

Dear Erasmus+ Students,

prepare your Learning Agreement **online** within a few steps and share it with both, home and host universities.

1. Platform for the **Online Learning Agreement** (OLA): <https://learning-agreement.eu/>;
2. You can register either with your Google account or with the eduGain (please make sure if your sending university use this system);
3. At the **Sending university** "*Responsible person*" - write your Erasmus+ Coordinator or ask your home university who is the contact person;
4. At the **Receiving university** "*Responsible person*" - write **Incoming Students Coordinator: Mrs. Jana Hubáčková, (jana.hubacekova@umb.sk)**;

"Administrative contact person" you can leave empty.
5. When all is filled in, try to **sign** with the PC mouse and **submit** your OLA. (Please, download your LA as pdf with your signature, just in case.)
6. Once you complete and confirm the signature, a notification email will be sent to your institution responsible person, as well as to the receiving institution that he/she needs to sign your OLA. **Please note, that OLA needs to be signed firstly by student, then by sending university responsible and only then receiving institution responsible will be able to sign it.**
7. Once OLA is signed by 3 parties, your OLA is completed!
12. If you have to make changes to the course selection during the semester, you will have to fill the second part of the OLA called „During the mobility“. Only students who will have all 3 signatures signed in the OLA platform, will be able to fill and sign the During mobility part in the OLA platform as well.

Kind regards,
International Cooperation Office
Matej Bel University