



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!**



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



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+.

An advertisement for the Erasmus+ Mobile App. The main image shows a man with a beard sitting on a bench outdoors, looking at his smartphone. Overlaid on the image is the text 'Erasmus+ Mobile App' and 'ERASMUS+ TOP TIPS' in a pink box. There are also icons for 'Pozrieť neskôr' and 'Zdieľať'. At the bottom, there are two buttons: 'Download on the App Store' with the Apple logo and 'GET IT ON Google Play' with the Google Play logo.

Erasmus+ Mobile App

ERASMUS+
TOP TIPS

Pozrieť neskôr Zdieľať

Download on the
App Store

GET IT ON
Google Play



Vytvorenie dokumentu - Learning Agreement

Po nominácii študentov koordinátor z oddelenia medzinárodných vzťahov nahrá na Erasmus Dashboard zoznam študentov, ktorí sú nominovaní na Erasmus+ na daný akademický rok a príslušný semester.

Koordinátor pri nahrávaní zadá:

- Receiving Institution (univerzitu, kam študent pôjde, len názov univerzity),
- Contact person (Koordinátor OMM na Ekonomickej univerzite),
- Responsible person at sending institution (prodekan/ka, ktorý/á je zodpovedný/á za podpis Learning Agreementu na Ekonomickej univerzite)

Všetky tieto informácie už budú preddefinované v Learning Agreemente, keď si dokument otvoríš.



1. Ako na to

1.1. Koordinátor z OMM Ti pošle e-mail, na ktorý klikneš a dostaneš sa na stránku learning-agreement.eu

Finish the registration of your Erasmus+ account > Inbox x

support@erasmusapp.eu <support@erasmusapp.eu>
to me ▾

Dear

Your institution added you as an Erasmus+ mobile student on Online Learning Agreement platform. A pre-filled Learning Agreement has been prepared for you there and the platform will allow you to finalise the document and collect all the necessary signatures online.
You only have to setup your password to finish the registration.

[FINISH REGISTRATION](#)

Your Erasmus+ Profile allows you to access multiple platforms with the same login data. Check out the Erasmus+ App and get all the information on your mobile device!

[ANDROID](#) [iOS](#)

From Erasmus to Erasmus+

Whether people have learnt a new language, explored the idea of European citizenship, improved their chances of finding a job, found a new passion for volunteering or developed fresh perspectives on sustainable development, Erasmus+ has produced many success stories.

The Erasmus Programme has been enriching lives for the past 30 years. It is not just learning or training abroad, it is a turning point in our lives.

[Questions?](#)



a dokončíš si registráciu

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

2015-2020 Eur



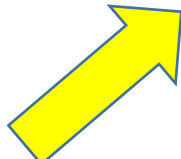
1.2. Otvoríš si Learning Agreement, ktorý už máš v systéme vytvorený (vytvoril Ti ho koordinátor OMM po Tvojej nominácii), klikneš Edit a dokument vyplníš podľa nasledovných krokov:

Learning Agreement (before mobility) NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
BUDAPESTI CORVINUS EGYETEM	Hungary		02/2020	07/2020	Ready to edit	EDIT

Changes to learning agreement (during mobility) NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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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

akademický rok, v ktorom budeš absolvovať Tvoju mobilitu

Číslo ISIC

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

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

Odporúčam každú zmenu si ukladať

Pre posun na ďalšiu stránku klikaj next step



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 *

vyplň si svoju fakultu

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

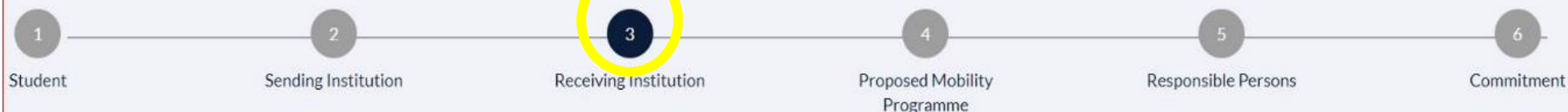
už bude predvyplnené, ak nie, zadaj koordinátora OMM (Mgr. Andrea Szabová, andrea.szabova@euba.sk)

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...



Receiving institution

Názov univerzity

Receiving institution name *

Názov fakulty

Faculty/Department *

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

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.

e-mail na Responsible person

Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

< 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, kedy by si študoval

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

Kredity vyplníš v tvare 10.0 (10 kreditov)

0.0

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 opravě 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.

Annotations:
- Yellow circle around step 4 in the progress bar.
- Yellow arrow pointing to the empty row in the table with text: "Ak sa pomýliš a dáš späť, objaví sa Ti v tabuľke prázdny predmet, treba ho vymazať. Stačí kliknúť na delete".
- Red arrow pointing to the delete button of the empty row.
- Yellow arrow pointing to the edit button of the "Global politics" row with text: "Pri opravě klik edit".

Krok 6 Responsible person - na domácej inštitúcii už budeš mať tieto informácie predvyplnené (vyplnil Ti ho koordinátor OMM pri vytváraní Learning



Agreementu), ak bude chýbať pozícia alebo e-mail musíš doplniť. Musíš 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 *
<input type="text"/>	<input type="text"/>
Email *	Phone Number
<input type="text"/>	<input type="text"/>
<small>Numbers, spaces and '-' symbol are accepted</small>	

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 *
<input type="text"/>	<input type="text"/>
Email *	Phone Number
<input type="text"/>	<input type="text"/>

Údaje o Responsible person (prodekan/ka pre medz.vzťahy na Tvojej fakulte) už bude predvyplnený, ak niektorý údaj chýba, zisti si ho a dopň.

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



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.

Sem dávaš podpis

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



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!