

How to create an

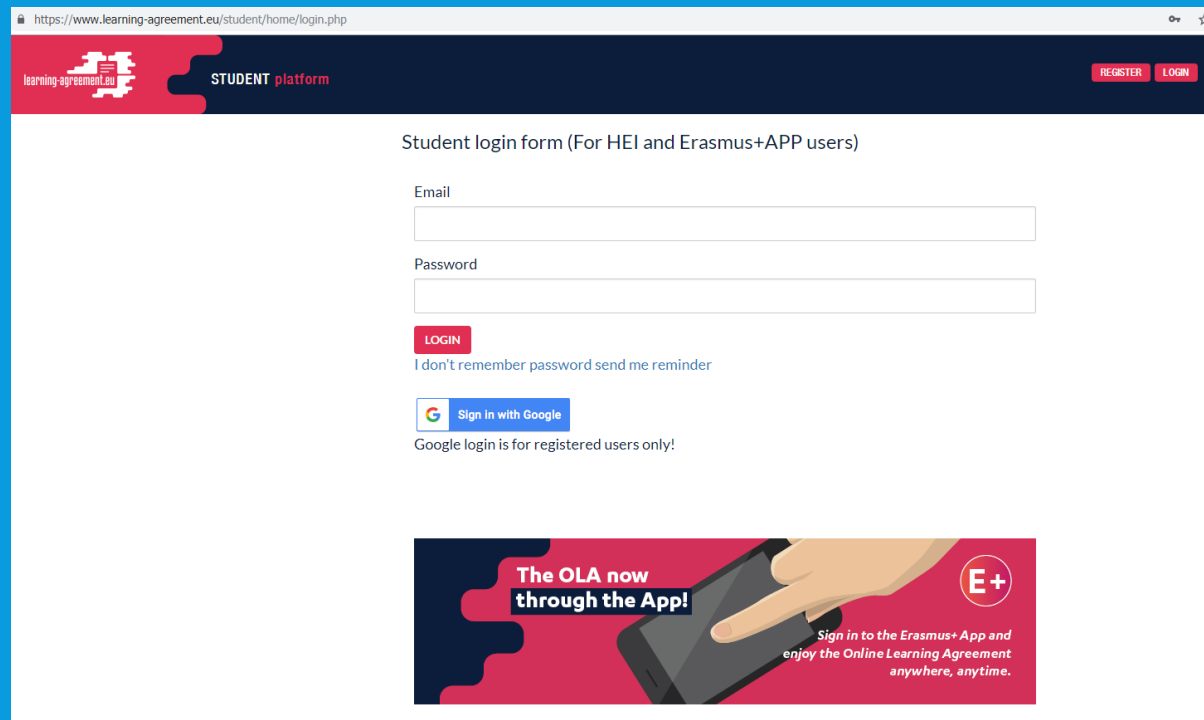
ONLINE LEARNING AGREEMENT

CZU - Summer Semester 2019/2020



1. REGISTRATION

- Open the webpage: <https://www.learning-agreement.eu/student/home/login.php>




The screenshot shows a web browser window with the URL <https://www.learning-agreement.eu/student/home/login.php>. The page has a dark blue header with the 'learning-agreement.eu' logo and 'STUDENT platform' text. In the top right corner of the header are 'REGISTER' and 'LOGIN' buttons. The main content area is titled 'Student login form (For HEI and Erasmus+APP users)'. It contains two input fields: 'Email' and 'Password'. Below these fields is a red 'LOGIN' button. Under the 'LOGIN' button is a link that says 'I don't remember password send me reminder'. Below that is a 'Sign In with Google' button. A note below the Google button states 'Google login is for registered users only!'. At the bottom of the page is a promotional banner for the Erasmus+ App, featuring a hand pointing at a smartphone screen. The banner text reads: 'The OLA now through the App!', 'Sign in to the Erasmus+ App and enjoy the Online Learning Agreement anywhere, anytime.', and includes an 'E+' logo.

- On a top right corner, click on „register“

REGISTER

1. REGISTRATION

- Create an Erasmus+ profile. (Don't forget to read and agree to the privacy policy)

Create an Erasmus+ profile 

Sample

Sample

sample@sample.eu

.....

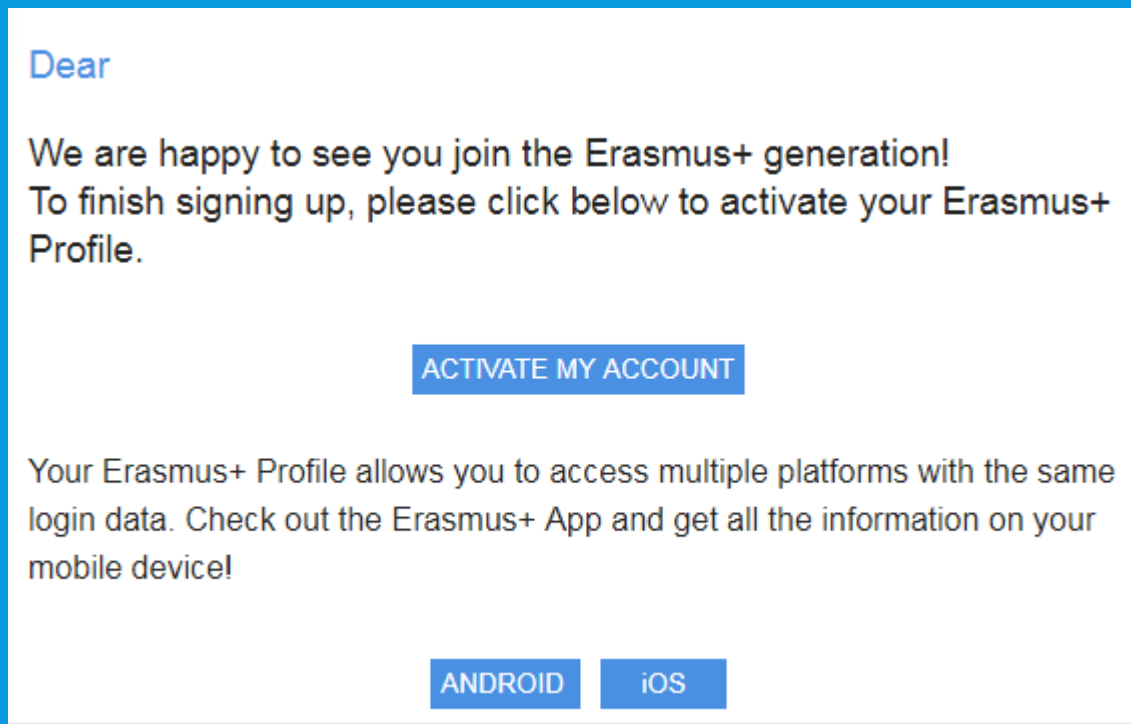
.....

☒ I have read and agree to the privacy policy

REGISTER

1. REGISTRATION

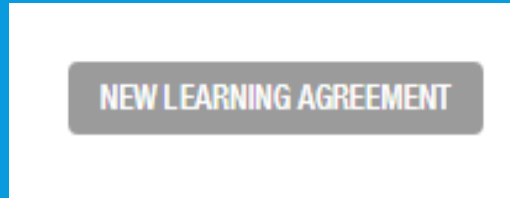
- The platform will send a confirmation email to your email box. (The email can end up in a spam folder, please check it as well)
- Open the email and click on „Activate My Account“



It is also possible to download E+ app into your smartphone. Simply use the button Android or iOS.

2. CREATING AN ONLINE LEARNING AGREEMENT

- After your account is activated you can log in and create new Learning Agreement.



2. CREATING AN ONLINE LEARNING AGREEMENT

- Fill in the details about you.
- Please select 2019/2020 as the Academic Year.
- If you are not sure about your Field of Education, please contact your Erasmus+ Coordinator.

Student Information

Nationality *

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

Date of birth *

29/02/1992

Sex *

Male

Female

Student ID number

At student's home/sending institution

Phone Number

Numbers, spaces and '+' symbol are accepted

Study cycle *

Academic Year *

2019/2020

Field of education *

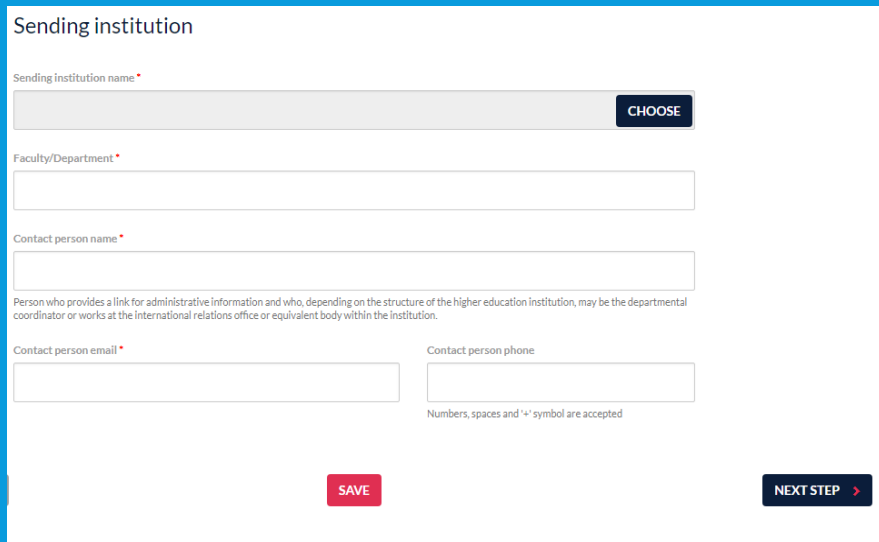
The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

SAVE

NEXT STEP >

2. CREATING AN ONLINE LEARNING AGREEMENT

- Select correctly your home university (sending institution)



The screenshot shows a web form titled "Sending institution". It contains the following fields and elements:

- Sending institution name ***: A text input field with a "CHOOSE" button to its right.
- Faculty/Department ***: A text input field.
- Contact person name ***: A text input field.
- 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 ***: A text input field.
- Contact person phone**: A text input field with a note below it: "Numbers, spaces and '+' symbol are accepted".
- SAVE**: A red button at the bottom left.
- NEXT STEP >**: A dark blue button at the bottom right.

- Specify the faculty
- Specify your contact person (name + email)
- **The contact person has to be someone from your home university who CAN SIGN your Online Learning Agreement!**

2. CREATING AN ONLINE LEARNING AGREEMENT

- Click on „Next Step“ and choose the Receiving Institution.

select country

ARUBA

AUSTRIA

BELGIUM

BULGARIA

CROATIA

CURAÇAO

CYPRUS

CZECH REPUBLIC

DENMARK

ESTONIA

FINLAND

FORMER YUGOSLAV REPUBLIC OF MACEDONIA

FRANCE

GERMANY

Pardubice	UNIVERZITA PARDUBICE
Pilsen	ZAPADOCESKA UNIVERZITA V PLZNI
Pisek	Filmova akademie Miroslava Ondricka v Pisku, o.p.s.
Pisek	Soukromá vyšší odborná škola filmová, s.r.o.
Prague	AKADEMIE MUZICKÝCH UMENÍ V PRAZE
Prague	Akademie výtvarných umení v Praze
Prague	AKCENT College s.r.o.
Prague	ANGLO-AMERICKÁ VYSOKÁ ŠKOLA, Z.U.
Prague	ARCHIP
Prague	ART & DESIGN INSTITUT
Prague	CESKA ZEMEDELSKA UNIVERZITA V PRAZE
Prague	CESKE VYSOKE UCENI TECHNICKE V PRAZE
Prague	CEVRO Institut, z.ú.
Prague	Konzervator Duncan centre, Praha 4, Branická 41
Prague	METROPOLITNI UNIVERZITA PRAHA OPS
Prague	NEWTON College, a.s.
Prague	PB-VYSSI ODBORNA ŠKOLA A STREDNI ŠKOLA MANAGEMENTU,S.R.O.
Prague	Policejní akademie Ceske republiky v Praze

- Submit the selection

2. CREATING AN ONLINE LEARNING AGREEMENT

- Specify the faculty at which you will study at CZU
 - CZU has **six** faculties and **one** institute
 - Faculty of Economics and Management
 - Faculty of Agrobiology, Food and Natural Resources
 - Faculty of Engineering
 - Faculty of Forestry and Wood Sciences
 - Faculty of Environmental Sciences
 - Faculty of Tropical AgriSciences
 - Institute of Education and Communication

2. CREATING AN ONLINE LEARNING AGREEMENT

- Fill in the Contact person name and email
- Contact person is: „Ondrej Votinsky“
- Email:
„erasmus_incoming@rektorat.czu.cz“
- Click on „save“ and „next step“

Receiving institution

Receiving institution name *

CESKA ZEMEDELSKA UNIVERZITA V PRAZE CHOOSE

Address Country Erasmus Code

KAMYCKA 129 SUCHDOL, Prague, 165 21, Czech Rep Czech Republic CZ PRAHA02

Faculty/Department *

Faculty of

Contact person name *

Ondrej Votinsky

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

erasmus_incoming@rektorat.czu.cz

Numbers, spaces and "+" symbol are accepted

SAVE NEXT STEP >

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- To search for courses taught at CZU in the summer semester, please open the following link – [COURSES](#).
- I kindly ask you **not** to use **any other** source to search for courses, since other sources may include mistakes.
- Please note, **that at least 50% of your selected courses have to be from one faculty!**
 - For example: three courses from the Faculty of Agrobiology, two from the Faculty of Engineering and one course from the Faculty of Environmental Sciences

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- When you choose your courses, go back to creating the OLA.
- Step 4 has two tables. Table A is for courses taught at CZU. Select „+ add subject“ and copy-paste all the details about the courses from the excel sheet into the OLA.

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- For example:

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)

ABA15E

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

Plant Physiology

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) *

Second semester (Summer/Spring)

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

5

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

https://is.czu.cz/katalog/syllabus.pl?zpet=/katalog/index.pl?vzorek=ABA15E%20,Dohledat=Dohledat,obdobi=157,jak=dle_jmena;predmet=161716

SUBMIT

CANCEL

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- At the end your Table A has to contain all the courses you want to study at CZU.
- Here is an **example** of how Table A can look like

▼ TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION

+ ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS		
ABA15E	Plant Physiology	Second semester (Summer/Spring)	5	edit	delete
AGA44E	Fundamentals of Genetics	Second semester (Summer/Spring)	6	edit	delete
ZBL02E	Irrigation and Drainage	Second semester (Summer/Spring)	6	edit	delete
ZUX106E	Waste Management	Second semester (Summer/Spring)	6	edit	delete
TFT48E	Precision farming	Second semester (Summer/Spring)	4	edit	delete
			Total: 27		

Link to course catalogue

http://

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

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- Please note that **MAXIMUM** total number of ECTS credits per semester is **35!**

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- Specify
 - Component code (Course code)
 - Title
 - Semester
 - Number of ECTS credits
 - Link to the course website.

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)

xxx30xx

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

Very Interesting Course

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) *

Second semester (Summer/Spring) ▼

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

5

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

SUBMIT **CANCEL**

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- After filling in all the courses into Table A, you can fill in courses into Table B.
- Table B works in a same way as Table A.
 - If you have some questions about what to fill into the Table B, please contact your home university.
 - The Table B cannot be empty!

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- Specify
 - Component code (Course code)
 - Title
 - Semester
 - Number of ECTS credits
 - Link to the course website.

TABLE B: RECOGNITION AT THE SENDING INSTITUTION + ADD SUBJECT

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
If the student does not complete successfully some educational components, the following provisions will apply.

Planned period of the mobility From To

Language competence of the student
The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language ▼ Level ▼

2. CREATING AN ONLINE LEARNING AGREEMENT – COURSE SELECTION

- Also, specify the planned period of the mobility
- Dont forget to specify the Language and its Level.

TABLE B: RECOGNITION AT THE SENDING INSTITUTION + ADD SUBJECT

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
If the student does not complete successfully some educational components, the following provisions will apply.

Planned period of the mobility From * To *

Language competence of the student
The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language ▼ Level ▼

3. RESPONSIBLE PERSONS

- Move to step 5 and specify:
- Responsible person at the Sending Institution
 - Is someone who CAN SIGN your OLA!
- Responsible person at the Receiving Institution
 - Name: „Ondrej Votinsky“
 - Email: „erasmus_incoming@rektorat.czu.cz“

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 *
Gorge Madeup

Position *
Erasmus Coordinator

Email *
xxx@xxx.eu

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 *
Ondrej Votinsky

Position *
Erasmus Coordinator

Email *
erasmus_incoming@rektorat.czu.cz

Phone Number

Numbers, spaces and '+' symbol are accepted

4. DO NOT SIGN YOUR OLA YET

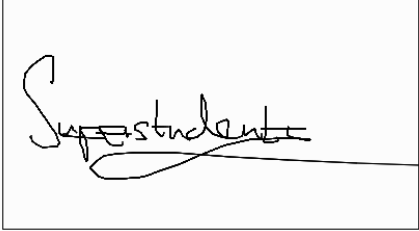
- Please double-check the email addresses of both responsible persons.
- **However, DO NOT SIGN YOUR OLA until you receive an approval from me that your course selection is correct.**
- When you receive an approval, you can sign your OLA by going to Step 6 - commitment

4. COMMITMENT

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



Sign Document

SEND TO SENDING INST. COORDINATOR

- Once your OLA is signed by you, click on „send to sending inst. coordinator“
 - This will send an automatic email to the email address of the Responsible person from your home university
 - Please note, **that this automatic email may end up in a spam, therefore, ask your responsible person to check the spam folder as well!**
 - This email **cannot** be resend by neither the Receiving Institution nor you.

5. HOW OLA WORKS

- The Responsible person from the sending institution can now decide if your OLA can or cannot be signed.
 - If the Responsible person from the sending institution will sign your OLA, an automatic email requesting a signature will be sent to an email address of the Responsible person from the receiving institution (CZU).
 - If the Responsible person from the sending institution will decline your OLA, you will receive an automatic email asking you to correct mistakes. After you correct the mistakes you will need to send the OLA again by using the „send to sending ins. Coordinator“ button.
- If your OLA was signed by the sending institution, it is automatically sent to the receiving institution.
 - The receiving institution can now decide if your OLA can or cannot be signed.
 - If the OLA is signed, you will receive an information to your email that all the requested signatures has been gained.
 - If the receiving institution will decide that your OLA cannot be signed you will receive an email asking you to correct mistakes in your OLA.
 - After you correct your mistakes you need to send the OLA again to the responsible person from the sending institution by clicking on „send to sending ins. Coordinator“ button.

