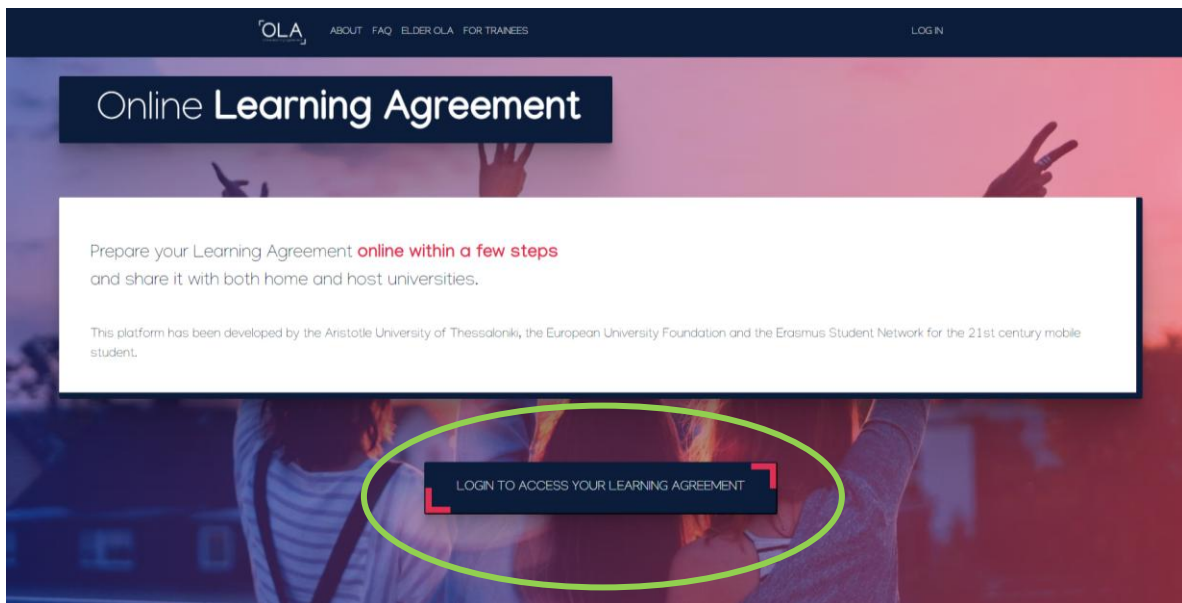


# ONLINE LEARNING AGREEMENT GUIDE

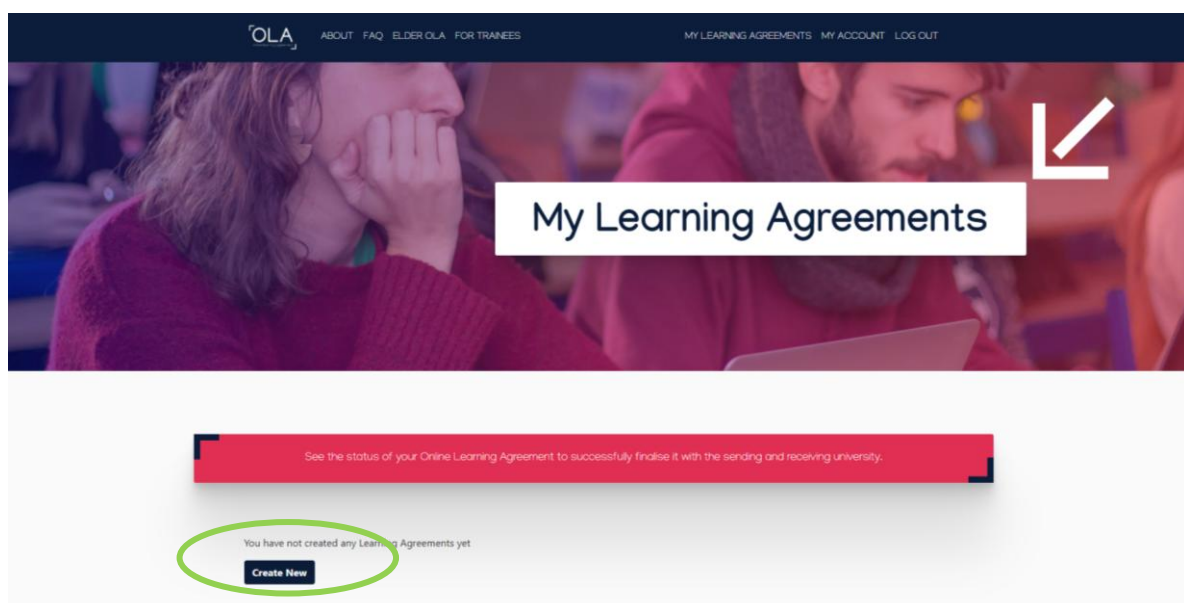
2025/2026



- 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 (2025/2026)** and check that 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 the navigation bar, the 'Academic year' field is highlighted with a green circle and contains the text '2024/2025'. Below this is the 'Student' section, which includes several input fields: First name(s), Last name(s), Email, Date of birth, Gender, Nationality, Field of Education, and Study cycle. Each field has a red asterisk indicating it is mandatory. The 'Date of birth' field has a calendar icon, and the 'Nationality' field has a dropdown menu. Below the 'Field of Education' and 'Study cycle' fields, there are small text links providing more information. At the bottom of the form, there is a 'Next' button.

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

The screenshot shows the 'Sending Institution' section of the OLA application form. It includes a 'Country' field with a dropdown menu and a 'Name' field. Below this are two columns of fields for contact information. The left column is for the 'Sending Responsible Person' and includes fields for First name(s), Last name(s), Position, Email, and Phone number. The right column is for the 'Sending Administrative Contact Person' and includes fields for First name(s), Last name(s), Position, Email, and Phone number. At the bottom of each column, there is a small text description of the role. The 'Country' field has a red asterisk indicating it is mandatory.

- 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 the courses (it is also the faculty with which your home university has valid Interinstitutional Agreement).

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 a web browser window displaying the OLA form. The browser address bar shows the URL: learning-agreement.eu/ru/2/707025a-e63a-4573-9c7f-af86b2c4d07. The OLA logo is visible in the top left corner, with navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The 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 BRN002

Below the Receiving Institution section are two columns of fields:

- Receiving Responsible Person:**
  - First name(s): Bohdana
  - Last name(s): Čechová
  - 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 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 2025/2026: **15. 9. 2025 – 6. 2. 2026**

Spring / Summer Semester 2025/2026: **9. 2. 2026 – 3. 7. 2026**

Whole Academic Year 2024/2025: **15. 9. 2025 – 3. 7. 2026**

- 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)

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

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

Preliminary LA

Planned start of the mobility \* 08.02.2021 Planned end of the mobility \* 11.07.2021

**Table A - Study programme at the Receiving institution \***

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.

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

Component Code \* 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 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]

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

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

Preliminary LA

Planned start of the mobility \* 08.02.2021 Planned end of the mobility \* 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 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 \* English The level of language competence \* B2

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]

- 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!**

OLA  
www.erasmus.mendelu.cz

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

- **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](mailto:erasmus-incoming@mendelu.cz)