure that your LA is visible in their system and request approval. The partner university may not receive an automatic notification, as the EWP network operates differently at various universities.

If you need to make changes to the LA (e.g., change the coordinator's details or courses) at this stage, i.e., after the Dean's approval but before the partner university's approval, ask the Administrative supervisor in Dean's Office (Bachelor – Katarzyna Smolińska / Master Monika Wąsowska) to cancel the LA. At this stage, you will need to fill out the entire LA document again.

If you change the coordinator's details from the partner university in the previous version of the LA, the LA will not be sent to the new coordinator. To send the LA to a different coordinator, ask the Administrative supervisor in Dean's Office to cancel the LA and fill out the entire LA again.

9. Approval of the LA by the receiving university

After the partner university approves the LA, the status information on the bar in the upper right corner of each table will change to "Approved." The LA has been approved by all three parties! You do not need to print the document – it is visible to all parties involved.

10. Rejection of the LA by the partner university

If the partner university rejects the LA at this stage, the LA version will be canceled in USOSweb, and the form will be empty (only the travel data will be visible).

By switching the "Show all versions" toggle in the lower right corner, tables A and B will appear with the status "Rejected," and the LA version number will be crossed out.

If the partner university added a comment justifying the rejection, an icon with the letter "i" will appear next to the "Rejected" status. Clicking this icon will display the comment.

11. Making changes to the LA approved by all three parties

If you want to make changes to the LA approved by all three parties (e.g., remove or add courses in tables A and B), click the "Create new version" button.

After creating a "new version," buttons will appear in table A allowing you to remove components. Table A2 will be created, where you can add components. Removing a component from table A and adding a component to table A2 requires providing a reason for the change (a selection list is available).

Note!

Table A2 contains only changes (removal or addition of courses) compared to the approved LA. To see the full list of courses, click "Preview current state of the learning agreement."