

Manuál k Online Learning Agreement 3.0 pre študentov Trnavskej univerzity v Trnave

Online Learning Agreement (v skratke OLA) je Learning Agreement (LA), alebo v slovenčine Zmluva o štúdiu. Je to dokument, ktorý slúži ako študijný plán pre študenta na Erasmus+ mobilite.

Obsahuje zoznam navolených predmetov, ktoré bude študent študovať v rámci programu ERASMUS na zahraničnej prijímajúcej inštitúcii a je schvaľovaný tromi stranami – študentom, zodpovednou osobou na vysielajúcej inštitúcii a zodpovednou osobou na prijímajúcej zahraničnej inštitúcii.

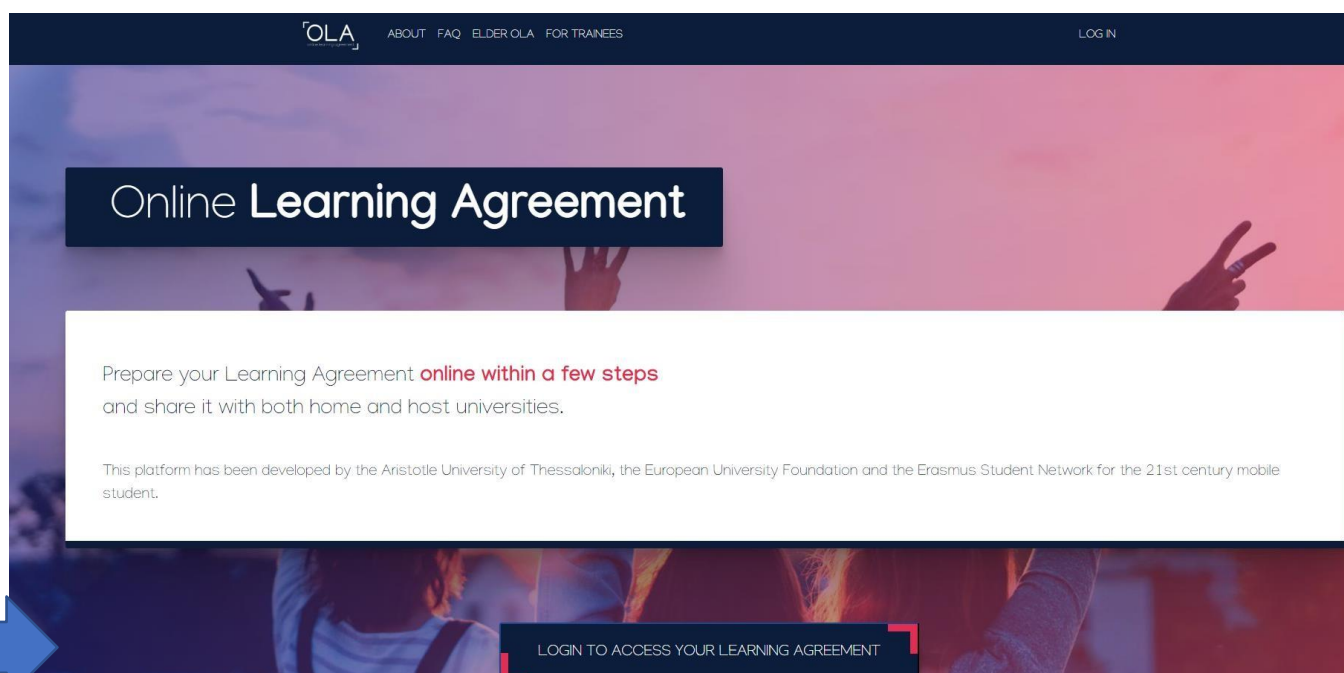
Online Learning Agreement (OLA) je nástrojom, ktorý tento proces uľahčuje a umožňuje študentom vytvoriť si Learning Agreement (LA) online bez potreby tlačenia, skenovania a zasielania rukou podpísaných dokumentov.

Online Learning Agreement nájdete na tomto linku: <https://learning-agreement.eu/>

Takisto si môžete stiahnuť v mobile aplikáciu ERASMUS+ App.

Lepšie je však vypisovať si OLA na počítači, je to viac prehľadnejšie a jednoduchšie.

1. Klik na [Login to acces your Learning agreement](#)



2. Klik na *Log in with MyAcademicID*

 ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

My account



Log in with MyAcademicID

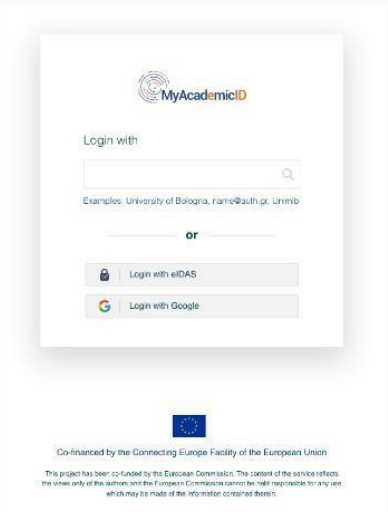


Your OLA just a click away!

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

This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

3. Klik na *Login with*, v políčku treba vyhľadať Trnavskú univerzitu



Login with

 **Trnava University in Trnava**
truni.sk >



4. Do prvého políčka zadaj svoje Používateľské meno – študentské konto v TRUNI (bez @tvu.sk) a heslo a klikni na Login



TRNAVSKÁ
UNIVERZITA
V TRNAVE

Login to MyAcademicID IAM Service

Username

1700193

Password

.....

☐ Don't Remember Login

☐ Clear prior granting of permission for release of your information to this service.

Login

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 digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

Trnava University in Trnava IdP

5. Vytvorenie OLA – Klik na *Create New*



ABOUT FAQ ELDER OLA FOR TRAINEES

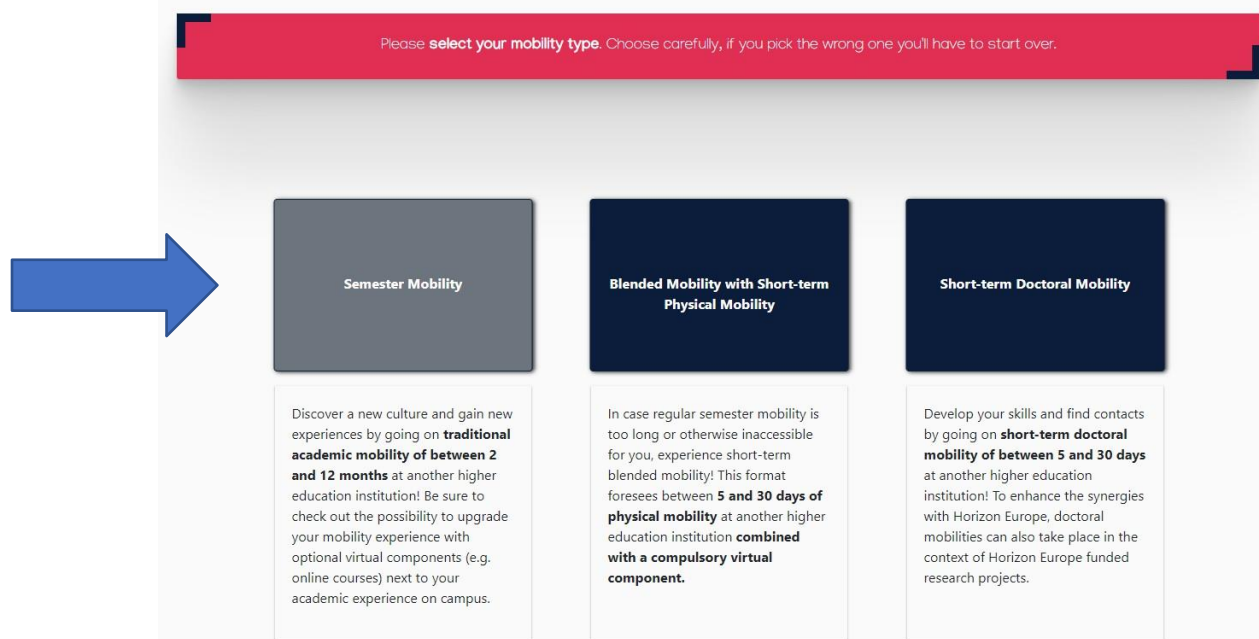
MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My Learning Agreements

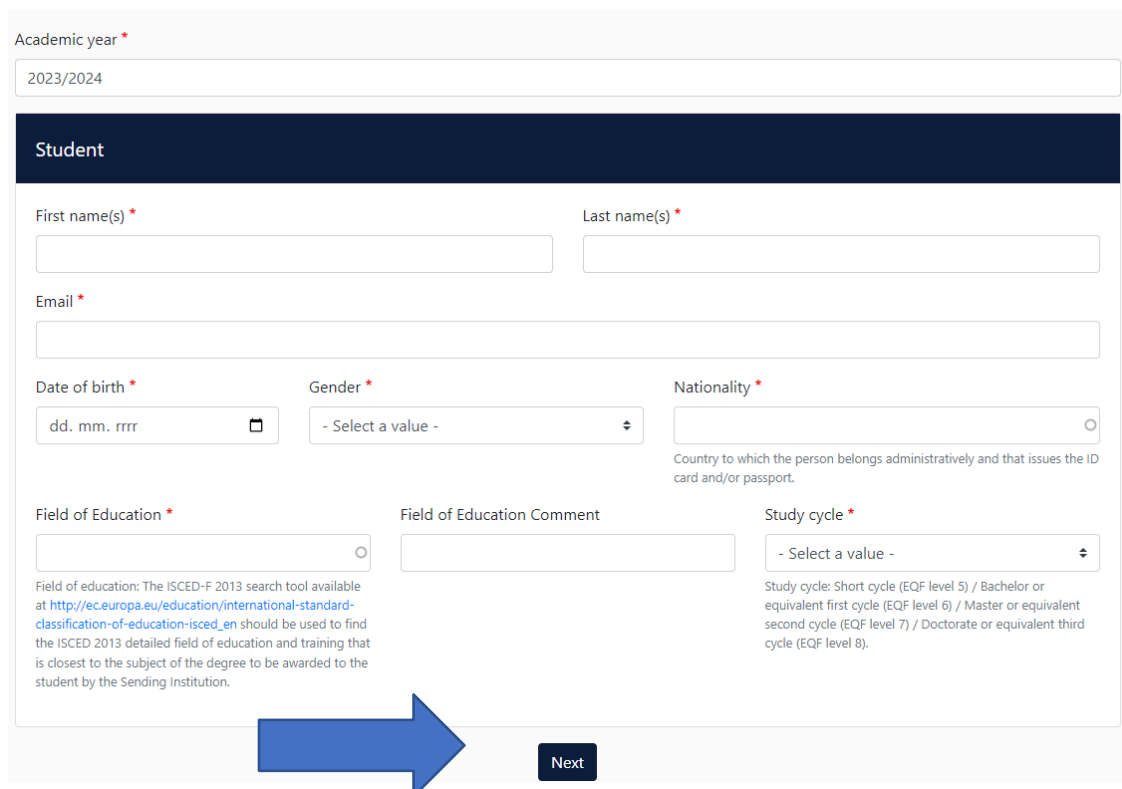
See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

6. Vyber si druh svojej mobility – študentská mobilita – Semester mobility pre klasické semestrálne štúdium, alebo Blended Mobility v prípade účasti na BIP programe



7. Zvoľ správny akademický rok, v ktorom vycestuješ na Erasmus+ mobilitu. Vyplň svoje osobné údaje. Vyber si vo *Field of Education* svoj odbor v anglickom jazyku, ak nevieš kód over tu: <https://studylib.net/doc/7001951/the-new-isced-codes> + vyber stupeň štúdia, v ktorom budeš študovať počas mobility



8. Vyplň údaje v sekcii Sending institution – vyber krajinu a Trnavskú univerzitu a svoju fakultu. Ako **Sending Responsible Person** uveď svojho ERASMUS+ fakultného koordinátora a jeho mailovú adresu, ako **Sending Administrative Contact Person** uveď Eva Matejovičová Filipová a mailová adresa eva.filipova@truni.sk, telefónne číslo +421918501680.

Fakultný koordinátor následne odsúhlasí vybrané predmety a OLA elektronicky podpíše, či sa automaticky odošle na podpis na prijímajúcu univerzitu.

Academic year *

2023/2024

Sending

Sending Institution

Country *

Country of the institution

Name *

Name of the institution

Sending Responsible Person

First name(s) *

Last name(s) *

Sending Administrative Contact Person

First name(s)

Last name(s)

9. Vyber krajinu, univerzitu podľa názvu. Responsible person a Administrative Contact vyplíš podľa inštrukcií od prijímajúcej univerzity. **Dávajte pozor na zadanie správneho emailu osôb, aby sa OLA dostala na podpis správnej osoby načas.**

Academic year *

2023/2024

Receiving

Receiving Institution

Country *

Country of the institution

Name *

Name of the institution

Receiving Responsible Person

First name(s) *

Last name(s) *

Receiving Administrative Contact Person

First name(s)

Last name(s)

10. **Vypĺňanie obsahovej stránky štúdia** – vyplň dátumy svojej mobility podľa Akceptačného listu od prijímajúcej inštitúcie, do kolonky Web link to the course catalogue zadaj webovú stránku, kde má prijímajúca inštitúcia uvedené predmety, z ktorých si budeš skladať svoje štúdium.

Potrebný počet predmetov, ktoré budeš v zahraničí študovať pridávaš klikom na Add Component to Table A, zadáš kód predmetu a názov predmetu. Vyber jazyk v ktorom budeš študovať, minimálna požadovaná úroveň znalosti jazyka je B1.

Zvolíš semester, v ktorom budeš študovať. Pre opravu klik na Remove.

Academic year *

2023/2024

Preliminary LA

Planned start of the mobility *

dd. mm. rrrr

Planned end of the mobility *

dd. mm. rrrr

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 Receiving 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 *

- Select a value -

The level of language competence *

- Select a value -

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

11. Do Tabuľky B – Recognition at the Sending institution postupuješ obdobne ako pri tabuľke A. Zadávaš predmety, ktoré v čase svojej mobility študuješ na TRUNI – názvy v anglickom jazyku, aby zahraničná univerzita vedela, aký je tvoj plán štúdia u nás.

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

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

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

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

Previous

Next

12. V prípade BIP programu vyplníate nasledovnú tabuľku:

Component title – názov BIP programu

Component Code – kód príslušného BIP programu

Short description of the virtual component – popis, ktorý obdržíte od zahraničnej univerzity

Planned start of the mobility *

08. 09. 2025



Planned end of the mobility *

11. 09. 2025

**Study Programme at Receiving Institution and recognition at the Sending Institution**

Remove	
Component title or description at the Receiving Institution *	
Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * 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.
Short description of the virtual component	

- 13. Podpísanie vytvorenej OLA** – podpíšeš dotykcom na dotykovej obrazovke, alebo myšou, klik na Sign and send the OLA to the Responsible person at the Sending Institution for review. OLA bude zaslaná na mail Responsible person na TRUNI, ktorá Tvoj výber skonzultuje s fakultným koordinátorom a následne ho podpíše a tým sa OLA odošle ďalej na mail Responsible person na prijímajúcej univerzite. Ak Responsible person zamietne z nejakého dôvodu, príde Vám email a výzva na opravu OLA. Až po podpise všetkými tromi stranami sa OLA stáva platným dokumentom.

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.



Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.



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

14. Kontrola stavu OLA

Po vytvorení OLA čakáte na podpisy koordinátorov. Stav svojej OLA sledujete prostredníctvom sekcie My Learning agreements v hornej lište. Po kliknutí sa vám objaví tabuľka so všetkými OLA, ktoré ste vytvorili. OLA sa dá stiahnuť vo formáte pdf.

Po príchode na štúdium v zahraničí sa občas stane, že niektoré z navolených predmetov nebudú otvorené. Z tohto dôvodu musíte urobiť tzv. **Changes to OLA**. V tom prípade na vybranej OLA kliknete na edit a zmeny vykonáte. Vykonané zmeny je potrebné podpísať rovnakým postupom ako pri tvorbe novej OLA.

[Create New](#)

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
TRNAVSKA UNIVERZITA V TRNAVE	MENDELOVA UNIVERZITA V BRNE	Ready to Edit	Mon, 11/06/2023 - 13:43	Edit Download PDF History
TRNAVSKA UNIVERZITA V TRNAVE	BURGASKI SVOBODEN UNIVERSITET	Ready to Edit	Thu, 11/02/2023 - 12:51	Edit Download PDF History
Trnavska Univerzita v Trnave	Panepistimio Aigaiou	Ready to Edit	Thu, 11/24/2022 - 15:22	Edit Download PDF History