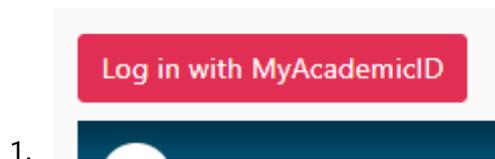


Creation of the OLA (Online Learning Agreement):

1. Open <https://learning-agreement.eu/>
2. Select "log in" and log in using the **Log in with MyAcademicID**



2. Search for Czech university of... and select it.



Login with

czech university of life



Czech University of Life Sciences Prague
czu.cz

3. Use the **same** credentials as for the **UIS**. For example,



Přihlásit se k MyAcademicID IAM
Service

Uživatelské jméno

xpokp011

Heslo

.....

- Nepamatovat přihlášení.**
- Smazat předešlé povolení k
uvolnění Vašich informací pro tuto
službu.**

Přihlášení

NOTE: if the login via the MyAcademicID **does not work**, feel free to use the **Google** account instead.

3. After a successful login, you need to create a new OLA by selecting **Create New**.

1. There is a great video guide, which I share with you below. **but before you watch** it make sure to know the following details:

- You are going on a **Blended Mobility with Short-term Physical Mobility**. So make sure to select it. *(In the video, it is time 1:25)*
- The academic year is **2023/2024** *(time in the video around 2:15)*
- Sending institution is **CZU**, which is registered in the system under the name "**CESKA ZEMEDELSKA UNIVERZITA V PRAZE**"
 - You can check that you selected the correct university by its Erasmus code, which for CZU is CZ PRAHA02. *(time in the video around 2:50)*
- The Sending Responsible Person (a person from CZU) depends on your faculty.

Faculty	Resp. person name	Resp. person position	Email	Phone number
FAPPZ	Lenka Kourimska	Vice-dean for international affairs	iro@af.czu.cz	<i>You can leave it empty</i>
FŽP	Tereza Bessko	Erasmus coordinator	bessko@fzp.czu.cz	<i>You can leave it empty</i>
FTZ	Jana Hummelova	Erasmus coordinator	hummelova@ftz.czu.cz	<i>You can leave it empty</i>

- The Sending Administrative Contact Person is not a mandatory field, so you can leave it **empty**.
- The Receiving Institution depends on where you are going on your BIP Erasmus.

- The Receiving Responsible Person (a person from the receiving institution) again **depends on your destination**. Unfortunately, I have not been provided with this information; therefore, it is **your responsibility to contact the receiving university to obtain this information.**
- The start and end of your mobility depend on the destination.

- The added component (a subject) depends on the BIP you will participate. Usually, the BIP name is also the name of the component (a subject); however, make sure to double check it. Receiving universities usually send out information on what to fill into the OLA.

- Language is English, and the level is B2 (*time in the video around 7:27*)

2. Here is the entire video

guide: https://www.youtube.com/watch?v=palKpHJvTlg&ab_channel=EuropeanUniversityFoundation