ONLINE LEARNING AGREEMENT GUIDE

2024/2025



- 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 (2024/2025)** and check that your personal information is correct

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Academic year * 2022/2023	\geq				
Student					
First name(s) *	First name(s) *			(5)*	
XXX	XXX		XXX		
Email *					
XXXX					
Date of birth *		Gender *		Nationality *	
dd.mm.rrrr		- Select a value -	٠	xxx O	
				Country to which the person belongs administratively and that issues the ID card and/or passport.	
Field of Education	•		Study cycle	*	
XXX	xxx O		- Select a	a value - 🔹	
Field of education: Th http://ec.europa.eu/e should be used to fin closest to the subject Institution.	e ISCED-F 2013 search : ducation/international- i the ISCED 2013 detail of the degree to be aw	tool available at tandard-classification-of-education-isced_en ed field of education and training that is arded to the student by the Sending	Study cycle: S Master or equ level 8),	hort cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / uivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF	
			_		
		N	ext		

• Fill in all the mandatory fields about your university (Sending Institution)

ABOUT FAQ ELDER OLA FOR TRAINEES	MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT
Sending Institution	
Country *	
Country of the institution Name	
Name of the institution	
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	Administrative contact person: person who provides a link for administrative

- Choose and fill in all the mandatory fields about 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: Bohdana
 Last name: Čechová
 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 courses.

Faculties of Mendel University in Brno are:

- Faculty of Business and Economics
- Faculty of AgriSciences
- Faculty of Forestry and Wood Technology
- Faculty of Regional Development
- Faculty of Horticulture
- Institute of Lifelong Learning

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	Receiving Institution		
	Country *		
	Czech Republic x		
	Name *		
	MENDELOVA UNIVERZITA V BRNE ×		
	Faculty/Department		
	Address *	Erasmus Code *	
	Brno	CZ BRNO02	
	Receiving Responsible Person	Receiving Administrative Contact Person	
	First name(s) *	First name(s)	
	Bohdana		
	Last name(s) *	Last name(s)	
	Čechová		
	Position *	Position	
	Erasmus+ Incoming Coordinator		
	Email *	Email	
	erasmus-incoming@mendelu.cz		
	Phone number	Phone number	

- Check out the list of courses and choose the courses you would like to study at MENDELU. All the courses instructed in English can be found here: <u>https://international.mendelu.cz/en/exchange-student/courses/?psn=0</u>
- Write down the courses you would like to study at MENDELU and go back to Online Learning Agreement

• Fill in the planned start and end of the mobility

 Autumn / Winter Semester 2024/2025:
 9. 9. 2024 – 7. 2. 2025

 Spring / Summer Semester 2024/2025:
 10. 2. 2025 – 30. 6. 2025

 Whole Academic Year 2024/2025:
 9. 9. 2024 – 30. 6. 2025

- The main language at MENDELU is English, minimum required level: B2
- Add the courses you wish to take at MENDELU by clicking on Add Component to Table A (each course is one component)

ABOUT FAQ ELDER OLA FOR TRANEES		MY LEARNING AGREEMENTS MY ACCOUNT L	OG OUT
Preliminary LA			
Planned start of the mobility *		Planned end of the mobility *	
08.02,2021		11.07.2021	
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 describin • Course catalogue detailed, user-friendly and up-to-date information on the in throughout their studies to enable them to make the right choices and use th throughout their studies to enable them to make the right choices and use the tacking and assessment procedure. The level of programme, the individual people to contact with information about how, when and where to contact the 1% information about how, when and where to contact the Thim most be an Matp/Senginecure. The main language of instruction at the Receiving Institution *	ng the I nstitution eir time n educatio eem. Show	earning outcomes: [web link to the relevant info] cleaning environment that should be available to students before the mobility period ost efficiently. The information concerns, for example, the qualifications differed, the lea i components and the leaning resources. The Course Catalogue should include the n less The level of language competence *	and ming, ames of
English	٠	B2	٠
Table B - Recognition at the Sending Institution * No Component added yet.		Level of Innguage competence: a description of the European Language Levels (CEFF available at: https://europass.cedelop.europa.eu/en/resources/european-language-l cefr:	t) is evels-
Add Component to Table B			
Wab link to the course estaleaus at the Condina Institution describing	na tha l	sening outcomer fush link to the relevant infat	

• Fill out the component table and all the required fields for each course you want to take at MENDELU

anned start of the mobility *		Planned end of the mobil	ity *	
08.02.2021		11.07.2021		
Component title at the Receiving In An "educational component" is a self-conta components are: a course, module, seminar	initiation (as indicated in the course ca ined and formal structured learning experience laboratory work, practical work, preparation/re Number of ECTS credit awarded by the Receiv	talogue) * hat features learning outcomes, cri search for a thesis, mobility window s (or equivalent) to be ing Institution upon	edits and forms of assessment. Exam, v or free electives.	ples of educational
Component Code *	ECTS credits (or equivalent) ECTS credits (or equivalent) "ECT" system is not in plac located in Partner Countries Bologna process, "ECT" me relevant tables to the name	in countries where the , in particular for institutions not participating in the ds to be replaced in the of the equivalent system that	Semester " - Select a value -	÷

• In a similar way, add also courses at your home institution by clicking on Add Component to Table B

BOUT FAQ ELDER OLA FOR TRAINEE		MY LEARNING AGREEMENTS MY ACCOUNT	LOG OUT
Preliminary LA			
Planned start of the mobility *		Planned end of the mobility *	
08.02.2021		11.07.2021	
Add Component added yet. Add Component to Table A Web link to the course catalogue at the Sending Institution describ Course catalogue: detailed, user-friendly and up-to-date information on the throughout their studies to enable them to make the right choices and use tashing and assement procedures, the level of programme, the individual people to contact, with information about how, when and where to contact Thir must be an enternal UER, user har/programme, the individual people to contact, with information about how, when and where to contact Thire must be an enternal UER, user har/programme, the individual	ing the lea institution's l heir time mo l educationa hem. Show le	ming outcomes: [web link to the relevant info] aming environment that should be available to students before the mobility perior efficiently. The information concerns, for example, the qualification offered, the components and the learning resources. The Course Catalogue should include the ss The level of language competence *	od and Jeaning, enames of
English	٠	B2	+
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 describ	ing the lea	Level of language competence: a description of the European Language Levels (EC available at: https://europaas.cedefop.europa.eu/en/resources/european-language cedf:	per levels

• 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!

	ABOUT FAQ ELDER OLA FOR TRAINEES MY/LEARNING AGREEMENTS MY ACCOUNT LOG OUT
Academic ye 2020/2021	ar *
Commi	tment Preliminary
By digit Agreem principil for insti agreem to the s success commu	ally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning ent and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions underake to apply all the es of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement utions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus- grant ent The Revening Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the uly completed deviational examptements and to count then towards the student's device. The student and the Receiving Institution will incate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.
	Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

• By clicking on the button, your OLA will be automatically sent to the email of the Responsible person at your home university. Your home university coordinator has to sign your OLA ONLINE!!

- After your home university signs/timestamps your OLA, MENDELU Erasmus+ Incoming Coordinator should receive an automatic email with your OLA
- After MENDELU faculties approve the content of your OLA, MENDELU Erasmus+ Incoming Coordinator will sign/timestamp your OLA and you will be notified via email.
- Once your OLA is signed/timestamped by all parties you can be officially accepted as an MENDELU Erasmus+ student
- If you have any questions, please contact erasmus-incoming@mendelu.cz