



ONLINE LEARNING AGREEMENT (OLA)



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ONLINE LEARNING AGREEMENT+

This tool has been developed by the **European University Foundation** and the **Erasmus Student Network** for the 21st century mobile student.

It allows the Learning Agreement to be prepared online, shared with both the home and host universities and be signed using a touchscreen.

**Less paper. Less time wasted.
And this is just the beginning!**





Všeobecné info

Nakoľko sa Európska únia snaží prispieť k ochrane životného prostredia, zavádza v jednotlivých programoch šetriace opatrenie. Preto v programe [ErasmusPlus](#) prichádza tiež jedna takáto zmena v súvislosti s Erasmus without Paper a tou je proces prípravy Learning Agreementu (študijného plánu). Learning Agreement si môže študent otvoriť v google prehliadači alebo si ho môže stiahnuť v aplikácii Erasmus+ Mobile App+.

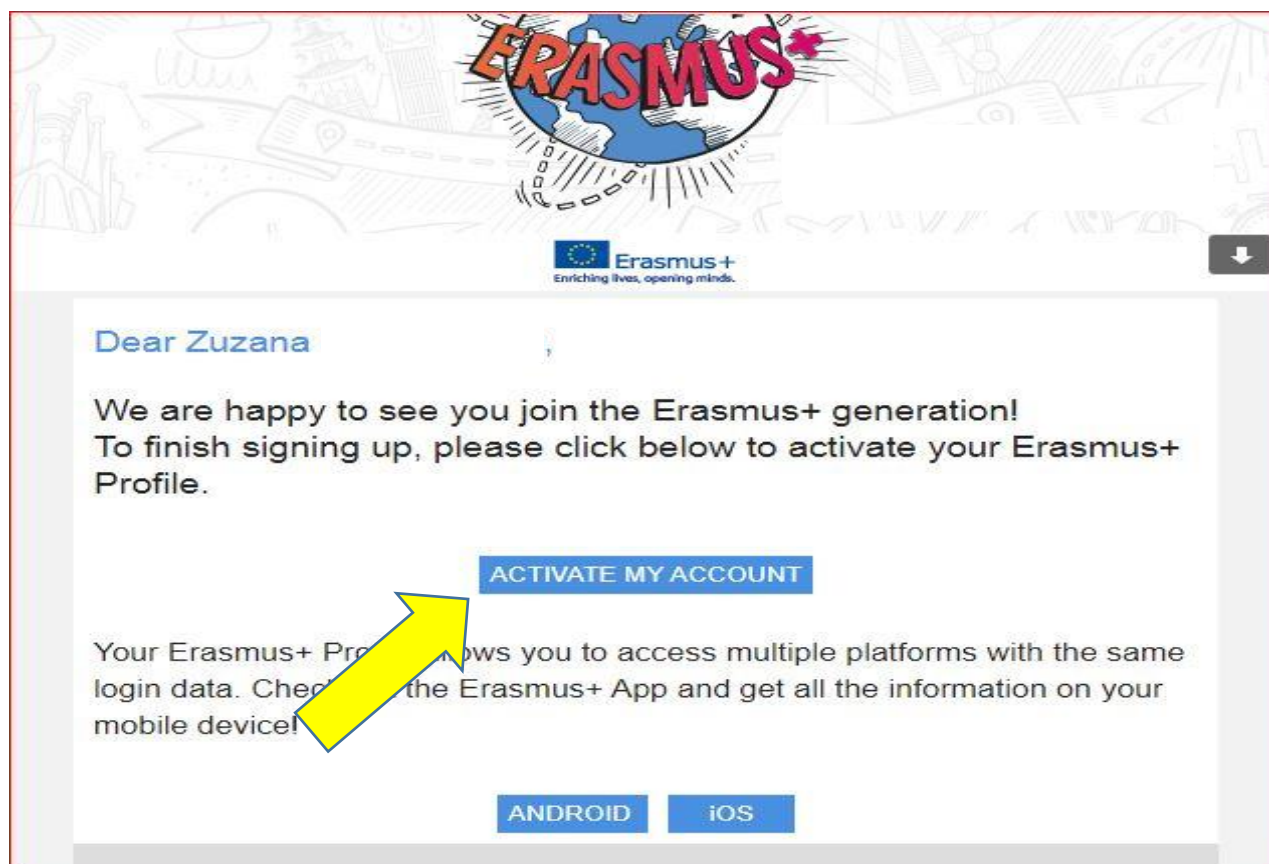
The advertisement features a central image of a man with a beard, wearing a red t-shirt, sitting on a wooden bench outdoors and looking at his smartphone. A black backpack is on the bench next to him. The background shows a building and greenery. Overlaid on the image is a large pink banner with the text 'ERASMUS+ TOP TIPS' in white. Above the banner, the text 'Erasmus+ Mobile App' is visible. In the top left corner, there is a small 'EUP' logo. In the top right corner, there are two icons: a clock labeled 'Pozrieť neskôr' and a share icon labeled 'Zdieľať'. Below the main image are two black buttons with white text and logos: 'Download on the App Store' with the Apple logo, and 'GET IT ON Google Play' with the Google Play logo.



Vytvorenie dokumentu - Learning Agreement

1. Ako na to

- 1.1. Learning Agreement si študent vyplní na stránke www.learning-agreement.eu. Na e-mail, ktorý si zadal pri registrácii Ti príde confirmation e-mail, ktorým si aktivuješ svoj účet. **Klikneš na Activate my Account.**





a dokončíš si prihlásenie

learning-agreement.eu

STUDENT platform

REGISTER LOGIN


Student login form (For HEI and Erasmus+APP users)

Email

Password


LOGIN

[I don't remember password send me reminder](#)

 [Sign In with Google](#)

Google login is for registered users only!


The OLA now through the App!



Sign In to the Erasmus+ App and enjoy the Online Learning Agreement anywhere, anytime.

EUF EUROPEAN UNIVERSITY FOUNDATION

ESN Erasmus Student Network

 Co-funded by the Erasmus+ Programme of the European Union

Privacy Policy and Terms and Conditions. We encourage you to review the documentation and let us know if you have any questions. 2015-2020 Eur



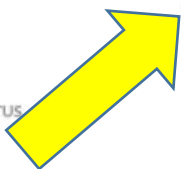
1.2. Otvoríš si vytvorenie nového dokumentu, klikneš na **New Learning Agreement** a dokument vyplníš podľa nasledovných krokov:

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
						NEW LEARNING AGREEMENT

Changes to learning agreement (during mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
						NEW LEARNING AGREEMENT WITH CHANGES





Krok 1 Vyplníš informácie o sebe

You are that close to start your ERASMUS experience...

1 Student 2 Sending Institution 3 Receiving Institution 4 Proposed Mobility Programme 5 Responsible Persons 6 Commitment

Student Information

Nationality*
Slovakia
Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth*
24/06/1997

Sex*
Male **Female**

Student ID number
At student's home/sending institution

Phone Number
Numbers, spaces and '+' symbol are accepted

Study cycle*

Academic Year*

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.

SAVE **NEXT STEP >**

Najčastejšie používané kódy

- 0311 - Economics,
- 041 - Business and Administration,
- 023 - Languages,
- 054 - Mathematics and Statistics,
- 061 - Information and Communication Technologies)
- 1015 - Travel, tourism and leisure

stupeň štúdia na ktorom **budeš počas mobility** bakalár/magister/doktorand

vyber si z nasledujúcich kódov odboru, podľa toho, čo študuješ **na domácej** univerzite

Číslo ISIC

Odporúčam každú zmenu si ukladať

Pre posun na ďalšiu stránku klikaj next step

akademický rok, v ktorom budeš absolvovať Tvoju mobilitu



Krok 2 Informácie o vysielajúcej inštitúcii teda o Ekonomickej univerzite už budeš mať vyplnené, **vyplň svoju fakultu**

You are that close to start your ERASMUS experience...

- 1 Student
- 2 Sending Institution
- 3 Receiving Institution
- 4 Proposed Mobility Programme
- 5 Responsible Persons
- 6 Commitment

Sending institution

Sending institution name * **CHOOSE**

Faculty/Department *

Contact person name *

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email * Contact person phone

Numbers, spaces and '+' symbol are accepted

vyplň si svoju fakultu

zadaj koordinátora OMM (Mgr. Andrea Szabová, andrea.szabova@euba.sk alebo Ing. Michaela Vrbenská, michaela.vrbenska@euba.com)

PREVIOUS **SAVE** **NEXT STEP**



Krok 3 informácie o prijímajúcej inštitúcii v zahraničí musíš vyplniť, **nezabudni Responsible person - osoba, ktorá Ti bude podpisovať Learning Agreement !!!**

You are that close to start your ERASMUS experience...

1 Student 2 Sending Institution **3 Receiving Institution** 4 Proposed Mobility Programme 5 Responsible Persons 6 Commitment

Receiving institution

Receiving institution name * **CHOOSE**

Faculty/Department *

Contact person name *
Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email * Contact person phone
Numbers, spaces and '+' symbol are accepted

Názov univerzity →

Názov fakulty →

Uved' osobu, ktorá Ti Learning Agreement podpíše na zahraničnej univerzite →

e-mail na Responsible person →

← PREVIOUS **SAVE** **NEXT STEP >**



Krok 4 Čas na zápis predmetov 😊 - Kliknutím na kolonku **Add subject** si vyberieš predmety na prijímajúcej a vysielajúcej inštitúcii, ak má prijímajúca inštitúcia katalóg predmetov môžeš ho nájsť na ich web stránke alebo Ti ho pošle zahraničný koordinátor, s ktorým komunikuješ. S výberom predmetov Ti pomôže prodekan pre zahraničné vzťahy na Tvojej fakulte.

You are that close to start your ERASMUS experience...

1 Student 2 Sending Institution 3 Receiving Institution 4 Proposed Mobility Programme 5 Responsible Persons 6 Commitment

Add subject Po kliknutí, prejdeš priamo na výber predmetov Krok č. 4a

Add subject Po kliknutí, prejdeš priamo na výber predmetov Krok č.4b

TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

TABLE B: RECOGNITION AT THE SENDING INSTITUTION

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions



Krok 4a Vyplníš všetko potrebné(označené hviezdičkou) - názov predmetu, výber semestra, kedy budeš študovať **na zahraničnej univerzite**

Receiving institution component

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 (if any)

Component title at the Receiving institution (as indicated in the course catalogue) *

Component title: 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.

Semester (e.g. autumn/spring; term) *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separators) *

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.

Link to course website

Tu môžeš skopírovať link zo stránky, kde sú zverejnené predmety, z ktorých si vyberáš

Klik submit



Krok 4b Vyplníš všetko potrebné (označené hviezdičkou) - názov predmetu, výber semestra, keď by si študoval na domácej univerzite/EUBA, vypíšeš podľa Tvojho aktuálneho študijného plánu

Sending institution component

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 (if any)

Component title at the Sending institution (as indicated in the course catalogue) *

Názov predmetu

Component title: 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.

Semester (e.g. autumn/spring; term) *

Semester, ktorý by si študoval

Kredity vyplníš v tvare 10.0 (10 kreditov)

Number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion. (Use DOT "." as decimal separators) *

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.

Link to course website:

Tu môžeš skopírovať link zo stránky, kde sú zverejnené predmety, z ktorých si vyberáš

Klik submit

SUBMIT

CANCEL



Ak si sa v niečom pomýlil, predmet sa dá kľudne **opraviť tým, že klikneš na edit**. Pri oprave Ťa to znova hodí do formulára, ktorý si vypisoval pri „vytváraní“ predmetu (krok 4a alebo krok 4b). Tu už stačí len opraviť v čom si sa pomýlil a stlačiť **submit**.

You are that close to start your ERASMUS experience...

1 Student 2 Sending Institution 3 Receiving Institution 4 Proposed Mobility Programme 5 Responsible Persons

TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS		
	Business economy	First semester (Winter/Autumn)	12	edit	delete
			0	edit	delete
	Business economy	First semester (Winter/Autumn)	6	edit	delete
	Global politics	First semester (Winter/Autumn)		edit	delete
			Total: 24		

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

Ak sa pomýliš a dáš späť, objaví sa Ti v tabuľke prázdny predmet, treba ho vymazať. Stačí kliknúť na **delete**

Pri oprave klik edit



Krok 6 Responsible person - na domácej inštitúcii je to prodekan/prodekanka pre medzinárodné vzťahy z Tvojej fakulty. Zisti si meno a e-mailovú adresu na web stránke Tvojej fakulty. Musíš taktiež vyplniť Responsible person na prijímajúcej inštitúcii – musí to byť osoba, ktorá Ti bude podpisovať Learning Agreement! Nezabudni aj na e-mail a pozíciu.

You are that close to start your ERASMUS experience...

1 Student 2 Sending Institution 3 Receiving Institution 4 Proposed Mobility Programme 5 Responsible Persons 6 Commitment

Responsible Persons

responsible person at the Sending institution

Responsible person at the Sending Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 2.

Name * Position *

Email * Phone Number

Numbers, spaces and '+' symbol are accepted

responsible person at the Receiving institution

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 3.

Name * Position *

Email * Phone Number

Údaje o Responsible person (prodekan/ka pre medzinárodné vzťahy na Tvojej fakulte)

Responsible person je osoba, ktorá Ti bude podpisovať Learning agreement na prijímajúcej inštitúcii. Prosím zisti si to a vyplň!

FMV - Baculáková Kristína, Ing., PhD.
OF – Krnáčová Paulína, Ing., PhD.
FHI – Blahušiaková Miriama, Ing., PhD.
NHF – Ondruška Tomáš, Ing., PhD.
FAJ – Némethová Ildikó, PhDr., PhD.
PHF – Hudák Matej, Ing., PhD.
FPM - Blišťáková Jana, doc. Ing., PhD.



Krok 7 Keď vyplníš Learning Agreement, klikneš Sign online. Po podpise klikneš na Send to sending Ins.Coordinator – je to Responsible osoba na domácej inštitúcii, čiže prodekan pre medzinárodné vzťahy na Tvojej fakulte.

You are that close to start your ERASMUS experience...

- 1 Student
- 2 Sending Institution
- 3 Receiving Institution
- 4 Proposed Mobility Programme
- 5 Responsible Persons
- 6 Commitment

Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

sign online

STUDENT'S SIGNATURE
Date:

Send to sending Ins.Coordinator

< PREVIOUS

Krok 8 Samotné podpísanie dokumentu

Signature field

This field works best on touch screen (ex. on mobile phones or laptop with touch screen)
If you experience difficulties signing please use other browser (i.e. Google Chrome)

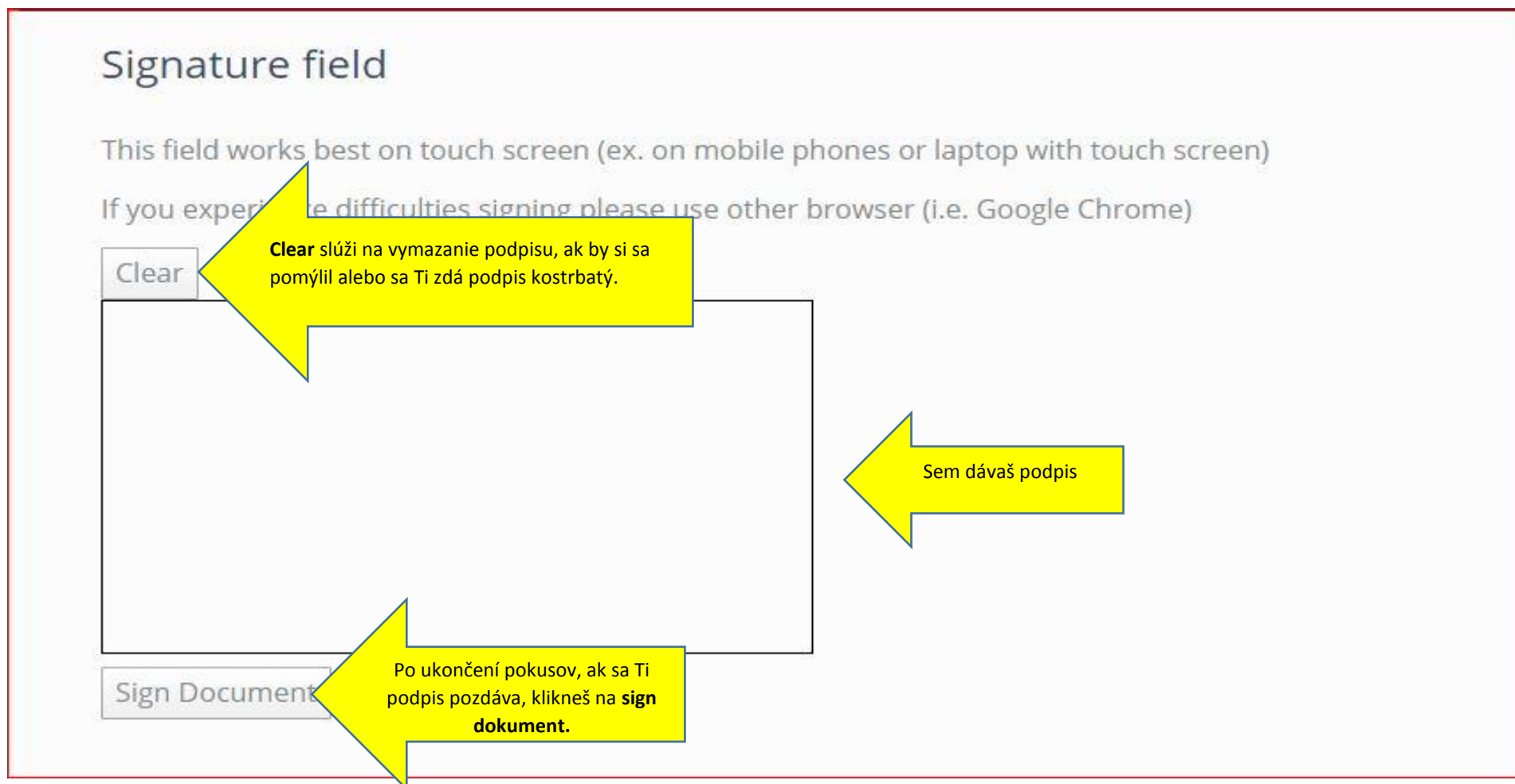
Clear slúži na vymazanie podpisu, ak by si sa pomýlil alebo sa Ti zdá podpis kostrbatý.

Clear

Sign Document

Po ukončení pokusov, ak sa Ti podpis pozdáva, klikneš na **sign dokument**.

Sem dávaš podpis



The image shows a screenshot of a web interface for signing a document. It features a large empty rectangular box for the signature. To the left of the box is a 'Clear' button, and below the box is a 'Sign Document' button. Three yellow callout boxes with arrows provide instructions: one points to the 'Clear' button, another points to the signature box, and a third points to the 'Sign Document' button. The text is in both English and Slovak.



Krok 9 – Po podpise odosielaš Learning Agreement osobe Institutional Coordinator/Responsible person – pod všetkými týmito označeniami je prodekan/ka na Tvojej fakulte, ktorý/á je zodpovedný/á za prekontrolovanie a podpis!

Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanner

SIGN ONLINE

STUDENT'S SIGNATURE

Date: 2020-02-06 13:29:15

Po podpísaní sa Ti objaví podpis, dátum a čas podpisu

V tomto kroku je dôležité odoslať to univerzitnému koordinátorovi na podpis a to kliknutím na sent to Sending Inst. Coordinator - je to tá istá osoba ako **Responsible person** – čiže prodekan/ka na Tvojej fakulte. V tomto kroku sa to odošle a prodekan/ka to pozrie. Ak tam budú chyby, Learning Agreement Vám vráti na opravu. Ak bude všetko v poriadku podpíše to. Po jeho podpise sa Learning Agreement odosiela na prijímajúcu univerzitu.

SEND TO SENDING INST. COORDINATOR

PREVIOUS



Krok 10 - Záver

Learning Agreement signed successfully
Message sent to sending institution coordinator with email: michaela.vrbenska@euba.sk

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
BUDAPESTI CORVINUS EGYETEM	Hungary	Bachelor or equivalent first cycle (EQF 6)	02/2020	07/2020	Sent to Sending inst. coordinator	...

Po úspešnom podpise a zaslaní prodekanovi sa status Tvojho Learning Agreementu zmení na „Sent to Sending inst.coordinator“. To značí, že všetko si spravil dobre a úspešne sa zmluva poslala prodekanovi. V **action** sa Ti v tomto kroku už nedajú robiť žiadne zmeny (môžeš si to len stiahnuť ako PDF). Zmeny sa budú dať robiť, len v prípade, že Ti to prodekan vráti na prepracovanie. Vtedy sa Ti aj zmení status na „ready to edit“

- Prodekan obdrží e-mail notifikáciu, že si mu poslal vyplnený Learning Agreement. Po jeho skontrolovaní, odsúhlasení a podpísaní od prodekana, pôjde Tvoj Learning Agreement automaticky na podpis Responsible person na prijímajúcej inštitúcii.
- V prípade, že prodekan bude mať otázky prípadne výhrady k predmetom/kreditom, ktoré si si zadal do Learning Agreementu, nepodpíše ho a dá Decline. Learning Agreement sa Ti vráti aj s komentárom, čo si máš opraviť. Opravíš si, čo je potrebné, podpíšeš a odošleš znova na podpis.



Ak bude Learning Agreement podpísaný všetkými tromi stranami, **príde Ti e-mail notifikácia**, že Learning Agreement je podpísaný a môžeš si ho stiahnuť vo formáte PDF.

Finalised Learning Agreement

Preložiť správu do jazyka Slovenčina. | Nikdy neprekladať z jazyka Angličtina

ED Erasmus Dashboard <dashboard@uni-foundation.eu>
Uto 14. 1. 2020 12:39
Outgoing EU

Online Learning Agreement

Dear student,

Your Learning Agreement has been approved by both, the sending and the receiving institutions. Login to the [Online Learning Agreement](#) platform to view and download the signed LA.

Best regards,
Online Learning Agreement team

Prosím nahraj podpísaný Learning Agreement do portálu Study Abroad !



Zmena v Learning Agreemente počas mobility - ak chceš urobiť zmenu počas prebiehajúcej mobility, môžeš tak urobiť vo svojom Learning Agreemente ty sám, s tým, že po oprave a Tvojom podpise pôjde opäť na podpis Responsible person na obidvoch inštitúciách.

Learning Agreement (before mobility)							NEW LEARNING AGREEMENT
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION	
BUDAPESTI CORVINUS EGYETEM	Hungary	Bachelor or equivalent first cycle (EQF 6)	02/2020	07/2020	Sent to Sending inst. coordinator	...	

Changes to learning agreement (during mobility)							NEW LEARNING AGREEMENT WITH CHANGES
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION	

V tejto časti sa robia zmeny v Learning Agreemente počas mobility

Prajeme úspešné odoslanie Learning Agreementu!