



## Čo je to Online Learning Agreement?

Learning Agreement, skr. LA (alebo tiež Zmluva o štúdiu) je dokument, ktorý slúži ako študijný plán pre študenta na Erasmus+ mobilite. Obsahuje zoznam navolených predmetov, ktoré bude študent študovať na prijímajúcej inštitúcii a je schvaľovaný tromi stranami – študentom, zodpovednou osobou na vysielajúcej inštitúcii a zodpovednou osobou na prijímajúcej inštitúcii.

*Online Learning Agreement* (OLA) je nástrojom, ktorý tento proces uľahčuje a umožňuje študentom vytvoriť si Learning Agreement (LA) online bez potreby tlačenia, skenovania a zasielania rukou podpísaných dokumentov.

Tento návod bol vytvorený pre študentov TnUAD, ktorí boli vybraní na Erasmus+ študijný pobyt v zahraničí.

## Kde nájdem Online Learning Agreement?



OLA nájdeš na https://learning-agreement.eu/ alebo si stiahni Erasmus+ APP.

Klik na Login to access your Learning Agreement





## 1. Prihlásenie

My account	
Log in Your OLA just a click away! The login options available to access the Online Learning Agreement platform are the following: • eduGAIN (your academic credentials) • elDAS (national ID) • Google login All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!	

1.1 Klik na Log in (prihlásenie cez eduGAIN)

(CMyAcademicID
Login with
Examples: University of Bologne, name@euttQ
or
Login with eIDAS
G Login with Google
Co-financed by the Connecting Europe Facility of the European Union
This project has been to -funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be half responsible for any use which may be made of the information contained therein.
MyAcademicID Support Helydesk edu TEANS by GÉANT   Privacy Pelley

1.2 Klik na *Login with,* v políčku MyAcademicID a začni písať Trenčianska univerzita Alexandra Dubčeka v Trenčíne (Alexander Dubček Unviversity of Trenčín).



1.3 Zadaj svoje *Používateľské meno* - študentské konto I am TNUNI (bez @tnuni.sk) a heslo a klikni na *Prihlásiť.* 

2. Vytvorenie OLA



2.1 Klik na Create New







2.2 Vyber si druh mobility (študentská mobilita – Semester mobility)

Student			
First name(s) *		Last name	(s) *
Email *			
Date of birth *	Gender*		Nationality *
dd.mm.rrrr	Undefined	٠	0
			Country to which the person belongs administratively and that issues the l card and/or passport.
Field of Education *		Study cycl	e *
	0	Short cy	cle (EQF level 5) +
Field of education: The ISCED-F 2013 search http://ec.europa.eu/education/international- should be used to find the ISCED 2013 detail closest to the subject of the degree to be aw	tool available at standard-classification-of-education-isced_en ed field of education and training that is arded to the student by the Sending	Study cycle: Master or ec level 8).	Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / suivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF

- 2.3 Zvoľ akademický rok, v ktorom vycestuješ na Erasmus+ mobilitu.
- 2.4 Vyplň svoje osobné údaje v sekcii *Student*.
- 3.4 V sekcii *Field of education* vyplníš svoj odbor v anglickom jazyku (pre overenie si môžeš pozrieť aj nominačný mail, prípadne si jeho kód vyhľadať).
- 3.5 V sekcii *Study cycle* vypíšete stupeň štúdia, ktorý študujete.
- 3.6 Klik na Next.





## 3. Vytvorenie OLA (informácie o vysielajúcej inštitúcii)

r	ABOUT FAQ ELDER CLA FOR TRANEES	MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT	
Act	ademic year *		
2	021/2022 Sending		]
	- Sending Institution		
	Country *		
	Name * Univerzita Mateja Bela v Banskej Bystrici 🛛 🗴		
	Faculty/Department *		
	Address * Banská Bystrica	Erasmus Code * SK BANSKA01	
	Sending Responsible Person	Sending Administrative Contact Person	

- 3.1 Vyplň údaje v sekcii Sending institution.
- 3.2 V podsekcii *Name* zadaj )Trenčianska univerzita Alexandra Dubčeka v Trenčíne, *Erasmus Code* SK TRENCIN01.

\*Systém automaticky napovedá po zadaní prvých písmen.

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

3.3 V sekcii *Sending Responsible Person* vypíš **Petra Nekorancová**, <u>erasmus@tnuni.sk</u>, Coordinator of outgoing students.

3.4 Sending Administrative Contact Person vypisovať nemusíš.

4.5. Klik na Next.





## 4. Vytvorenie OLA (informácie o prijímajúcej inštitúcii)

eceiving		
Dessiving Institution		
Receiving Institution		
Country *		
Country *		
Country * Country of the institution Name *		

### 4.1 Vyplň údaje v sekcii Receiving Institution.

4.2 V podsekcii *Name* zadaj názov prijímajúcej univerzity. Pozor!! Názvy univerzít sú najčastejšie v materinskom jazyku, napr. UNIVERZITA PALACKÉHO V OLOMOUCI.

First name(s) *	First name(s)
Last name(s) *	Last name(s)
Position *	Position
Email *	Email
Phone number	Phone number
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.	





4.3 V sekcii *Receiving Responsible Person* vypíšeš údaje Erasmus+ koordinátora zo zahraničnej univerzity – väčšinou je to tá osoba, s ktorou komunikuješ ohľadom mobility.
4.4 Sekciu *Receiving Administrative Contact Person* nie je nutné vypĺňať.
4.5 Klik na *Next*.

# 5. Vytvorenie OLA (vytvorenie predbežnej Zmluvy o štúdiu – PRED mobilitou)

)20/2021			
Preliminary LA			
lanned start of the mobility *		Planned end of the mobility *	
dd. mm. rrrr		dd. mm. rrrr	Ē
Veb link to the course catalogue at the Sending Institution	describing the l	earning outcomes: [web link to the relevant inf	0]
<ul> <li>Web link to the course catalogue at the Sending Institution</li> <li>Course catalogue: detailed, user-friendly and up-to-date informati throughout their studies to enable them to make the right choices teaching and assessment procedures, the level of programmes, the people to contact, with information about how, when and where it</li> </ul>	on on the institution and use their time n i individual educatio o contact them. Show	earning outcomes: [web link to the relevant inf 's learning environment that should be available to studen nost efficiently. The information concerns, for example, the nal components and the learning resources. The Course Ca vess	D] Is before the mobility period and qualifications offered, the learning, talogue should include the names or
<ul> <li>Course catalogue: detailed, user-friendly and up-to-date informatic throughout their studies to enable them to make the right choices teaching and assessment procedures, the level of programmes, the people to contact, with information about how, when and where to This must be an external URL such as http://example.com.</li> </ul>	on on the institution and use their time n individual educatio o contact them. Show	earning outcomes: [web link to the relevant inf 's learning environment that should be available to studen nost efficiently. The information concerns, for example, the nal components and the learning resources. The Course Ca v less	o] Is before the mobility period and qualifications offered, the learning, talogue should include the names of
<ul> <li>Web link to the course catalogue at the Sending Institution</li> <li>Course catalogue: detailed, user-friendly and up-to-date informati throughout their studies to enable them to make the right choices teaching and assessment procedures, the level of programmes, the people to contact, with information about how, when and where to</li> <li>This must be an external URL such as http://example.com.</li> <li>The main language of instruction at the Receiving Institution</li> </ul>	on on the institution and use their time n individual educatio o contact them. Show	earning outcomes: [web link to the relevant inf 's learning environment that should be available to studen nost efficiently. The information concerns, for example, the al components and the learning resources. The Course Ca v less The level of language competence *	o] Is before the mobility period and qualifications offered, the learning, talogue should include the names of

5.1 V sekcii *Preliminary LA* vyplň plánované obdobie, v ktorom absolvujete svoju Erasmus+ mobilitu.

5.2 V podsekcii *Table A* postupne pridaj jednotlivé časti, t.j. predmety, ktoré plánuješ absolvovať v zahraničí. 1 predmet = 1 ,,component´. Zadaj taktiež hlavný jazyk, ktorý budeš pri štúdiu používať – najčastejšie je to anglický jazyk. Úroveň jazyka – požadovaná minimálna úroveň býva B1-B2.





Component to Table A Component title at the Receiving Inst	itution (as indicated in the course catalogue) *		Remove	
An "educational component" is a self-containe components are: a course, module, seminar, la	d and formal structured learning experience that features learning outcomes boratory work, practical work, preparation/research for a thesis, mobility win	, credits and forms of assessment. Example dow or free electives.	es of educational	
	Number of ECTS credits (or equivalent) to be			
	awarded by the Receiving Institution upon			
Component Code *	successful completion *	Semester *		
		- 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			

- 5.3 V políčku *Component title* vpíšeš názov predmetu, ktorý na zahraničnej univerzite absolvuješ. Katalóg predmetov nájdete na webových stránkach príslušných univerzít.
- 5.4 V políčku Component code vpíšeš kód daného predmetu.
- 5.5 Počet ECTS kreditov, ktoré sa absolvovanie daného predmetu získate. (spolu min. 20 kreditov)
- 5.6 Zvolíš si semester, v ktorom predmet absolvuješ.
- 5.7 Klik na Add Component to Table A.
- 5.8 Rovnakým spôsobom si navolíš všetky predmety, ktoré chcete mať v Zmluve o štúdiu.
- 5.9 Ak chceš navolený predmet odstrániť, klik na Remove.

### Table B - Recognition at the Sending institution \*

Component title at the Sending Ins	titution (as indicated in the course catalogue) $^{st}$	
An "educational component" is a self-conta components are: a course, module, seminar	ined and formal structured learning experience that features learning outcomes laboratory work, practical work, preparation/research for a thesis, mobility win	s, credits and forms of assessment. Examples of educationa down or free electives.
	Number of ECTS credits (or equivalent) to be	
Component Code *	recognised by the Sending Institution *	Semester *
		- Select a value -
	ECTS credits (or equivalent): in countries where the	
	"ECTS" system is not in place, in particular for institutions	
	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	

#### Add Component to Table B

1. Table B – Recognition at the Sending institution podáva informáciu o tom, ktoré predmety budú študentom uznané po príchode z mobility. Vypĺňa sa to podobne ako Table A – 1 predmet = 1 component.

2. Klik na Add Componenent to Table B.





## 6. Podpísanie vytvoreného OLA

**Commitment Preliminary** 

Agreement and that principles of the Era or institutions loca grant agreement. T	they will comply with all the arrangements a imus Charter for Higher Education relating to ed in Partner Countries). The Beneficiary Insti e Receiving Institution confirms that the edu and the discussion of the second seco	greed by all parties. Sending and Receiving Institutions undertake to apply all ti mobility for studies (or the principles agreed in the Inter-Institutional Agreement tution and the student should also commit to what is set out in the Erasmus+ cational components listed are in line with its course catalogue and should be
uccessfully comple ommunicate to the	ent, the sending institution commits to reco ed educational components and to count the Sending Institution any problems or change	gnise all the creats or equivalent units gained at the Receiving Institution for th im towards the student's degree. The student and the Receiving Institution will s regarding the study programme, responsible persons and/or study period.
Clear		

6.1 V tejto poslednej časti elektronicky podpíšeš OLA – prostredníctvom dotykovej obrazovky, prípadne myši na počítači.

6.2 Klik na Sign and send the OLA to the Responsible person at the Sending Institution for review. OLA sa takto automaticky zašle osobám, ktoré ste zadali v jednom z

predchádzajúcich krokov ako Responsible person na zahraničnej a domácej univerzite a tie OLA skontrolujú.

6.3 Ak je OLA v poriadku, podpíše ho, a ak nie, tak ho odmietne. Keď ho odmietne, príde vám na mail upozornenie na opravu OLA (pri odmietnutí sa vždy zadáva aj dôvod prečo bol

odmietnutý). Až po podpísaní všetkých troch strán sa OLA stáva platným dokumentom.





### 7. Kontrola stavu OLA

Po vytvorení OLA čakáte na podpisy koordinátorov. Stav svojho OLA sledujete prostredníctvom sekcie My Learning agreements v hornej lište. Po kliknutí sa vám objaví tabuľka s OLA, ktorý ste si vytvorili.

OLA si môžete prezrieť a stiahnuť vo formáte pdf.

POZOR! Údaje v nepodpísanom OLA sa nedajú meniť. Meniť ich môžete len v prípade, že je OLA odmietnuté.

V prípade, že je OLA podpísané všetkými troma stranami, no napriek tomu je PRED MOBILITOU nutné zmeniť údaje, celý LA sa musí vytvoriť odznova.



## 8. Zmeny v OLA (Changes to Learning Agreement)

Je pravdepodobné, že po príchode na zahraničnú univerzitu zistíte, že sa niektoré z navolených predmetov v LA neotvoria. Z tohto dôvodu musíte spísať tzv. Changes to Learning agreement.