



Online Learning Agreement

Návod, jak vyplnit online Learning Agreement.

1) Nejdříve se zaregistrujte na webové stránce <https://www.learning-agreement.eu/student/home/createaccount10.php>



Create an Erasmus+ profile [?](#)

☐

I have read and agree to the [privacy policy](#)

REGISTER



Po vložení jména, e-mailové adresy a nového hesla Vám přijde do e-mailové schránky potvrzující kód, kterým se aktivuje Váš účet. Je možné, že Vám e-mail spadne do spamu, zkontrolujte proto, prosím, celou e-mailovou schránku.

support@erasmusapp.eu support@erasmusapp.eu ▼ ✓

We are happy to see you join the Erasmus+ generation!  
To finish signing up, please click below to activate your  
Erasmus+ Profile.

ACTIVATE MY ACCOUNT

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

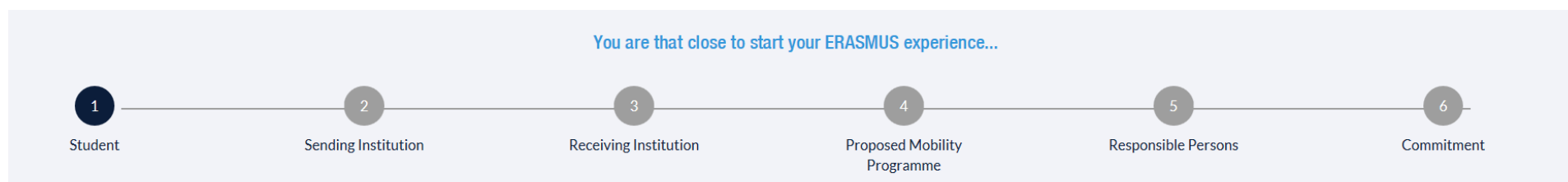
iOS

## 2) Po registraci je možné vyplnit Learning Agreement

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

### Krok 1 – Student information

Vyplňte své základní údaje – občanství, datum narození, pohlaví, studijní cyklus, ve kterém budete v době plánovaného studijního pobytu, akademický rok, obor studia, případně telefonní číslo.



### Student Information

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

Date of birth \*

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-iscd\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-iscd_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 >

## Krok 2 – Sending institution

Zde uvádíte údaje o vysílající univerzitě, tedy ČZU. Nejdříve vyberete zemi (Czech Republic) a následně název univerzity (Česká zemědělská univerzita). Adresa univerzity, země a Erasmus kód se doplní automaticky.

Dále zapíšete Vaši vysílající fakultu ČZU, která Vás na studijní pobyt vybrala, jméno kontaktní osoby (fakultního koordinátora Erasmus+), její e-mailovou adresu a telefonní číslo.

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

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4

5

6

Student

Sending Institution

Receiving Institution

Proposed Mobility Programme

Responsible Persons

Commitment

### Sending institution

Sending institution name \*

CESKA ZEMEDELSKA UNIVERZITA V PRAZE

CHOOSE

AddressCountryErasmus Code

KAMYCKA 129 SUCHDOL, Prague, 165 21, Czech Rep

Czech Republic

CZ PRAHA02

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

< PREVIOUS

SAVE

NEXT STEP >

### Krok 3 – Receiving Institution

Zde uvádíte údaje o přijímající univerzitě, na kterou pojedete. Nejdříve vyberete zemi a následně název univerzity. Adresa univerzity, země a Erasmus kód se doplní automaticky.

Dále запиšte fakultu na přijímající univerzitě, jméno kontaktní osoby, její e-mailovou adresu a telefonní číslo.

**POZOR:** pokud si nejste jisti, konzultujte e-mailovou adresu kontaktní osoby přijímající instituce s Vaším fakultním koordinátorem na ČZU, neboť od e-mailu se odvozuje, kdo má právo podpisu Learning Agreementu na přijímající univerzitě.

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

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Student

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Responsible Persons

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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

< PREVIOUS

SAVE

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## Krok 4 – Proposed Mobility Programme

Uvádíte navrhovaný program mobility, tedy předměty, které chcete studovat v zahraničí, a předměty, které Vám budou po návratu uznány, termín mobility a své jazykové znalosti.

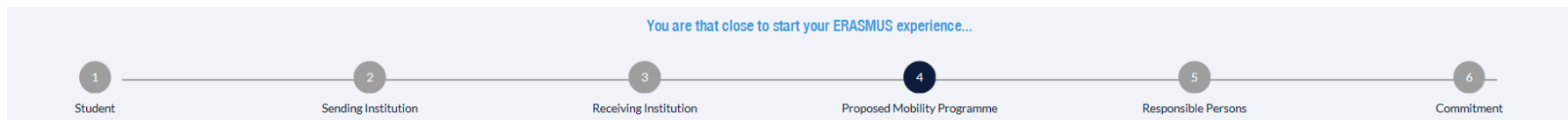


TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION

ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

http://

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

TABLE B: RECOGNITION AT THE SENDING INSTITUTION

ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

http://

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

Link to provisions

http://

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 \*

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PREVIOUS

SAVE

NEXT STEP

## Tabulka A – Studijní program na přijímající instituci

Po zvolení tlačítka „Add subject“ se zobrazí okno k zápisu předmětu.

Uvádějte kód předmětu (pokud existuje), název předmětu, semestr, ve kterém je vyučován, počet kreditů a odkaz na stránku předmětu webu zahraniční univerzity.

### 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

SUBMIT

CANCEL

Další předmět je možné zadat opět tlačítkem „Add subject“.

Za 1 semestr byste měli získat 30 ECTS.

Pod tabulkou A vyplňte odkaz na stránku katalogu předmětů na zahraniční univerzitě.



## Tabulka B – Uznávání předmětů na vysílající instituci

Po zvolení tlačítka „Add subject“ se zobrazí okno k zápisu předmětu.

Uvádějte kód předmětu, název předmětu, který Vám bude po návratu uznán, semestr, ve kterém je předmět vyučován, počet kreditů a odkaz na stránku předmětu na vysílající univerzitě.

**Uznání předmětů si domluvte se svými vyučujícími či garanty předmětů ještě před výjezdem před podpisem Learning Agreementu!**

### 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) \*

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 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

SUBMIT

CANCEL

Další předmět je možné zadat tlačítkem „Add subject“.

V následující části vyplňujete termín mobility a Vaše jazykové znalosti.

### Planned period of the mobility

Uved'te měsíc a rok začátku studijního pobytu a měsíc a rok konce studijního pobytu.

### Language competence of the student

Uved'te hlavní jazyk, ve kterém bude probíhat výuka na přijímající univerzitě, a úroveň, které v daném jazyce dosahujete.

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 \*

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▼

Level \*

---

▼

< PREVIOUS

SAVE

NEXT STEP >

## Krok 5 – Responsible Persons

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

**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

Numbers, spaces and '+' symbol are accepted

< PREVIOUS

SAVE

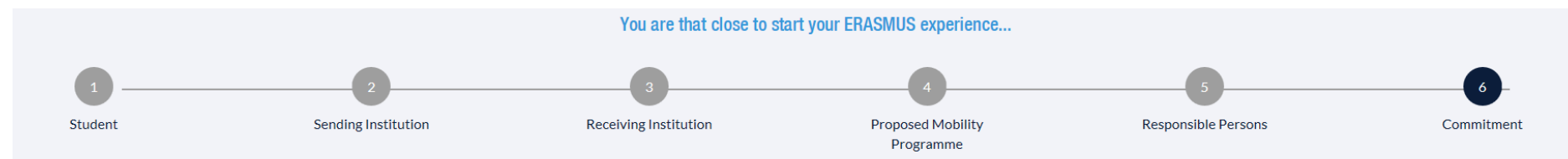
NEXT STEP >

Zapište jméno fakultního koordinátora, jeho pozici, e-mailovou adresu a telefonní číslo na vysílající i přijímající instituci.

**POZOR:** pokud si nejste jisti, konzultujte e-mailovou adresu kontaktní osoby přijímající instituce s Vaším fakultním koordinátorem na ČZU, neboť od e-mailu se odvozuje, kdo má právo podpisu Learning Agreementu na přijímající univerzitě.

## Krok 6 – Commitment

Potvrzení studijní smlouvy. Nejdříve podepisujete formulář Vy jako student.



### 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:

< PREVIOUS

SEND TO SENDING INST. COORDINATOR

Po podepsání zvolte tlačítko „Send to sending institutional coordinator“. Formulář bude zaslán koordinátorovi na vysílající instituci ke schválení:

- a) **pokud je nutné v dokumentu něco opravit**, bude Vám zaslán e-mail s informací, abyste svůj Learning Agreement změnili. Po opravě dokument podepíšete a znovu zasíláte koordinátorovi ke schválení.



**Dear student,**

We inform you that your Home institution named CESKA ZEMEDELSKA UNIVERZITA V PRAZE is not ready to sign your Learning Agreement yet. Please see their comments below and we hope it will provide the needed support to finalise your Learning Agreement and have an enriching mobility experience.  
*bad*

Update your learning agreement

Please click on the button to access your Online Learning Agreement and edit it accordingly. Afterwards you need to sign it again and wait for the approval of your sending and receiving higher education institutions.

Should you still need more information regarding the finalisation of your OLA, please contact the respective higher education institutions.

**Please do not respond to this automatically generated email.**

Best regards,

Online Learning Agreement team

If you can't click on the button, please use the following link:

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

- b) **pokud je vše v pořádku**, dokument bude podepsán a na hlavní stránce <https://www.learning-agreement.eu/student/home/menu.php> se Vám v statutu zobrazí Signed by Sending institution and sent to Receiving institution.



Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
UNIVERSITEIT VAN ARUBA	Aruba	Bachelor or equivalent first cycle (EQF 4)	09/2019	06/2020	Signed by Sending Inst. and sent to Receiving Inst.	...

Learning Agreement si poté můžete stáhnout pod bodem Action – save pdf.