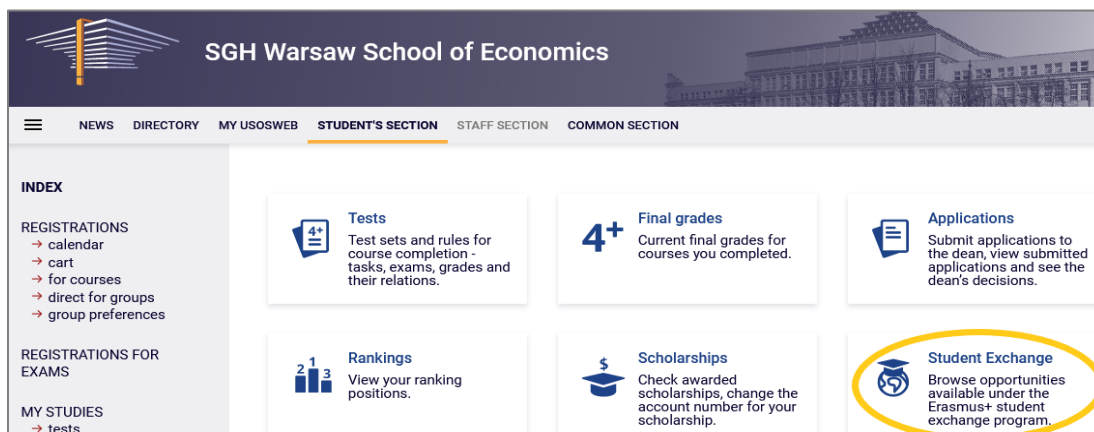


# How to fill out a Learning Agreement in USOSWeb?

1. Sign into <http://usosweb.sgh.waw.pl>
2. In the student section click on the student exchange tab.



3. Click on the [→ mobilities](#) link.

Before completing your Learning Agreement, please update your exchange details. This includes the semester dates at the partner university and the partner university coordinator (optional).

To do this, go to „[→ EWP LA](#)”:

| No. | Country | Institution name ▼ | Academic year | Mobility type | Status of mobility | Qualifications stage | Actions                                                                                                                 |
|-----|---------|--------------------|---------------|---------------|--------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1   | Japan   | Ryukoku University | 2026          | Studies       | Active             | Finished             | <a href="#">view →</a><br><a href="#">LA – decision →</a><br><a href="#">EWP LA →</a><br><a href="#">bank account →</a> |

- Enter/Correct your planned exchange period (start and end dates)** based on the Acceptance Letter or the information provided by the partner university. This should reflect your actual stay abroad (it can be used, for example, to confirm your departure in order to take your SGH exams ahead of schedule prior to leaving).
- (Optional) Select or enter the partner university coordinator’s details** – choose them from the drop-down list or, if they are not listed, add their details manually, including a correct email address.
- Save**
- After saving, return to My mobilities**

## Preparing the Learning Agreement – choosing your course program at the partner university

4. From the list choose click on [→ LA – decision](#)” / **Do not choose EWP LA!** /

| No. | Country | Institution name ▼ | Academic year | Mobility type | Status of mobility | Qualifications stage | Actions                                                                                                                 |
|-----|---------|--------------------|---------------|---------------|--------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1   | Japan   | Ryukoku University | 2026          | Studies       | Active             | Finished             | <a href="#">view →</a><br><a href="#">LA – decision →</a><br><a href="#">EWP LA →</a><br><a href="#">bank account →</a> |

5. Next [→ details of the agreement](#) on the bottom of webpage

|                             | Study cycle                        | Term                        | Status                                                              | Changes possible until | Options                                                                                                                                                                                                                        |
|-----------------------------|------------------------------------|-----------------------------|---------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Decision date<br>2022-10-10 | 20222 - Summer semester<br>2022/23 | SLLD-MIS-6 - sixth semester | W - modification in progress in USOSweb<br>Defining the course list | 2023-06-30             | <a href="#">→ print LA Before the mobility</a> <a href="#">i</a><br><a href="#">→ send link</a> <a href="#">i</a><br><a href="#">→ finish editing and notify the coordinator</a><br><a href="#">→ details of the agreement</a> |

In the Learning Agreement the student should declare courses worth a total of 30 ECTS/semester. When participating in a mobility to a university for a trimester (3-month long period), it is possible to choose courses for 20 ECTS.

If the student has a surplus of ECTS from previous semesters, the minimum number of ECTS attained abroad cannot be less than 24 ECTS, provided that this complies with the guidelines of the partner university. Some universities require to declare min 30 ECTS.

A seminar taken during your semester abroad is not counted towards the ECTS credits required to be completed at the partner university.

**NOTE** – students attending universities that do not use the ECTS system [bilateral agreements, most non-European universities] should convert credit points according to the information in the file "Table and rules for calculating grades" available on the website

<https://www.sgh.waw.pl/en/departure-procedures-study-abroad#Mobilityproceduresforay20262027>

[Grade conversion table](#)

6. The next step → **add new external course**

→ add new external course

7. Fill in the data for the course being taken abroad

Under the course **"Name"** – the name should be entered in English or in whichever language the subject will be taught in. Please remember to choose correct Term.

### Editing external course



Leave field empty if you're not sure how to fill it. Only fields marked with a star are required.

[go back to decision contents](#)

SAVE

|                       |                                                                                                                                                                                                                                                                                                                                                      |                             |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Code:                 | <input type="text" value="30897"/>                                                                                                                                                                                                                                                                                                                   |                             |
| Name*:                | <input type="text" value="Innovation management"/>                                                                                                                                                                                                                                                                                                   | → load from local directory |
| Name (in English):    | <input type="text"/>                                                                                                                                                                                                                                                                                                                                 |                             |
| Language*:            | <input type="text" value="English"/>                                                                                                                                                                                                                                                                                                                 |                             |
| Course web page:      | <input type="text"/>                                                                                                                                                                                                                                                                                                                                 |                             |
| Term*:                | <input type="text" value="20222 - Summer semester 2022/23"/>                                                                                                                                                                                                                                                                                         | ←                           |
| Course coordinator:   | <input type="text"/>                                                                                                                                                                                                                                                                                                                                 | → load from local directory |
| Institution:          | <input type="text" value="(in Polish) Universidad Loyola Andalucía"/><br><small>if the institution cannot be found on the list above, enter its name below:</small><br><input type="text"/>                                                                                                                                                          |                             |
| ECTS points*:         | <input type="text" value="3"/>                                                                                                                                                                                                                                                                                                                       | → load from local directory |
| Sum/Number of grades: | <input type="text"/> / <input type="text"/>                                                                                                                                                                                                                                                                                                          |                             |
| Grade:                | <input type="text"/>                                                                                                                                                                                                                                                                                                                                 |                             |
| Classes*:             | <p>Check all the types of classes that were conducted. You may also supply a number of working hours (total) and the grade achieved for this class.</p> <p><input type="checkbox"/> (in Polish) Ocena końcowa</p> <p><input checked="" type="checkbox"/> Class</p> <p>working hours: <input type="text" value="30"/> grade: <input type="text"/></p> |                             |

8. After choosing all courses and filling in all required details, click on → **finish editing and notify the coordinator**

→ finish editing and notify the coordinator

Once approved by the coordinator (who is designated in USOS as the Vice-Dean acting as your academic supervisor), you can generate the official version of the Learning Agreement (the version without the *draft version* watermark across the page).

9. After obtaining LA approval by the Vice-Dean, generate a file (Go to: **print LA Before/During the Mobility**), fill in the missing data (study cycle, dates from .. to., address of the partner university and contact details of the exchange coordinator at the partner university) via e.g. ABBYY FineReader. Use the Adobe Reader (or similar software) signature function to sign the LA.
10. Send the signed LA generated from USOS (after completing all the details) via email to the partner university coordinator for approval and signature. You may also arrange at the beginning of your mobility.

You can send your Learning Agreement to the partner coordinator only after your final course list is set. This means after you make any changes at the start of your exchange.

The Learning Agreement (LA) must be signed by three parties: you, the USOS Coordinator (Vice-Dean), and the partner university coordinator. Remember that the Vice-Dean must always approve your courses. These courses must exactly match the ones on your Transcript of Records (ToR) issued at the end of your exchange.

**AFTER SUBMITTING the LA in USOSweb, you must submit → an application with the [MOBILITY FORM from USOS](#) (separate instructions)**

#### **Changes to Learning Agreement LA / LA During Mobility**

If the courses you actually take at the partner university are different from those previously entered into the LA in USOS, you must make changes within one month of starting your classes/semester the latest, or by the final registration deadline at the partner university (which could be the start of your exchange semester or even right before it). Corrections can also include changes to ECTS credits or course titles.

**If you need to make changes to your LA, email your contact person at the Dean's office and ask them to enable LA editing.**

Your selected program or any changes to it must always be approved by the Vice-Dean.

#### **Contacts at the Undergraduate Vice-Dean's Office (also applies to Changes to LA):**

- Małgorzata Wilkiewicz [mwilki@sgh.waw.pl](mailto:mwilki@sgh.waw.pl)
- Magdalena Wilczyńska [mwilczy@sgh.waw.pl](mailto:mwilczy@sgh.waw.pl) (only Double degree program students)

undergraduate study LA is accepted by Dean Dr hab. Krzysztof Falkowski.

#### **Contacts at the Graduate Vice-Dean's Office (also applies to Changes to LA):**

- Monika Wąsowska: [mwasow1@sgh.waw.pl](mailto:mwasow1@sgh.waw.pl)

graduate study LA is accepted by Dean Dr Piotr Maszczyk

11. Learning Agreement (the final version - i.e. after changes, if applicable) accepted by the partner university **you sent to IC after the end of exchange, together with a set of settlement documents.**