EWP LA

1. What is an EWP LA?

Learning Agreement (LA) is a document stating your study programme related to your mobility, which must be signed by you, your home department and the partner university (the receiving / host institution). LA is mandatory to sign the financial agreement before the mobility – without a fully approved LA (with table A and B) it is not possible to obtain the grant in the Erasmus programme.

LA EWP is an LA approved by each of the three parties in the **EWP (Erasmus Without Paper)** network in a fully digital way, which means that it does NOT require printing, sighing physically or scanning.

EWP LA in USOSweb if fully integrated with the OLA (*Online Learning Agreement*) system and the systems used by other partner universities, if they are connected to the EWP network.

If your host University requires you to complete an **OLA (*Online Learning Agreement*)** or they have another system for signing LAs connected to the EWP network, it means that you can complete your **EWP LA in your USOSweb profile** and it will be approved fully digitally by all the parties.

OLA system and the EWP network are integrated with "our" USOSweb so UW students do not need to log into other, external systems but can complete their LAs in their USOSweb profiles.

2. Creating an EWP LA

First, find out the following information from the host university:

1) **start and end date of your mobility** (these dates should be stated in the academic calendar or information provided by the host university);

2) **email address of the Erasmus coordinator responsible for approving LAs at the host university** (please make sure you have the correct data and email address of the coordinator responsible for your LA).

2.1 Entering data

Once you have the dates and the coordinator's email address, go to your **EWP LA** in your USOSweb profile (Figure 1). Do not click "Learning Agreement" (this is another type of LA which should be used if the partner university is not connected to the EWP network / doesn't use OLA).

My USOSWEB > Student's section > Student Exchange > Mobilities > **EWP LA**

Figure 1 – EWP LA in USOSweb profile

Once you click "EWP LA" a new page will open with details of your mobility. In the „**Mobility**" section you will see an empty field: "**ESI identifier**" – **leave it empty**.

ESI Identifier ⓘ

Your ESI Identifier will appear automatically when the coordinator (UW) creates your LA EWP (in the next steps).

Enter the required data:

- planned start and end date of the mobility
  Please note! You will be able to modify the dates of your mobility until the day you sign the financial agreement (changing the dates doesn't require creating a new version of the LA). The dates are important to indicate the semester of your mobility.

- indicate the data of coordinator at the host university
  - if this person is listed on the scroll-down list you can choose them ("**Select a person from the list**").
  - If the coordinator is not included on the scroll-down list, you need to add their data ("**Add a new person**") and click "**Save**" (Figure 2).

Figure 2 – Entering necessary data before the coordinator creates LA EWP
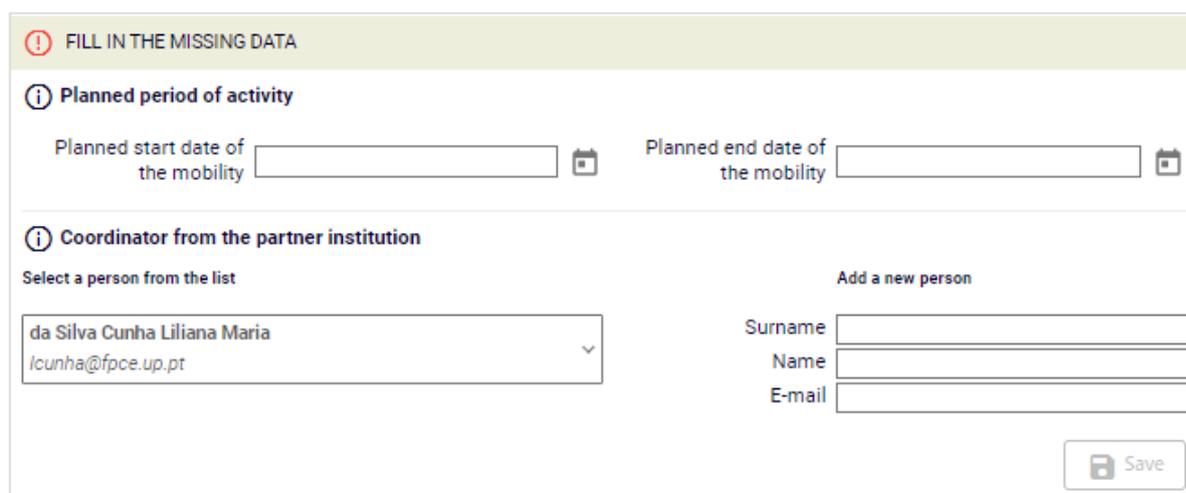
ⓘ FILL IN THE MISSING DATA

ⓘ **Planned period of activity**

Planned start date of the mobility [   ] 🗓   Planned end date of the mobility [   ] 🗓

ⓘ **Coordinator from the partner institution**

Select a person from the list   Add a new person

da Silva Cunha Liliana Maria   Surname [   ]
lcunha@fpce.up.pt   Name [   ]
                                                 E-mail [   ]

                                                         💾 Save

! **Double-check the email address of the coordinator you enter**. If you don't have the correct data or if there is a mistake in the email address, your LA will not be received by the host university and it will not be approved, which will delay signing the financial agreement and the payment of your Erasmus grant.
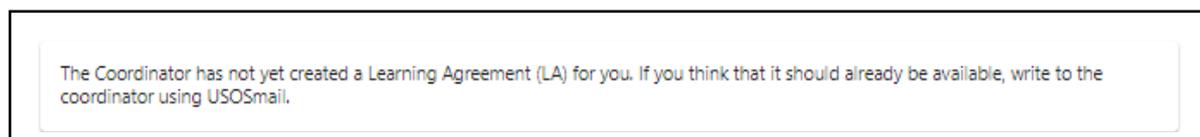
! Please note!

If you cannot add an email address of a coordinator whose name is already on the scroll-down list with another email address please contact IRO UW (erasmusbwz@uw.edu.pl).

2.2 Ask the coordinator (UW) to create your EWP LA

Once you enter the above details ask the mobility coordinator at your department to create your EWP LA (you need to contact the coordinator by email).

As long as an EWP LA is not created for your current mobility, you will see the following notification:

> The Coordinator has not yet created a Learning Agreement (LA) for you. If you think that it should already be available, write to the coordinator using USOSmail.

Once your EWP LA is created, it will become visible at the bottom of the screen (Figure 3).
Click „**view/ edit**" to complete it.

Figure 3 – EWP LA created for the mobility

Learning Agreement

Academic year	EQF level	Mobility type	Creation date	Actions
2021/2022	6 - Bachelor or equivalent first cycle	Long-term physical mobility	2021-10-29 18:17	view/edit

2.3   Completing EWP LA

There are three tables in EWP LA (A,B,C) but only table A and B must be completed (Figure 4).

Table A – Study programme at the Receiving Institution (courses to be completed **at the host university)**

Table B – Recognition at the Sending Institution (courses **from the UW course catalogue** to be replaced by the courses from table A).

Table C – DO NOT COMPLETE - this table is meant for other types of mobility

Figure 4 – Empty EWP LA (before components are added).

Table A. Study programme at the Receiving Institution

Version dated 2023-05-19 09:47				New
Component code	Component title at the Receiving Institution	Term	ECTS credits	Actions

+ Add a component   Save the table

(i) **Table B. Recognition at the Sending Institution**

Version dated 2023-05-19 09:47					New
Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition	Actions

+ Add a component   Save the table

Table C. Virtual component at Receiving Institution and recognition at the Sending Institution

Version dated 2023-05-19 09:47						New
Component code	Component title or description of the mobility programme	Virtual component	Term	ECTS credits	Automatic recognition	Actions

+ Add a component   Save the table

> ➢ **Table A. Study programme at the host university** (blue ribbon)

Click „**Add a component**" to add a course from the host university. The name of the course should be given **in the language in which the course is held**. (Figure 5).

Figure 5 – Adding components to Table A

It is mandatory to indicate the term and the number of ECTS credits for each component (Figure 6).

Figure 6 – ECTS credit value is obligatory

Each component can be saved or removed. New component can be added only if the previous one has been saved.

If you are not certain whether your home department will approve your proposed study programme, please contact your mobility coordinator (UW). All enquiries related to your study programme must be addressed to the coordinator (IRO cannot decide about the content of your LA).

"**Save the table**" to save all the changes made in the table.

➢ **Table B. Recognition at the Sending Institution** (green ribbon)

In Table B you need to add names of courses from the **UW course catalogue**, which you will not have to take (as they will be replaced by the courses taken at the host university). It is assumed that the courses will be automatically recognised by your home department (**Automatic recognition – YES**), which means that if you complete the courses listed in table A, you will be automatically exempt from taking the courses at UW listed in Table B (with an "Automatic recognition – YES" flag).

Table B must not be empty!

Without a completed Table B your LA will be invalid (you cannot receive an Erasmus grant without a complete LA). This rule does not apply to students of the following programmes: **NOHA**, **MBA**, **IBP** and **double degree** students (students of these programmes need to complete Table A only).

To add a component to Table B you need to enter the name of the course, which will prompt a scroll-down list of courses to appear (Figure 7).

Please note! If the given course does not appear in the search window, try copying in the full course code (as listed in the UW course catalogue)

Figure 7 – Table B – adding components from UW course catalogue
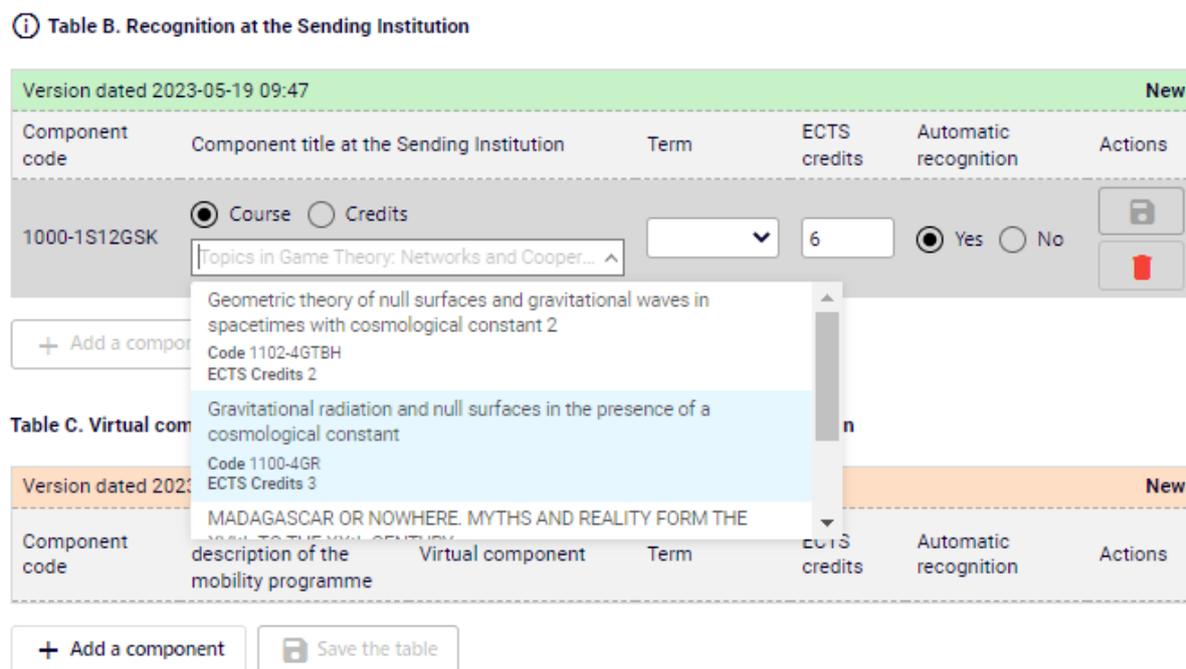
As in Table A, each component can be saved or deleted from the list.

New component can only be added once the previous component has been saved.

If you are not certain whether you can be exempt from a particular course, please contact the departmental coordinator (UW).

"**Save the table**" to save all the changes made in the table.

2.4 Approve your EWP LA

Your EWP LA must be first approved by you – you can find the "**Approve**" button at the bottom of the screen, on a floating bar (Figure 8).

Figure 8 – „Approve" button (on a floating bar) used to approve the whole EWP LA

Please note! Before you approve your EWP LA double-check all the data and the ECTS values.

Once you approve your EWP LA, the status of your LA displayed on each ribbon will change from "New" to "**Approved by the student**". The date and time of your signature will appear under each table (Figure 8).

Figure 8 – EWP LA after the student's approval.

Please note!

After you approve your EWP LA, the document is **blocked**. If you need to make a correction (change the data of the coordinator or edit the tables) before the coordinator (at UW) approves it, you must ask the coordinator (UW) to **withdraw the LA for correction.**

2.5 Ask the Coordinator (UW) for approval

Once you approve your LA you need to email the departmental coordinator (UW) to ask for their approval. In your email please indicate that you have an **EWP** (the coordinator does not know automatically which type of LA you have).

The coordinator has three options:

➢ **Approve your LA** – after the coordinator approves your LA, the status of each of the tables on the blue and green ribbons will change from "Approved by the student" to "**Waiting for information from the partner institution**".
Under each table you will see the date and time of the approval (yours and the coordinator's)

➢ **Withdraw LA for correction** – the status of your LA will be reverted back to "New"; you will be able to edit all the elements. After you edit the LA, you need to approve it (again) and ask the coordinator for approval (again).

➢ **Edit the LA** – coordinators can make changes in students' LAs themselves and then approve the LAs after the changes. If the coordinator edits your LA, you must approve the LA **after** the coordinator's approval (LA must always be approved by you and the coordinator at UW in order to be sent via the EP network to the partner university).

2.6 Waiting for information from the partner institution

Once your EWP LA is approved by you and the coordinator its status changes to "**Waiting for information from the partner institution**" on each ribbon (Figure 9). It means that the LA has been sent via EWP network to the coordinator at the host university.

Your LA is blocked now – you cannot edit it at this stage.

Figure 9 – Table A and B approved by the student and the coordinator at UW (sent to the partner university)

Table A. Study programme at the Receiving Institution

Version dated 2023-05-19 09:47		Waiting for information from the partner institution	
Component code	Component title at the Receiving Institution	Term	ECTS credits
1234	Games Theory	Winter semester	4
1235	Statistics	Winter semester	4

✅ Approvals   Student: 2023-05-19 10:14   Coordinator: 2023-05-19 10:23

ⓘ **Table B. Recognition at the Sending Institution**

Version dated 2023-05-19 09:47		Waiting for information from the partner institution		
Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition
1000-1S12GSK	Topics in Game Theory: Networks and Cooperation	Winter semester	6	⦿ Yes ◯ No

✅ Approvals   Student: 2023-05-19 10:14   Coordinator: 2023-05-19 10:23

At this stage you should **contact (email) the coordinator at the host university** to find out whether your online LA is visible in the host university system and whether it can be approved. The EWP network works differently at each institution and the coordinator at the host university may not receive a notification from their system about your LA waiting for approval, this is why contacting the partner university is necessary.

Please note!

! If you need to **make changes in your LA** (ex. change the data of the coordinator or edit table A or B) **at this stage** (after the home coordinator's approval and before the host university's approval) you must ask the home coordinator (UW) to **CANCEL your LA**. It means that you will have to **create a new version of your LA** and fill in all the tables again.

Very important!

If you change the data of the coordinator at the partner university when your LA has the status: "Waiting for information from the partner institution" your LA WILL NOT BE SENT TO THE NEW COORDINATOR whose data you entered.

If you want your LA to be sent to a different coordinator, at this stage, you need to ask the coordinator at your home department (UW) to CANCEL the existing LA and you must create a new version of your LA, complete it, approve it and have it approved by the UW coordinator again (follow the points 2.3-2.6)

2.7 Approval of the partner university

When the partner university accepts your EWP LA, the status on all the tables of the LA will change to "**Approved**" (Figure 10). This means that the LA has been approved by all the three parties!

You don't need to print your EWP LA – it will be visible to IRO, your coordinator and the host university (if needed, you can print it by right-clicking the mouse and choosing "Print" option).

Figure 10 – EWP LA **Approved** by the student, the coordinator (UW) and the partner (host university)

Version dated 2022-04-05 07:37				Approved
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits
	Portuguese as Foreign language	Removal	Summer semester	4
	International Business Management	Removal	Summer semester	5
	Digital Marketing	Addition	Summer semester	5
	Operations and Logistics Management	Addition	Summer semester	5

✔ Approvals	Student: 2022-04-05 12:37	Coordinator: 2022-04-05 18:50	Partner: 2022-04-08 10:47

2.8 Rejection of LA by the partner university

If the partner University rejects your EWP LA, the LA will automatically be cancelled in your USOSweb – **tables A and B will disappear** (only your personal mobility data will be visible).

If you slide the switch to "**Show all versions**" the rejected LA will become visible with the status "**Rejected**", with the version number in the top left corner crossed out (Figure 11).

If the partner University added a comment or an explanation why this version was rejected, a symbol of "**i**" in a circle will appear next to the "Rejected" status. Clicking the „**i**" will display the comment.

Figure 11 – EWP LA rejected by the partner university.

Table A. Study programme at the Receiving Institution

Version dated 2021-10-29 18:17			ⓘ Rejected
Component code	Component title at the Receiving Institution	Term	ECTS credits
	Portuguese as Foreign language	Summer semester	4
	Portuguese Culture	Summer semester	2
	International Finance	Summer semester	6
	Behavioral Skills in Management II	Summer semester	5
	Financial Markets	Summer semester	5
	Financial and Project Analysis	Summer semester	5
	Taxation	Summer semester	4

In such a situation you must "**Create a new version**" of your LA – an option available on the floating bar at the bottom of the screen. To complete the „**New**" version follow the steps described in pt. 2.3 – 2.5.

3. Making changes to an approved EWP LA

If you need to make changes to an EWP LA approved by all the three parties (eg. add or remove a course in Table A or B) or – in case of a two-semester mobility – add courses for the second semester, click "**Create a new version**" on the floating bar at the bottom of the screen (Figure 12).

Please note!

You should make changes to your LA by the third week of your mobility in the given semester of studies at the latest but the partner university may have an earlier deadline.

Figure 12 – Creating a new version of EWP LA

Table A. Study programme at the Receiving Institution

Version dated 2023-04-01 09:56			Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits
	Grenzen und Nachbarschaften. Kulturkontakte, Transfers, Übersetzungen: Deutschland und Polen	Summer semester	9
	Interkulturelle Kommunikation im Spannungsfeld von Lokalisierung und Globalisierung	Summer semester	3
	Literarisches Übersetzen Polnisch-Deutsch	Summer semester	4
	GoEast: Historischer Film und Nation Building im ost(mittel)europäischen Film	Summer semester	6
	Zoopoetiken und vegetal poetics	Summer semester	3
	Leo Perutz - Die Logik der Phantastischen	Summer semester	3
	Freuds Kulturtheorie und ihre aktuelle Rezeption	Summer semester	3

✓ Approvals   **Student:** 2023-04-05 20:28   **Coordinator:** 2023-04-05 20:30   **Partner:** 2023-04-17 14:20

✏ Create a new version   Show all versions ⬤

Once you click "Create a new version" two options become available (Figure 13):

- **removing components** from the approved Table A
- **adding new components** (in **Table A2 which appears** below Table A)

Figure 13 – removing and adding components to an already approved EWP LA.

Table A. Study programme at the Receiving Institution

Version dated 2023-05-23 11:42					Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits	Actions	
abc123	Advanced Physics II	Summer semester	3	🗑	
	Geometry III	Summer semester	2	🗑	
	Hadrons theory	Summer semester		🗑	

✓ Approvals   **Student:** 2023-05-23 12:02   **Coordinator:** 2023-05-23 12:03   **Partner:** 2023-05-23 12:04

Table A2. Changes to table A

Version dated 2023-05-24 10:05					New
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits	Actions

➕ Add a component   💾 Save the table

When you add or remove a component the system requires you to indicate the reason for change (dropdown list) and provide a comment in English. After adding and removing components, Table A2 will show the changes made to table A: components which have been added and removed (Figure 14).

Figure 14 – Changes made to an approved LA – **Table A2**

Table A. Study programme at the Receiving Institution

Component code	Component title at the Receiving Institution	Term	ECTS credits	Actions
				Approved
abc123	Advanced Physics II	Summer semester	3	🗑
	~~Geometry III~~	~~Summer semester~~	~~2~~	
	Hadrons theory	Summer semester		🗑

Version dated 2023-05-23 11:42

✅ Approvals   **Student:** 2023-05-23 12:02   **Coordinator:** 2023-05-23 12:03   **Partner:** 2023-05-23 12:04

Table A2. Changes to table A

Version dated 2023-05-24 10:05   **New**

Component code	Component title at the Receiving Institution	Change	Term	ECTS credits	Actions
	Geometry III	Removal	Summer semester	2	💾 ↺
xyz-456	Linear Algebra	Addition	Summer s ⌄	3	💾 🗑

➕ Add a component   💾 Save the table

Please note!

Table A2 does NOT contain the new, complete list of components but only information on what **changes** have been made with respect to Table A (added or deleted components).

In order to see the final outcome of the changes click "**View the current status**" of your LA above all the tables (Figure 15 and 16)

Figure 15 – Changes to EWP LA - viewing the current status

Mobility

Student	Anna Żochowska
Student number	434795
ESI Identifier	...lUniqueCode:int:esi:uw.edu.pl:434795
Study programme	Financial Management and Accounting, full-time, first cycle programme
Term	Academic year 2021/22
Country	Portugalia
Erasmus code	P PORTO07
Name of institution	(in Polish) Universidade Portucalense Infante D. Henrique

Agreement

Academic year	2021/2022
EQF level	6 - Bachelor or equivalent first cycle
Mobility type	Long-term physical mobility
Technical information ⓘ	→show

🔍 View the current status ⬅

Figure 16 – View of the **current status** of the LA (current tables after the changes)

View the current status of the Learning Agreement

Table A. Study programme at the Receiving Institution

Component code	Component title at the Receiving Institution	Term	ECTS credits
	Portuguese Culture	Summer semester	2
	Financial Markets	Summer semester	5
	Innovation Economics and Management	Summer semester	5
	Financial and Project Analysis	Summer semester	6
	International Finance	Summer semester	6
	Digital Marketing	Summer semester	5
	Operations and Logistics Management	Summer semester	5

Table B. Recognition at the Sending Institution

Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition
2600-DSFRw2FPRZ	Corporat Finance	Summer semester	5	Yes
2600-DSFRz2RF	Financial Market	Summer semester	5	Yes
2600-DSFRdz2TF	Theory of Finance	Summer semester	3	Yes
2600-1200210009	Econometrics	Summer semester	4	Yes
2600-DSFRdz2TIF	Information Technologies - Fintech	Summer semester	3	Yes
2600-DSFRdz2ZOR	Employment at organization	Summer semester	3	Yes
2600-DSFRdz2PF	Psychology in finance	Summer semester	3	Yes

Table B is edited in the same way

Courses can be deleted from the approved Table B and new courses can be added in Table B2, which appears below Table B.

After making changes in Table A (Table A2) and Table B (Table B2) click "Approve" and ask the coordinator (UW) to approve the changes.

Once the LA is approved by the coordinator at your home department, the status of LA will change to "**Waiting for information from the partner institution**" on each ribbon. The coordinator at the partner university will see the original tables (already approved) and the proposed changes to Table A2 and Table B2.

At this stage it is worth contacting the coordinator at the partner university (email) to make sure your new version of LA is visible and can be approved.

Once the host University approves your LA with changes, the status of all the tables (Table A2 and Table B2) will change to: "**Approved**".

Please pay attention to the status of Table A2

The changes to LA will be approved by the partner university only when the status of **Table A2 / B2** changes to "**Approved**" (Figure 17).

Figure 17 – Table A and table A2 approved by all the parties.

Table A. Study programme at the Receiving Institution

Version dated 2022-02-25 11:59			Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits
	Portuguese as Foreign language	Summer semester	4
	Portuguese Culture	Summer semester	2
	Financial Markets	Summer semester	5
	Innovation Economics and Management	Summer semester	5
	Financial and Project Analysis	Summer semester	6
	International Finance	Summer semester	6
	International Business Management	Summer semester	5

Table A2. Changes to table A

Version dated 2022-04-05 07:37				Approved
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits
	Portuguese as Foreign language	Removal	Summer semester	4
	International Business Management	Removal	Summer semester	5
	Digital Marketing	Addition	Summer semester	5
	Operations and Logistics Management	Addition	Summer semester	5

✓ Approvals	Student: 2022-04-05 12:37	Coordinator: 2022-04-05 18:50	Partner: 2022-04-08 10:47

LA may have multiple versions (you can make changes as long as both universities allow them). There may be more than one version of changes. Ultimately, there will always be one Table A and one Table B (approved at the beginning) and one set of changes (the latest ones) displayed in Table A2 and Table B2. All the other changes made in the meantime (before the final version) will be hidden and will be displayed when you slide the switch "**Show all versions**".