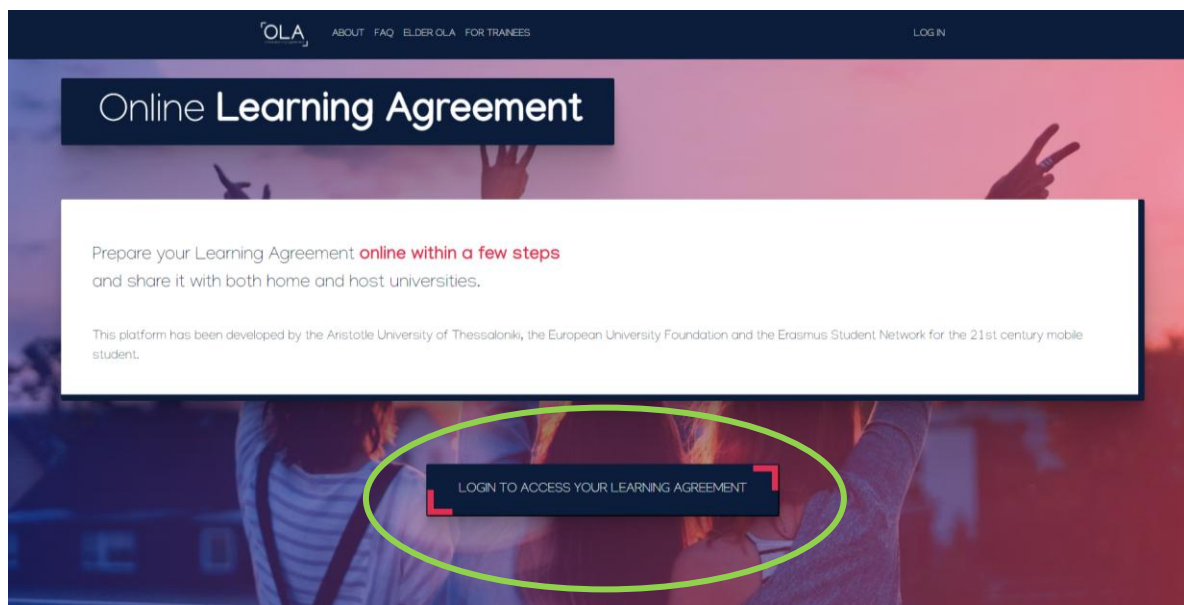


ONLINE LEARNING AGREEMENT GUIDE

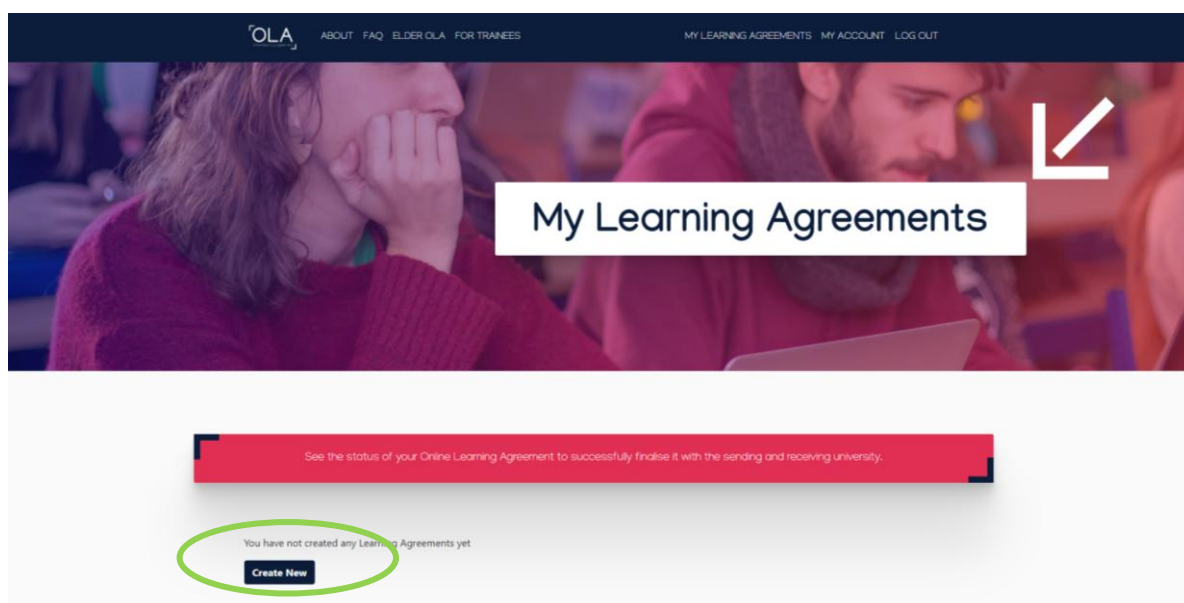
2025/2026



- 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

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

Academic year *
2024/2025

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

Sending Administrative Contact Person

First name(s)
Last name(s)
Position
Email
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 will be enrolled. It is the MENDELU Faculty with which your home university concluded the Interinstitutional Agreement (if you are not sure, consult your home university international relations officer). **You also need to take most of the courses from this faculty** (or at least the same number of courses as from the other Faculties).

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 with the URL learning-agreement.eu/ta/2/797b083a-e83a-4573-9cd7-af62b26c807. The page has a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT.

The main content area is divided into three sections:

- Receiving Institution:**
 - Country: Czech Republic
 - Name: MENDELOVA UNIVERZITA V BRNE
 - Faculty/Department: (empty)
 - Address: Brno
 - Erasmus Code: CZ BRN002
- 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>

Note well: Students have the option to **choose courses from any of our faculties, but the biggest (or at least the same) share of the courses** which they want to follow, **should be organised by the faculty with which their home university concluded the Interinstitutional Agreement.**

- 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)

OLA 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 <https://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]

- **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 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 * - 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>

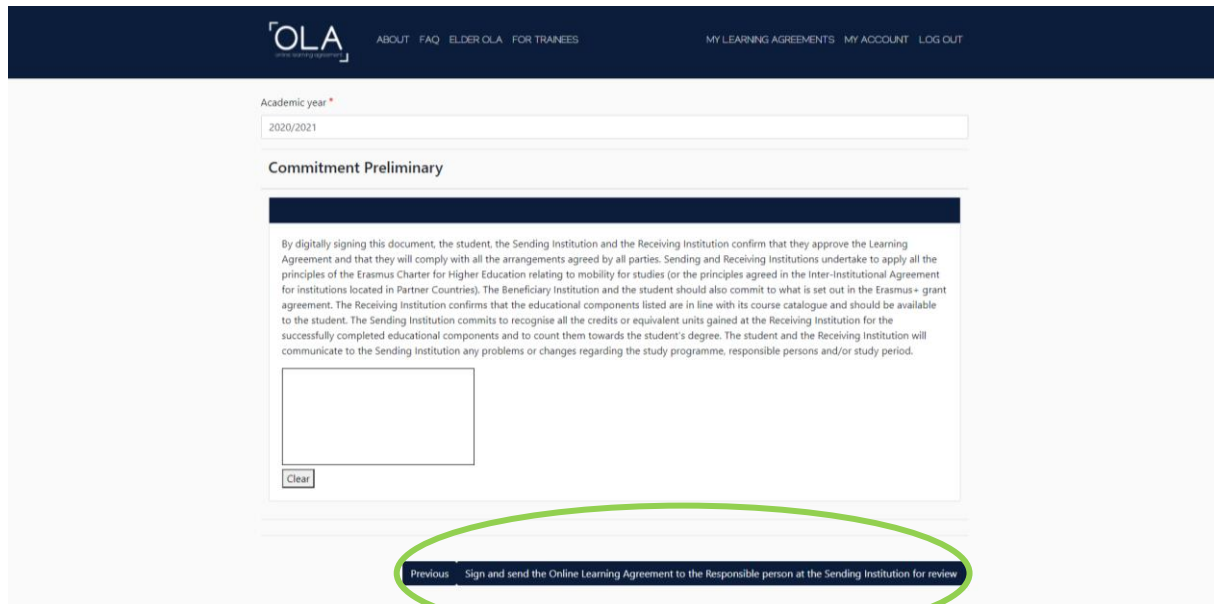
Table B - Recognition at the Sending institution

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

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