

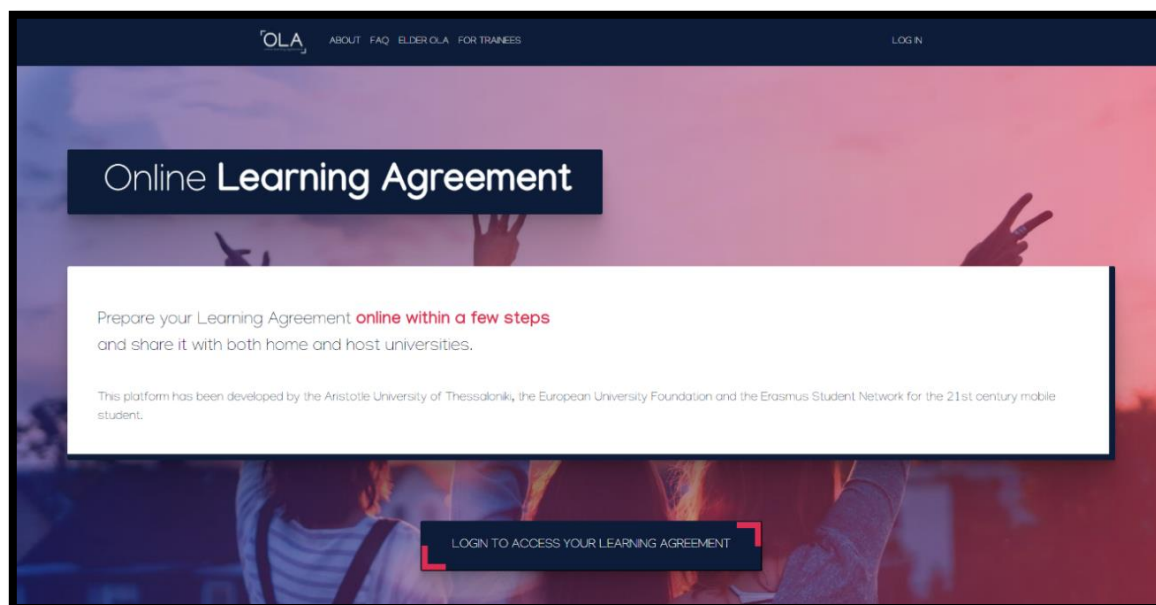
In this manual, you will find **brief instructions** for creating changes to the tripartite study agreement (Learning Agreement, LA) using the website *learning-agreement.eu*. Learning Agreement During Mobility is a document specifying **how the composition of courses studied abroad changes and how they will be recognised** to your VŠE studies.

It is one of the Erasmus+ obligations during/after the exchange (more information can be found on the [International Office website](#)), but it is not necessary to fulfil it, as **there is not always a change** in courses studied compared to courses planned to study, listed in the OLA Before Mobility. However, most students do change the agreement (e.g. after arrival at the foreign university, they find out that the required course has reached capacity, it has not been opened for some reason etc.).

For more detailed information on how to navigate the *learning-agreement.eu* platform, please refer to the [OLA Before Mobility manual](#). Due to the fact that you have already completed the OLA Before, this guide is more concise.

The manual is divided into two sections, between which you can browse freely:

- 1 Changes to Table A..... 2
- 2 Changes to Table B..... 4



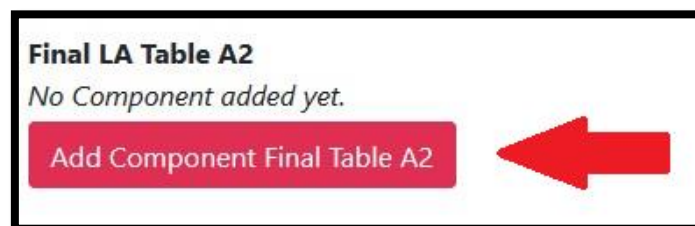
After logging into the platform, you will be redirected to a page with an overview of your Learning Agreements (if not, you can access the same page by selecting *My Learning Agreements* in the top menu of the page), where your Learning Agreement will be listed with the status *Signed by both coordinators*. Continue by selecting *Apply Changes* in the right-hand column:

Vysoka Skola Ekonomicka v Praze	Association Groupe Essec	Signed by both coordinators	Thu, 10/22/2020 - 08:17	Apply Changes Download PDF History
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1 Changes to Table A

Table A contains information **only about changes** in the courses studied abroad, so these changes must be **marked** in the OLA.

As with OLA Before Mobility, you must first **add the course that is to be changed to the table (even in case you need to remove the course from the Learning Agreement)**. In other words, **you add all the courses you will be working with in some way**:



This activates a form where you fill in the details of the specific course (the same as in OLA Before Mobility), including information **about the change and its reason**.

In both cases, you choose from a drop-down menu – in the case of change, you specify either *Added* or *Deleted*, and for the reason, you choose from several options including course unavailability, timetable conflict, etc. If you are replacing the course you are deleting, select the appropriate option as well.

Then continue by adding another course to Table A and repeat the above-mentioned process for all courses affected by any change – this means **that if you are, for example, replacing one course with another, you will have two entries in Table A for OLA During Mobility**.

The page can be quite long, as forms are added underneath each other and are not collapsible. Thus, be careful while filling it out, and in particular **keep track of the total sum of credits** of the courses in Table A, keeping in mind courses that are not affected by the change (i.e. they are only listed in the OLA Before Mobility you created before your exchange).

On the following page you will find an example of completed Table A in OLA During Mobility.

Final LA Table A2

Component Final Table A2

Remove

Component Added or Deleted *

Added

Reason Change Added

Substituting a deleted component

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

Business Research

Component Code *

MGTM 14123

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

4

Semester *

First semester (Winter/Autumn)

Add Component Final Table A2

Final LA Table A2

Component Final Table A2

Remove

Component Added or Deleted *

Deleted

Reason Change Deleted

Timetable conflict

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

Corporate Finance

Component Code *

MGTM 14321

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

4

Semester *

First semester (Winter/Autumn)

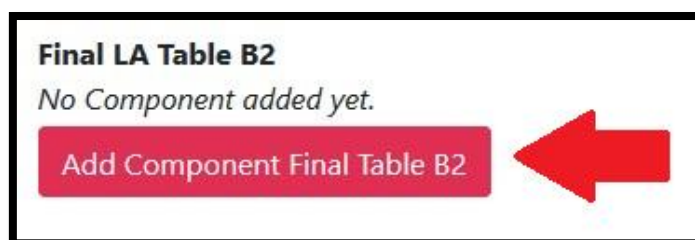
Add Component Final Table A2

In this case, the student is only replacing one course abroad with another. The course *Corporate Finance*, which the student was originally supposed to study, is being replaced by the course *Business Research*. Since both courses have the same credit value (ECTS), there will be no need to fill in changes to Table B (assuming the student plans to have the new course recognised to the same group of courses).

2 Changes to Table B

Table B works on the same principle as Table A. It contains **information about changes to the way courses are recognised** to your studies at VŠE. As already explained in the manual for OLA Before Mobility, **Table B does not contain specific courses**, but **groups of (elective) courses** for your study plan, into which courses from abroad are going to be recognised.

So, analogically with Table A, **in Table B, there will be listed only groups of courses affected by any change:**



In the activated form, fill in details about the course group (the same as in the OLA Before), including the **change you wish to make to the group** – *Added or Deleted*, the reason for this change and the **amount of ECTS you are adding or deleting within the group**.

Then continue by adding another entry to Table B and repeat the above-mentioned process for all course groups affected by any change – this means that **if, for example, you are only changing the amount of credits within one group, you will only have one entry in Table B for OLA During Mobility**.

Forms are added underneath each other and are not collapsible, so the page can be quite long. Be careful while filling it out, in particular **keep track of the total sum of credits** of the course groups in Table B, keeping in mind courses that are not affected by any change (i.e. they are only listed in the OLA Before Mobility you created before your exchange). **Tables A and B (including their “changed counterparts”) must always be equal**. It can be helpful to make notes on paper.

On the following page, you will find an example of completed Table B in the OLA During Mobility.

In this case, the student will be studying courses abroad for 3 credits less than planned due to a timetable conflict (therefore, in Table A, the student removed one course without adding any replacement). This course should have been recognised to the university level elective courses group (*cVB General Electives*). Therefore, the value of credits recognised into the study plan at VŠE has to be reduced. In Table B, only one item needs to be listed, namely the changed 3 ECTS, which the student will not receive from his studies abroad (screenshot below):

Component Final Table B2 Remove

Component Added or Deleted *

Deleted

Reason Change Deleted

Timetable conflict

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

General Electives

Component Code *

cVB

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

3

Semester *

First semester (Winter/Autumn)

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component Final Table B2

Once all edits are complete, digitally sign the Learning Agreement in section 6 *Commitment*. Use the button in the bottom right corner to confirm the signed OLA and the platform will send it directly to your faculty's Vice-Dean for academic affairs and/or Vice-Dean for international relations (alternatively the academic director) for signature. Please note that **once this button has been pressed, the Learning Agreement cannot be edited** as the current version has been sent for signature.

The Vice-Dean will either approve the document with their signature, or return it with comments (the procedure for rejection, as well as more detailed information on this step, can be found in the [OLA Before Mobility manual](#)). After the approval of the Vice-Dean, the Learning Agreement will be signed by the partner university, which concludes the process. You will be notified by an e-mail about each party's signature.

After that, download the PDF version of the Learning Agreement with both signatures (can be downloaded in *My Learning Agreements*) and upload it to the appropriate section of your checklist in InSIS.