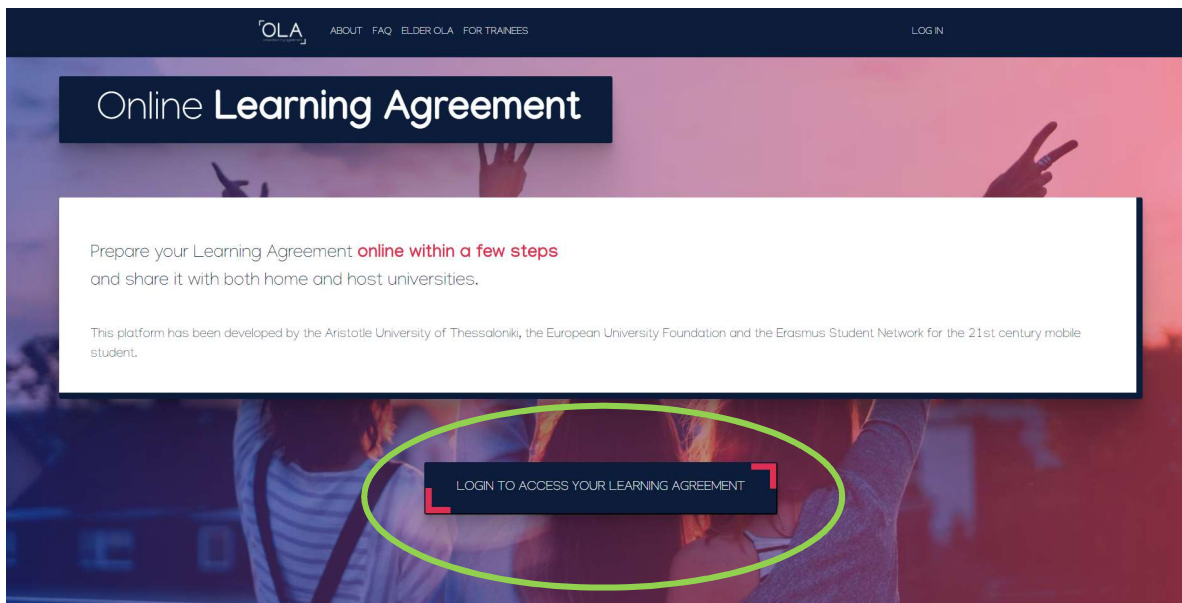


ONLINE LEARNING AGREEMENT GUIDE

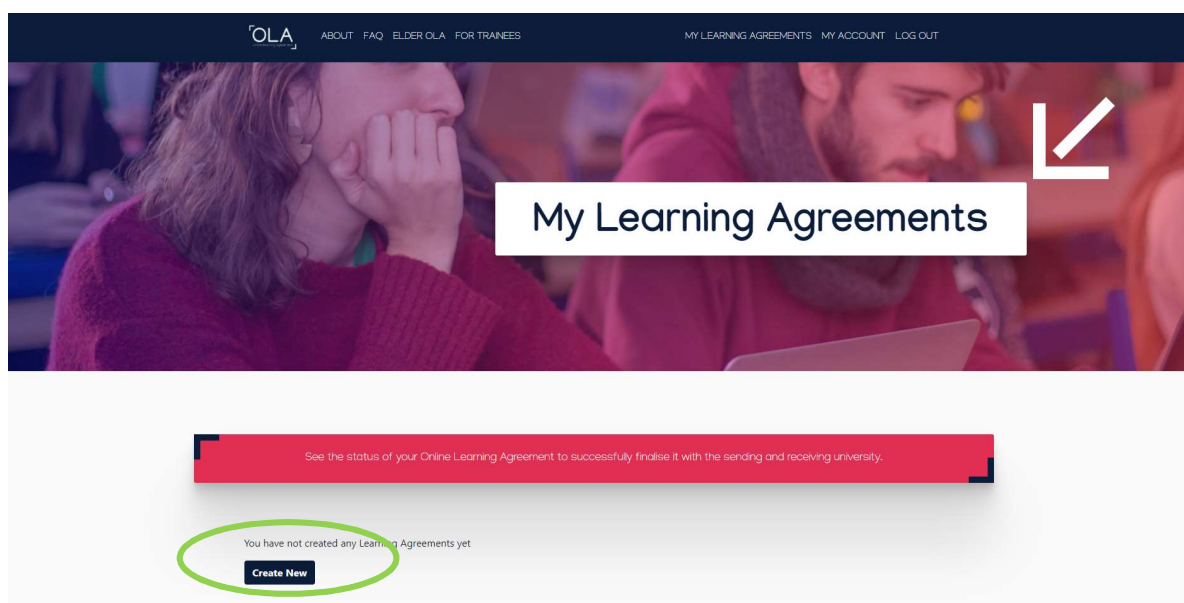
2024/2025



- 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

OLA
online learning agreement

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

Academic year *
2022/2023

Student

First name(s) *
xxx

Last name(s) *
xxx

Email *
xxx

Date of birth *
dd.mm.yyyy

Gender *
- Select a value -

Nationality *
xxx
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *
xxx
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).

Next

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

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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

First name(s) *
[Field]

Last name(s) *
[Field]

Position *
[Field]

Email *
[Field]

Phone number
[Field]

Responsible person at the Sending Institution: an academic who has the authority to

Sending Administrative Contact Person

First name(s)
[Field]

Last name(s)
[Field]

Position
[Field]

Email
[Field]

Phone number
[Field]

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

The screenshot shows the OLA form with the following data entered:

- Receiving Institution:**
 - Country: Czech Republic
 - Name: MENDELOVA UNIVERZITA V BRNE
 - Faculty/Department: (empty)
 - Address: Brno
 - Erasmus Code: CZ BRN002
- Receiving Responsible Person:**
 - First name: Bohdana
 - Last name: Čechová
 - Position: Erasmus+ Incoming Coordinator
 - Email: erasmus-incoming@mendelu.cz
 - Phone number: (empty)
- Receiving Administrative Contact Person:**
 - First name: (empty)
 - Last name: (empty)
 - Position: (empty)
 - Email: (empty)
 - Phone number: (empty)

- 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:** <https://international.mendelu.cz/en/exchange-student/courses/?psn=0>
- 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)

The screenshot shows the 'Preliminary LA' form in the OLA system. At the top, there are navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The form has two main sections: 'Table A - Study programme at the Receiving institution' and 'Table B - Recognition at the Sending institution'. In the 'Table A' section, the 'Planned start of the mobility' is set to 08.02.2021 and 'Planned end of the mobility' is 11.07.2021. Below these, there is a red button labeled 'Add Component to Table A' which is circled in green. The 'Table B' section also has a red button labeled 'Add Component to Table B'. The form includes fields for 'The main language of instruction at the Receiving Institution' (set to English) and 'The level of language competence' (set to B2).

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

This screenshot shows a more detailed view of the 'Table A - Study programme at the Receiving institution' section. It features a table with the following columns: 'Component title at the Receiving Institution (as indicated in the course catalogue)', 'Component Code', 'Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion', and 'Semester'. Below the table, there is a red button labeled 'Add Component to Table A' which is circled in green. The form also includes a 'Web link to the course catalogue at the Sending Institution' field and a 'Remove' button for the table header.

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

The screenshot shows the 'Preliminary LA' form in the OLA system. At the top, there are navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The form includes fields for 'Planned start of the mobility' (08.02.2021) and 'Planned end of the mobility' (11.07.2021). Below these are two tables: 'Table A - Study programme at the Receiving institution' and 'Table B - Recognition at the Sending institution'. Both tables currently show 'No Component added yet.' and have a red 'Add Component to Table X' button. The 'Add Component to Table B' button is circled in green. There are also dropdown menus for 'The main language of instruction at the Receiving Institution' (set to English) and 'The level of language competence' (set to B2). A 'Web link to the course catalogue at the Sending Institution' field is also present.

- 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!**

The screenshot shows the 'Commitment Preliminary' form. At the top, there are navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The form includes a field for 'Academic year' (2020/2021). Below this is a large white text area containing the terms of the agreement. At the bottom of the form, there is a dark blue button with white text: 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review'. This button is circled in green.

- **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