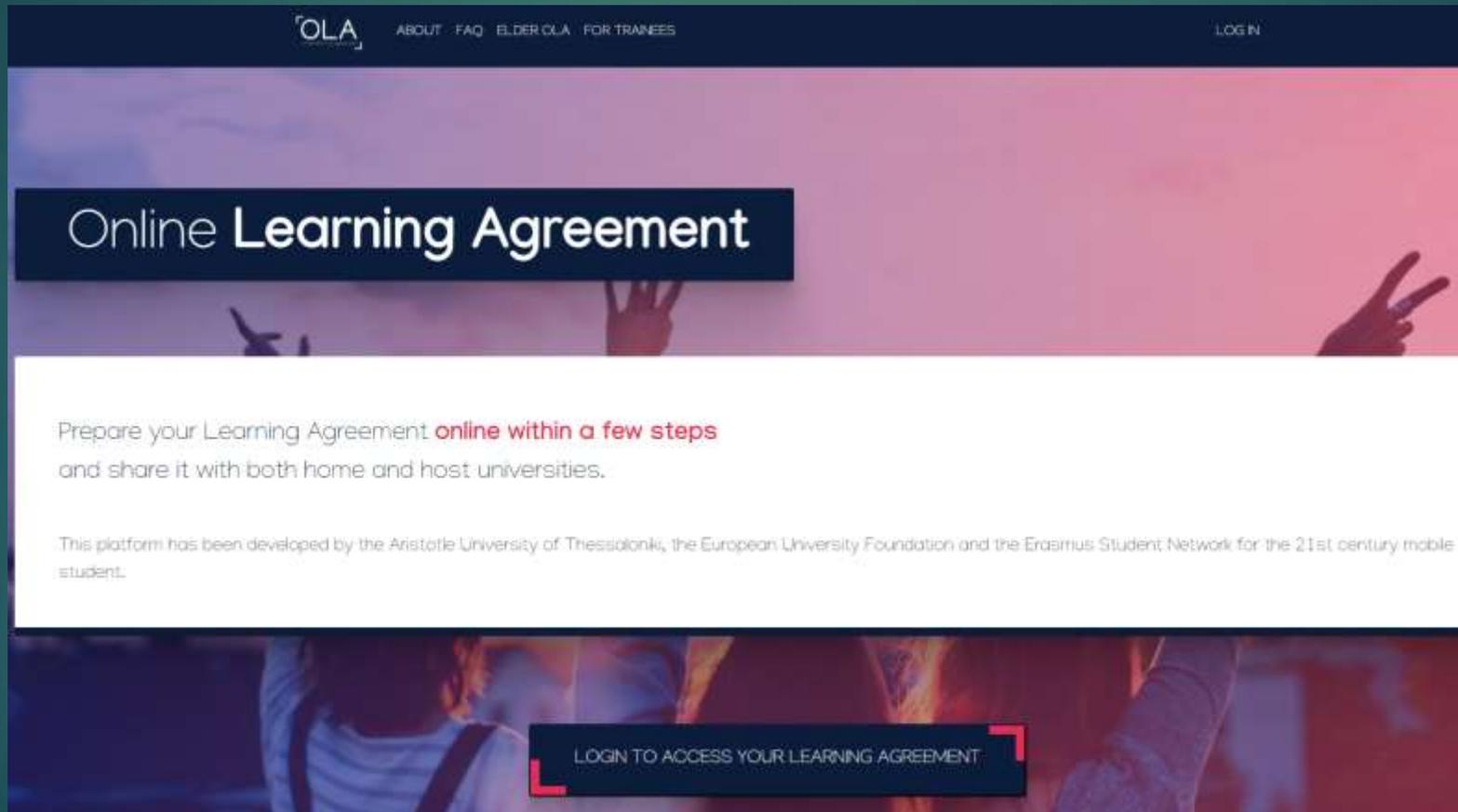




How to create an ONLINE LEARNING AGREEMENT
CZECH UNIVERSITY OF LIFE SCIENCES IN PRAGUE

Registration – login

Open the webpage: <https://learning-agreement.eu> and click on „Login to access your learning agreement“ at the bottom of the page:

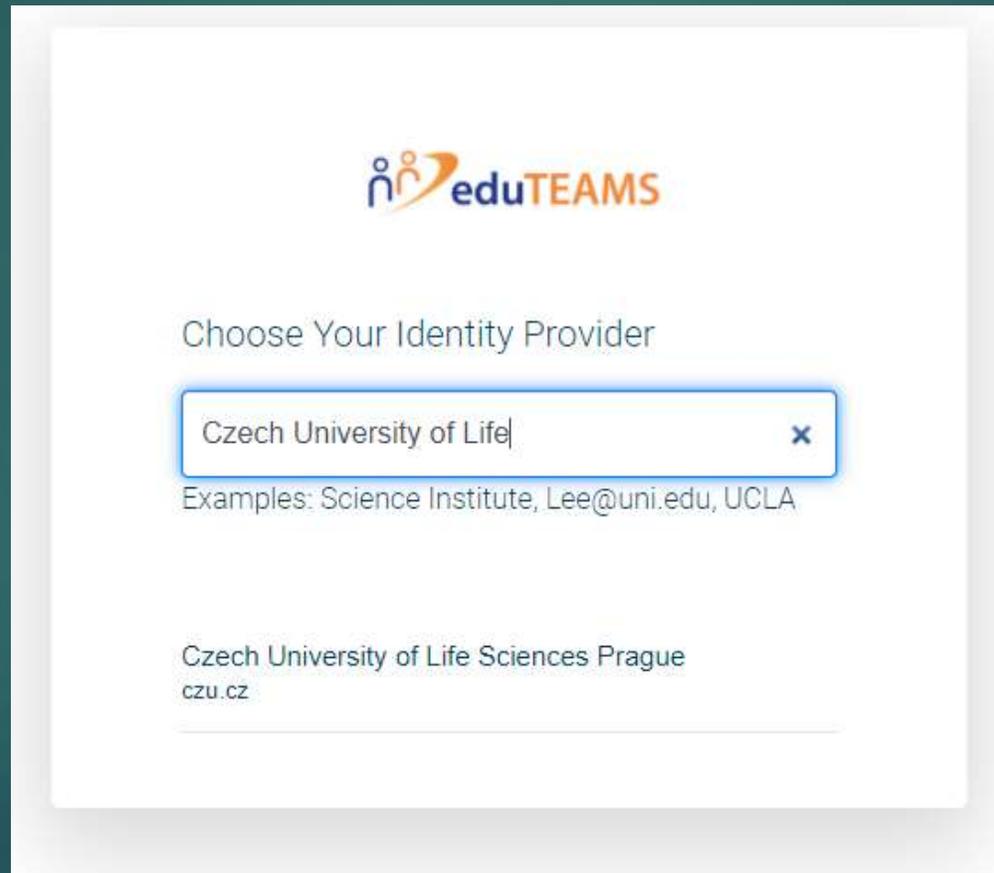


On this page you can log in through „eduGAIN“ (recommended) or with your Google account:



The screenshot shows the top navigation bar of the OLA website. On the left is the OLA logo with the tagline 'online learning system'. To its right are navigation links for 'ABOUT', 'FAQ', 'ELDER OLA', and 'FOR TRAINEES'. On the far right of the navigation bar is a 'LOG IN' link. Below the navigation bar, the main content area has the heading 'My account'. Underneath this heading are two dark blue buttons: 'Log in with Google' and 'Log in with your academic credentials (eduGAIN)'.

Here type the name of the university: **Czech University of Life Sciences** – it will be searched in the database:



The image shows a white rectangular window with a drop shadow, representing a login or search interface. At the top center is the logo for 'eduTEAMS', which consists of a stylized orange and blue icon of two people and the text 'eduTEAMS' in blue and orange. Below the logo is the text 'Choose Your Identity Provider'. Underneath this is a search input field with a blue border and a blue glow. The text 'Czech University of Life' is entered into the field, and a small 'x' icon is visible on the right side of the input box. Below the input field, there is a line of text: 'Examples: Science Institute, Lee@uni.edu, UCLA'. At the bottom of the window, the text 'Czech University of Life Sciences Prague' is displayed, with 'czu.cz' underneath it. A horizontal line is positioned below the text 'czu.cz'.

Log in with your user name and password as to the UIS:



Přihlásit se k MyAcademicID IAM Service

Uživatelské jméno

Heslo

Nepaměťovat přihlášení

Smazat předešlé povolení k uvolnění Vašich informací k této službě.

[Zapomněli jste své heslo?](#)

[Potřebujete pomoc?](#)

Přihlášení

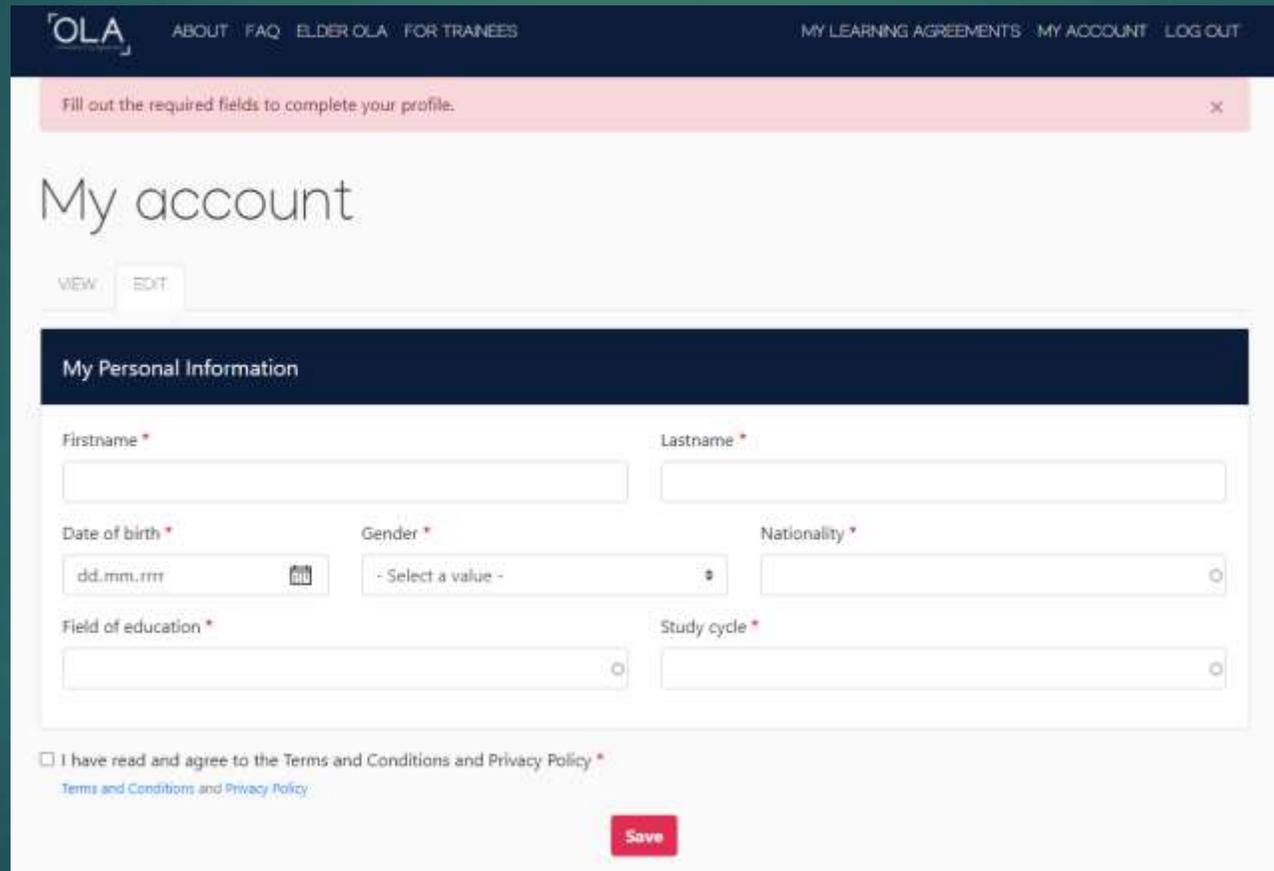


The MyAcademicID IAM Service provides Identity and Federated

Fill in your name, date of birth, gender, nationality.

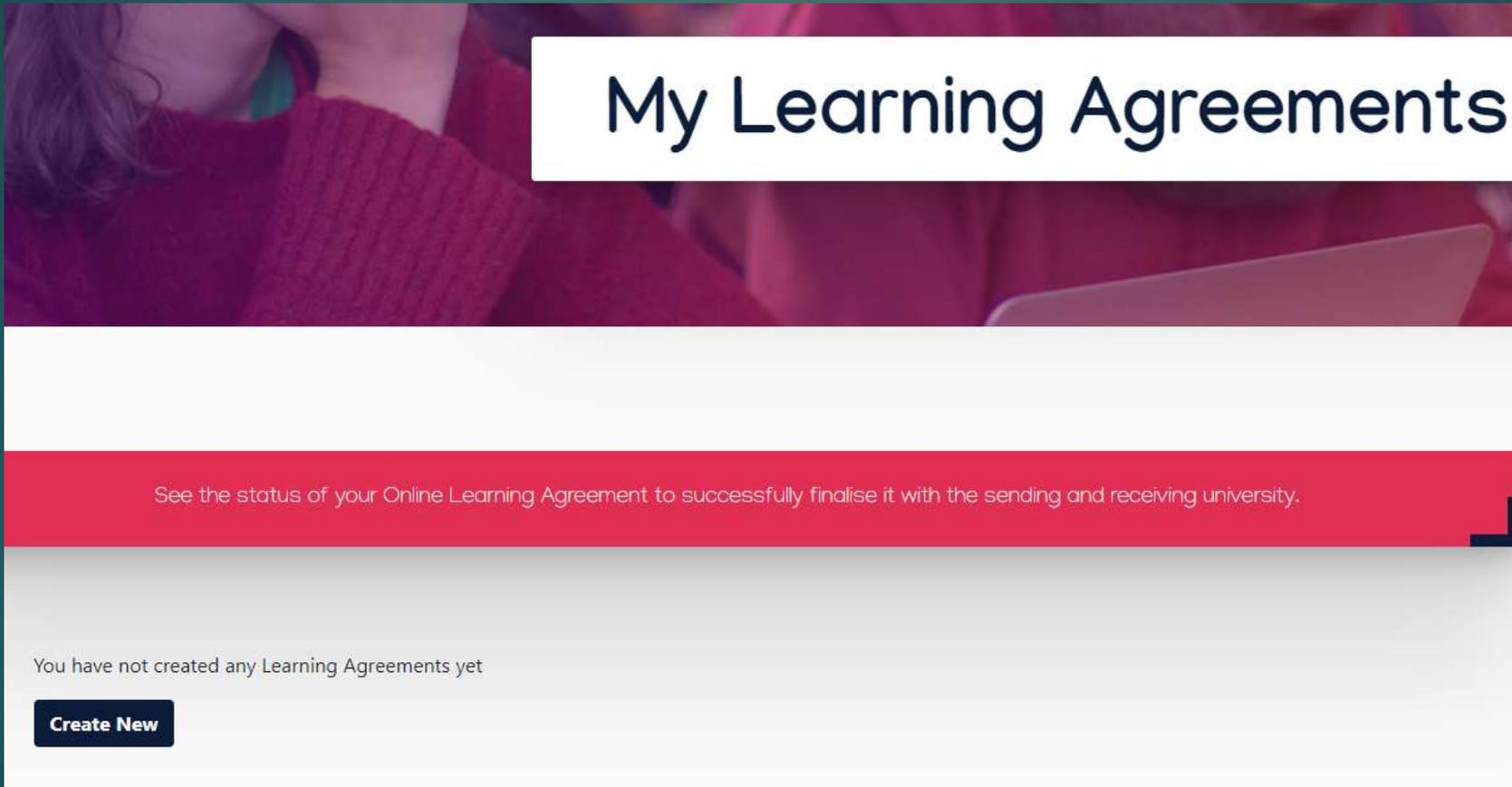
Field of education and Study cycle should appear – according to your study programme at CZU Prague – in case you are logged in through UIS.

Don't forget to tick „I have read and agree to the Terms and Conditions“



The screenshot shows the 'My account' page on the OLA platform. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, a pink notification bar states 'Fill out the required fields to complete your profile.' with a close button. The main heading is 'My account', with 'VIEW' and 'EDIT' buttons. The 'My Personal Information' section contains several form fields: 'Firstname *' and 'Lastname *' (text inputs), 'Date of birth *' (calendar icon and 'dd.mm.rrrr' placeholder), 'Gender *' (dropdown menu with '- Select a value -'), 'Nationality *' (dropdown menu), 'Field of education *' (dropdown menu), and 'Study cycle *' (dropdown menu). At the bottom, there is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy *' with a link to 'Terms and Conditions and Privacy Policy'. A red 'Save' button is located at the bottom center.

When creating a new learning agreement click on „Create new“ at the bottom of the page.



My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

[Create New](#)

Here fill in your personal information + „Save“

My account

[VIEW](#) [EDIT](#)

My Personal Information

Firstname *

Surname *

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](#)

[Save](#)

Then fill in information about the sending university, the address and erasmus code will be filled in automatically:

Sending

Sending Institution

Country *

Czech Republic x

Name *

CESKA ZEMEDELSKA UNIVERZITA V PRAZE x

Faculty/Department

Faculty of Economics and Management

Address *

Prague

Erasmus Code *

CZ PRAHA02

Now fill in the Sending Responsible Person – it is your **faculty coordinator**:
(PEF Mrs. Veronika Brecklová / FAPPZ Mrs. Jitka Kloučková / FŽP Mrs. Aneta Bolding / FTZ Mrs. Jana Hummelová / FLD Mrs. Kateřina Navrátilová / TF Mrs. Monika Divišová / IVP Mrs. Barbora Jordánová)

Sending Responsible Person	Sending Administrative Contact Person
<p>First name(s) *</p> <input type="text" value="Veronika"/>	<p>First name(s)</p> <input type="text"/>
<p>Last name(s) *</p> <input type="text" value="Brecklová"/>	<p>Last name(s)</p> <input type="text"/>
<p>Position *</p> <input type="text" value="Outgoing Students Coordinator"/>	<p>Position</p> <input type="text"/>
<p>Email *</p> <input type="text" value="pefoutgoing@pef.czu.cz"/>	<p>Email</p> <input type="text"/>
<p>Phone number</p> <input type="text" value="+420 224 382 323"/>	<p>Phone number</p> <input type="text"/>
<p>Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.</p>	<p>Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.</p>

Type the correct academic year: 2020/2021 – for the spring term 2021
and specify the receiving institution:

Academic year *

2020/2021

Receiving

Receiving Institution

Country *

Netherlands x

Name *

WAGENINGEN UNIVERSITY x

Faculty/Department

Address *

Wageningen

Erasmus Code *

NL WAGENIN01

Here fill in the name and email of your coordinator for incoming students at the receiving institution who will sign your OLA:

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Esther"/>	<input type="text"/>
Last name(s) *	Last name(s)
<input type="text" value="Heemskerk"/>	<input type="text"/>
Position *	Position
<input type="text" value="Incoming coordinator"/>	<input type="text"/>
Email *	Email
<input type="text" value="office.studentexchange@wur.nl"/>	<input type="text"/>
Phone number	Phone number
<input type="text"/>	<input type="text"/>
<small>Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.</small>	
Previous	Next

Select the planned start and end date of your mobility:

1 — 2 — 3 — 4 — 5

Student Information Sending Institution Information Receiving Institution Information **Proposed Mobility Programme** Commitment

Academic year *

2020/2021

Preliminary LA

Planned start of the mobility * Planned end of the mobility *

01.03.2021 30.05.2021

Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

Table A – fill in the subjects which you will study at the host university and select the semester:

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

Component to Table A Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
<input type="text" value="BMO-21306"/>	<input type="text" value="4"/>	<input type="text" value="Second semester (Summer/Spring)"/>

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.

Add Component to Table A

Select the language of instruction at the host university and your level of language. If you do not know your language level, complete the OLS language test first (the link has been sent to you by email from address: Erasmus+ Notification System noreply@erasmusplusols.eu)

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as *http://example.com*.

The main language of instruction at the Receiving Institution *

The level of language competence *

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B – here fill in a list of equivalent subjects which should be recognized by CZU Prague after your mobility:

Table B - Recognition at the Sending institution *

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
<input type="text"/>	<input type="text"/>	- Select a value -

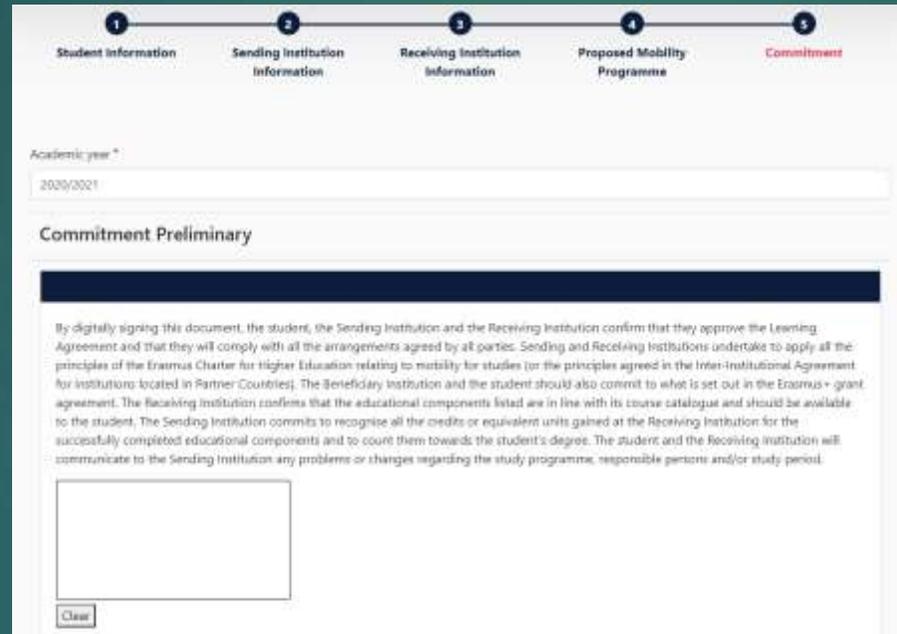
ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Add Component to Table B

Last page of creating OLA – signature of student.

Note that after OLA is signed by you it cannot be edited. In case you want to come back to it and edit it later don't sign it yet.

By signing it, OLA will be sent to the responsible person at the sending and receiving institution.



The screenshot shows a progress bar at the top with five steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, and 5. Commitment. The 'Commitment' step is highlighted in red. Below the progress bar, there is a text input field for 'Academic year *' with the value '2020/2021'. The main content area is titled 'Commitment Preliminary' and contains a large black redaction bar. Below the redaction bar, there is a paragraph of text: '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 Receiving 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 recognize 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.' Below this text is a large empty rectangular box for a signature, and a 'Clear' button is located at the bottom left of the box.

Previous

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Here you can download your OLA in pdf or edit it or even create a new OLA – when going to another Erasmus mobility:

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
CESKA ZEMEDELSKA UNIVERZITA V PRAZE	WAGENINGEN UNIVERSITY	Ready to Edit	Wed, 11/18/2020 - 13:05	Edit Download PDF