

Manuál k Online Learning Agreement 3.0 pre študentov Univerzity Mateja Bela v Banskej Bystrici

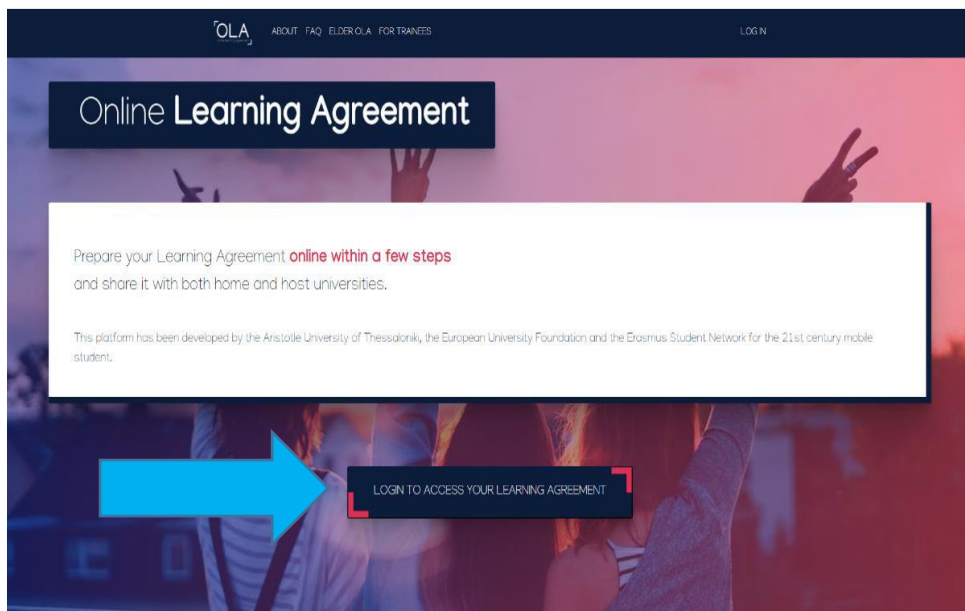
Čo je to Online Learning Agreement?

Learning Agreement, skr. LA (alebo tiež Zmluva o štúdiu) je dokument, ktorý slúži ako študijný plán pre študenta na Erasmus+ mobilite. Obsahuje zoznam navolených predmetov, ktoré bude študent študovať na prijímajúcej inštitúcii a je schvaľovaný tromi stranami – študentom, zodpovednou osobou na vysielajúcej inštitúcii a zodpovednou osobou na prijímajúcej inštitúcii. *Online Learning Agreement* (OLA) je nástrojom, ktorý tento proces uľahčuje a umožňuje študentom vytvoriť si Learning Agreement (LA) online bez potreby tlačenia, skenovania a zasielania rukou podpísaných dokumentov.

Tento návod bol vytvorený pre študentov Univerzity Mateja Bela, ktorí boli vybraní na Erasmus+ študijný pobyt v zahraničí.

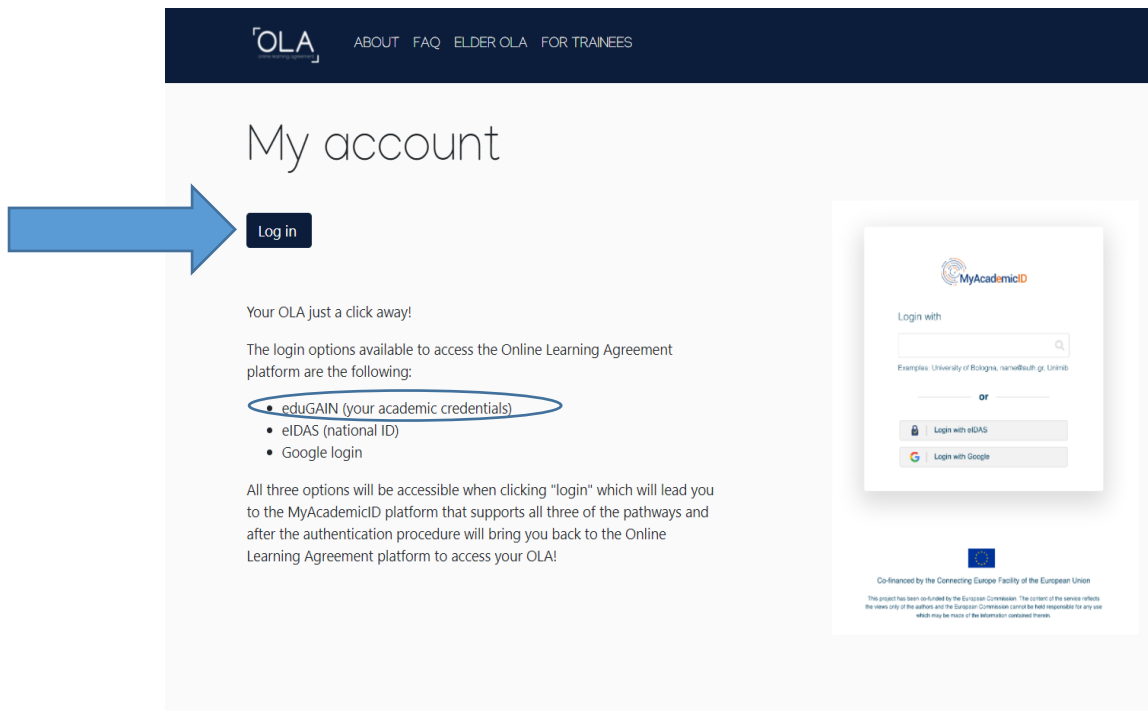
1. Kde nájdem Online Learning Agreement?

OLA nájdeš na <https://learning-agreement.eu/> alebo si stiahni Erasmus+ APP.



Klik na *Login to access your Learning Agreement*

2. Prihlásenie



OLA ABOUT FAQ ELDER OLA FOR TRAINEES

My account

Log in

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

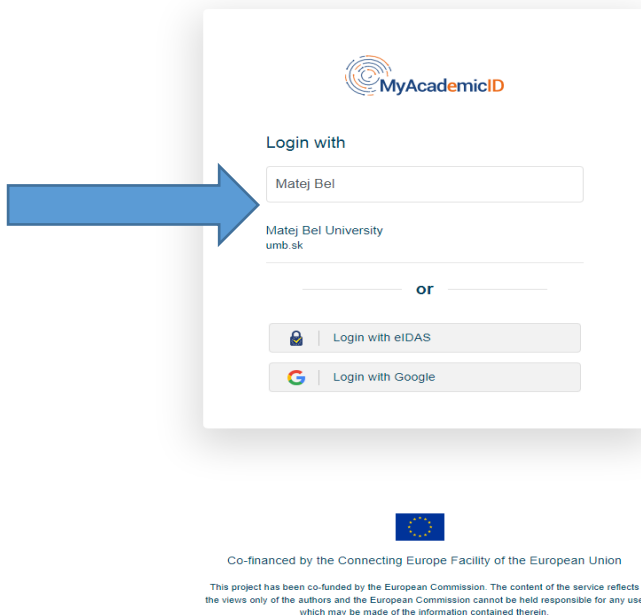
- **eduGAIN (your academic credentials)**
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

Co-financed by the Connecting Europe Facility of the European Union

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2.1 Klik na *Log in* (prihlásenie cez **eduGAIN**, Google login nebude v budúcnosti v ponuke)



MyAcademicID

Login with

Matej Bel

Matej Bel University
umb.sk

or

Login with eIDAS

Login with Google

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2.2 Klik na *Login with*, v políčku MyAcademicID a začni písať Matej Bel University

umb MATEJ BEL UNIVERSITY

Prihlásenie k službe:
MyAcademicID IAM Service

Používateľské meno

Heslo

Nezapamätať si prihlásenie.

Odvolať predchádzajúci súhlas s poskytovaním Vašich údajov tejto službe.

Prihlásiť

[Zabudli ste svoje heslo?](#)

[Potrebujete pomoc?](#)

The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitalisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

2.3 Zadaj svoje *Používateľské meno* - študentské konto I am UMB (bez @umb.sk) a heslo a klikni na *Prihlásiť*.

3. Vytvorenie OLA

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

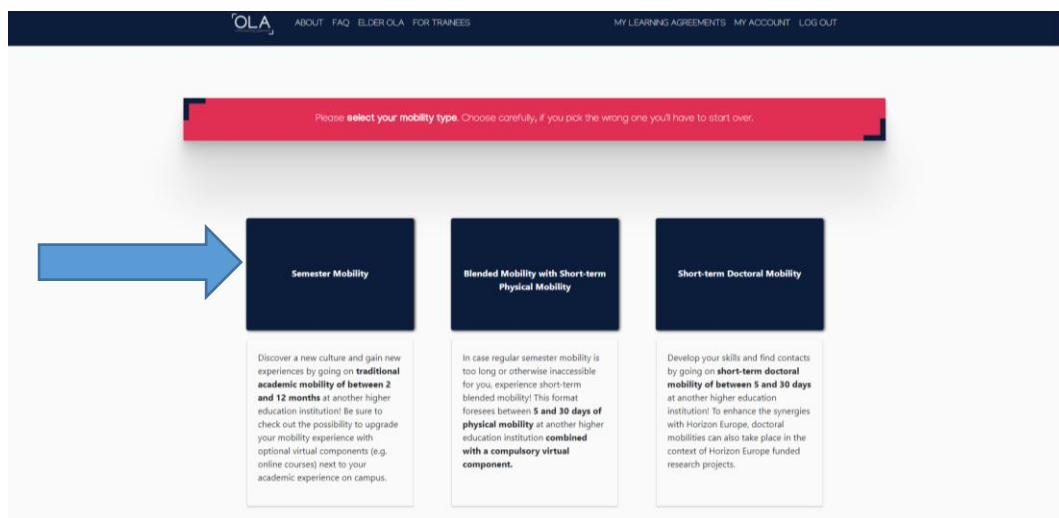
My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created *	View or Edit
Univerzita Mateja Bela v Banskej Bystrici		Ready to Edit	Fri, 11/12/2021 - 16:07	Edit

3.1 Klik na Create New



3.2 Vyber si druh mobility (študentská mobilita – Semester mobility)

Academic year *

Student

First name(s) * Last name(s) *

Email *

Date of birth * Gender * Nationality *

Field of Education * Study cycle *

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isc-ed_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.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Country to which the person belongs administratively and that issues the ID card and/or passport.

Next

3.3 Zvoľ akademický rok, v ktorom vycestuješ na Erasmus+ mobilitu.

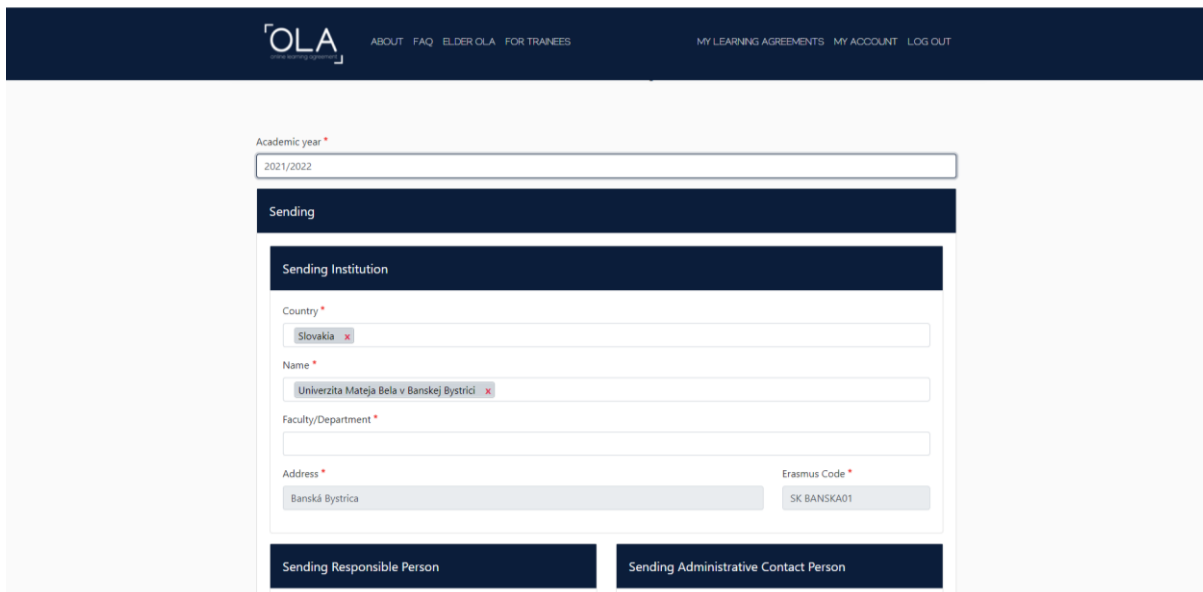
3.4 Vypĺň svoje osobné údaje v sekcii *Student*.

3.4 V sekcii *Field of education* vyplníš svoj odbor v anglickom jazyku (pre overenie si môžeš pozrieť aj nominačný mail, prípadne si jeho kód vyhľadať).

3.5 V sekcii *Study cycle* vypíšete stupeň štúdia, ktorý študujete.

3.6 Klik na *Next*.

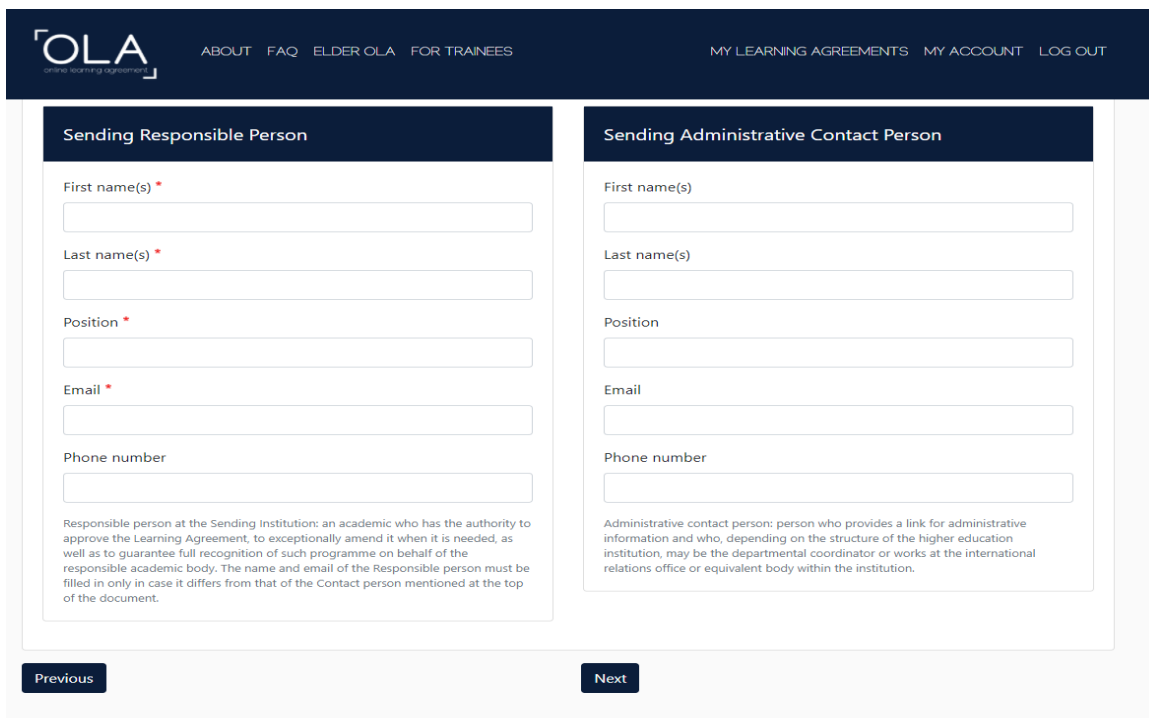
4. Vytvorenie OLA (informácie o vysielajúcej inštitúcii)



4.1 Vyplň údaje v sekcii *Sending institution*.

4.2 V podsekcii *Name* zadaj Univerzita Mateja Bela, *Erasmus Code* SK BANSKA01.

* Systém automaticky napovedá po zadaní prvých písmen.



Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: 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.

Previous Next

4.3 V sekcii *Sending Responsible Person* vypíš **meno svojej koordinátorky**.

4.4 *Sending Administrative Contact Person* vypisovať nemusíš.

4.5. Klik na *Next*.

5. Vytvorenie OLA (informácie o prijímajúcej inštitúcii)

Academic year *

2020/2021

Receiving

Receiving Institution

Country *

Country of the institution

Name *

Name of the institution

5.1 Vyplň údaje v sekcii *Receiving Institution*.

5.2 V podsekcii *Name* zadaj názov prijímajúcej univerzity. Pozor!! Názvy univerzít sú najčastejšie v materinskom jazyku, napr. UNIVERZITA KARLOVA.

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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 at the top of the document.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Previous

Next

5.3 V sekcii *Receiving Responsible Person* vypíšeš údaje Erasmus+ koordinátora zo zahraničnej univerzity – väčšinou je to tá osoba, s ktorou komunikuješ ohľadom mobility.

5.4 Sekciu *Receiving Administrative Contact Person* nie je nutné vyplňať.

5.5 Klik na *Next*.

6 Vytvorenie OLA (vytvorenie predbežnej Zmluvy o štúdiu – PRED mobilitou)

Academic year *

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Table A - Study programme at the Receiving institution *

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

- 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. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *

The level of language competence *

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europa.eu/europass/cefop/europa.eu/en/resources/european-language-levels-cefr>

6.1 V sekcii *Preliminary LA* vyplň plánované obdobie, v ktorom absolvujete svoju Erasmus+ mobilitu.

6.2 V podsekcii *Table A* postupne pridaj jednotlivé časti, t.j. predmety, ktoré plánuješ absolvovať v zahraničí. 1 predmet = 1 „component“. Zadať taktiež hlavný jazyk, ktorý budeš pri štúdiu používať – najčastejšie je to anglický jazyk. Úroveň jazyka – požadovaná minimálna úroveň býva B1-B2.

Table A - Study programme at the Receiving institution *

Component to Table A
Remove

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

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 *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Semester *

- Select a value -
▾

ECTS credits (or equivalent): 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.

Add Component to Table A

6.3 V políčku *Component title* vpíšeš názov predmetu, ktorý na zahraničnej univerzite absolvuješ. Katalóg predmetov nájdeš na webových stránkach príslušných univerzít.

6.3 V políčku *Component code* vpíšeš kód daného predmetu.

6.4 Počet ECTS kreditov, ktoré sa absolvovanie daného predmetu získate. (spolu min. 20 kreditov)

6.5 Zvolíš si semester, v ktorom predmet absolvuješ.

6.6 Klik na *Add Component to Table A*.

6.7 Rovnakým spôsobom si navolíš všetky predmety, ktoré chcete mať v Zmluve o štúdiu.

6.8 Ak chceš navolený predmet odstrániť, klik na *Remove*.

Table B - Recognition at the Sending institution *

Component to Table B
Remove

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

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 *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

- Select a value -
▾

ECTS credits (or equivalent): 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.

Add Component to Table B

1. Table B – Recognition at the Sending institution podáva informáciu o tom, ktoré predmety budú študentom uznané po príchode z mobility. Vypĺňa sa to podobne ako Table A – 1 predmet = 1 component.
2. Klik na *Add Component to Table B*.

7 Podpísanie vytvoreného OLA

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 studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit 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 commits 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.

Previous
Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

7.1 V tejto poslednej časti elektronicke podpíšeš OLA – prostredníctvom dotykovej obrazovky, prípadne myši na počítači.

7.2 Klik na Sign and send the OLA to the Responsible person at the Sending Institution for review. OLA sa takto automaticky zašle osobám, ktoré ste zadali v jednom z predchádzajúcich krokov ako Responsible person na zahraničnej a domácej univerzite a tie OLA skontrolujú.

7.3 Ak je OLA v poriadku, podpíše ho, a ak nie, tak ho odmietne. Keď ho odmietne, príde vám na mail upozornenie na opravu OLA (pri odmietnutí sa vždy zadáva aj dôvod prečo bol odmietnutý). Až po podpísaní všetkých troch strán sa OLA stáva platným dokumentom.

8 Kontrola stavu OLA

Po vytvorení OLA čakáte na podpisy koordinátorov. Stav svojho OLA sledujete prostredníctvom sekcie My Learning agreements v hornej lište. Po kliknutí sa vám objaví tabuľka s OLA, ktorý ste si vytvorili.

OLA si môžete prezrieť a stiahnuť vo formáte pdf.

POZOR! Údaje v nepodpísanom OLA sa nedajú meniť. Meniť ich môžete len v prípade, že je OLA odmietnuté.

V prípade, že je OLA podpísané všetkými troma stranami, no napriek tomu je PRED MOBILITOU nutné zmeniť údaje, celý LA sa musí vytvoriť odznova.

Sending Institution	Receiving Institution	Status	Created **	View or Edit
Univerzita Mateja Bela v Banskej Bystrici		Ready to Edit	Fri, 11/12/2021 - 16:07	Edit Download PDF History

9 Zmeny v OLA (Changes to Learning Agreement)

Je pravdepodobné, že po príchode na zahraničnú univerzitu zistíte, že sa niektoré z navolených predmetov v LA neotvoria. Z tohto dôvodu musíte spísať tzv. Changes to Learning agreement.

viera.pavlovicova@umb.sk

Erasmus+ koordinátor
november 2021

