



ONLINE LEARNING AGREEMENT

verzia 3.0

Návod pre Erasmus+ koordinátorov

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 katedrových a fakultných Erasmus+ koordinátorov **Prešovskej univerzity**.

Prvé prihlásenie sa do Erasmus Dashboard

Confirm your Erasmus staff account



Erasmus Dashboard <dashboard@uni-foundation.eu>

Uto 27. 10. 2020 10:58

Komu:



Erasmus Dashboard

Dear |

Your Higher Education Institution has granted you access to the Erasmus Dashboard - a platform to support the Erasmus+ mobility administration and communication with students. For more information about the Erasmus Dashboard please consult our FAQs as well as the tutorials and other support materials available on the platform. Please click on the button below to activate your account.

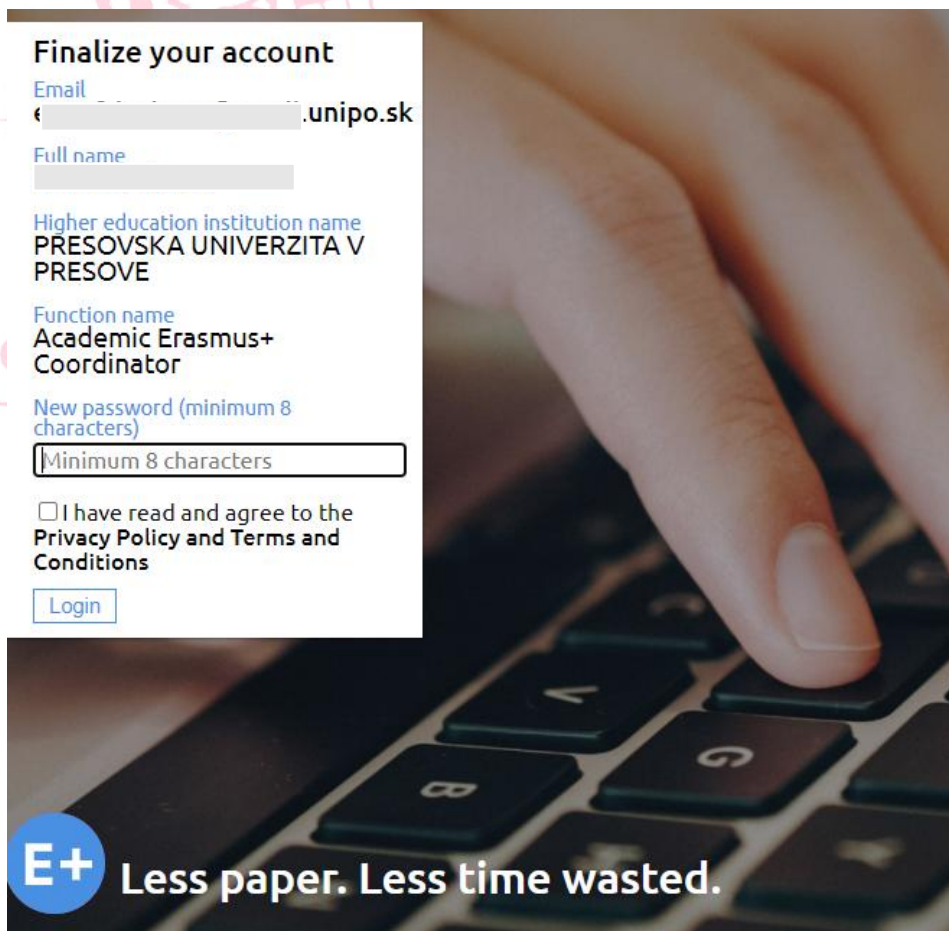
Best regards,
The Erasmus Dashboard team

Please note that Internet Explorer is not supported, therefore please choose another browser to proceed.

Activate account

1. Na Váš e-mail príde upozornenie na aktiváciu účtu v Erasmus Dashboarde, ktorý Vám bol predvytvorený.
2. Kliknutím na *Activate account* Vás to presmeruje na stránku Erasmus dashboard.

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Finalize your account

Email
[redacted]@unipo.sk

Full name
[redacted]

Higher education institution name
PRESOVSKA UNIVERZITA V PRESOVE

Function name
Academic Erasmus+ Coordinator

New password (minimum 8 characters)
[Minimum 8 characters]

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

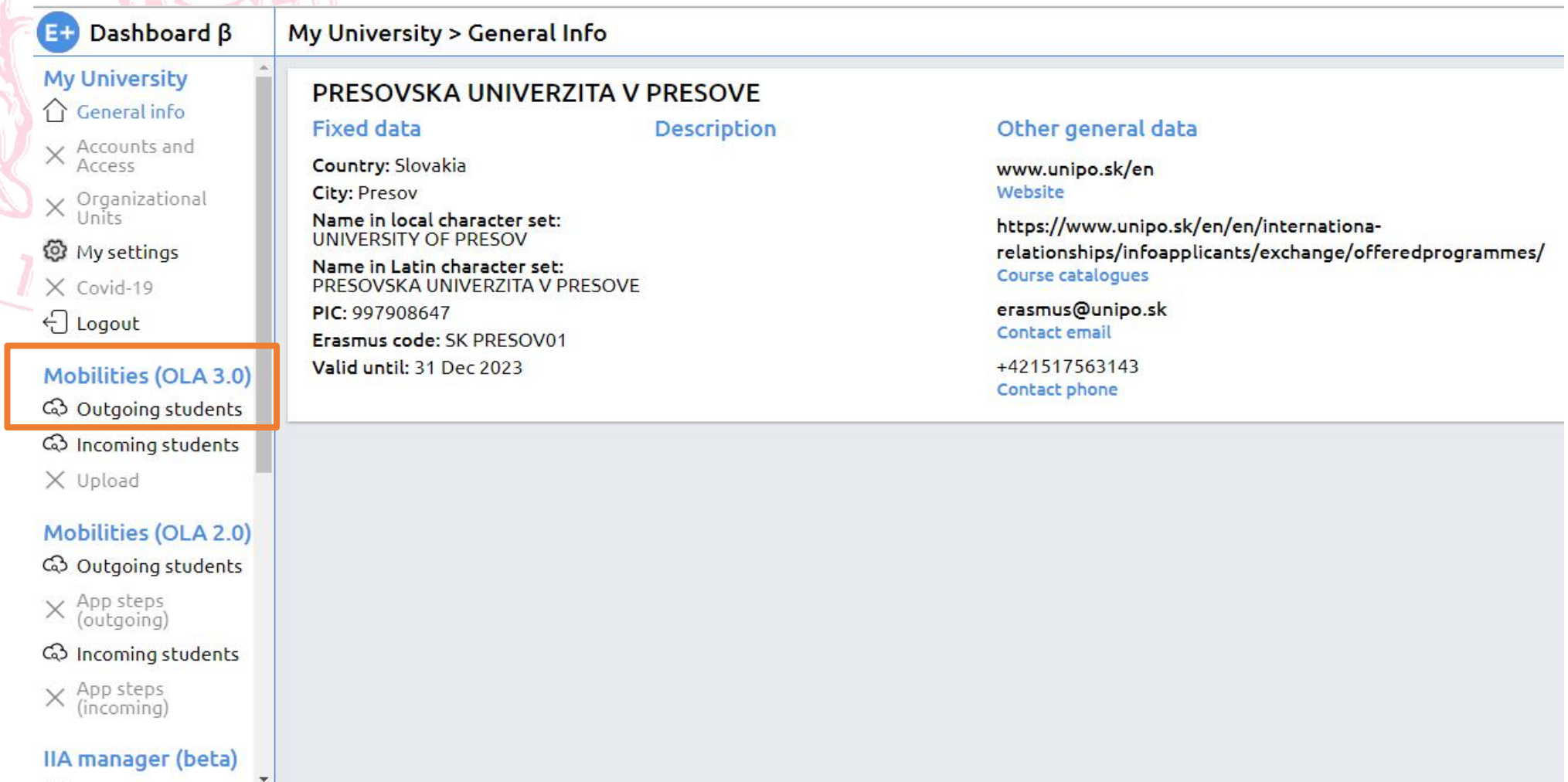
Login

E+ Less paper. Less time wasted.



Zadáte tam svoje nové heslo, čím Vás automaticky prihlási do Erasmus Dashboardu.

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E+ Dashboard β

My University > General Info

My University

- General info
- Accounts and Access
- Organizational Units
- My settings
- Covid-19
- Logout

Mobilities (OLA 3.0)

- Outgoing students
- Incoming students
- Upload

Mobilities (OLA 2.0)

- Outgoing students
- App steps (outgoing)
- Incoming students
- App steps (incoming)

IIA manager (beta)

PRESOVSKA UNIVERZITA V PRESOVE

Fixed data	Description	Other general data
Country: Slovakia		www.unipo.sk/en Website
City: Presov		https://www.unipo.sk/en/en/international-relationships/infoapplicants/exchange/offeredprogrammes/course catalogues Course catalogues
Name in local character set: UNIVERSITY OF PRESOV		erasmus@unipo.sk Contact email
Name in Latin character set: PRESOVSKA UNIVERZITA V PRESOVE		+421517563143 Contact phone
PIC: 997908647		
Erasmus code: SK PRESOV01		
Valid until: 31 Dec 2023		

Toto je Vaša pracovná plocha. V sekcii **Mobilities (OLA 3.0) → Outgoing students** si sledujete študentov, ktorí odchádzajú na Erasmus+ mobilitu z Vašej katedry/inštitútu.

Prehliadanie a kontrola LA

E+ Dashboard β

My University

General info

Accounts and Access

Organizational Units

My settings

Covid-19

Logout

Mobilities (OLA 3.0)

Outgoing students

Incoming students

Upload

Mobilities (OLA 2.0)

Outgoing students

App steps (outgoing)

Incoming students

App steps (incoming)

LA manager (beta)

Mobilities (OLA 3.0) > Outgoing Students

Select a filter for the table:

Search bar to filter student name, start/end mobility

Drop down menu for the status of the Learning Agreements

Drop down menu to get information about whether the Learning Agreements were created by student or the Institution

Search

Select status

Select Created By

Reset

First Name	Last Name	Start Mobility	End Mobility	Status	Receiving Institution
		2021-02-08	2021-05-22	Signed By Student	PANEPISTIMIO KRITIS
		2021-02-15	2021-05-09	Signed By Student	UNIVERZITA KARLOVA
		2020-10-31	2021-03-16	Signed By Student/Sending	ETHNIKO KAI KAPODISTR PANEPISTIMIO ATHINON
		2021-02-10	2021-05-23	Signed By Student/Sending	THOMAS MORE KEMPEN
		2021-01-22	2021-02-26	Signed By Student/Sending	UNIVERSITE D'ARTOIS
		2021-01-11	2021-05-26	Signed By Student	TECHNOLOGIKO PANEPI

Po rozkliknutí tejto sekcie sa Vám zobrazí zoznam všetkých študentov, ktorí si vytvorili LA.

V zozname si nájdete študenta z príslušnej katedry/inštitútu. Môžete si pomôcť aj vyhľadávaním.

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×

Learning Agreement info

LA-id

LA-3136

Status

Signed By Student

Academic Year

2020/2021

Planned Period From

2021-02-08

Planned Period To

2021-05-22

Created

2021-02-08

Student Personal data

Firstname

Lastname

Email

Birth date

Sending institution info

×

Sending institution info

Name

PRESOVSKA UNIVERZITA V PRESOVE

Country

Slovakia

Erasmus Code

SK PRESOV01

Address

Presov

Faculty

Faculty of education

Department

Not found

Contact person

Ema Fričková

Contact email

ema.fricekova@unipo.sk

Contact phone

00421517563143

Res. person

Res. email

Res. phone

Receiving institution info

Name

PANEPISTIMIO KRITIS

Country

Greece

Erasmus Code

G KRITIS01

Address

Rethymno

Faculty

Faculty of education

Department

Not found

Contact person

Giorgos Kosioris

Contact email

secretary@rector.uoc.gr

Contact phone

+30 2810 545211

Res. person

Eirini Apanomeritaki

Res. email

intrelations@admin.uoc.gr

Res. phone

0030 28310 77725

- Skontrolujete údaje, ktoré sú v LA.
- Responsible person ste Vy, Erasmus+ katedrový koordinátor.
- Contact person je Erasmus+ koordinátor na Úseku zahraničia a vonkajších vzťahov, Ema Fričková.

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Learning Agreement Table A			
Code	Subject title	ECTS	Semester
P01P07	Methodology of mathematics teaching in primary education	4	Second semester (Summer/Spring)
Total ECTS credits 4			
Learning Agreement Table B			
Code	Subject title	ECTS	Semester
3MAT/D6GME/15	Geometry with Methodology	4	Second semester (Summer/Spring)
3PTD/D6PRI/15	Natural Science with Didactics	3	Second semester (Summer/Spring)
3PPS/D6DEC/15	Didactics of Elementary Reading	4	Second semester (Summer/Spring)
3HVV/DMVIC/15	Vocal and instrumental activities	2	Second semester (Summer/Spring)
3SPP/DMEZS/15	Education of pupils from socially disadvantaged background	2	Second semester (Summer/Spring)
Total ECTS credits 15			

V časti Learning agreement Table A kontrolujete predmety, ktoré študent absolvuje v zahraničí. V prípade, že si chcete overiť odkiaľ si študent predmety vyberal, a či je daný predmet vhodný, kontaktujte daného študenta.

V časti Learning agreement Table B sa nachádzajú predmety, ktoré mu budú uznané na domácej univerzite. Môže sa stať, že v procese vytvárania LA študent ešte presne nevie, ktoré predmety budú uznané, a preto sa tam môže objaviť ako názov predmetu Erasmus+ mobility pričom počet kreditov, ktoré sú tam zadané sa rovnajú súčtu všetkých predmetov v Table A.

Code	Subject title	ECTS	Semester
Not found	Erasmus+ Mobility	27	First semester (Winter/Autumn)
Total ECTS credits		27	

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2. **Sign OLA**

Commitment

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.

1 **Decline OLA**

Add your signature here

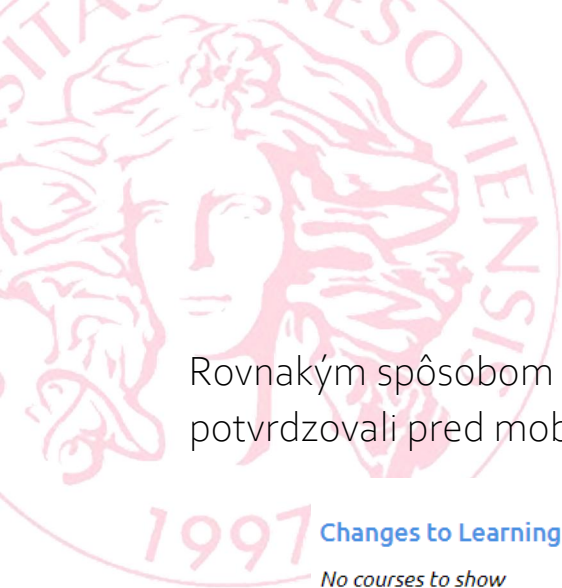
Fill in reason of declining*

We want to draw your attention that by declining OLA, all the signatures will be removed and student(s) will be able to edit the Online Learning Agreement to introduce your proposed changes. Your comments will be emailed to the student(s).

Po kontrole celého LA nasleduje jeho elektronické podpísanie/odmietnutie.

1. V prípade akýchkoľvek nezrovnalostí (nesprávne údaje alebo nesprávne predmety), máte možnosť LA **zamietnuť** a poslať ho na opravu. Študentovi príde upozornenie na mail. Je nutné to podpísať do okienka a stlačiť *Confirm declining* a v druhom spodnom okienku uviesť dôvod, prečo ste LA odmietli. V prípade, že chcete svoj podpis opraviť, kliknite na *Clear*.
2. Ak s touto verziou LA **súhlasíte**, podpíšete ho do okienka a kliknete na *Confirm*. V prípade, že chcete svoj podpis opraviť, kliknite na *Clear*.

Podpísaný LA sa automaticky zašle aj koordinátorovi na zahraničnej univerzite.



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To je všetko.

Rovnakým spôsobom budete postupovať aj pri **Changes to LA**, ktoré sa nachádzajú hneď pod údajmi, ktoré ste potvrdzovali pred mobilitou. V tomto príklade ale sa ešte žiadne zmeny nenachádzajú.

Changes to Learning Agreement Table A

No courses to show

Changes to Learning Agreement Table B

No courses to show

Sign OLA

Decline OLA

Vytvorila: Ema Fričeková, ema.fricekova@unipo.sk

Verzia manuálu 2.0, vytvorená v novembri 2020.