

## Online learning agreement

**What is a Learning Agreement?** The Learning agreement is one of the most important steps of any Erasmus exchange. It is a document that provides the student, host university and home university with key information on a student's Erasmus program.

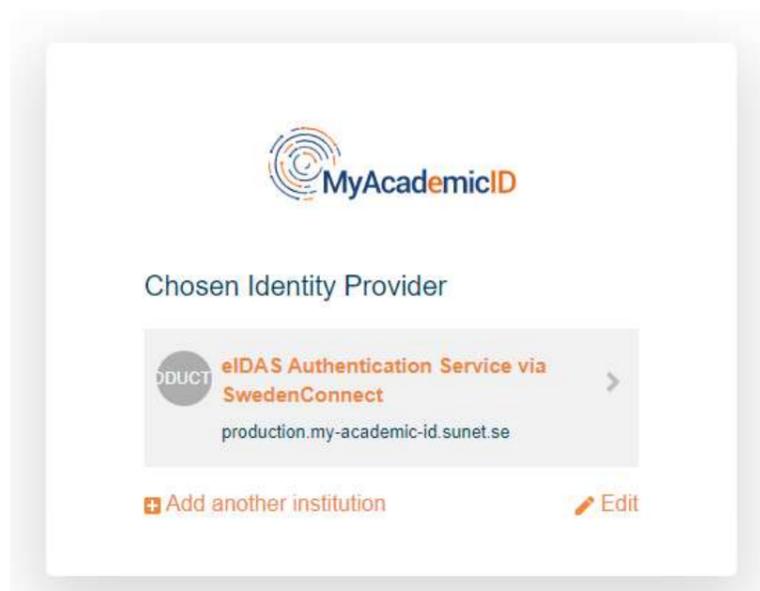
The purpose of the Learning Agreement is to provide definition of the Erasmus study program and to make sure the student receives recognition for the courses successfully completed abroad. It sets out the program of the studies, and courses to be followed abroad and must be approved by the student, the sending and the receiving institution before the start of the exchange.

The Learning Agreement must be complete, and signed by all parties, before the Grant Agreement can be opened.

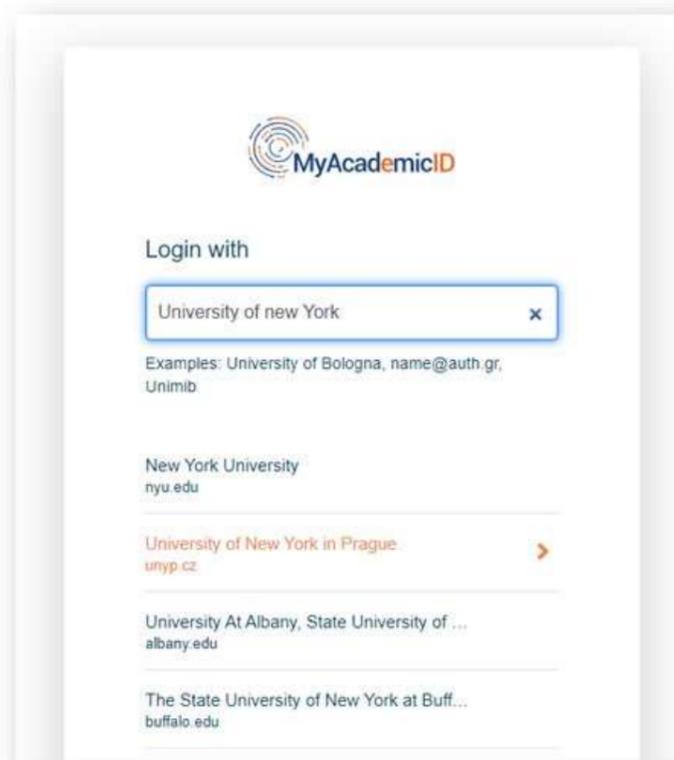
### How Do I Create a Learning Agreement? (Click for [SLIDES](#)) (Click for [VIDEO TUTORIAL](#))

1. Students access the OLA platform (<https://www.learning-agreement.eu>) and
  - a. Log in with their UNYP email through MyAcademicID, see the steps below:

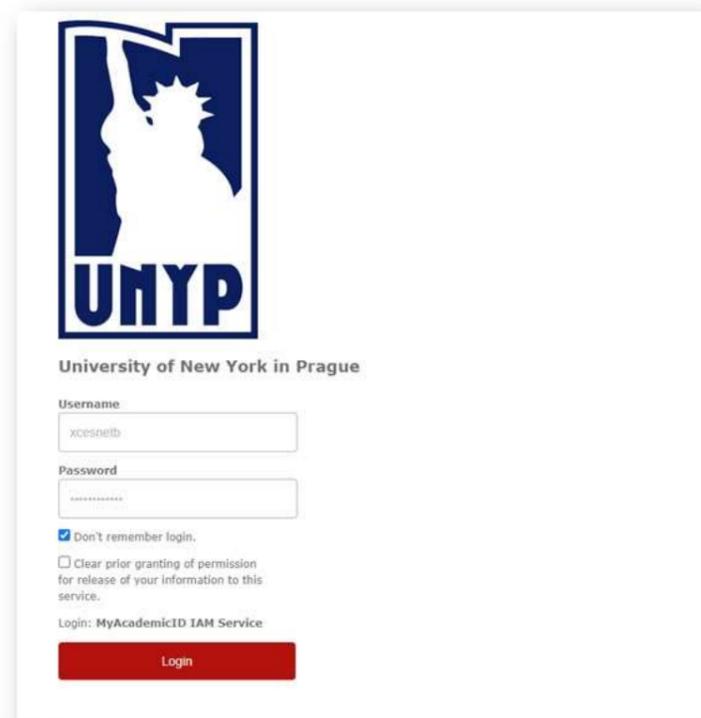
It can happen that you see already and institution filled in, if it is not UNYP click "Add another institution" and follow with next step.



b.



c.



d.

You are about to access the service:

**MyAcademicID IAM Service of GEANT**

Description as provided by this service:  
The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GEANT using the eduTEAMS service.

Additional information about the service

Information to be Provided to Service	
Given name	
Surname	
Display name	
Common name	
E-mail	
Principal name	
Unique ID	
Organization name	University of New York in Prague
Organizational domain	unyp.cz
Scoped affiliation	member@unyp.cz student@unyp.cz

Data privacy information of the service

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- Ask me again at next login
  - I agree to send my information this time.
- Ask me again if information to be provided to this service changes.
  - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again

e.

**MyAcademicID**

The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

**Proceed to register on the MyAcademicID IAM Service**

f.

**eduTEAMS Registrar**

## MyAcademicID Registration

Name\*

E-mail\*

MyAcademicID Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy\*  Confirm

**> Submit**

2. Complete the Personal information to complete your profile. **See slide 3**
3. On the right upper corner click MY LEARNING AGREEMENTS. When the site refreshes, click "Create New".
4. Verify your personal information and click NEXT. **See slide 4**
  - a. You can start with a draft and come back to finish it at any time. You can find it in MY LEARNING AGREEMENTS.
5. Fill in information about the sending institution (*Czech Republic, University of New York in Prague - See slide 6*) And sending responsible person (Kateřina Kučerová CGE coordinator/Timothy Smetana International Development Manager, [erasmus@unyp.cz](mailto:erasmus@unyp.cz) - **See slide 7**)
6. Fill in the information about your host institution the same way. If you have questions about the information that should be provided in this section, contact CGE ([erasmus@unyp.cz](mailto:erasmus@unyp.cz)).
7. Fill in your courses:
  - a. Table A – Enter the course title, code, number of ECTS, and semester for each course that you wish to enroll in at the host institution. After entering the information for a course, you must click "ADD COMPONENT TO TABLE A" then you will be able to enter the information for your next course. Be sure to click "ADD COMPONENT TO TABLE A" after completing the course information each time in order to complete the table. **See slide 9**

Be sure to enter, at the bottom of Table A, the language of instruction at the *host* institution and your level of English proficiency.
  - b. Table B – For each course that you have entered into Table A, you must enter the UNYP course equivalent for which you will receive transfer credit. **See slide 10**

- i. **If a course at the host institution will transfer back to UNYP as an elective, rather than a direct transfer, you can enter "ELECTIVE" in the course title and course code of Table B.**
  - ii. UNYP course codes can be found here: <https://elearning.unyp.cz/mod/url/view.php?id=94823>.
8. You can skip the Table C if your mobility is done physically. If your program will be conducted virtually, you must enter into Table C all the information you have entered into Table A.
9. Sign the Learning Agreement. **See slide 11**
10. The responsible person at the sending University will receive an automatic notification via email to review and sign the LA.
11. You can see the status at the tab MY LEARNING AGREEMENTS. **See slide 12**