

# 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.

4. From the list choose your Mobility and click on [→ learning agreement](#). / **Do not choose EWP LA!**

Mobilities granted to you

Showing elements 1..1 (out of 1)

No.	Country	Institution name	Academic year ▼	Mobility type	Status of mobility	Qualifications stage	Options
1	(in Polish) Hiszpania	Universidad Loyola Andalucia	2022	Studies	Active	Finished	<a href="#">→ view</a> <a href="#">→ learning agreement</a> <a href="#">→ EWP LA</a> <a href="#">→ bank account</a>

5. Next click on „read further” in order to reach the correct content

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

Select decision from the list

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

In the LA 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.

**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

[Grade conversion table](#)

7. The next step → add new external course

External courses (Table A)


→ add new external course

8. 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 note that during its final step of evaluation the LA is sent to the partner university for acceptance.










Please remember to choose the right didactic cycle.

### 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"/> <small>if the institution cannot be found on the list above, enter its name below:</small> <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>	

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

→ finish editing and notify the coordinator

### Changes to LA

In case an LA correction is required, a request to open the document can be sent via email to the appropriate contact person in the dean's office with a request to enable LA editing. This procedure also applies if changes to the LA need to be made during the mobility.

10. After obtaining LA approval by the Dean, generate a file, 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. Adobe Acrobat Reader. Use the Adobe Reader (or similar software) signature function to sign the LA.

**Students who have already prepared LA on the partner university form, only proceed the LA in USOS till the stage of the Dean's approval. In this case LA on the partner university form should be signed by 3 parties that means partner university as well.**

11. Send the finished LA via email to the partner university for acceptance.

It should be noted that a signed version of the LA by all 3 parties (student, SGH Dean and responsible person at the partner university) is absolutely necessary to recognize course at SGH after exchange period.

### NEXT STEP AFTER LA PROCEDURE → EXCHANGE REQUEST (separate instructions)

After completing LA in USOS, in the same system should be submitted an application with exchange request and student commitment.

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

- Katarzyna Smolińska [ksmolin@sgh.waw.pl](mailto:ksmolin@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 Małgorzata Znoykowicz-Wierzbicka.

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

- Diana Krysińska: [dkrysi@sgh.waw.pl](mailto:dkrysi@sgh.waw.pl)

graduate study LA is accepted by Dean Dr Piotr Maszczyk