

ONLINE LEARNING AGREEMENT

Incoming Students

School of Management (VSM)

Online Learning Agreement Guide.

1. Open the webpage

<https://www.learningagreement.eu/student/home/login.php>

and click on **Register**.



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

Email

Password

LOGIN

[I don't remember password send me reminder](#)



Google login is for registered users only!

2. Create an Erasmus+ Profile



Create an Erasmus+ profile [?](#)

John

Doe

john.doe@host.com

.....

.....

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

REGISTER

1. Check your mailbox (also your spam box) – you will receive a confirmation email. Open it 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.

2. Your account should be activated. Now you can log in and create **New Learning Agreement:**

 **STUDENT platform** Hello, John Doe
john.doe@host.com [HOME](#) [LOGOUT](#)

[NEW LEARNING AGREEMENT](#)

Learning Agreement (before mobility)

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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3.

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 * 23/01/1992

Sex * Male Female

Student ID number xxxxx
At student's home/sending institution

Phone Number xxxxx
Numbers, spaces and '+' symbol are accepted

Study cycle * ---

Academic Year * 2020/2021

Field of education * ---

The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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 *
[input field] CHOOSE

Faculty/Department *
[input field]

Contact person name *
[input field]

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 * [input field]

Contact person phone [input field]
Numbers, spaces and '+' symbol are accepted

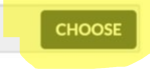
4.

Follow the NEXT STEP and choose the Receiving Institution by clicking on **CHOOSE**

School of Management
Contact person: Elena Csibova
Email: ecsibova@vsm.sk
Phone: +421268204525

Receiving institution

Receiving 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

< PREVIOUS

SAVE

NEXT STEP >

5.

Select a country: *For incoming students* - SLOVAKIA

The screenshot shows the 'STUDENT platform' interface. At the top, there is a red and dark blue header with the text 'learning-agreement.eu' and 'STUDENT platform'. Below the header, the text 'select country' is displayed. A dropdown menu is open, showing a list of countries: SLOVAKIA, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, TURKEY, and UNITED KINGDOM. A blue arrow points to the 'SLOVAKIA' option. Below the list is a 'BACK' button. At the bottom of the page, there are logos for 'UF EUROPEAN UNIVERSITY FOUNDATION', 'ESN Erasmus Student Network', and the European Union flag with the text 'Co-funded by the Erasmus+ Programme of the European Union'. A link for 'Privacy Policy and' is also visible.

- **CHOOSE UNIVERSITY - School of Management**

... and SUBMIT the selection.

6.

7. Please select your host coordinator's contact details from the list.

8. Check the lists of courses we are offering and choose ones you would like to study. Below you will find out the link with all the courses offered by the VSM-

FOR INCOMING: <https://www.vsm.sk/us/e/courses/>

9. Check the course you want and go back to Online Learning Agreement. 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	<input type="text" value="http://"/>			
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	<input type="text" value="http://"/>			
Web link to the course catalogue at the sending institution describing the learning outcomes.				

Use the details of the course from the previous webpage (step n.10) to fill in Receiving Institution Component Code, title, semester, ECTS.

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)

abcdef

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

Name of the course I choose

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 separators) *

6

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

http://www2.ulpgc.es/aplicaciones/proyectosdocentes/pdf.php?id_proyecto=58740&NUEVA=1

SUBMIT

CANCEL

Your OLA will be accepted only if all details will be correct and filled in.

12. After adding all chosen courses don't forget to fill in Table B – Recognition at the Sending Institution. Fill in also planned period and Language competence:

Planned period:

- **First Semester 09/2022 to 03/2023 (2 VSM trimesters= Fall, Winter)**
- **Second Semester: 01/2023 to 06/2023 (2 VSM trimester= Winter, Spring)**
- **Full Year: 09/2022 to 06/2023**

Planned period of the mobility

From *

09/2020

To *

01/2021

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 *

English

Level *

B2

13. Continue to Responsible Persons and specify the Position of responsible person from Sending and Receiving Institution only in case it differs from that of the Contact person in the steps 2 and 3.

For Incoming Students:

Elena Csibova, Erasmus Coordinator, ecsibova@vsm.sk, +421268204525

Andrea Sladeckova, Study Advisor, asladeckova@vsm.sk, +421268204509

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 *

Position *

Email *

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 *

Position *

Email *

Phone Number

Numbers, spaces and '+' symbol are accepted

14. Continue to COMMITMENT section

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:

15. Click on SIGN ONLINE and sign the OLA

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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.

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SIGN ONLINE



STUDENT'S SIGNATURE
Date: 2020-03-24 14:24:37

SEND TO SENDING INST. COORDINATOR

16. By clicking on SEND TO SENDING INST: COORDINATOR your OLA will be sent to your coordinator for online signature.

If you still have questions, please contact ecsibova@vsm.sk