

Changes to Online Learning Agreement Guide

- Put www.learning-agreement.eu into your browser and login into your existing account


Student login form (For HEI and Erasmus+APP users)

Email


Password


LOGIN

I don't remember password send me reminder

 Sign in with Google

Google login is for registered users only!



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- Select button **NEW LEARNING AGREEMENT WITH CHANGES** in the section Changes to learning agreement (during mobility)

Learning Agreement (before mobility)							NEW LEARNING AGREEMENT
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION	
						NEW LEARNING AGREEMENT WITH CHANGES	

Changes to learning agreement (during mobility)							NEW LEARNING AGREEMENT WITH CHANGES
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION	
						NEW LEARNING AGREEMENT WITH CHANGES	

- Click on **CREATE** for the base agreement you want to work with

Select base agreement for creating changes agreement

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	ACTION
MENDELOVA UNIVERZITA V BRNE	Czech Republic	Master or equivalent second cycle (EQF 7)	09/2020	02/2021	CREATE

BACK

Changes to Online Learning Agreement Guide

- Now do the changes to table A (TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION), you can delete your subjects at MENDELU by clicking on set as deleted.
- You can as well add new subject by clicking on ADD SUBJECT

- Choose why you decided to delete or add a subject

Receiving institution component

Reason for deleting a component *

- Previously selected educational component is not available at the Receiving Institution
- Component is in a different language than previously specified in the course catalogue
- Timetable conflict
- Other (please specify)

- Write the details about the subject you want to add

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) *

Marketing

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) *

First semester (Winter/Autumn)

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separator) *

5.0

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.

Reason for adding a component *

Substituting a deleted component

Link to course website

SUBMIT CANCEL

- Do the same with table B if necessary (TABLE B: RECOGNITION AT THE SENDING INSTITUTION)
- Now you can see that there is a deleted subject and a new added subject

Changes to Online Learning Agreement Guide

During the Mobility

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY						
CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
Finance		X	-	Timetable conflict	3	<input type="button" value="set as deleted"/> <input type="button" value="cancel"/>
Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!						
Marketing		-	X	Substituting a deleted component	3	<input type="button" value="edit"/> <input type="button" value="delete"/>

EXCEPTIONAL CHANGES TO TABLE B - DURING THE MOBILITY (IF APPLICABLE)						
CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
Finance		X	-	Timetable conflict	3	<input type="button" value="set as deleted"/> <input type="button" value="cancel"/>
Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!						

- Now SIGN it ONLINE!!

Learning Agreement Changes

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!)

- And do not forget to send it to your home university coordinator by clicking on SEND TO HOME INST. COORDINATOR, so they can sign it ONLINE!!

Learning Agreement Changes

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.

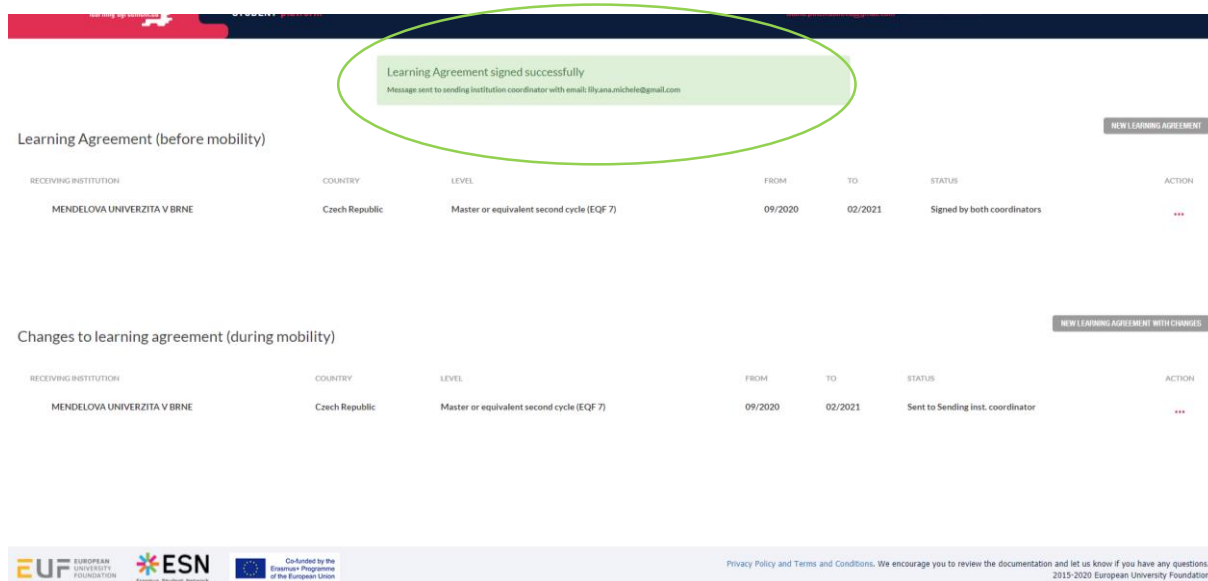
The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement 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!)

Changes to Online Learning Agreement Guide

- The Changes should be successfully sent to your coordinator if the following message appears.



The screenshot shows a web interface with a dark blue header. A green success message box is highlighted with a green oval. Below it are two tables. The first table, titled 'Learning Agreement (before mobility)', has columns for RECEIVING INSTITUTION, COUNTRY, LEVEL, FROM, TO, STATUS, and ACTION. The second table, titled 'Changes to learning agreement (during mobility)', has the same columns. At the bottom, there are logos for EUF, ESN, and the European Union, along with a privacy policy notice.




Learning Agreement signed successfully
 Message sent to sending institution coordinator with email: lilyana.nichele@gmail.com

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
MENDELOVA UNIVERZITA V BRNE	Czech Republic	Master or equivalent second cycle (EQF 7)	09/2020	02/2021	Signed by both coordinators	...

Changes to learning agreement (during mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
MENDELOVA UNIVERZITA V BRNE	Czech Republic	Master or equivalent second cycle (EQF 7)	09/2020	02/2021	Sent to Sending inst. coordinator	...




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If you have any question or problems, please contact MENDELU Incoming Coordinator:

Liliana Podškubková

erasmus-incoming@mendelu.cz