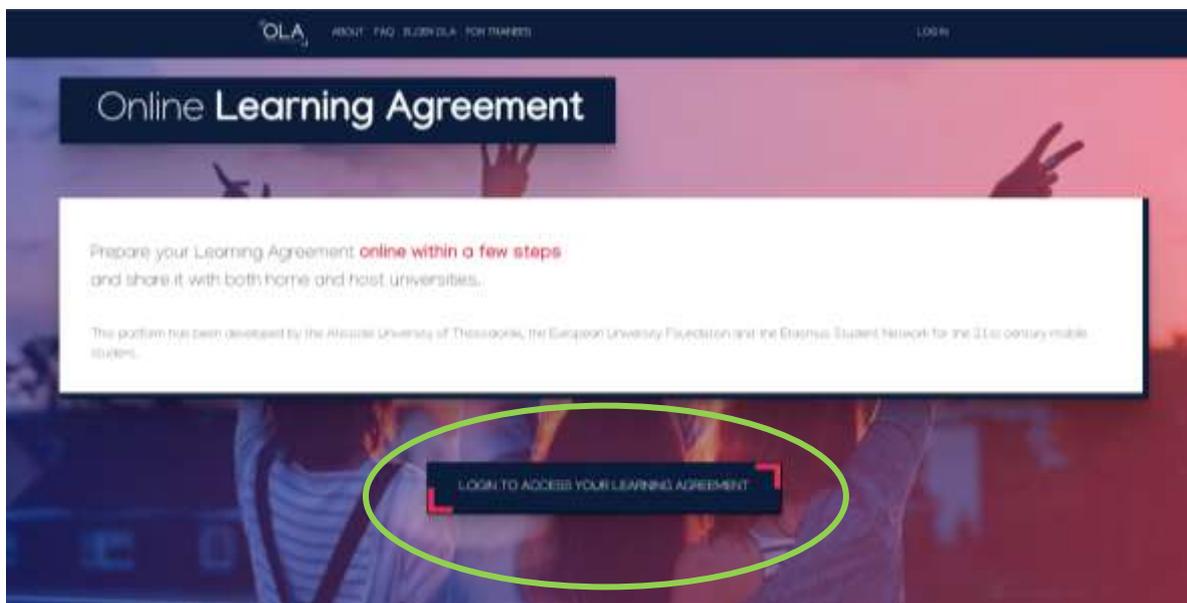


ONLINE LEARNING AGREEMENT GUIDE

2026/2027

- 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 (2026/2027)** and check that your personal information is correct

The screenshot shows the OLA application form. At the top, there is 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. Below the header, the 'Academic year' field is highlighted with a green circle and contains the text '2026/2027'. Below this is the 'Student' section, which includes several mandatory fields: First name(s), Last name(s), Email, Date of birth, Gender, Nationality, Field of Education, and Study cycle. Each field has a placeholder 'xxx' or '- Select a value -'. A 'Next' button is located at the bottom of the form.

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

The screenshot shows the OLA application form. At the top, there is 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. Below the header, the 'Sending Institution' section is highlighted. It includes fields for Country, Name, and a text area for the country of the institution. Below this are two columns: 'Sending Responsible Person' and 'Sending Administrative Contact Person'. Each column has fields for First name(s), Last name(s), Position, Email, and Phone number.

- 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** (and Administrative Contact 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 the OLA system interface. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'SLOŽENÍ OLA', 'FOR TRAFEGIS', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. The main 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 BRNO02

Below the institution form, there are two columns for personnel information:

- 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:**
 - Last 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 2026/2027: **14. 9. 2026 – 5. 2. 2027**

Whole Academic Year 2026/2027: **14. 9. 2026 – 2. 7. 2027**

Spring / Summer Semester 2026/2027: **8. 2. 2027 – 2. 7. 2027**

- 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 on the OLA website. At the top, there are navigation links: 'OLA', 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. The form includes the following sections:

- Planned start of the mobility ***: A date picker set to 08.02.2027.
- Planned end of the mobility ***: A date picker set to 11.07.2027.
- Table A - Study programme at the Receiving institution ***: A section with a red button labeled 'Add Component to Table A' circled in green. Below it is a text area for a 'Web link to the course Catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]'. A list of requirements follows:
 - 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, their role.]
 - This must be an external URL, such as http://www.mendelu.cz
- The main language of instruction at the Receiving Institution ***: A dropdown menu set to 'English'.
- The level of language competence ***: A dropdown menu set to 'B2'. A small text below explains: 'Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europacouncil.europa.eu/en/resources/european-language-website/'. There is also a small blue link below it.
- Table B - Recognition at the Sending Institution ***: A section with a red button labeled 'Add Component to Table B' and a text area for a '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

The screenshot shows the 'OLA' web interface for 'Preliminary LA'. At the top, there are navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, the 'Planned start of the mobility' is set to 08.02.2021 and the 'Planned end of the mobility' is set to 11.07.2021. The main section is titled 'Table A - Study programme at the Receiving institution'. It contains a form for adding a component. The 'Add Component to Table A' button is highlighted with a green circle. Below the form, there is a text area for a 'Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]'. A small text box explains that 'ECTS credits (or equivalent)' are awarded by the receiving institution upon successful completion, and provides instructions for non-ECTS systems.

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

The screenshot shows the 'OLA' web interface for 'Preliminary LA'. At the top, there are navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, the 'Planned start of the mobility' is set to 08.02.2021 and the 'Planned end of the mobility' is set to 11.07.2021. The main section is titled 'Table A - Study programme at the Receiving institution'. Below this, there is a section for 'Table B - Recognition at the Sending institution'. The 'Add Component to Table B' button is highlighted with a green circle. Below the form, there is a text area for a 'Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]'. A small text box explains that 'The main language of instruction at the Receiving institution' is set to English and 'The level of language competence' is set to B2. A small text box provides a link to the European Language Levels (CLEP) website.

- 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. Afterwards, your home university responsible person has to sign your OLA!**

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

Academic year*

2024/2025

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 students (in the principles agreed in the Inter-institutional Agreement for institutions located in Europe/Coastal). The beneficiary institution and the student should also consent 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 consents 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 responsible person has to sign your OLA ONLINE!!!**
- **After your home university signs/timestamps your OLA, your OLA should show up in our university information system.**
- **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