

Online Learning Agreement

Summer Semester 2018/2019



Dear student,

Welcome to the guide which will explain to you the Online Learning Agreement (OLA) at CULS.

1. Open the webpage: <https://www.learning-agreement.eu/student/home/login.php>



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!



2. Click on “Register” (top right corner) and create an Erasmus+ profile

Create an Erasmus+ profile

I have read and agree to the privacy policy

REGISTER

3. The webpage will send a confirmation e-mail to your mail box. Open it (check also your spam box) and click on “Activate my Account”

Dear

We are happy to see you join the Erasmus+ generation!
To finish signing up, please click below to activate your Erasmus+ Profile.

ACTIVATE MY ACCOUNT

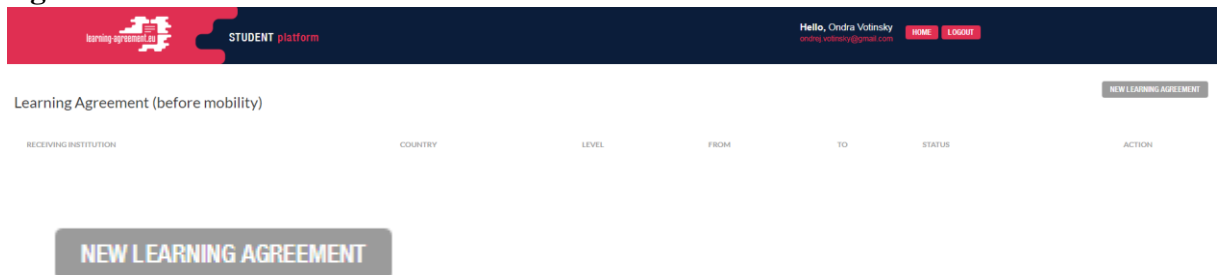
Your Erasmus+ Profile allows you to access multiple platforms with the same login data. Check out the Erasmus+ App and get all the information on your mobile device!

ANDROID

iOS

It is also possible to download E+ app into your smartphone. Simply use the button Android or iOS.

4. After your account is activated you can log in and create new Learning Agreement.



The screenshot shows the Erasmus+ Student platform interface. At the top, there is a navigation bar with the Erasmus+ logo and the text "STUDENT platform". On the right side of the navigation bar, it says "Hello, Ondra Votinsky" and "ondra.votinsky@gmail.com" with "HOME" and "LOGOUT" buttons. Below the navigation bar, there is a section titled "Learning Agreement (before mobility)" with a "NEW LEARNING AGREEMENT" button. Below this section, there is a table with columns: RECEIVING INSTITUTION, COUNTRY, LEVEL, FROM, TO, STATUS, and ACTION. A "NEW LEARNING AGREEMENT" button is also visible at the bottom of the page.

5. Fill in the details about you and your home University (Sending Institution) Student Information

Nationality *

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth *

Sex *

 Male Female

Student ID number

At student's home/sending institution

Phone Number

Numbers, spaces and '+' symbol are accepted

Study cycle *

Academic Year *

Field of education *

The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm 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.

SAVE

NEXT STEP >

Sending institution

Sending institution name *

CHOOSE

Faculty/Department *

Contact person name *

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.

Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

SAVE

NEXT STEP >

6. Click on “Next step” and choose the Receiving Institution. Click on “Choose”.

Receiving institution

Receiving institution name *

Faculty/Department *

Contact person name *

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.


Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

7. Select a country – Czech Republic

select country

- ARUBA
- AUSTRIA
- BELGIUM
- BULGARIA
- CROATIA
- CURAÇAO
- CYPRUS
- CZECH REPUBLIC 
- DENMARK
- ESTONIA
- FINLAND
- FORMER YUGOSLAV REPUBLIC OF MACEDONIA
- FRANCE
- GERMANY

8. Choose the University – Prague: CESKA ZEMEDELKA UNIVERZITA V PRAZE

Pardubice	UNIVERZITA PARDUBICE
Pilsen	ZAPADOCESKA UNIVERZITA V PLZNI
Pisek	Filmova akademie Miroslava Ondricka v Pisku, o.p.s.
Pisek	Soukroma vyssi odborná skola filmova, s.r.o.
Prague	AKADEMIE MUZICKYCH UMENI V PRAZE
Prague	Akademie vytvarnych umeni v Praze
Prague	AKCENT College s.r.o.
Prague	ANGLO-AMERICKA VYSOKA SKOLA, Z.U.
Prague	ARCHIP
Prague	ART & DESIGN INSTITUT
Prague	CESKA ZEMEDELKA UNIVERZITA V PRAZE
Prague	CESKE VYSOKE UCENI TECHNICKE V PRAZE
Prague	CEVRO Institut, z.ú.
Prague	Konzervator Duncan centre, Praha 4, Branická 41
Prague	METROPOLITNI UNIVERZITA PRAHA OPS
Prague	NEWTON College, a.s.
Prague	PB-VYSSI ODBORNA SKOLA A STREDNI SKOLA MANAGEMENTU,S.R.O.
Prague	Policejni akademie Ceske republiky v Praze

Prague	CESKA ZEMEDELKA UNIVERZITA V PRAZE
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Submit the selection.

9. Specify Faculty at which you want to study at CULS and fill in the details about the Contact person.

Contact person name: **Lukáš Pospíšil**

Contact person email: erasmus_incoming@rektorat.czu.cz

Faculties of CULS:

- Faculty of Economics and Management
- Faculty of Agrobiology, Food and Natural Resources
- Faculty of Engineering
- Faculty Environmental Sciences
- Faculty of Forestry and Wood Science
- Faculty of Tropical AgriSciences
- Institute of Education and Communication

Receiving institution

Receiving institution name *

CESKA ZEMEDELSKA UNIVERZITA V PRAZE

CHOOSE

Address

KAMYCKA 129 SUCHDOL, Prague, 165 21, Czech Rep

Country

Czech Republic

Erasmus Code

CZ PRAHA02

Faculty/Department *

Faculty of

Contact person name *

Lukáš Pospíšil

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.

Contact person email *

erasmus_incoming@rektorat.czu.cz

Contact person phone

Numbers, spaces and '+' symbol are accepted

SAVE

NEXT STEP >

10. Find and add courses which you want to study at CULS.

The catalog can be found here: <https://is.czu.cz/katalog/>

Course catalogue

Use this application to search for any courses at the CULS in the current, future and past study periods. You can search by a range of criteria - by the name or the code of the course (the application accepts words with or without diacritics; it is necessary to type in either three characters of an arbitrary subchain of the course name or the entire code of the course), by supervising departments, by thematic templates, by semesters, etc.

If you wish to show/hide information also for closed departments, click on Display cancelled.

Courses by their names Courses by departments Courses by thematic groups Extended search

Enter the course name:

Select the department

- Faculty of Agrobiolgy, Food and Natural Resources
- Katedra tělesné výchovy
- Faculty of Economics and Management
- Faculty of Engineering
- Faculty of Environmental Sciences
- Faculty of Forestry and Wood Sciences
- Faculty of Tropical AgriSciences
- Institute of Education and Communication
- Rektorát

Which academic year do you wish to search for the courses?

- 2018/2019
- 2017/2018
- 2016/2017
- 2015/2016
- 2014/2015
- 2013/2014
- 2012/2013
- 2011/2012
- 2010/2011

You can search by the Course name or use “Extended search” where you can find all the courses taught in English.

Course catalogue

Use this application to search for any courses at the CULS in the current, future and past study periods. You can search by a range of criteria - by the name or the code of the course (the application accepts words with or without diacritics; it is necessary to type in either three characters of an arbitrary subchain of the course name or the entire code of the course), by supervising departments, by thematic templates, by semesters, etc.

If you wish to show/hide information also for closed departments, click on Display cancelled.

Courses by their names Courses by departments Courses by thematic groups **Extended search**

Use this form to search for courses by various criteria.

Course without pre-requisitions

Course completion: exam fulfillment of requirements exam PhD

Value in credits: from to

Taught for the form of: full-time part-time distant other

Language of instruction: czech english

Select the department

- Faculty of Agrobiolgy, Food and Natural Resources
- Katedra tělesné výchovy
- Faculty of Economics and Management
- Faculty of Engineering
- Faculty of Environmental Sciences
- Faculty of Forestry and Wood Sciences
- Faculty of Tropical AgriSciences
- Institute of Education and Communication
- Rektorát

Which academic year do you wish to search for the courses?

- 2018/2019
- 2017/2018
- 2016/2017
- 2015/2016
- 2014/2015
- 2013/2014
- 2012/2013
- 2011/2012
- 2010/2011

11. Click on “Add subject”

▼ **TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION** + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

▼ **TABLE B: RECOGNITION AT THE SENDING INSTITUTION** + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions

If the student does not complete successfully some educational components, the following provisions will apply.

Use the details of the course from the CULS catalog to fill in Receiving Institution Component.

Course syllabus ERE25E - Human Resources Management (FEM - SS 2018/2019)

Czech	English
Title:	Human Resources Management - EMN2
English title:	Human Resources Management
Course code:	ERE25E
Guaranteed by:	Department of Management (FEM)
Faculty:	Faculty of Economics and Management
Semester:	SS 2018/2019
Mode of completion:	Exam (5 credits)
Language:	English
Mode of study:	full-time, other
Guarantor:	Ing. Richard Selby, Ph.D.

Specify Component code (Course code), title, semester, number of ECTS credits and add a link to the course website.

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)

xxx30xx

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

Very Interesting Course

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) *

Second semester (Summer/Spring)

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

5

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.

Link to course website

<https://is.czu.cz/katalog/syllabus.pl?zpet=/katalog/>

SUBMIT

CANCEL

All the details has to be filled in. Otherwise, your OLA will not be accepted!

Maximum number or ECTS credits is 35!

12. After adding all the courses don't forget to fill in Table B – Recognition at the Sending Institution and fill in Planed period and Language Competence.

Planned period has to be: From: 02/2019 to: 06/2019

TABLE B: RECOGNITION AT THE SENDING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue
Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions
If the student does not complete successfully some educational components, the following provisions will apply.

Planned period of the mobility 02/2019 06/2019

Language competence of the student
The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language

13. Move to the Responsible Persons and Specify the Position of responsible person from Sending and Receiving Institution

Responsible Persons

Responsible person at the Sending institution

Responsible person at the Sending 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 in Step 2.

Name *

Gorge Madeup

Position *

Erasmus Coordinator

Email *

xxx@xxx.eu

Phone Number

Numbers, spaces and '+' symbol are accepted

Responsible person at the Receiving institution

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 in Step 3.

Name *

Lukáš Pospíšil

Position *

Erasmus Coordinator

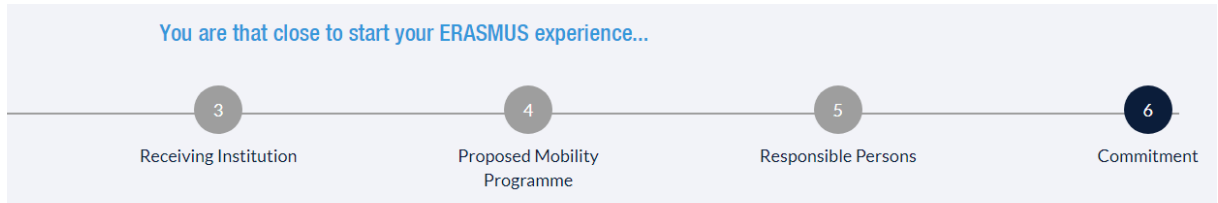
Email *

erasmus_incoming@rektorat.czu.cz

Phone Number

Numbers, spaces and '+' symbol are accepted

14. Move to the section Commitment



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!

SIGN ONLINE

STUDENT'S SIGNATURE
Date:

SEND TO SENDING INST. COORDINATOR

15. Click on “Sign Online” and sign the OLA.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

STUDENT'S SIGNATURE
Date: 2018-10-11 13:23:16

SEND TO SENDING INST. COORDINATOR

16. By clicking on “Send to sending inst. Coordinator” send the OLA to your Coordinator.

OLA will be confirmed by the CULS after it is signed by the Coordinator from the Sending institution (your home University)!

Do you still have questions?

Contact us: yotinsky@rektorat.czu.cz or Erasmus_incoming@rektorat.czu.cz