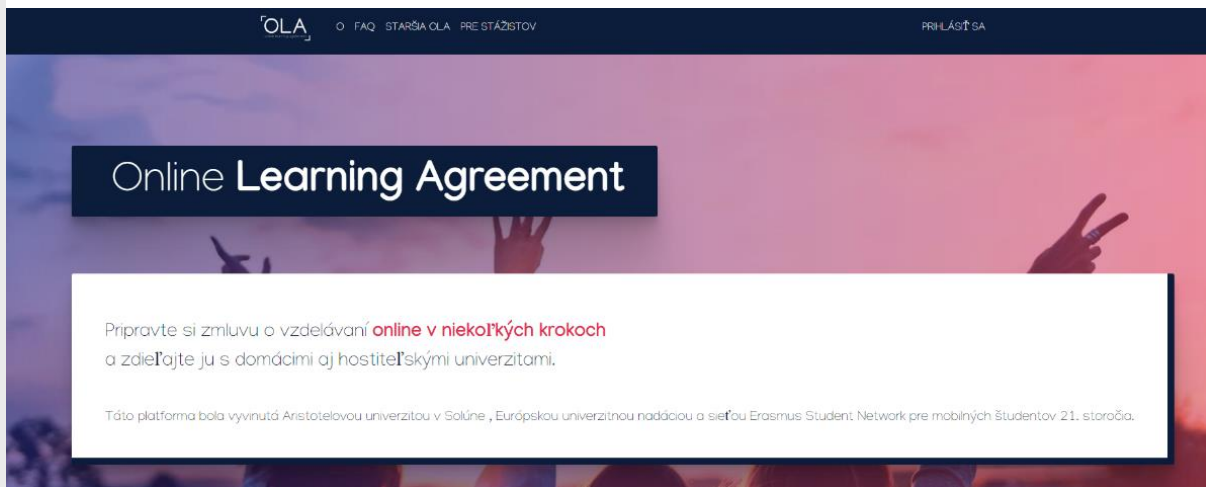


# Tutoriál k Online Learning Agreement pre študentov Akadémie ozbrojených síl generála Milana Rastislava Štefánika v Liptovskom Mikuláši



## ➤ Čo je Online learning agreement? (alebo Zmluva o štúdiu)

### Learning agreement (papierová forma)

- dokument, ktorý má slúžiť ako študijný plán pre študenta na mobilitu ERASMUS
- nachádzajú sa v ňom predmety zvolené študentom, ktoré bude študovať na prijímajúcej inštitúcii
- **LA musí byť podpísaný 3 stranami** – študentom- vysielajúcou inštitúciou- prijímajúcou inštitúciou

### Online learning agreement skr. OLA

- **nástroj pre študentov, ktorý umožňuje vytvorenie tejto zmluvy online, bez papierovej formy a tlačenia**

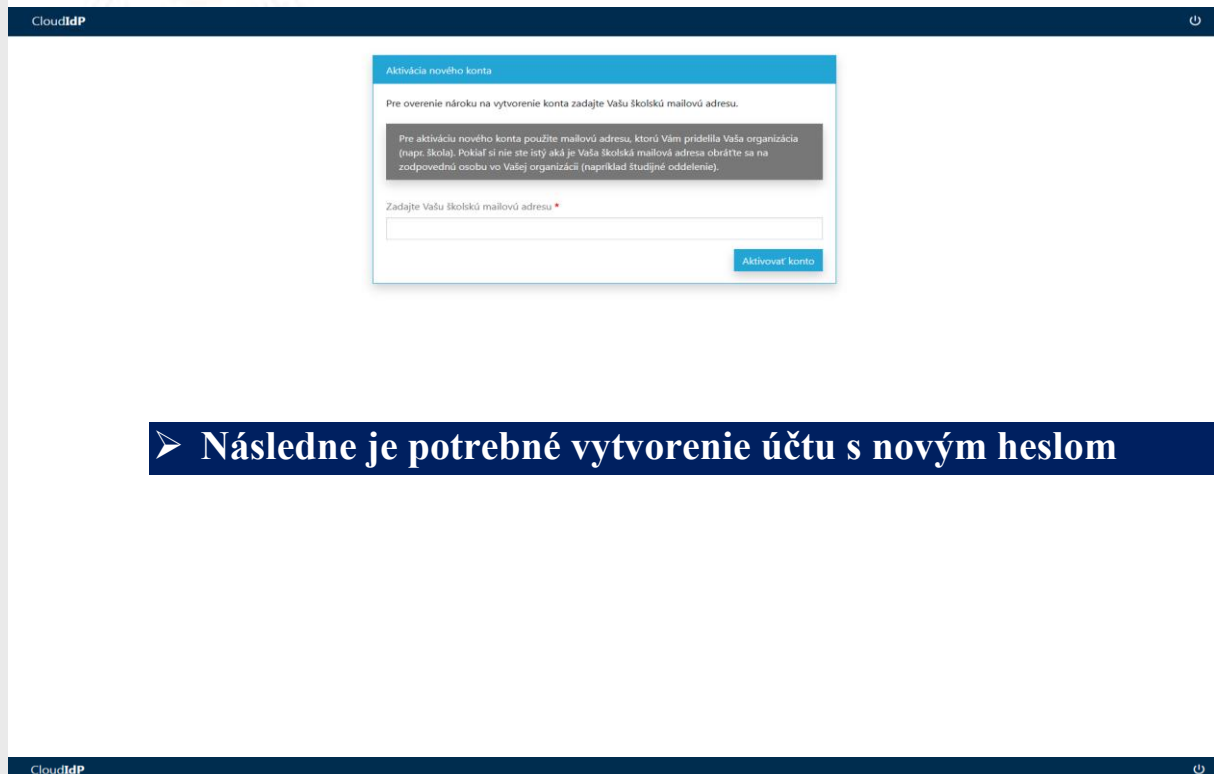
# 1. Krok

## Vytvorenie a aktivácia účtu študentov AOS

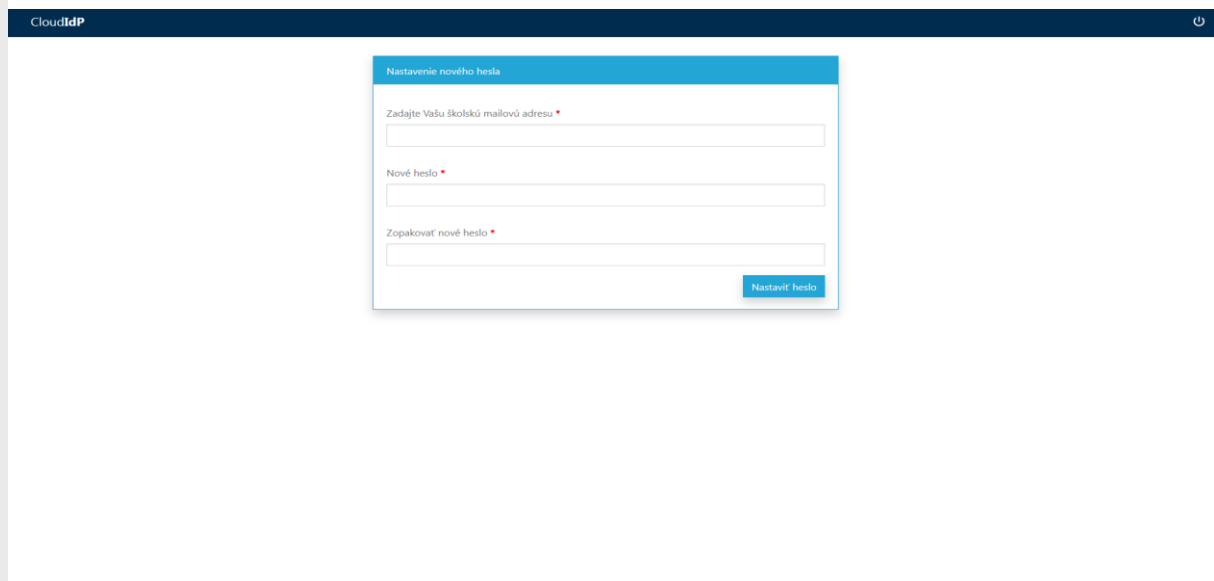
**Klik:**  <https://cloud-idp.safeid.sk/self/activation>

1.

➤ Je potrebné zadať svoju AOS mailovú adresu a aktivovať konto



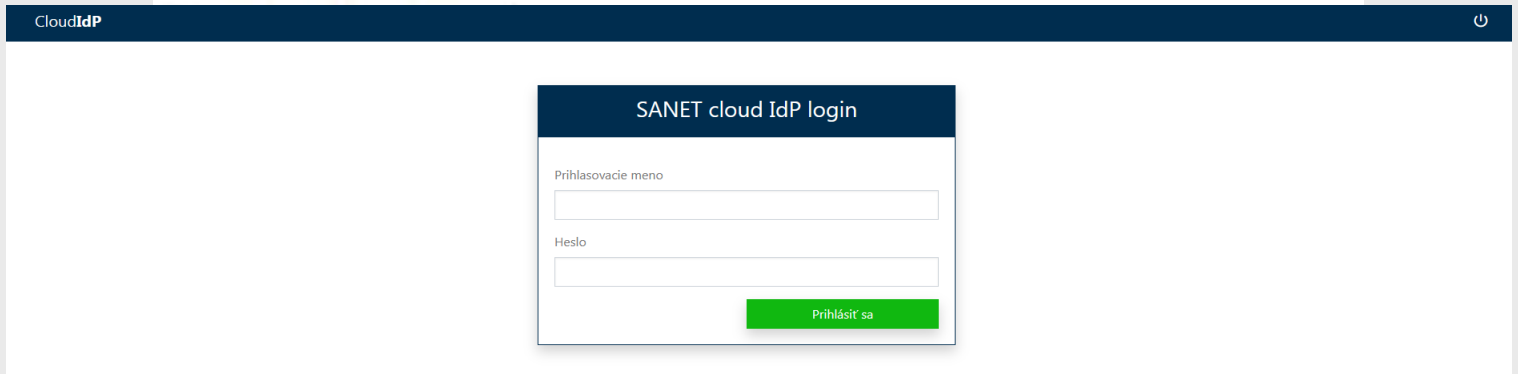
➤ Následne je potrebné vytvorenie účtu s novým heslom



2.

➤ **Ďalej je potrebné prihlásiť sa do siete SANET (s novým heslom)**

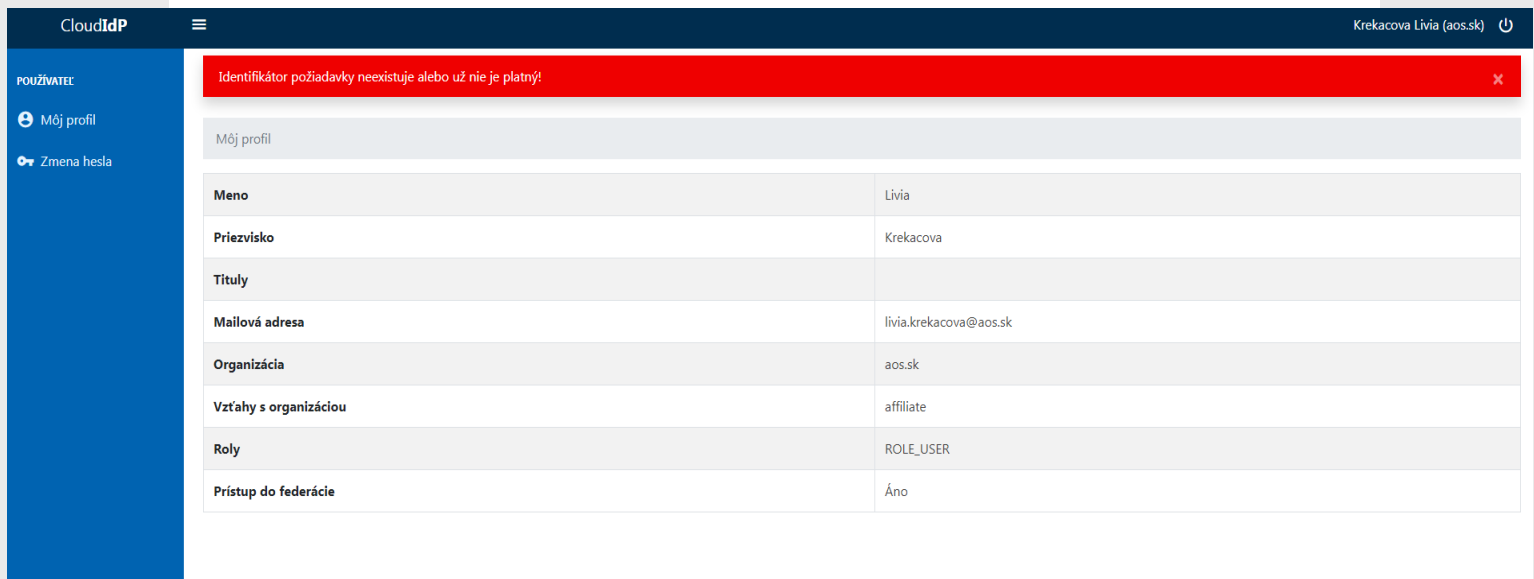
**Klik:** ➔ <https://cloud-idp.safeid.sk/login>



The screenshot shows the 'SANET cloud IdP login' page. It features a dark blue header with the 'CloudIdP' logo and a power icon. The main content area is white and contains a login form with the following fields:

- Prihlasovacie meno**: A text input field.
- Heslo**: A password input field.
- Prihlásiť sa**: A green button.

➤ **Po prihlásení stačí okno CCloudIdp zatvoriť a prejsť na prihlásenie do OLA**



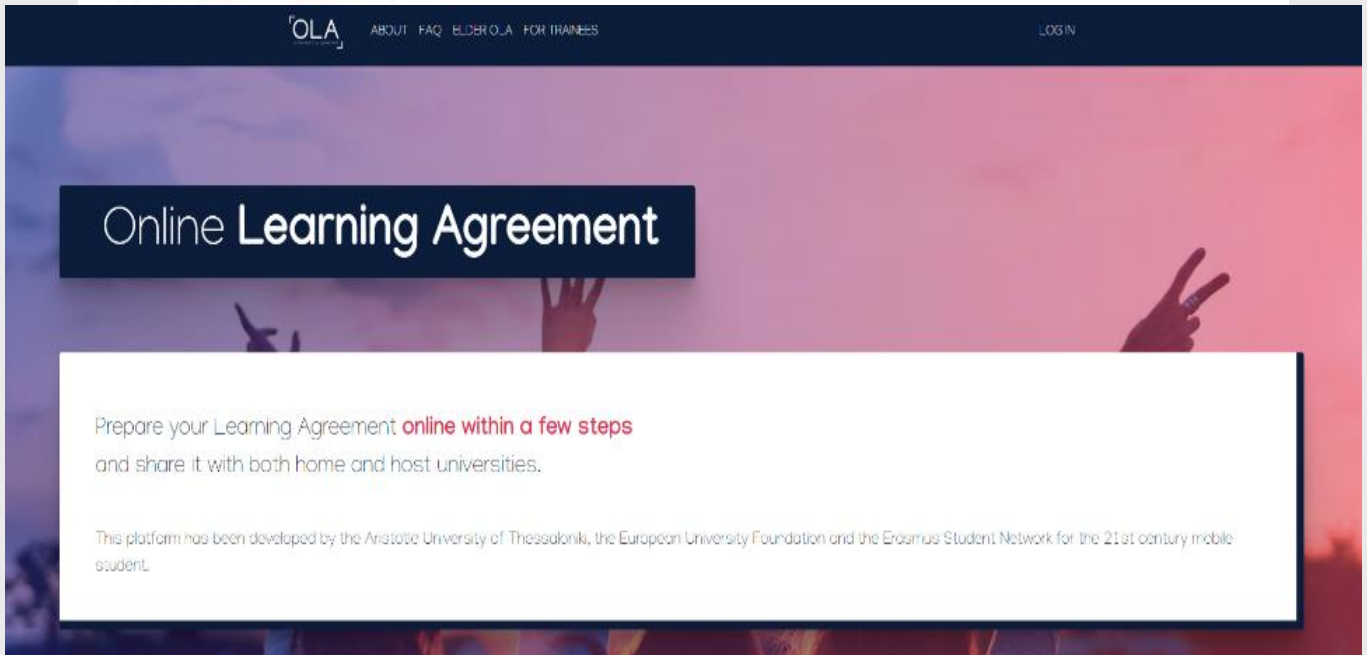
The screenshot shows the user profile page in the CloudIdP interface. The header includes the 'CloudIdP' logo, a menu icon, and the user's name 'Krekacova Livia (aos.sk)' with a power icon. A red error message at the top reads: 'Identifikátor požiadavky neexistuje alebo už nie je platný!'. The left sidebar contains navigation options: 'POUŽÍVATEĽ', 'Mój profil', and 'Zmena hesla'. The main content area displays the user's profile information in a table:

Mój profil	
Meno	Livia
Priezvisko	Krekacova
Tituly	
Mailová adresa	livia.krekacova@aos.sk
Organizácia	aos.sk
Vzťahy s organizáciou	affiliate
Roly	ROLE_USER
Prístup do federácie	Áno

## 2. Krok PRIHLÁSENIE DO OLA

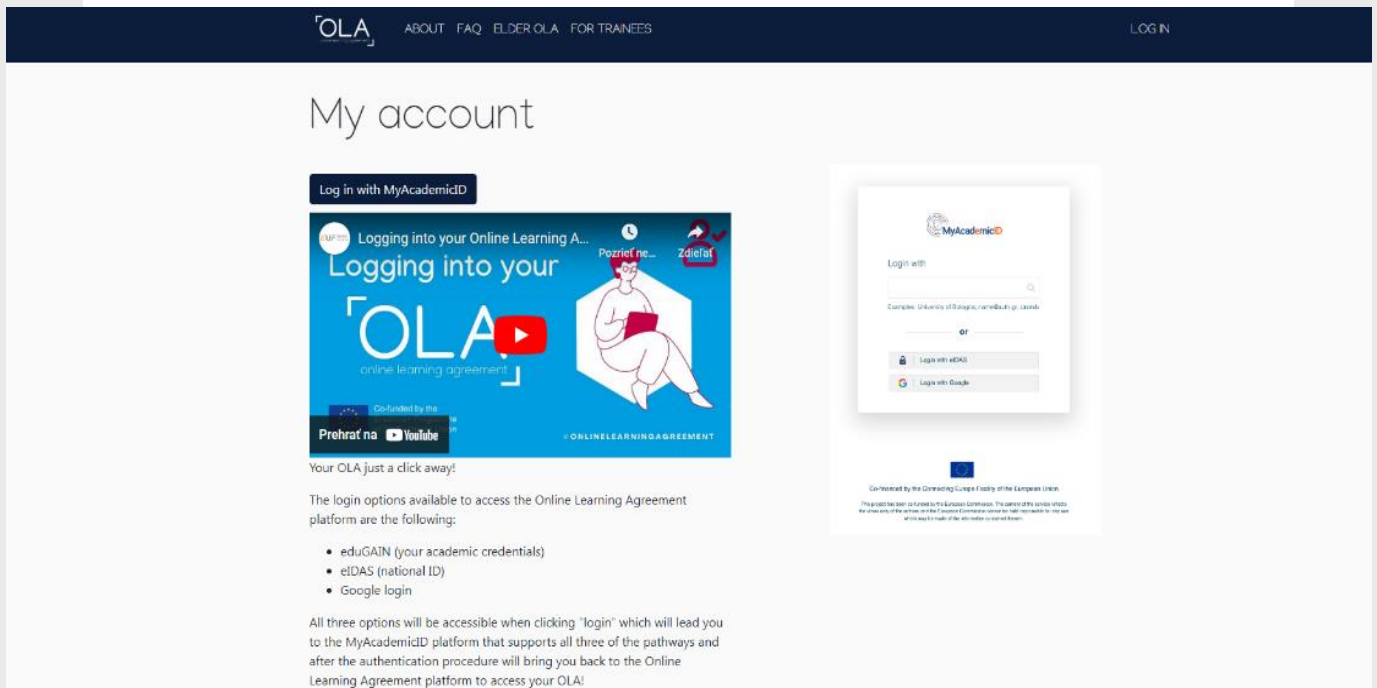
Klik:  <https://learning-agreement.eu/>

### 1. LOG IN



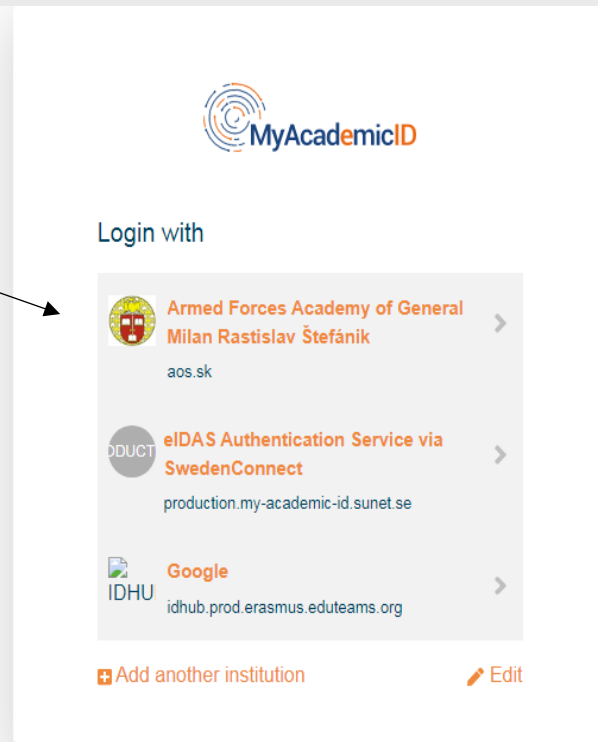
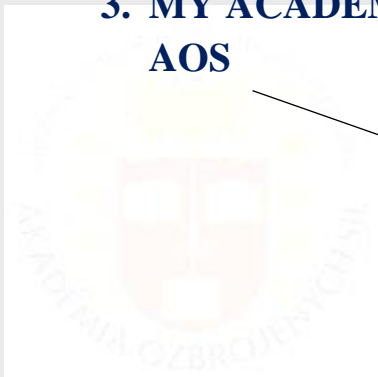
The screenshot shows the OLA website home page. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', and 'FOR TRAINEES'. A 'LOG IN' link is visible in the top right corner. The main heading is 'Online Learning Agreement'. Below this, a text box states: 'Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.' A smaller text box below that says: 'This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.'

### 2. LOG IN WITH MYACADEMIC ID



The screenshot shows the 'My account' page on the OLA website. It features a video player with the title 'Logging into your Online Learning A...' and a thumbnail showing a person sitting and reading. Below the video, there is a list of login options: 'Log in with MyAcademicID', 'eduGAIN (your academic credentials)', 'eIDAS (national ID)', and 'Google login'. A text box explains: '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!'. On the right side, there is a screenshot of the MyAcademicID login interface, which includes a 'Login with' field, a search bar, and buttons for 'Log in with eIDAS' and 'Log in with Google'. At the bottom, there is a small text box stating: 'Co-financed by the Erasmus+ Programme of the European Union. The project has been co-funded by the European Commission. The content of this service website does not necessarily reflect the views of the European Commission and the EU is not responsible for any use that may be made of the information contained therein.'

### 3. MY ACADEMICID-AOS



### 4. AOS- LOG IN A HESLO



#### AKADÉMIA OZBROJENÝCH SÍL GENERÁLA MILANA RASTISLAVA ŠTEFÁNIKA

[Bezpečnosť](#) [Súkromie](#) [O službe](#)

Prihlasujete sa k službe MyAcademicID IAM Service, ktorú prevádzkuje GEANT

Zrušiť predchádzajúce súhlasy na poskytnutie Vašich informácií tejto službe.

[Prihlásiť](#)

[Zabudli ste heslo?](#)

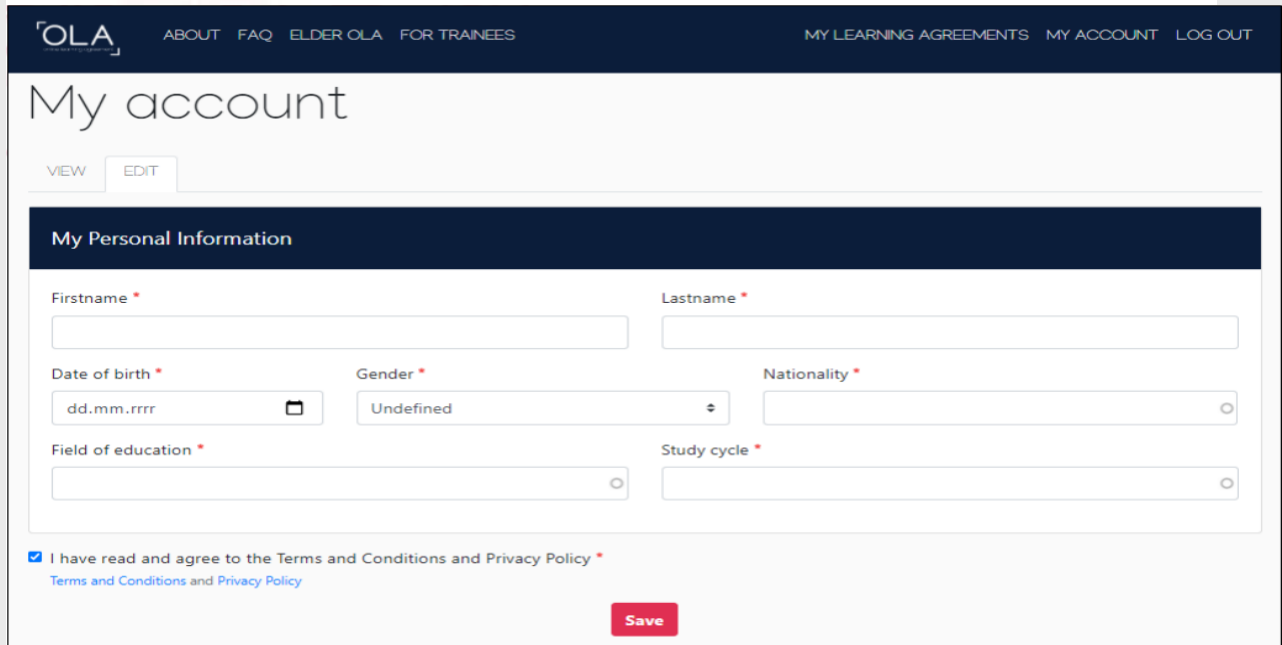
[Potrebujete pomoc?](#)

**POZOR! zachovávajte zásady ochrany informácií:**

pri ústnej, telefonicknej, ani e-mailovej komunikácii SafeID od Vás nikdy nepožaduje Vaše heslo svoje heslo neoznamujte ani ďalším osobám, neposielajte ho e-mailom a nehovorte ho do telefónu Vaše heslo používajte len na tých stránkach, pre ktoré je určené ak máte podozrenie, že sa prezradilo Vaše prihlasovacie heslo, **ihneď si ho zmeňte**

➤ **PRI PRVOM PRIHLÁSENÍ DO OLA JE POTREBNÉ  
VYPLNENIE SVOJHO PROFILU**

*(tieto údaje sa potom budú automaticky pri vytváraní LA doplňat)*

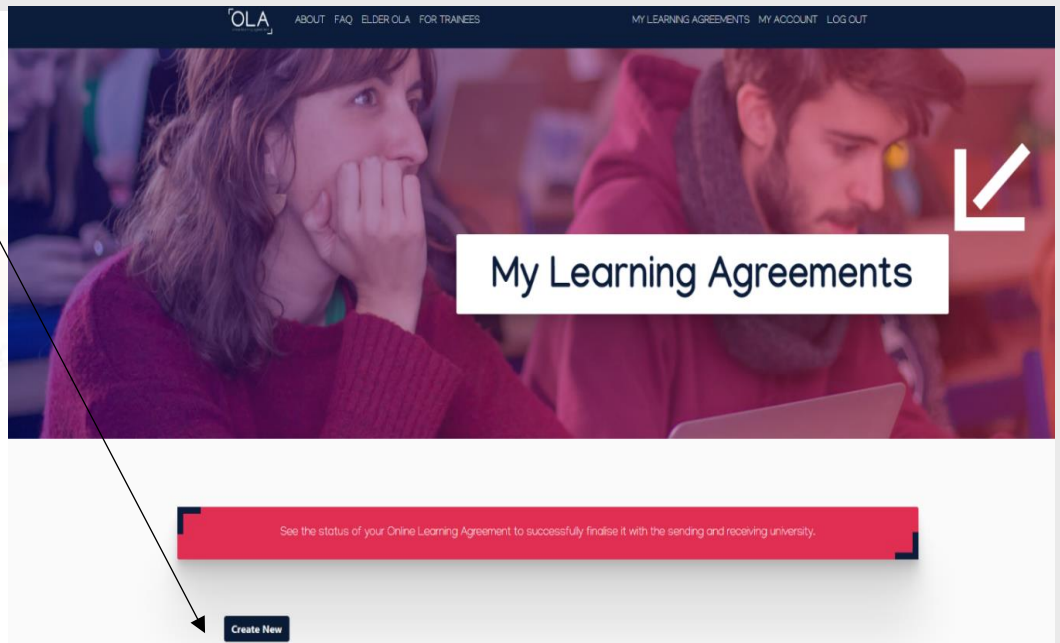


The screenshot shows the 'My account' page of the OLA system. The page has a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, the page title 'My account' is displayed, followed by 'VIEW' and 'EDIT' buttons. The main content area is titled 'My Personal Information' and contains several form fields: 'Firstname' and 'Lastname' (text input), 'Date of birth' (text input with a calendar icon), 'Gender' (dropdown menu), 'Nationality' (dropdown menu), 'Field of education' (dropdown menu), and 'Study cycle' (dropdown menu). At the bottom of the form, there is a checkbox labeled 'I have read and agree to the Terms and Conditions and Privacy Policy' with a link to 'Terms and Conditions and Privacy Policy'. A red 'Save' button is located at the bottom right of the form.

- **Field of education** - vyplniť odbor v anglickom jazyku (systém automaticky napovedá po zadaní prvých písmen)
- **Study cycle** – vypniť stupeň štúdia, ktorý študujete (*bachelor, master, doctorate*)

# VYTVORENIE OLA

Create new



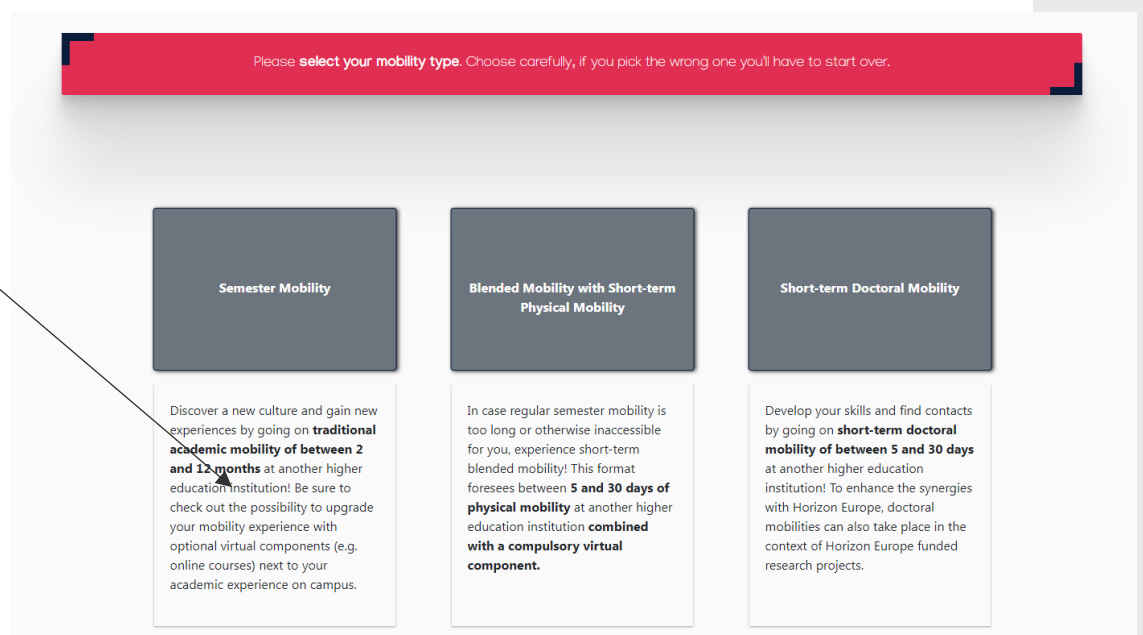
OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

## My Learning Agreements

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

Create New

Typ mobility



Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

### Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

### Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

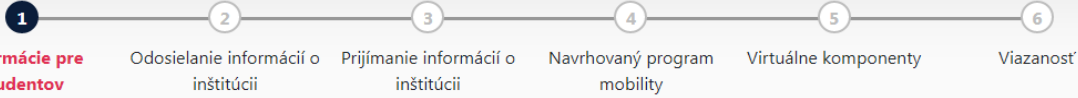
### Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

(semestrálna-zimná/letná, krátkodobá zmiešaná, krátkodobá doktorandská)

## 1. ÚDAJE O ŠTUDENTOVI A VYSIELAJÚCEJ INŠTITÚCII

➤ Vyplníte Vaše osobné údaje ako v „My account“ (ak sa nedoplnia automaticky)



Akademický rok \*

2022/2023

### Študent

Krstné mená \*

xxx

Priezviská \*

xxx

Email \*

xxx

Dátum narodenia \*

18. 09. 1995



rod \*

Žena

národnosť \*

Slovakia (402)

Krajina, do ktorej osoba administratívne patrí a ktorá vydáva občiansky preukaz a/alebo pas.

Oblasť vzdelávania \*

Military and defence (1031) (860)

Odbor vzdelávania Komentár

Študijný cyklus \*

Bakalársky alebo ekvivalentný prvý cyklus

Oblasť vzdelávania: Na nájdenie podrobnej oblasti vzdelávania a odbornej prípravy na úrovni ISCED 2013 by sa mal použiť vyhľadávací nástroj ISCED-F 2013 dostupný na [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) ktorý je najbližšie k predmetu titulu, ktorý študentovi udelí vysielajúca

Študijný cyklus: Krátky cyklus (EQF úroveň 5) / Bakalársky alebo ekvivalentný prvý cyklus (EQF level 6) / Master alebo ekvivalentný druhý cyklus (EQF level 7) / Doktorandský alebo ekvivalentný tretí cyklus (EQF level 8).

- V časti field of education treba vypísať Váš odbor v **anglickom jazyku**
- V časti field of cycle- **stupeň štúdia**, ktorý študujete



Sending

Sending Institution

Country \*

Name \*

- Systém automaticky doplňa údaje po zadaní prvých písmen.

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
Last name(s) *	Last name(s)
Position *	Position
Email *	Email
Phone number	Phone number
<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>
<a href="#">Previous</a>	<a href="#">Next</a>

*Eva Dorková*

*Erasmus+ coordinator*

*Eva.dorkova@aos.sk*

*Livia Krekáčová*

*Erasmus office*

*livia.krekacova@aos.sk*

## 2. ÚDAJE O PRIJÍMAJÚCEJ INŠTITÚCII

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

Academic year \*  
2022/2023

Receiving

Receiving Institution

Country \*  
Czechia x

Name \*  
Univerzita Obrany x

Faculty/Department

Address \*  
Brno

Erasmus Code \*  
CZ BRNO10

- Vyplňate údaje na základe toho, do akej krajiny a na akú univerzitu idete vycestovať.

**Vždy je potrebné skontrolovať Erasmus kód danej univerzity!!** (<https://www.aos.sk/clanok/partnerske-skoly>)

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) * <input type="text"/>	First name(s) <input type="text"/>
Last name(s) * <input type="text"/>	Last name(s) <input type="text"/>
Position * <input type="text"/>	Position <input type="text"/>
Email * <input type="text"/>	Email <input type="text"/>
Phone number <input type="text"/>	Phone number <input type="text"/>

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

- Receiving responsible person- vyplňate údaje Erasmus+ koordinátora na prijímajúcej inštitúcii (nájdete na webových stránkach daných univerzít)

- Receiving Administrative contact person nie je potrebné vyplňať

## Preliminary LA

Planned start of the mobility \*

Planned end of the mobility \*

### 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]

- 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 \*

The level of language competence \*

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>

- V časti **Preliminary LA** sa vyplňa obdobie, v ktorom sa uskutoční plánovaná mobilita
- V spodnej časti Table A budete pridávať postupne predmety, ktoré plánujete v zahraničí absolvovať:

**1 component = 1 predmet**

- Zadáte hlavný jazyk, v ktorom budete študovať (vo väčšine prípadov anglický jazyk)
- Úroveň jazyka je podľa znalosti väčšinou **B1-B2**

## Component to table A

**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) \*

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, preparatory/research for a thesis, mobility window or free electives.

Component Code \*

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

Semester \*

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

- **Component title** – názov predmetu, ktorý chcete absolvovať na zahraničnej inštitúcii
- Katalógy predmetov nájdete na oficiálnych webových stránkach univerzít
- **Component code**- kód daného predmetu (zatiaľ podľa papierovej verzie)
- **Počet ECTS kreditov**- podľa daných predmetov
- **Semester**- podľa dohodnutej mobility zimný/letný/celý akademický rok

➔ Klik na Add component to Table A

Rovnako si navolíte všetky predmety, ktoré chcete mať v Zmluve o štúdiu

## Component to table B

### 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]

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

- podáva informáciu o tom, ktoré predmety Vám budú uznané po ukončení mobility a príchode späť na inštitúciu
- vyplňa sa rovnako ako A: **1 predmet = 1 component**

**Zadávajú sa tam predmety, ktoré by mali byť uznané po príchode z mobility na domácej inštitúcii**

**Ktoré predmety Vám však budú uznané, sú predmetom dohody s garantom daného odboru štúdia!**

## PODPÍSANIE OLA

**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.

[Previous](#) Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

- **V tejto poslednej časti OLA podpíšete elektronicky na dotykovej obrazovke, poprípade myšou na PC**
- **OLA sa po podpísaní odošle automaticky Erasmus+ koordinátorovi**  
( mená, ktoré ste zadávali v prvej časti ako Responsible a Administrative contact person )
- **Ak je OLA v poriadku, Erasmus+ koordinátor ho podpíše a opäť bude automaticky odoslaný na podpis na zahraničnú inštitúciu, kde chcete absolvovať svoju mobilitu.**
- **Ak nie, Erasmus+ koordinátor ho nepodpíše a Vám sa následne vráti aj s opisom, čo treba opraviť'. (dookola)**

**AŽ KEĎ BUDE DOKUMENT PODPÍSANÝ VŠETKÝMI TROMA STRANAMI SA OLA STÁVA PLATNÝM DOKUMENTOM!**