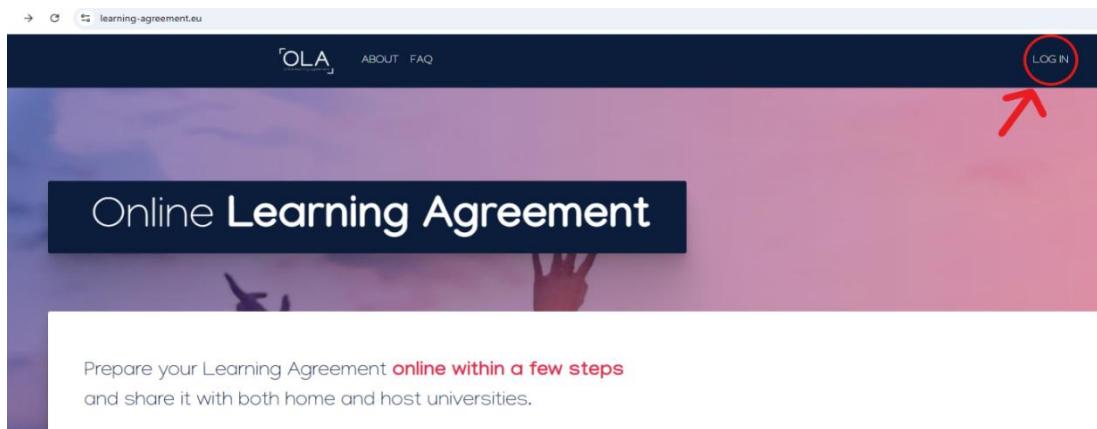


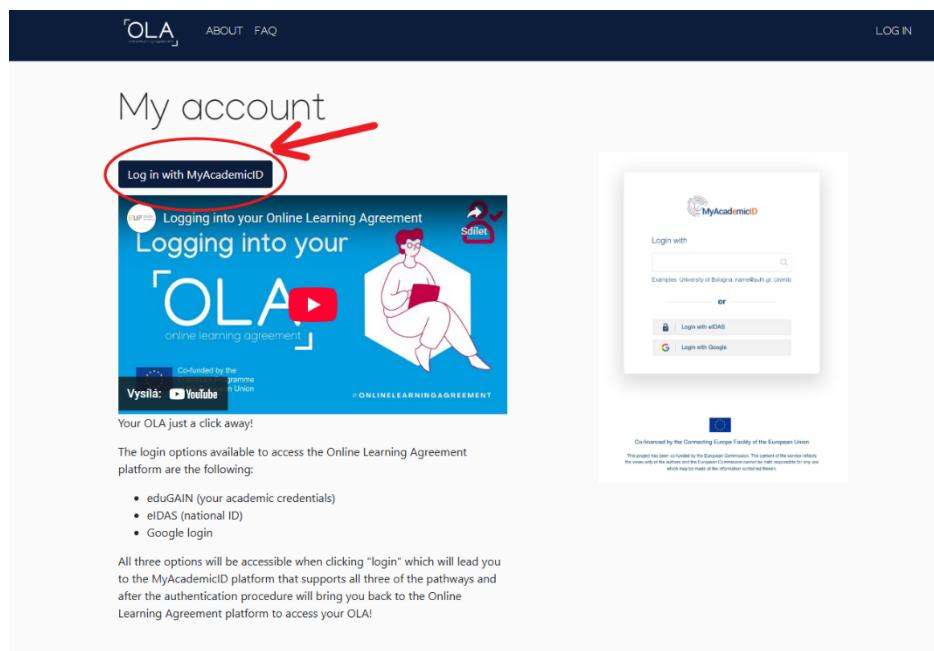
ONLINE LEARNING AGREEMENT

step by step

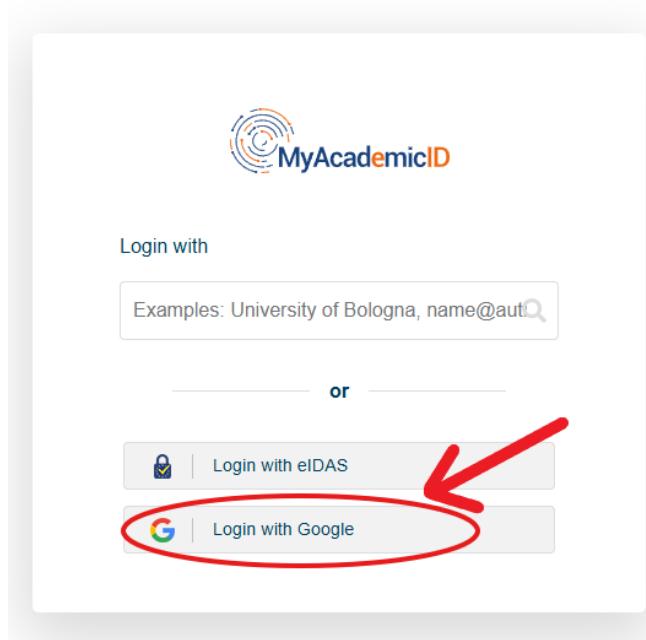
1. go to www.learning-agreement.eu – LOG IN



2. Log in with MyAcademicID



3. **Login with Google** – insert your Gmail address and password



4. fill out your name and confirm, then **SUBMIT**

The image shows the MyAcademicID Registration form. At the top, there is a header with the MyAcademicID logo and the word 'Registrar'. Below the header is the title 'MyAcademicID Registration'. The form contains three text input fields: 'Given name*' with 'Martin' entered, 'Surname*' with 'Novák' entered, and 'E-mail*' with 'martin.novak@seznam.cz' entered. Below these fields is a section for the 'Acceptable Use Policy'. It includes a link 'I have read and agreed with the MyAcademicID Acceptable Use Policy*', a checkbox labeled 'Confirm' with a checked checked, and a large red arrow pointing to the 'Confirm' checkbox. At the bottom of the form is a green 'Submit' button with a right-pointing arrow.

5. **Continue** – you will be automatically redirected back to www.learning-agreement.eu page

 You have been successfully registered

You became a member of MyAcademicID. It can take several minutes before you can access all services.

Continue >



6. fill out additional contact information

- field of education:
 - 0211** Visual Arts
 - 0414** Marketing
 - 0321** Creative Writing / Literary Arts
- study cycle **EQF 6 (Bachelor)**



My account

[VIEW](#) [EDIT](#)

My Personal Information

Firstname *

Martin

Lastname *

Novák

Date of birth *

15.09.1999

Gender *

Male

Nationality *

Czech Republic (262)

Field of education *

Audio-visual techniques and media production (0211) (743)

Study cycle *

Bachelor or equivalent first cycle (EQF level 6) (19)

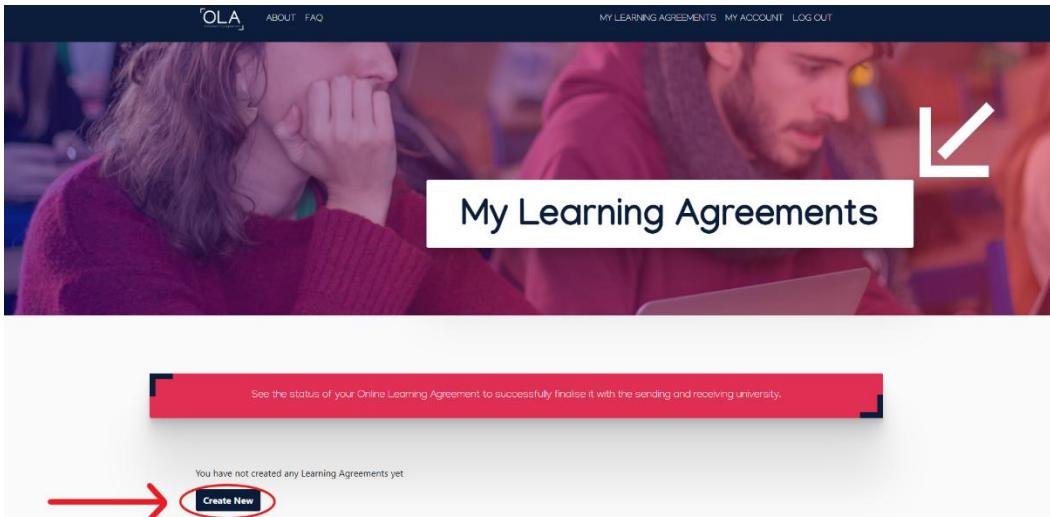
I have read and agree to the Terms and Conditions and Privacy Policy *

[Terms and Conditions](#) and [Privacy Policy](#)

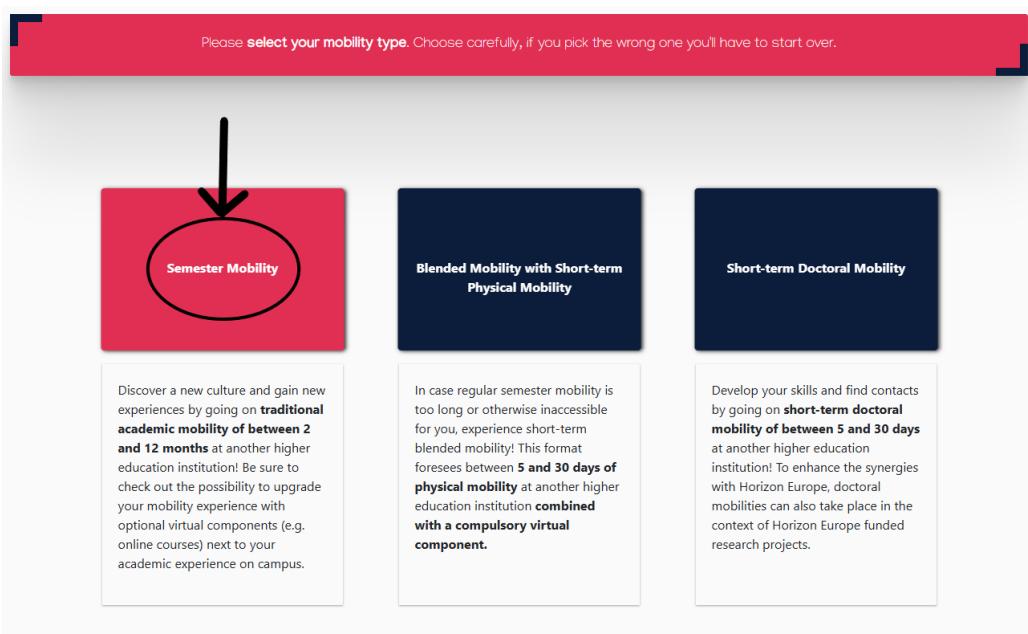


Save

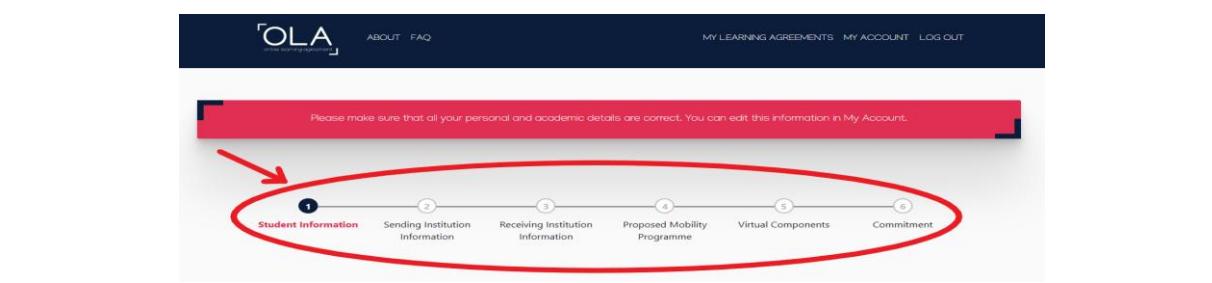
7. now you've created your **account** and you can create the **OLA** (Online Learning Agreement)



8. select mobility type – **Semester Mobility** (unless you are participating in BIP / short mobility)



9. fill out all information below:



10. specify your contact information

Academic year *

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

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

Field of Education *

Field of Education Comment

Study cycle *

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

Next



11. fill out **sending institution** (your home university) contact information

- departments:
 - Visual Arts / Vizuální tvorba
 - Creative Writing / Literární akademie
 - Marketing

Sending Institution

Country *

Name *

Faculty/Department *

Address *

Erasmus Code *

12. fill out your home Erasmus+ Coordinator contact information (you can leave the *Sending Administrative Contact Person* box empty)

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

13. Fill out the country and the name of the **Receiving Institution** (the university you will be studying at)

Receiving

Receiving Institution

Country *

Name *

Faculty/Department

Address *

Erasmus Code *

14. Fill out contact information of the **responsible person** (Erasmus+ Coordinator) from the receiving institution

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.

15. Insert the **exact date of your mobility** (it must match the date stated in your Acceptance Letter)

Academic year *

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Course selection

16. fill out the courses you chose to study at the Receiving institution (a course catalogue should be provided to you by the RI contact person)

- click on „**Add Component**“ to add all desired courses

Table A - Study programme at the Receiving institution *

Component to Table A

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

Remove

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 *
<input type="text"/>	<input type="text"/>	<input style="width: 150px; height: 20px; border: 1px solid #ccc; padding: 2px;" type="text"/> - 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

17. insert courses you would study at VŠKK/PSCC that semester (based on your study plan)

Table B - Recognition at the Sending institution *

Component to Table B

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

Remove

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 *
<input type="text"/>	<input type="text"/>	<input style="width: 150px; height: 20px; border: 1px solid #ccc; padding: 2px;" type="text"/> - 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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

18. Only add the **Virtual Component in case of participating in a BIP / short mobility**

Your Online Learning Agreement has been updated. X

1
2
3
4
5
6

Student Information **Sending Institution Information** **Receiving Institution Information** **Proposed Mobility Programme** **Virtual Components** **Commitment**

Academic year *

Table C
No Paragraph added yet.

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

[Add Component to Table C](#)

Previous

Next

19. sign and send

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.



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