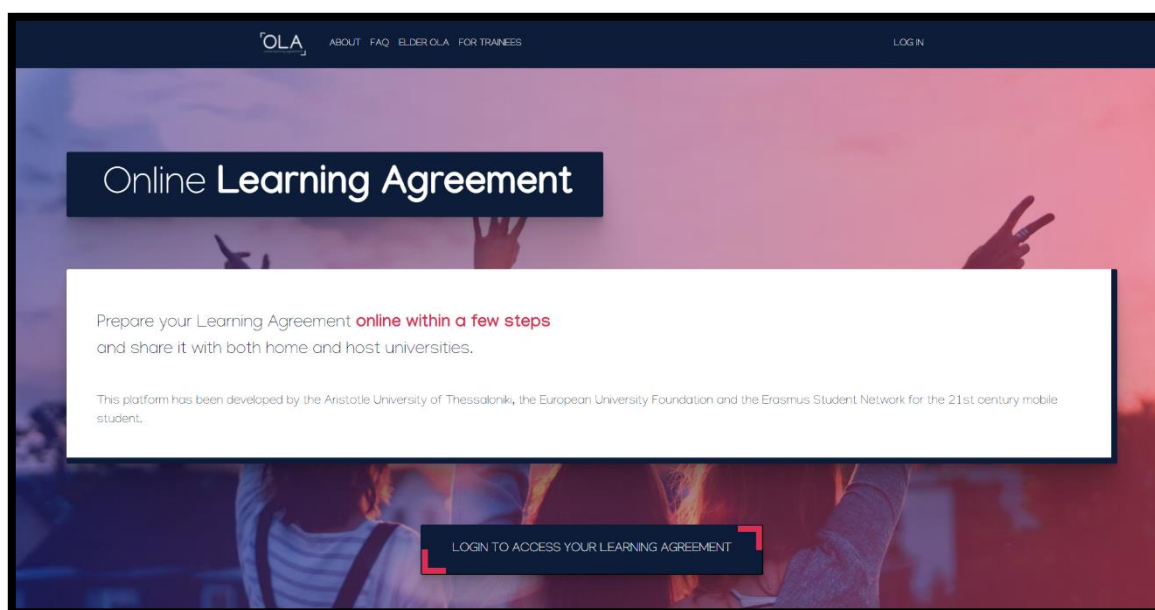


In this manual, you will find detailed instructions for creating tripartite study agreement (Learning Agreement, LA) using the website *learning-agreement.eu*. For an Erasmus+ programme participant, it is one of the responsibilities to fulfil before going on the exchange (further information can be found on the [International Office website](#)).

The manual is divided into respective sections by chronological order. You can skip and browse through those sections as you choose or need:

1	First login.....	2
2	Sending Institution (VŠE).....	5
3	Receiving Institution (partner university abroad).....	8
4	Courses and their recognition.....	10
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4.2	Table B (recognition at VŠE) .....	14
5	Signing the agreement.....	18
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## 1 First login

Your profile on the website [learning-agreement.eu](https://www.learning-agreement.eu) will be set up by your outgoing coordinator at VŠE. She will also prepare a pre-filled draft of the agreement (Online Learning Agreement – OLA). Once this is done, you will be notified via e-mail from the address [no-reply@learning-agreement.eu](mailto:no-reply@learning-agreement.eu):

Dear Student,

Your Sending Higher Education institution added a prefilled Online Learning Agreement to your account.

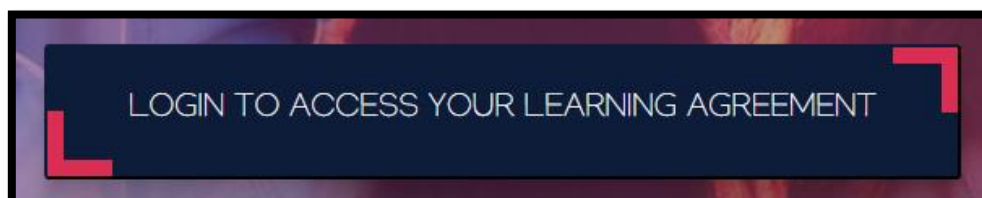
Login at [www.learning-agreement.eu](https://www.learning-agreement.eu) [1] to view and further edit your Learning Agreement to prepare for the Erasmus+ mobility.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>

On the homepage, continue to the login page:



# My account

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

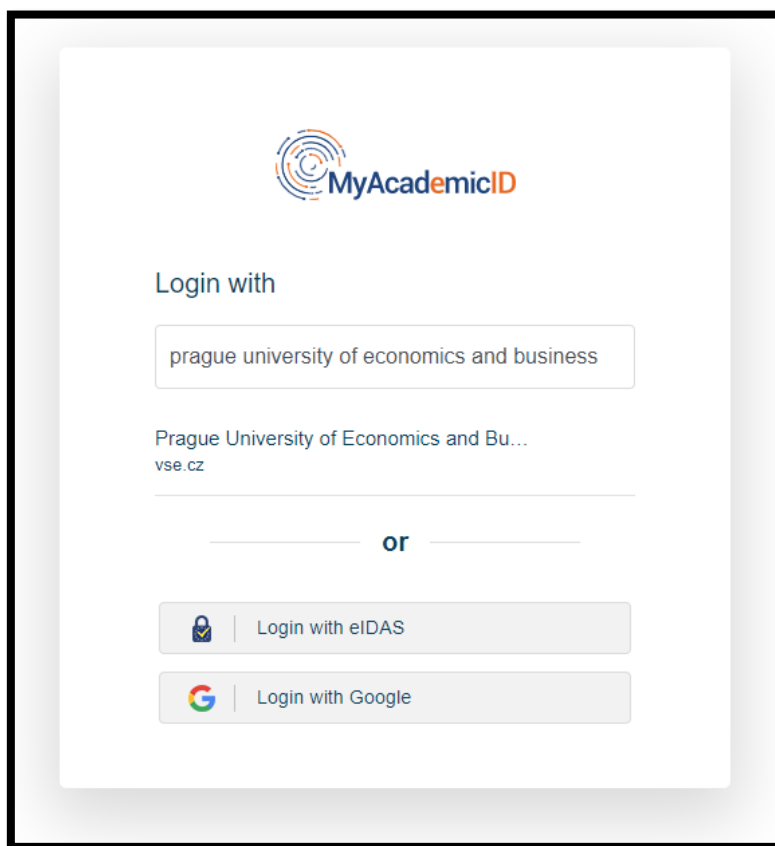
- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID 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 OLA!

Co-financed by the Connecting Europe Facility of the European Union

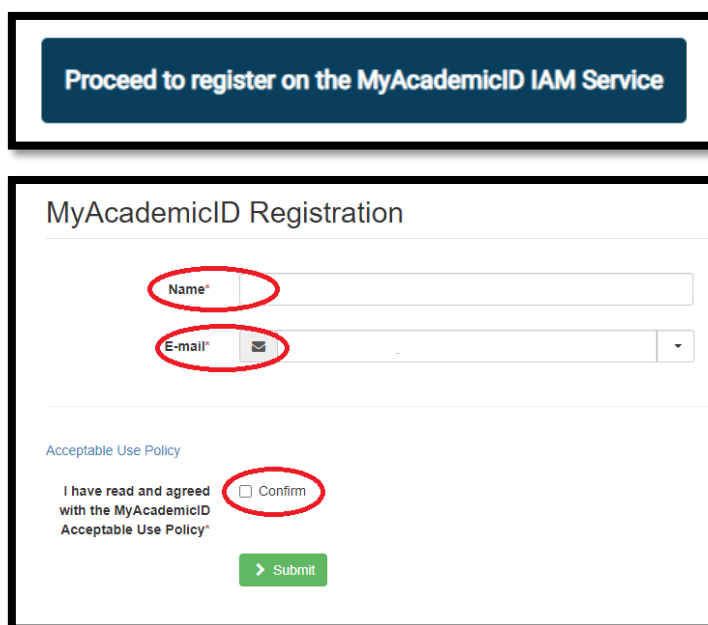
The project has been funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

Next, select VŠE as an institution via which your login will be processed. The field contains an autocomplete, therefore the best way to quickly search for VŠE is to start writing *vse* or *Prague...*:



The image shows the MyAcademicID login interface. At the top is the MyAcademicID logo. Below it, the text 'Login with' is followed by a text input field containing 'prague university of economics and business'. Below the input field, the text 'Prague University of Economics and Bu...' and 'vse.cz' are displayed. A horizontal line separates this from the next section, which contains the word 'or'. Below 'or' are two login buttons: 'Login with eIDAS' (with a blue padlock icon) and 'Login with Google' (with the Google logo).

On the following page, use the same credentials as in InSIS (your xname and password) and proceed to registration (sign up) to the *MyAcademicID* service. The registration is completed by verifying your e-mail address through a link sent to your inbox (do not forget to check the spam/junk mail folder):



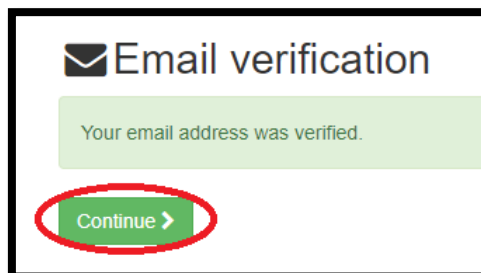
The image shows the MyAcademicID Registration page. At the top, there is a blue button with the text 'Proceed to register on the MyAcademicID IAM Service'. Below this, the page title 'MyAcademicID Registration' is displayed. The registration form includes two input fields: 'Name\*' and 'E-mail\*'. The 'E-mail\*' field has a dropdown arrow on the right. Below the input fields, there is a link 'Acceptable Use Policy'. Underneath, the text 'I have read and agreed with the MyAcademicID Acceptable Use Policy\*' is followed by a checkbox labeled 'Confirm'. At the bottom of the form is a green button with a right arrow and the text 'Submit'.

Dear Jméno Příjmení ,

In order to proceed with your application, we need to verify that the email address you entered is correct. Please click on the link below:

[https://mms.myacademicid.org/registrar/?vo=MyAcademicID&i=b8f4&m=-2y53wm1sbun08t9iu1hxynoz9ep1sfxtkmw1v5ub5drsc90hsn&target=https%3A%2F%2Fproxy.prod.erasmus.eduteams.org%2Fcontinue%2F\\_Td6WfoAAATm1rRGAgAhARYAAAB0L-Wj4ATiAmZdAD2likaUSttpq4ZuXkHXjBv1I5IS3VPDPNAOI8gQ\\_e7kzAgS0JcxLg36HdZUu-QE8EGZRonCk6aJtUZMpHbvk2F72rzJ66PRLxD3S4ujZb5Dt01hteHNTcDdFNve8I4dtHDoyaelYNILKj-ed5osbvNF-Lr8mPb1qA9R-vf4qhQqJws4V7RWn3uKxZX6am47cFCqwGQ-8cXRTN-RdbmRiSonO-ML4Q0VfqACA8\\_emCN02BUf9WbUlyV-s4NvUSyH9IaxnHtcAi-2m100K-j-6gx2tH7J\\_eso1PIHR58Kxo-EqUvf7PxJfscD2DjOTJgt0NijQF1Ww8jxzxZOWQ4eQdSgZ9qsG96DTfTxexle6J6eUQyoNxGfOKZiFd50xCSEa2\\_flGcFXsjiAx28rKm-dTVbQ3oMQPhVzhPerm9Y8CsGFPhpdaWRSVWnYRSZLjw6u\\_TJg9tqh\\_BuH5ssJEaofXfP9lWwQCCIPygOd\\_uz4qR87jIDcqljMdbd-BGUhyxk3vLcYhy5dpeOFS8npMQ-V6F967E5liCMJQVMMoD9UxzCQI3PQEWHGAr1YeeZJKOuxbRzWNIDuHivMSc5fuwF7qJ06ORR8UOPqeMdiWVTckQynlg1cqRy8\\_7RBU1oq3qpm866bBKz6VoeiGklFKV616RxfKaTCSg1Y7JLohJBTGeb3Ni-clUNajzUWzepK\\_eK9zgQQH7KvKcW1zsqUYf92xYLEyZDBYZrO7PbuexLnR7u5bqjXaFsqQdORP-xn1p7TRP5MjzXtSyw13SdvrYh6h2CCYf7dKZqxWYSUIGmFxEZPAAAAAZwcP2xU9eBgAAyF4wkAACc71pOxxGf7AgAAAAEWVo%3D](https://mms.myacademicid.org/registrar/?vo=MyAcademicID&i=b8f4&m=-2y53wm1sbun08t9iu1hxynoz9ep1sfxtkmw1v5ub5drsc90hsn&target=https%3A%2F%2Fproxy.prod.erasmus.eduteams.org%2Fcontinue%2F_Td6WfoAAATm1rRGAgAhARYAAAB0L-Wj4ATiAmZdAD2likaUSttpq4ZuXkHXjBv1I5IS3VPDPNAOI8gQ_e7kzAgS0JcxLg36HdZUu-QE8EGZRonCk6aJtUZMpHbvk2F72rzJ66PRLxD3S4ujZb5Dt01hteHNTcDdFNve8I4dtHDoyaelYNILKj-ed5osbvNF-Lr8mPb1qA9R-vf4qhQqJws4V7RWn3uKxZX6am47cFCqwGQ-8cXRTN-RdbmRiSonO-ML4Q0VfqACA8_emCN02BUf9WbUlyV-s4NvUSyH9IaxnHtcAi-2m100K-j-6gx2tH7J_eso1PIHR58Kxo-EqUvf7PxJfscD2DjOTJgt0NijQF1Ww8jxzxZOWQ4eQdSgZ9qsG96DTfTxexle6J6eUQyoNxGfOKZiFd50xCSEa2_flGcFXsjiAx28rKm-dTVbQ3oMQPhVzhPerm9Y8CsGFPhpdaWRSVWnYRSZLjw6u_TJg9tqh_BuH5ssJEaofXfP9lWwQCCIPygOd_uz4qR87jIDcqljMdbd-BGUhyxk3vLcYhy5dpeOFS8npMQ-V6F967E5liCMJQVMMoD9UxzCQI3PQEWHGAr1YeeZJKOuxbRzWNIDuHivMSc5fuwF7qJ06ORR8UOPqeMdiWVTckQynlg1cqRy8_7RBU1oq3qpm866bBKz6VoeiGklFKV616RxfKaTCSg1Y7JLohJBTGeb3Ni-clUNajzUWzepK_eK9zgQQH7KvKcW1zsqUYf92xYLEyZDBYZrO7PbuexLnR7u5bqjXaFsqQdORP-xn1p7TRP5MjzXtSyw13SdvrYh6h2CCYf7dKZqxWYSUIGmFxEZPAAAAAZwcP2xU9eBgAAyF4wkAACc71pOxxGf7AgAAAAEWVo%3D)

The MyAcademicID Support team



The next step is to **fill in your profile**. Some fields might already be pre-filled. In the *Field of Education*, fill in the code as close to your field of study as possible – the field contains an autocomplete, thus it is enough to start typing only first digits of the code – as for VŠE students, **relevant codes are those beginning with 031, 041 and 061**.

*Study cycle* field contains information about the phase of your studies – for bachelor studies start typing *Bachelor or equivalent first cycle*, for master studies *Master or equivalent second cycle*. This field also contains an autocomplete. Do not forget to tick your agreement with the Terms and Conditions and Privacy Policy at the bottom of the page:

## My account

VIEW
EDIT

### My Personal Information

Firstname \*

Lastname \*

Date of birth \*

Gender \*

Nationality \*

Field of education \*

Study cycle \*

☒ I have read and agree to the Terms and Conditions and Privacy Policy \*

Terms and Conditions
Privacy Policy

Save

## 2 Sending Institution (VŠE)

It is possible to start creating the Learning Agreement now. At the top of the page, select the option *My Learning Agreements*. You should find your **pre-filled Learning Agreement** from your coordinator here – in that case, simply continue by pressing *Edit*. However, sometimes the pre-filled agreement does not appear in the list – in this case, continue by pressing *Create New*. Further steps will be the same in both cases, the only difference is that some fields will be pre-filled in the former:

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

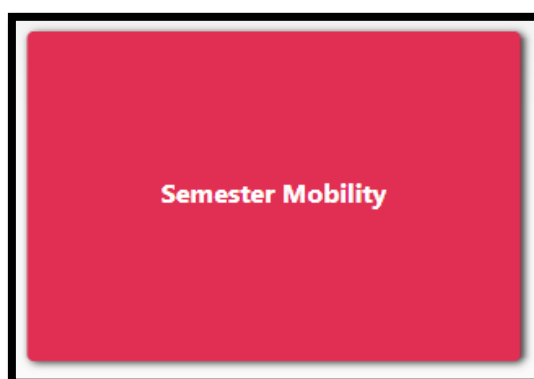
# My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
Vysoka Skola Ekonomicka v Praze	Association Groupe Essec	Ready to Edit	Wed, 02/02/2022 - 14:01	<a href="#">Edit</a> <a href="#">Download PDF</a> <a href="#">History</a>

If you are creating new OLA (the pre-filled one did not appear on previous page), first, choose the type of your mobility – semester mobility:



This will bring you again to **edit your profile** page, which should be already filled in by you. If not, follow steps on p. 4 of this manual. Then continue to next step by pressing *Next* at the bottom of the page and continue with the second part of the OLA – filling information about your sending institution. **Do not forget to edit indicated academic year of your exchange** as the pre-filled one might not correspond with the actual one:

The screenshot shows a progress bar at the top with six steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Below the progress bar, the 'Academic year' field is circled in red and contains the text '2021/2022'. Underneath, there is a dark blue header for the 'Sending' section, followed by another dark blue header for 'Sending Institution'. Below this, the 'Country' field is visible with 'Czechia' selected and a red 'x' icon to its right.

Now **fill in further information about the sending institution (VŠE)**, if not already pre-filled. State *Czechia* as its country of origin (there is an autocomplete in the field), name of the institution – *Vysoka Skola Ekonomicka v Praze* (there is a list of options to choose from) and then indicate your faculty (this field does not contain any autocomplete, so you can type “freely”). The address and Erasmus Code are filled in automatically:

The screenshot shows the 'Sending Institution' form with the following fields: 'Country' with 'Czechia' selected; 'Name' with 'Vysoka Skola Ekonomicka v Praze' selected; 'Faculty/Department' with 'Faculty of International Relations'; 'Address' with 'Praha / Prague'; and 'Erasmus Code' with 'CZ PRAHA09'. Each field has a red 'x' icon to its right, indicating it can be cleared or edited.

The next step is to **fill in information about persons responsible for your exchange here at VŠE.**

From the academic point of view, i.e. approval of the Learning Agreement – *Sending Responsible Person* on the left side of the page – it is the Vice-Dean for academic affairs and/or Vice-Dean for international relations, alternatively the academic director for some of the English-taught programmes. Please refer to the [International Office website](#) (see document [Vice-Deans of Individual Faculties](#) at the bottom of the page) for your responsible person.

From the administrative point of view – *Sending Administrative Contact Person* – on the right side of the page – it is your outgoing coordinator from the International Office. Refer to the International Office website (section [Contacts](#)) for respective information according to the country of your exchange. The *Contact* section can be found in upper right side of the International Office website:

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
<input type="text" value="Radek"/>	<input type="text" value="Martina"/>
Last name(s) *	Last name(s)
<input type="text" value="Čajka"/>	<input type="text" value="Poussin"/>
Position *	Position
<input type="text" value="Vice-Dean for International Relations"/>	<input type="text" value="Exchange program coordinator"/>
Email *	Email
<input type="text" value="radek.cajka@vse.cz"/>	<input type="text" value="martina.poussin@vse.cz"/>
Phone number	Phone number
<input type="text" value="+420224095218"/>	<input type="text" value="+420224098851"/>
<small>Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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.</small>	<small>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.</small>

### 3 Receiving Institution (partner university abroad)

Continue analogically by **filling in information about the receiving institution (the partner university abroad)**, where you are going to spend your exchange, if not already pre-filled.

The first two fields (country and the name of the university) contain an autocomplete with a list to choose from. By choosing one of suggested options, address and Erasmus Code fields are filled in automatically.

It is left to indicate the faculty (or department) of your exchange, which is sometimes indicated for partner universities (you can check the full indication e.g. in upper part of your InSIS checklist). However, this field is not mandatory. Thus, you can leave it blank, same as if there is no further specification within the partner university:

The screenshot shows a web form titled 'Receiving Institution' within a larger 'Receiving' section. The form contains several input fields with autocomplete suggestions:

- Country \***: A dropdown menu showing 'France' with a red 'x' icon to clear the selection.
- Name \***: A dropdown menu showing 'Association Groupe Essec' with a red 'x' icon.
- Faculty/Department**: An empty text input field.
- Address \***: A text input field containing 'Cergy-Pontoise'.
- Erasmus Code \***: A text input field containing 'F CERGY03'.



Afterwards, **fill in information about persons responsible for your exchange**, this time **at the partner university** abroad.

The page is analogically divided into two parts according to the person's responsibility (administrative or/and academic). Typically, this is not distinguished at partner universities, therefore only fill in the left part.

Phone number is not mandatory, so leave the field blank if the phone number format is not accepted or you cannot find it:

Receiving Responsible Person	Receiving Administrative Contact Person
<p>First name(s) *</p> <input type="text" value="Tracey"/>	<p>First name(s)</p> <input type="text"/>
<p>Last name(s) *</p> <input type="text" value="Moore"/>	<p>Last name(s)</p> <input type="text"/>
<p>Position *</p> <input type="text" value="International Relations Manager"/>	<p>Position</p> <input type="text"/>
<p>Email *</p> <input type="text" value="tracey.moore@essec.edu"/>	<p>Email</p> <input type="text"/>
<p>Phone number</p> <input type="text" value="+"/>	<p>Phone number</p> <input type="text" value="+"/>
<p>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.</p>	
<a href="#">Previous</a>	<a href="#">Next</a>

## 4 Courses and their recognition

That brings you to the most important part of your OLA – stating which courses you are going to study abroad and the structure of their recognition to your studies here at VŠE. Firstly, **fill in information about your exchange** in order not to forget about it at the end of this step.

This includes your exchange's expected start date (e.g. orientation day for incoming exchange students) and expected end date (e.g. the last day of your exam period abroad) – typically, you can find those in your acceptance letter/e-mail (further information on the [International Office website](#)).

You also refer to course catalogue/list of courses' syllabi from which you are choosing courses abroad – however, you might not be able to find it or it might not be referable (e.g. the university sends out a PDF file via e-mail). In that case, leave this optional field below the Table A blank.

Eventually, indicate the language of your exchange studies (do not forget that overall majority of your selected courses is to be in the language of your exchange application; for further information, see the [International Office website](#) – typically, it's English – and your level of the language as obtained in the OLS test (*Online Language Support*, another of your responsibilities before the exchange, further information on the [International Office website](#)).

Finally, it is left to refer to provisions for VŠE students which apply in case of unsuccessful course completion abroad (below the Table B) – simply copy and paste the link of International Office website – <https://ozs.vse.cz/english/> (screenshot below):

Preliminary LA

Planned start of the mobility \*

01.03.2022

Planned end of the mobility \*

14.06.2022

Table A - Study programme at the Receiving institution \*

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

https://docs.google.com/spreadsheets/d/1ODjchEcsSqUsrCmQoPAatfmzIRtbRTproEjH7OFwWg/edit#gid=0

Course catalogue: 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. Show less

This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*

English

The level of language competence \*

B2

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B - Recognition at the Sending institution \*

No Component added yet.

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

http://ozs.vse.cz

This must be an external URL such as <http://example.com>.

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>.

Previous

Next

#### 4.1 Table A (courses abroad)

Now start filling Table A, which contains a **list of courses you are going to study abroad**. Add the first component (a course) by pressing the button:

Table A - Study programme at the Receiving institution \*

No Component added yet.

Add Component to Table A

This activates a form for filling information about the specific course. Course title, course code and the number of ECTS (credits) allocated are required.

It is also required to indicate the semester in which you are going to study the course (fall/spring) or rather the semester of your exchange – for winter/fall/autumn semester select *First Semester (Winter/Autumn)*, for summer/spring semester choose *Second semester (Summer/Spring)*.

Some universities' academic years are organised into trimesters. In that case, you analogically choose between first or second trimester (screenshot below):

## Table A - Study programme at the Receiving institution \*

Component to Table A

Remove

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

Geopolitics

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 \*

CPRO 14131

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

4

Semester \*

Second semester (Summer/Spring) ⇅

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 should be added.

Add Component to Table A

Continue by adding another component (course) to Table A and repeat above-mentioned steps for every course you wish to study during your exchange abroad.

Forms are generated below each other and they do not collapse, therefore the page can be rather long (see the screenshot on following page). Thus, pay attention when filling in the table, particularly keep in mind the sum of credits of courses indicated in Table A – e.g. by making notes on paper.

You can also remove courses from Table A by pressing the dark blue button *Remove* in upper right corner of the form.

Table A - Study programme at the Receiving institution \*

Component to Table A

Remove

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

Geopolitics

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 \*

CPRO 14131

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

4

Semester \*

Second semester (Summer/Spring) ▾

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 should be added.

Component to Table A

Remove

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

Advanced Excel

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 \*

IDSi 14121

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

4

Semester \*

Second semester (Summer/Spring) ▾

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 should be added.

Component to Table A

Remove

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

French Civilization

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 \*

CPRO 14143

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

4

Semester \*

Second semester (Summer/Spring) ▾

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 should be added.

Component to Table A

Remove

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

Conscious Business

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 \*

MGTM 14237

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

4

Semester \*

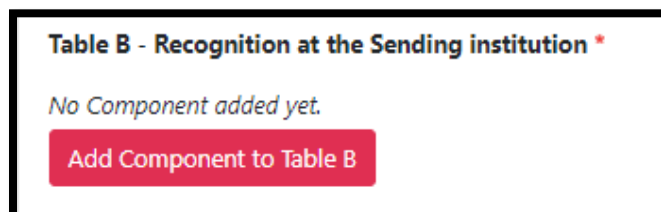
Second semester (Summer/Spring) ▾

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 should be added.

## 4.2 Table B (recognition at VŠE)

Table B contains information about how your **courses from abroad** are going to be **recognized to your studies at VŠE**. **Respective sums of credits in both tables (Table A and B) must be equal.**

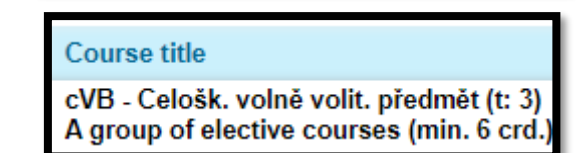
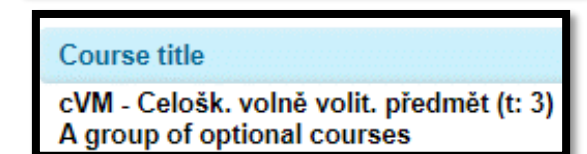
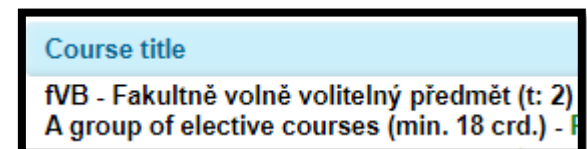
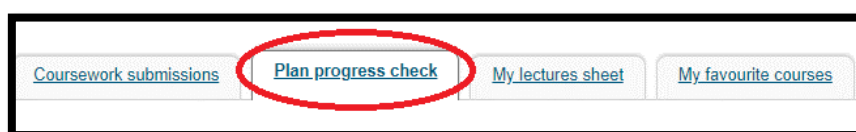
Steps are analogous to those of Table A – firstly, add a component by pressing the button:



However, Table B differs as in the majority of cases, **it does not contain specific courses**, it only contains **groups of courses for your study plan**, into which courses from abroad are going to be recognized.

Those are either faculty level elective courses (or else elective courses within your major field in case of master's studies), university level elective courses, or optional courses.

The exact code and title of respective courses group for your study plan can be found in InSIS in Student's portal, in the section **Plan progress check**. You can also find here how much credits you have available in each group, or, to be precise, how much credits you need to study (and obtain) in order to fulfil your study plan:



Completely filled Table B can look for example like this (screenshot below). In this case, courses from abroad are going to be recognized to the faculty level elective courses

### Table B - Recognition at the Sending institution \*

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) \*

Faculty Electives

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 \*

fVB

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*

12

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 should be added.

Semester \*

Second semester (Summer/Spring)

☒ Automatically recognised towards student degree

Automatic recognition comment

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) \*

General Electives

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 \*

cVB

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*

12

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 should be added.

Semester \*

Second semester (Summer/Spring)

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

**Faculty Electives** and to the university level elective courses **General Electives**. Keep in mind that **the sum of ECTS in Table A must be equal to the sum of ECTS in Table B**.

**Specific courses** are listed in Table B only in case of required (compulsory) course recognition after you have obtained the **permission of the VŠE course supervisor**. The permission is typically given on the basis of the abroad course's syllabus which you had provided to the supervisor.

It might also be possible that the content of your VŠE required course can be covered by two (or more) courses from abroad. Typically, it is also required that the number of credits allocated to the course abroad is equal or higher than the number of credits allocated to the VŠE required course. It all depends on the course supervisor's requirements and your agreement with him/her.

You can draw inspiration which VŠE required courses had been recognized at the respective partner university abroad from students who had studied at the university before you (great source of information are [Reports about the abroad placements in InSIS](#)).


**Reserved credits** (registration coupons) are **not stated in Table B**. Relevant number of reserved coupons is automatically deducted during the recognition process on the basis of the difference between the minimal number of credits required to obtain within the respective courses group of your study plan and the number of credits obtained **beyond this value**.

To have an idea, below is sample screenshot of course recognition. In this case, the student had to obtain 18 ECTS within the faculty level elective courses group to fulfil the study plan. Courses from studying abroad (below the line) equal to 8 ECTS were recognized to the faculty level elective courses group, however, beyond the study plan fulfilled requisites – those 8 ECTS were therefore “taken” from reserved coupons:

Code	Course title	Mode of completion	Credits	Enrolled	State
	<b>fVB - Fakultně volně volitelný předmět (t: 2)</b> <b>A group of elective courses (min. 18 crd.) - FULFILLED</b>				
2RO161	Basic Spanish for Economists 1 (A0/A1) ★	PassCD E	3	1x	FULFILLED (11/05/2018)
2RO162	Basic Spanish for Economists 2 (A1) ★	Exm E	3	1x	FULFILLED (19/12/2018)
2RO163	Lower Intermediate Spanish for Economists 1 (A1/A2) ★	PassCD E	3	1x	FULFILLED (18/12/2020)
2RO164	Lower Intermediate Spanish for Economists 2 (A2) ★	Exm E	3	1x	FULFILLED (15/05/2021)
2OP101	Taxes in Trade ★	Exm E	6	1x	FULFILLED (28/05/2018)
<hr/>					
UP02	Transfer Credit (French Civilization) ★	Exm E	4	1x	FULFILLED (27/08/2019)
UP01	Transfer Credit (Geopolitics) ★	Exm E	4	1x	FULFILLED (27/08/2019)



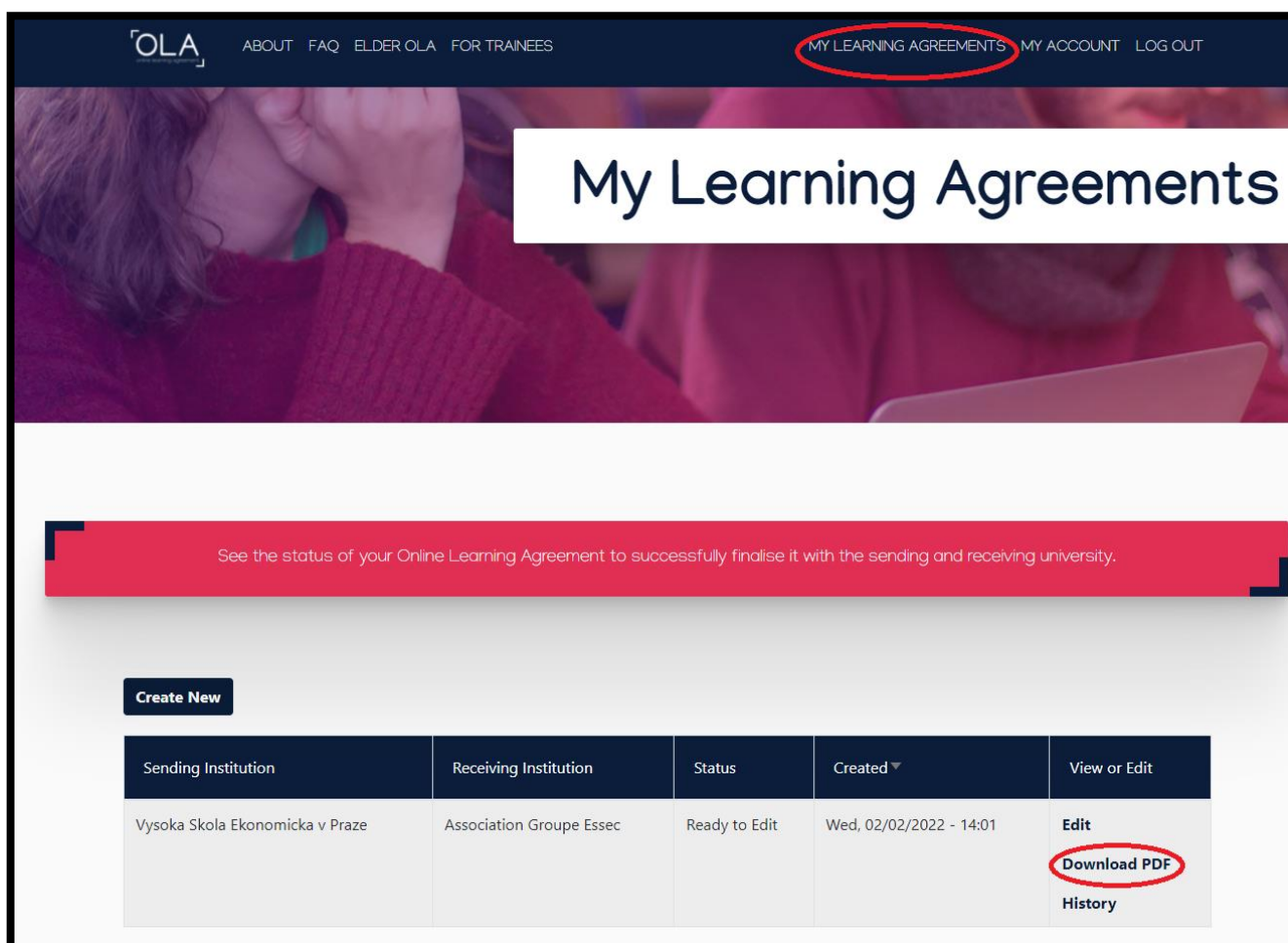
To illustrate, here is another similar example, this time within the university level elective courses group. To fulfil the study plan, the student had to obtain 6 ECTS. This was fulfilled by studying abroad, however, beyond the study plan requisites – in total, 16 ECTS were obtained from abroad, thus 10 ECTS were “taken” from reserved coupons:

Code	Course title	Mode of completion	Credits	Enrolled	State
	cVB - Celošk. volně volit. předmět (t: 3) A group of elective courses (min. 6 crd.) - <b>FULFILLED</b>				
<a href="#">UP03</a>	<a href="#">Transfer Credit (Advanced Excel)</a> ★	Exm E	4	1x	<b>FULFILLED (27/08/2019)</b>
<a href="#">UP05</a>	<a href="#">Transfer credit (Languages, Cultures &amp; Issues)</a> ★	Exm E	4	1x	<b>FULFILLED (27/08/2019)</b>
<a href="#">UP04</a>	<a href="#">Transfer Credit (Sustainable Development)</a> ★	Exm E	4	1x	<b>FULFILLED (27/08/2019)</b>
<a href="#">UP06</a>	<a href="#">Transfer credit (Advanced French)</a> ★	Exm E	4	1x	<b>FULFILLED (27/08/2019)</b>

## 5 Signing the agreement

The following step (Table C) is to be kindly skipped by pressing *Next*, do not fill anything here. The important one is the last step – **the signature of the learning agreement**.

Before signing the agreement, it is convenient to go back by pressing *My Learning Agreements* in the upper part of the webpage and generate a PDF (option *Download PDF*; see the preview on next page), where you can clearly **check the information you provided** (the sum of Tables A and B in particular):



OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

# My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created ▼	View or Edit
Vysoka Skola Ekonomicka v Praze	Association Groupe Essec	Ready to Edit	Wed, 02/02/2022 - 14:01	<a href="#">Edit</a> <a href="#">Download PDF</a> <a href="#">History</a>

## Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn / spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	CPRO 14131	Geopolitics	Second semester (Summer/Spring)	4
	IDS1 14121	Advanced Excel	Second semester (Summer/Spring)	4
	CPRO 14143	French Civilization	Second semester (Summer/Spring)	4
	MGT1 14237	Conscious Business	Second semester (Summer/Spring)	4
	LGFR 14233	Upper Intermediate French	Second semester (Summer/Spring)	4
	MGT1 14132	Sustainable Development	Second semester (Summer/Spring)	4

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:  
<https://>

## Recognition at the Sending Institution

Table B	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn / spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion	Automatic Recognition
	fVB	Faculty Electives	Second semester (Summer/Spring)	12	Yes
	cVB	General Electives	Second semester (Summer/Spring)	12	Yes

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:  
<https://docs.google.com/spreadsheets/d/1ODjcjhEcsSqUsrCmQoPAatfmzIRtbRTproEjH7OFwWg/edit#gid=0>

Provisions applying if the student does not complete successfully some educational components:  
<http://ozs.vse.cz>

Then press *Edit* to continue editing the agreement and correct the information in respective steps if needed.

Digitally sign the document in the last step. If you do not wish to sign using computer mouse or touchpad, you can access *learning-agreement.eu* on your smartphone and sign the agreement there.

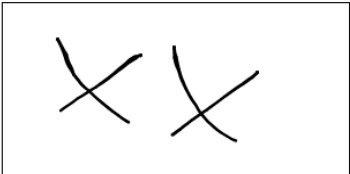
Confirm the signed agreement by pressing the option at the bottom of the page and the website sends the agreement directly to your Vice-Dean (alternatively your academic director). Remember that **after pressing this button, you cannot edit the agreement in any way** (as the current version was sent for signature to the responsible person).

Academic year \*

2021/2022

### Commitment Preliminary

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.



Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

The Vice-Dean either approves the agreement by signing it or returns it with objections (the procedure for this case is described below). After the Vice-Dean's approval, the agreement is signed by the university abroad, which concludes this process. You will be notified about the signature of each party by an e-mail.

Afterwards, generate the PDF with signatures (to be downloaded from the section *My Learning Agreements* – see above) and upload it to relevant box in your InSIS checklist.

## 5.1 Rejected learning agreement

As in case of approval, **you will be notified about the rejection by an e-mail** from the address [no-reply@learning-agreement.eu](mailto:no-reply@learning-agreement.eu) – thus it is not necessary to check the website itself (however, remember to check your spam/junk mail folder):

Dear Student,

We inform you that your Sending Higher Education Institution is not ready to sign your Learning Agreement yet. Please see their comments on the platform and we hope it will provide the needed support to finalise your Learning Agreement.

\*Please note that if an alternative recognition procedure is proposed by the sending Higher Education Institution - more information can be found under the course description.\*

Please Login at [www.learning-agreement.eu](https://www.learning-agreement.eu) [1] to edit your Learning Agreement accordingly.

Afterwards you need to sign it again and wait for the approval of your Sending and Receiving Higher Education Institutions. Should you still need more information regarding the finalisation of your OLA, please contact the coordinator at the respective Higher Education Institution.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>

To be able to edit the Learning Agreement in accordance with objections, it is necessary to learn the **reason of the rejection** first. After signing in, the website redirects you to a page with an overview of your learning agreements (if you are not automatically redirected, choose the option *My Learning Agreements* in the menu at the top of the page), where you will find your Learning Agreement with the status *Ready to Edit*. Continue by pressing *Edit* in the right column:

The screenshot shows the 'My Learning Agreements' page on the OLA website. The navigation bar at the top includes 'OLA', 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS' (circled in red), 'MY ACCOUNT', and 'LOG OUT'. The main heading is 'My Learning Agreements'. Below it, a red banner states: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' A 'Create New' button is on the left. The main content is a table with the following data:

Sending Institution	Receiving Institution	Status	Created ▼	View or Edit
Vysoka Skola Ekonomicka v Praze	Association Groupe Essec	Ready to Edit	Wed, 02/02/2022 - 14:01	<div><a href="#">Edit</a> (circled in red)</div> <div><a href="#">Download PDF</a></div> <div><a href="#">History</a></div>

The rejection reason is found at the **bottom of the last step 6 Commitment**, where you had signed the previous version of the document (though the box for your signature will now be empty again). Thus, you need to click through all the steps by pressing *Next* in each (unfortunately, none of those are skippable):

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year \*

2021/2022

### Commitment Preliminary

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.

Clear

**Rejection reason**

Kurz Upper Intermediate French není vhodný. Prosím najděte alternativu.

Reason for declining the previous Online Learning Agreement proposal

In this case, the agreement was rejected by the VŠE (however, the procedure is analogical in case of rejection by the partner university abroad) – the Vice-Dean did not approve the course *Upper Intermediate French* and demands finding an alternative. Go back by pressing *Previous* to the section 4 *Proposed Mobility Programme*, where you find Tables A and B:

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

**Previous** Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Hence, in this case, Table A, which contains the courses you will study abroad, will be edited.  
Use the *Remove* button to remove the unapproved course and confirm the removal:

Component to Table A

Remove

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

Upper Intermediate French

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 \*

LGFR 14233

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

4

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 should be added.

Semester \*

Second semester (Summer/Spring)

Deleted Component: *Component t...*

Confirm removal

Afterwards – as you did when creating the first version (see section 4.1 *Table A (courses abroad)* of this guide) – use the *Add Component to Table A* button to add a form in which you fill in the details about the alternative course abroad that you are replacing the unapproved course with:

Component to Table A

Remove

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

Advanced French

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 \*

LGFR 14230

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

4

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 should be added.

Semester \*

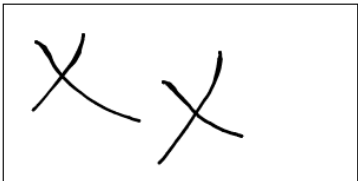
Second semester (Summer/Spring)

Add Component to Table A



Then use the button *Next* in the bottom to go to the last step once more, in which you sign the new Learning Agreement version and the platform sends it to relevant responsible person (in this case, it was the Vice-Dean). As you can see from the screenshot below, the previous rejection reason remains here even after the changes you have just made:

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.



Clear

Rejection reason

Kurz Upper Intermediate French není vhodný. Prosím najděte alternativu.

Reason for declining the previous Online Learning Agreement proposal

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

The **process** is therefore **the same** as for the first version of the Learning Agreement, so for more detailed instructions, please refer to section 4 *Courses and their recognition* on page 10 (or section 5 *Signing the agreement* on page 18) of this manual.

As in the case of approval of the agreement, you will be informed about it by an e-mail from *no-reply@learning-agreement.eu*, whereby the Learning Agreement will be sent for approval to the relevant person at the partner university abroad:

Dear Student,

Your Online Learning Agreement has been signed by the Sending Higher Education Institution. It has now been sent to the responsible person at the Receiving Higher Education Institution for review.

Login at [www.learning-agreement.eu](https://www.learning-agreement.eu) [1] to view your Learning Agreement.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] <https://www.learning-agreement.eu>

You will be informed about the signature by an e-mail as well. Once the agreement is approved by both parties, the process is complete. Now download the PDF version of signed agreement (available for download in *My Learning Agreements* – see section 5 *Signing the agreement* of this manual) and upload it to the appropriate field of your checklist in InSIS.