Manuál k Online Learning Agreement 3.1 pre študentov Prešovskej univerzity v Prešove

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 Prešovskej univerzity, ktorí boli vybraný na Erasmus+ študijný pobyt v zahraničí.

verzia 3.1, aktualizovaná v novembri 2022



Kde nájdem Online Learning Agreement?

Ku OLA sa môžete dostať dvoma spôsobmi – buď si vytvoríte účet na stránke Online Learning Agreement samostatne, alebo vyplníte predvyplnený LA. Notifikácia o tom, že vám bol vytvorený predvyplnený LA vám príde na e-mail, ktorý ste uviedli do prihlášky, resp. evidenčného listu.

Na prihlásenie do OLA zatiaľ funguje len Gmailová adresa.

OLA nájdete na stránke https://learning-agreement.eu/





I. Vytvorenie účtu



- 1. Klik na *Login to access your Learning ageement* alebo *Log In* v pravom hornom rohu.
- 2. Klik na Log in with MyAcademicID
- 3. Klik na Log in with Google
- 4. Objaví sa klasické okno na prihlasovanie na Gmail, kde zadáte svoje prihlasovacie údaje.

| My account | | |
|---|--|--|
| Log in with MyAcademicID Log ging into your Online Learning Agreement Log ging into your Online Learning Agreement Log ging into your Online Learning Agreement Log into your Online Learning Agreement Log into your Online Learning Agreement Log into your Online Learning Agreement | Comparation for the second sec | Cogin with Examples: University of Bologna, name@autlog Search the extended list of Identity Providers |
| platform are the following: • eduGAIN (your academic credentials) • elDAS (national ID) • Google login All three options will be accessible when clicking "login" which will lead you to the MyAcademicD 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 OLAI | | Or Login with eIDAS C Login with Google |

| Printasit sa uctorii Google | | |
|---|--|--|
| Prihlás | te sa | |
| Pokračovať do aplikácie I | earning-agreement.eu | |
| E-mall alebo telefón | | |
| Zabudli ste e-mail? | | |
| Ak chcete pokračovať, Google I e-mailovú adresu, predvoľbu ja s aplikáciou learning-agreemer používať aplikáciu learning-agr prečitať jej pravidlá ochrany sú zmluvné podmienky. | oude zdlefať vaše meno, zyka a profilovú fotku t.eu. Skôr než začnete sement.eu, môžete si kromia a | |
| Vytvoriť účet | Ďalej | |
| | | |

Obohacujeme životy, rozširujeme obzory.

| 1 | 1// | · / V, | |
|----|----------|--------------|--|
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| 1. | vylv0/Cl | | |
| | | | |

| 1y accoun | t | | | |
|-------------------------|-----------|-------------|---------------|---|
| EW EDIT | | | | |
| ly Personal Information | | | | |
| rstname * | | Lastname * | | |
| ate of birth * | Gender * | | Nationality * | |
| dd.mm.rrrr | Undefined | \$ | | 0 |
| eld of education * | | Study cycle | • | |
| | | 0 | | 0 |

1.Vyplníte svoje osobné údaje.

 V sekcii *Field of education* vyplníte váš odbor v anglickom jazyku (pre overenie si môžete pozrieť aj nominačný mail, prípadne si jeho kód vyhľadať).

* Systém automaticky napovedá po zadaní prvých písmen.

 V sekcii Study cycle vypíšete stupeň štúdia, ktorý študujete:

Bachelor or equivalent to first cycle Master or equivalent to second cycle Doctorate or equivalent to third cycle

* Systém automaticky napovedá po zadaní prvých písmen.

2. Klik na Save.



II. Vytvorenie OLA

| | My Learning Agreements |
|--|--|
| | |
| | |
| See the status of your Online Learning | Agreement to successfully finalise it with the sending and receiving university. |
| Create New | |

- 1. Klik na *Create new.*
- 2. Vypíšete akademický rok, v ktorom vycestujete na Erasmus+ mobilitu.
- 3. Vyplňte vaše osobné údaje v sekcii Student podobne ako v sekcii *My account*.
- 4.Klik na Next.

| Student | | | |
|---|---|---|---|
| First name(s) * | | Last name | 2(5) * |
| | | | |
| Email * | | | |
| | | | |
| Date of birth * | Gender * | | Nationality * |
| dd.mm.rrrr | Undefined | ٥ | 0 |
| | | | Country to which the person belongs administratively and that issues the IC card and/or passport. |
| Field of Education * | | Study cycl | le * |
| | 0 | Short cy | rcle (EQF level 5) + |
| Field of education: The ISCED-F 2013 search http://ec.europa.eu/education/international- should be used to find the ISCED 2013 detai closest to the subject of the degree to be aw | tool available at standard-classification-of-education-isced_en led field of education and training that is rarded to the student by the Sending | Study cycle: Master or eq level 8). | Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / μ valent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF |



II. Vytvorenie OLA (informácie o vysielajúcej inštitúcii)

| Sending | |
|----------------------------------|----------------|
| Sending Institution | |
| Country * | |
| Slovakia 🗙 | |
| Name * | |
| PRESOVSKA UNIVERZITA V PRESOVE x | |
| Faculty/Department | |
| Address * | Erasmus Code * |
| | |

- 1. Vyplňte údaje v sekcii *Sending institution*
- 2.V podsekcii *Name* zadáte PRESOVSKA UNIVERZITA V PRESOVE * Systém automaticky napovedá po zadaní prvých písmen.



II. Vytvorenie OLA (informácie o vysielajúcej inštitúcii)

| ending Responsible Person | Sending Administrative Contact Person |
|--|--|
| rst name(s) * | First name(s) |
| ast name(s) * | Last name(s) |
| Position * | Position |
| Email * | Email |
| Phone number | Phone number |
| Responsible person at the Sending Institution: an academic who has the authority to pprove the Learning Agreement, to exceptionally amend it when it is needed, as vell as to guarantee full recognition of such programme on behalf of the esponsible academic body. The name and email of the Responsible person must be illed in only in case it differs from that of the Contact person mentioned at the top of the document. | 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. |

- V sekcii Sending Responsible Person vypíšete údaje o vašom katedrovom Erasmus+ koordinátorovi. Ich zoznam nájdete <u>tu</u>.
- V sekcii Sending Administrative Contact Person vypíšete údaje o vašom Erasmus+ koordinátorovi, ktorý sídli na Rektoráte PU. (Ema Fričeková, Erasmus+ coordinator, ema.fricekova@unipo.sk)

3.Klik na Next.



II. Vytvorenie OLA (informácie o prijímajúcej inštitúcii)

| 0/2021 | | | |
|--|--|--|--|
| | | | |
| eceiving | | | |
| | | | |
| | | | |
| Receiving Institution | | | |
| Receiving Institution | | | |
| Receiving Institution Country * Country of the institution | | | |
| Country * Country of the institution Name * | | | |

| irst name(s) * | First name(s) |
|---|---------------|
| ast name(s) * | Last name(s) |
| Position * | Position |
| Email * | Email |
| Phone number | 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. | |

 1. Vyplňte údaje v sekcii *Receiving institution* na základe toho, do ktorej krajiny a na akú univerzitu v zahraničí vycestujete.

POZOR!

Názvy univerzít sú najčastejšie v materinskom jazyku, napr. UNIVERZITA KARLOVA, ale napr. univerzita v Grécku s anglickým názvom National and Kapodistrian University of Athens je ETHNIKO KAI KAPODISTRIAKO PANEPISTIMIO ATHINON.

Vždy je preto potrebné **skontrolovať Erasmus kód danej univerzity**, ktorý vám automaticky vygeneruje systém. (Kód si ľahko nájdete v <u>zozname medziinštitucionálnych</u> <u>zmlúv</u> na univerzitnej stránke v sekcii Zahraničie.

2. V sekcii *Receiving Responsible Person* vypíšete údaje <u>Erasmus+ koordinátora zo zahraničnej</u> <u>univerzity</u> – väčšinou je to tá osoba, s ktorou komunikujete ohľadom mobility.

 3. Sekciu *Receiving Administrative Contact Person* nie je nutné vypĺňať ak vám nepovedia inak.
 4. Klik na *Next.*



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

| 2020/2021 | | |
|--|--|--|
| Preliminary LA | | |
| , | | |
| Planned start of the mobility * | | Planned end of the mobility * |
| dd. mm. rrrr | | dd. mm. rrrr |
| No Component added yet. Add Component to Table A Web link to the course catalogue at the Sending Ins | titution describing the le | earning outcomes: [web link to the relevant info] |
| No Component added yet. Add Component to Table A Web link to the course catalogue at the Sending Ins Course catalogue: detailed, user-friendly and up-to-date throughout their studies to enable them to make the righ teaching and assessment procedures, the level of program people to contact, with information about how, when and This must have an outward URL such as http://www.new.new.new.new.new.new.new.new.new. | information on the institution' information on the institution' it choices and use their time m mmes, the individual education d where to contact them. Show | earning outcomes: [web link to the relevant info] s learning environment that should be available to students before the mobility period and lost efficiently. The information concerns, for example, the qualifications offered, the learning nal components and the learning resources. The Course Catalogue should include the names less |
| No Component added yet. Add Component to Table A Web link to the course catalogue at the Sending Ins Course catalogue: detailed, user-friendly and up-to-date throughout their studies to enable them to make the righ teaching and assessment procedures, the level of program people to contact, with information about how, when and This must be an external URL such as http://example.com. | information on the institution? the choices and use their time m mmes, the individual education d where to contact them. Show | earning outcomes: [web link to the relevant info] s learning environment that should be available to students before the mobility period and isost efficiently. The information concerns, for example, the qualifications offered, the learning al components and the learning resources. The Course Catalogue should include the names r less |
| No Component added yet. Add Component to Table A Web link to the course catalogue at the Sending Ins Course catalogue: detailed, user-friendly and up-to-date throughout their studies to enable them to make the right teaching and assessment procedures, the level of program people to contact, with information about how, when and This must be an external URL such as http://example.com. The main language of instruction at the Receiving In Collected up to the section of the sec | titution describing the le information on the institution' it choices and use their time m mmes, the individual education d where to contact them. Show institution * | earning outcomes: [web link to the relevant info] s learning environment that should be available to students before the mobility period and tost efficiently. The information concerns, for example, the qualifications offered, the learning nal components and the learning resources. The Course Catalogue should include the names r less The level of language competence * |
| No Component added yet. Add Component to Table A Web link to the course catalogue at the Sending Ins Course catalogue: detailed, user-friendly and up-to-date throughout their studies to enable them to make the righ teaching and assessment procedures, the level of prograr people to contact, with information about how, when and This must be an external URL such as http://example.com. The main language of instruction at the Receiving In - Select a value - | information on the institution the choices and use their time m mmes, the individual education d where to contact them. Show institution * | Earning outcomes: [web link to the relevant info] s learning environment that should be available to students before the mobility period and lost efficiently. The information concerns, for example, the qualifications offered, the learnin hal components and the learning resources. The Course Catalogue should include the name less The level of language competence * - Select a value - |

- 1. V sekcii **Preliminary LA** vyplníte plánované obdobie, v ktorom absolvujete svoju Erasmus+ mobilitu.
- V podsekcii Table A budete postupne pridávať jednotlivé časti, t.j. predmety, ktoré plánujete absolvovať v zahraničí.
 1 predmet = 1 ,,component''

Ak je to možné, *zadajte aj webovú adresu odkazujúcu na zoznam predmetov*, z ktorých ste pri svojom výbere čerpali. Zádáte tiež *hlavný jazyk*, ktorý budete pri štúdiu používať – najčastejšie je to anglický jazyk (v prípade štúdia v ČR to môže byť aj český jazyk). Úroveň jazyka závisí na vašej jazykovej znalosti. Najčastejšie sa minimálna úroveň pohybuje medzi B1-B2.

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

| Component to Table A | | | Remov |
|---|---|--|--------------|
| Component title at the Receiving In | stitution (as indicated in the course catalogue) st | | |
| An "educational component" is a self-contain components are: a course, module, seminar, | ned and formal structured learning experience that features learning outcome laboratory work, practical work, preparation/research for a thesis, mobility wi | es, credits and forms of assessment. Examples on ndow or free electives. | of education |
| 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 | | |

- 1. V políčku *Component title* vpíšete názov predmetu, ktorý na zahraničnej univerzite absolvujete. Katalóg predmetov nájdete na webových stránkach príslušných univerzít alebo v informačnom maili.
- 2. V políčku Component code vpíšete kód daného predmetu zo zoznamu (katalógu predmetov)
- 3. Uvedenie počet ECTS kreditov, ktoré za absolvovanie daného predmetu získate.
- 4. Zvolíte si semester, v ktorom predmet absolvujete.
- 5. Klik na Add Component to Table A.
- 6. Rovnakým spôsobom si navolíte všetky predmety, ktoré chcete mať v Zmluve o štúdiu.
- 7. Ak chcete navolený predmet odstrániť, kliknite na Remove.



Obohacujeme životy, rozširujeme obzory.

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

| Component to Table B | | | R |
|--|---|--|--------------|
| Component title at the Sending Insti | tution (as indicated in the course catalogue) * | | |
| An "educational component" is a self-contain components are: a course, module, seminar, la | ed and formal structured learning experience that features learning outcomes aboratory work, practical work, preparation/research for a thesis, mobility win | s, credits and forms of assessment. Exam dow or free electives. | nples of edu |
| | Number of ECTS credits (or equivalent) to be | | |
| Component Code * | recognised by the Sending Institution * | Semester * | |
| | | | |
| | | - Select a value - | |
| | ECTS credits (or equivalent): in countries where the | - 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 | - 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 | - 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 | - Select a value - | |

- Table B Recognition at the Sending institution podáva informáciu o tom, ktoré predmety budú študentom akým spôsobom uznané po príchode z mobility. Vypĺňa sa to podobne ako Table A 1 predmet = 1 component. Ktoré predmety budú akým spôsobom študentom uznané je predmetom tzv. Dohody o prenose kreditov.
- 2. Vzhľadom na to, že všetky predmety, ktoré študenti v zahraničí absolvujú im musia byť nejakým spôsobom na domácej univerzite uznané, všetky predmety v Table A musia byť zaznamenané aj v Table B. Preto aj súčet predmetov z Table A a B musí byť ten istý.
- 3. Ak je to možné, zadajte aj webovú adresu odkazujúcu na zoznam predmetov, z ktorých ste pri svojom výbere čerpali.
- 4. Klik na *Next.*



III. Vytvorenie OLA - Table C (virtuálny komponent) voliteľné, relevantné iba typ mobility s virtuálnym prvkom

| | Information | Information | Programme | |
|-----------------|-------------|-------------|-----------|--|
| lcademic year * | | | | |
| 2021/2022 | | | | |
| able C | | | | |

- V prípade, že absolvujete krátkodobú zmiešanú mobilitu (kombináciu fyzickej a virtuálnej mobility) alebo zmiešanú mobilitu v rámci BIP, vypíšte tu údaje za virtuálnu časť mobility.
- V políčku *Component title* vpíšete názov predmetu, ktorý na zahraničnej univerzite absolvujete.
- V políčku Component code vpíšete kód daného predmetu zo zoznamu (katalógu predmetov), ktorý ste dostali od zahraničnej univerzity.
- Počet ECTS kreditov, ktoré sa absolvovanie daného predmetu získate.
- V políčku *Short description of the virtual component* opíšete ako bude prebiehať virtuálna časť štúdia.

| Component title or description at the Sending Institution | |
|--|---|
| Component Code * Short description of the virtual component * | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * CCTS credits (or equivalent) in countors where the "ECTS" system is not in place. In particular for institutions located in Santow Countries not participating in the Bolgona process. "ECTS"-most 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. |
| | |
| | |



IV. Podpísanie vytvoreného OLA





- 1. V tejto poslednej časti **elektronicky podpíšete** OLA prostredníctvom dotykovej obrazovky, prípadne myši na počítači.
- 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 (na PU je to Erasmus+ katedrový koordinátor), a tie OLA skontrolujú. Najprv to príde na podpis koordinátorovi na domácej univerzite a potom na zahraničnej. Ak je OLA v poriadku, koordinátor ho podpíše, 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). V prípade zamietnutia sa musí OLA podpisovať odznova.

Až po podpísaní všetkých troch strán sa OLA stáva platným dokumentom!



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.

| ABOUT FAQ | ELDER OLA FOR TRAINEES | MY LEARNING AG | REEMENTS MY ACC | OUNT LOG OU | Т |
|-----------------------------------|---|--|----------------------------|-------------------------|---|
| See the status of | your Online Learning Agreement to succe | ssfully finalise it with the sending an | d receiving universit | у. | |
| Create New | | | | | |
| Sending Institution | Receiving Institution | Status | Created * | View or Edit | |
| PRESOVSKA UNIVERZITA V PRESOVE | ETHNIKO KAI KAPODISTRIAKO PANEPISTIMIO ATHINON | Signed by Student and sent to the Sending HEI | Mon, 10/19/2020 - 13:48 | View Download PDF | |



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.

 Znova sa prihlásite do svojho účtu na stránke <u>https://learning-agreement.eu/</u> a kliknete na Apply Changes. Táto možnosť sa objaví len vtedy, ak je LA podpísané všetkými troma stranami digitálne.



2. Skontrolujete údaje v bode *Contact People Information*

| 0 | 2 | 3 | 4 | 5 | |
|----------------------------|---------------------------------------|---|---------------------------|------------|--|
| Contact People Information | Sending Mobility Programme changes | Receiving Mobility Programme changes | Virtual component changes | Commitment | |

Zmeny v Table A2

3. Skontrolujete údaje, resp. predmety v Table A, a v prípade zmien prejdete na spodnú časť stránky, kde kliknete políčko Add Component Final Table A2.

| Add Component to Table A | |
|---|--|
| Final LA Table A2 No Component added yet. | |
| Add Component Final Table A2 | |
| 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 LIRI such as http://example.com | |
| This must be an external URL such as http://example.com. | |

4. Objavia sa nové políčka, do ktorých vpíšete údaje buď za <u>nový predmet</u>, ktorý chcete <u>pridať</u> alebo za ten, ktorý chcete <u>odobrať</u> (z Table A pred mobilitou).

| . A pred mobilitoo). | Final LA Table A2 |
|----------------------|---|
| | Component Final Table A2 |
| | Component Added or Deleted * |
| | - Select a value - |
| | Component title at the Receiving Institution (as indicated in the course catalogue) * |
| | |
| | Component Code * |
| | |
| | Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * |
| | |
| | Semester * |
| | - Select a value - |
| | |
| | Add Component Final Table A2 |
| | Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info] |
| | |
| | |

Ak chcete **PRIDAŤ nový predmet**, ktorý budete počas mobility študovať, v políčku Component Added or Deleted zvoľte Added a v políčku Reason Change Added zvoľte dôvod, ktorý sa na to vzťahuje (3 možnosti: *Substituting a deleted component* (Nahradenie zmazaného predmetu), *Extending the mobility period* (Predĺžovanie mobility na ďalší semester) *Other* (Iný dôvod).

| Component Added or Deleted * | |
|--|---|
| Added | ¢ |
| Reason Change Added | |
| - None - | ¢ |
| - None - | |
| Substituting a deleted component | |
| Extending the mobility period | |
| Other (please specify) | |
| Component Code * | |
| | |
| Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * | |
| | |
| Semester * | |
| - Select a value - | ٥ |
| | |
| | |

Následne vyplňte ostatné povinné políčka podobne, ako pred mobilitou (názov predmetu, počet kreditov, semester a pod.)

Ak chcete **ODOBRAŤ predmet v pôvodnej Zmluve o štúdiu pred mobilitou**, v políčku Component Added or Deleted zvoľte Deleted a v políčku Reason Change Deleted zvoľte dôvod, ktorý sa na to vzťahuje - 4 možnosti:

- 1) Previously selected educational component is not available at the Receiving Institution (Pôvodne vybraný predmet nie je na prijímajpcej inštitúcii dostupný)
- 2) Component is in a different language than previously specified in the course catalogue (Pôvodne vybraný predmet sa vyučuje v inom jazyku ako bolo uvedené v zozname predmetov)
- 3) *Timetable conflict (*Kolízia v rozvrhu ak prebieha výučba dvoch a viacerých študijných predmetov v tom istom čase a tak nie je možné ich navštevovať súčasne)
- 4) Other (Iný dôvod).

| Final LA Table A2 | |
|---|--------|
| Component Final Table A2 | Remove |
| Component Added or Deleted * | |
| Deleted | ¢ |
| Reason Change Deleted | |
| - None - | \$ |
| - None - | |
| 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 | |
| Component coat | |
| Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * | |
| - Select a value - | \$ |
| Add Component Final Table A2 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. | |
| | |

Následne vyplňte ostatné povinné políčka podobne, ako pred mobilitou (názov predmetu, počet kreditov, semester a pod.)

Zmeny v Table B2

Všetky zmeny, ktoré nastali v Zmluve o štúdiu v rámci Table A2 (počas mobility), musia byť zaznamenané v Table B2. Je to z toho dôvodu, aby bolo jasné, ktoré ďalšie pridané predmety budú študentom spôsobom uznané po príchode z mobility a akým spôsobom budú zapísané.

1. Postupuje sa rovnako, ako pri Table A2. V prípade zmien prejdete na spodnú časť stránky, kde kliknete políčko Add Component Final Table B2.



2. Objavia sa nové políčka, do ktorých vpíšete údaje buď za <u>nový pridaný predmet</u>, ktorý vám *bude* uznaný, a ktorý ste si pridali do Table A2 alebo za ten predmet, ktorý ste si v Table A2 <u>odobrali</u>, a tak vám *nebude* uznaný.

| Final LA Table B2 | |
|--|--------|
| Component Final Table B2 | Remove |
| Component Added or Deleted * | |
| - Select a value - | ¢ |
| Component title at the Sending Institution (as indicated in the course catalogue) * | |
| Component Code * | |
| Number of ECTS credits (or equivalent) to be recognised by the Sending Institution * | |
| Semester * | |
| - Select a value - | \$ |
| Automatically recognised towards student degree | |
| Automatic recognition comment | |
| | |
| | |

Zmeny v Table C2

Ak je to potrebné, v tejto časti môžete pridať nové alebo zmeniť predošlé údaje vzťahujúcej sa k virtuálnemu komponentu mobility kliknutím na Add Component Final Table C2. Postup pri pridaní/odobraní je rovnaký ako v krokoch vyššie.

| cademic year * |
|---|
| 2022/2023 |
| able C |
| o Paragraph added yet. |
| lease 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 ne learning outcomes. Add Component to Table C |
| inal LA Table C2 Io Paragraph added yet. |
| lease 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 learning outcomes. |
| Add Component Final Table C2 |



Podpísanie Zmien v OLA



| 22/2025 | |
|---|--|
| ommitment F | inal |
| | |
| Agreement and tha principles of the Erz for institutions loca agreement. The Rec to the student. The successfully comple communicate to the | The youll comply with all the arrangements agreed by all parties. Sending and Receiving Institutions understate to apply all the smus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement ed in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant eiving Institution confirms that the educational components listed are in line with its course catalogue and should be available Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the ted educational components and to count them towards the student's degree. The student and the Receiving Institution will sending Institution any problems or changes regarding the study programme, responsible persons and/or study period. |
| | |

- 3. V tejto poslednej časti **elektronicky podpíšete** OLA prostredníctvom dotykovej obrazovky, prípadne myši na počítači.
- 4. 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 (na PU je to Erasmus+ katedrový koordinátor), a tie OLA skontrolujú. 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 Zmeny OLA stávajú platným dokumentom!





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Verzia manuálu 3.1, vytvorená v novembri 2022.

