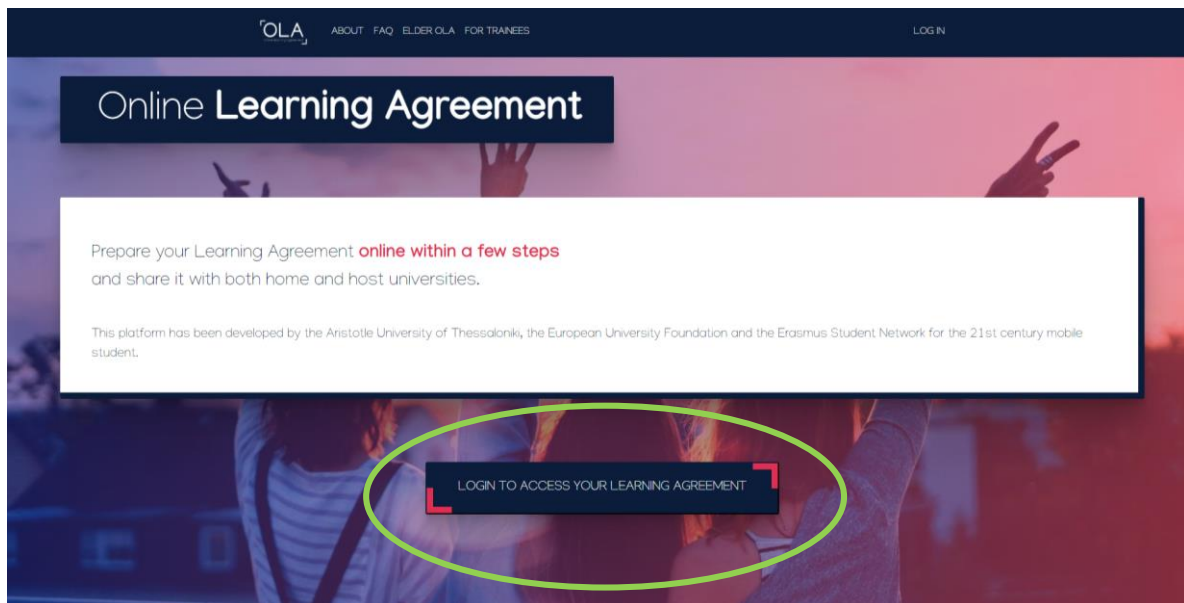


ONLINE LEARNING AGREEMENT GUIDE

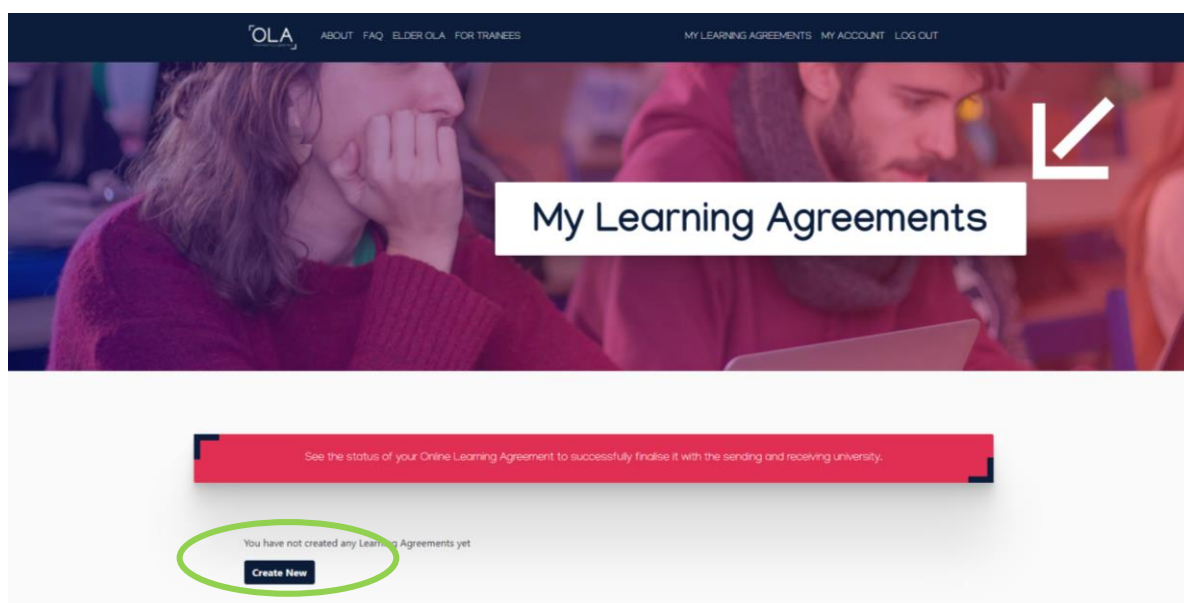
2021/2022



- Go to <https://www.learning-agreement.eu/>
- Click on **Login to access your Learning Agreement**



- After you fill in your personal information, go to My Learning Agreements and click on **Create New**



- Write down the correct **academic year (2021/2022)** and check if your personal information is correct

The screenshot shows the OLA application form. 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 this, the 'Academic year' field is highlighted with a green circle and contains the text '2022/2023'. The 'Student' section includes the following fields:

- First name(s) *
- Last name(s) *
- Email *
- Date of birth * (format: dd.mm.yyyy)
- Gender * (- Select a value -)
- Nationality * (Country to which the person belongs administratively and that issues the ID card and/or passport.)
- Field of Education * (Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.)
- Study cycle * (- Select a value -) (Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).)

A 'Next' button is located at the bottom of the form.

- Fill in all the mandatory fields about your Sending Institution

The screenshot shows the 'Sending Institution' section of the OLA application form. It includes the following fields:

- Country * (Country of the institution)
- Name * (Name of the institution)

Below this, there are two columns of fields for contact information:

- Sending Responsible Person:**
 - First name(s) *
 - Last name(s) *
 - Position *
 - Email *
 - Phone number
- Sending Administrative Contact Person:**
 - First name(s)
 - Last name(s)
 - Position
 - Email
 - Phone number

At the bottom, there are two small text boxes: 'Responsible person at the Sending Institution: an academic who has the authority to' and 'Administrative contact person: person who provides a link for administrative'.

- Choose and fill in all the mandatory fields about your Receiving Institution as you can see on the picture and below:

- **Receiving Institution**

Country: **Czech Republic**

Name: **Mendelova univerzita v Brně**

- **Receiving Responsible Person**

First name: **Liliana**

Last name: **Podškubková**

Position: **Erasmus+ Incoming Coordinator**

E-mail: **erasmus-incoming@mendelu.cz**

- Don't forget to specify the Faculty at which you plan to have most of subjects and fill in the details about the contact person.

Faculties of Mendel University in Brno:

- Faculty of Business and Economics
- Faculty of Agriscience
- Faculty of Forestry and Wood Technology
- Faculty of Regional Development
- Faculty of Horticulture
- Institute of Lifelong learning

The screenshot shows the OLA form interface. 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. The main form is titled 'Receiving Institution' and contains the following fields:

- Country: Czech Republic
- Name: MENDELOVA UNIVERZITA V BRNE
- Faculty/Department: (empty)
- Address: Brno
- Erasmus Code: CZ BRNO02

Below this, there are two columns of fields:

- Receiving Responsible Person:**
 - First name(s): Liliana
 - Last name(s): Podškubková
 - Position: Erasmus+ Incoming Coordinator
 - Email: erasmus-incoming@mendelu.cz
 - Phone number: (empty)
- Receiving Administrative Contact Person:**
 - First name(s): (empty)
 - Last name(s): (empty)
 - Position: (empty)
 - Email: (empty)
 - Phone number: (empty)

- Check the list of courses and choose the courses you would like to study at MENDELU. All the courses can be found here:
<https://www.iro.mendelu.cz/students-from-abroad/erasmus/32131-courses>

ERASMUS+ INCOMING STUDENTS

CURRENT INFO		
BEFORE YOUR STAY	DURING YOUR STAY	VISA AND INSURANCE
ACCOMMODATION	COURSES	DOCUMENTS
CONTACTS	ESN MENDELU	FAQ

COURSES IN ENGLISH

Students have the option to choose courses from all faculties. The list of courses taught in English can be found below.

- Faculty of AgriSciences: [courses in English](#)
- Faculty of Business and Economics: [courses in English](#)
- Faculty of Forestry and Wood Technology: [courses in English](#)
- Faculty of Horticulture: [courses in English](#)
- Faculty of Regional Development and International Studies: [courses in English](#)
- Institute of Lifelong Education: [courses in English](#)

- Write down your planned start and end of the mobility
 Winter Semester 2022/2023: **05.09.2022 - 05.02.2023**
 Summer Semester 2022/2023: **06.02.2023 - 02.07.2023**
 Whole academic year 2022/2023: **05.09.2022 - 02.07.2023**
- The main language at MENDELU in **English, level B2**
- Check the courses you would like to study at MENDELU and go back to Online Learning Agreement
- Add the subject you wish to take at MENDELU by clicking on **Add Component to Table A** (each subject is one component)
- **Fill in the component table** and all the required fields for each subject you want to take at MENDELU
- Add as well subjects at your home institution by clicking on **Add Component to Table B**

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Preliminary LA

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

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]

- 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 - Recognition at the Sending Institution *

No Component added yet.

[Add Component to Table B](#)

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

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

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 *

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](#)

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

- Sign your Online Learning Agreement in the white field and **click on Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review. Your home university has to sign your OLA first!**
- **By clicking on the button, your OLA will be automatically sent to the e-mail of the Responsible person at your home university. Your home university coordinator has to sign your OLA ONLINE!!**
- **After your home university signs your OLA, MENDELU Erasmus+ Incoming Coordinator should receive an automatic e-mail with your OLA**
- **After MENDELU faculties approve the content of your OLA, MENDELU Erasmus+ Incoming Coordinator will sign your OLA and you will be notified on your e-mail.**
- **Once your OLA is signed by all parties you can be officially accepted as an MENDELU Erasmus+ student**

OLA
ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Academic year *
2020/2021

Commitment Preliminary

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 Beneficiary 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 recognise 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.

Clear

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

- If you have any questions, please contact erasmus-incoming@mendelu.cz