

ONLINE LEARNING AGREEMENT the simple and easy way

Dear ERASMUS+ students!

ERASMUS+ is digitalising, which is why we wish to ask you to create and update your learning agreements (“LA”) exclusively in electronic form.

How do you do it?

From now on, LA are made and edited exclusively via www.learning-agreement.eu:

1. Click on Log in. A window with MyAcademicID will pop up. Complete the name of the school as “Academy of Performing Arts in Prague”. When logging in next with the same computer or mobile device, the school’s name should be pre-completed.
2. You will be redirected to AMU’s MyAcademicID page where you can log in with the login (user name) and password that you use at AMU.

MyAcademicID

Login with

Examples: University of Bologna, name@auth.gr, Unimib

or

eIDAS

Google

MyAcademicID

Login with

Academy of Performing Arts in Prague
amu.cz

Add another institution

Edit

AKADEMIE MÚZICKÝCH UMĚNÍ V PRAZE
DIVADELNÍ FAKULTA
FILMOVÁ A TV FAKULTA
HUDEBNÍ A TANEČNÍ FAKULTA

Přihlásit se k MyAcademicID IAM Service

Uživatelské jméno

Heslo

Nepamatovat přihlášení.

Smazat předchozí povolení k uvolnění Vašich informací pro tuto službu.

Přihlášení

3. If you are using MyAcademicID for the very first time, you will be prompted to register for the service. Click to “Proceed to register on MyAcademicID” and enter your school e-mail address. Your e-mail box will then receive a prompt for confirmation; click on the link (next, proceed to step 2 above).

eduTEAMS Registrace

MyAcademicID Registration

Name* Alena KOLAFOVÁ

E-mail* Alena.KOLAFOVA@amu.cz

MyAcademicID Acceptable Use Policy

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

Submit

Proceed to register on the MyAcademicID IAM Service

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.

4. My Account, a page with your personal information will open; complete your data.

Select "Field of education":

Audio-visual techniques and media production (0211) (743)

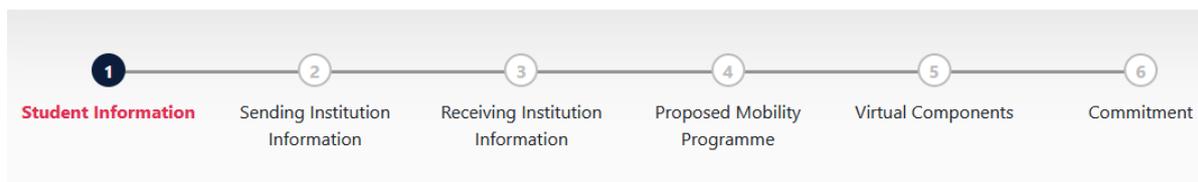
Select "Study cycle":

Bachelor or equivalent first cycle (EQF level 6) (19)

Master or equivalent second cycle (EQF level 7) (20)

Doctorate or equivalent third cycle (EQF level 8) (21)

5. A page with your Learning Agreement (LA) will open. Click on "Create New". If you are coming back to finish a draft agreement (you can do this), you will see the agreement below, and then select "Edit".
6. A page where you choose the type of mobility will open.
7. Having chosen the type of mobility, continue by checking the form containing your personal information, then click OK and continue on.



8. Complete the information on the sending university, including the Faculty and the Erasmus code (CZ PRAHA04).

For "Sending Responsible Person", please specify:

Petr Michal, e-mail: erasmus@famucz, tel.: +420 234 244 370

"Sending Contact Person" is the same as "Sending Responsible Person".

Complete the information about the host university. The Erasmus code will load automatically once you enter the name of the foreign school. Make sure to find out in advance who you should enter as the Receiving Responsible Person (mandatory) and, as the case may be, the Receiving Administrative Contact Person (not mandatory).

9. The next step is completing the "Proposed Mobility Programme" and generating a Preliminary LA. Enter the beginning and the end of your international stay. Also, fill in the list of courses you will study abroad and the courses that your Faculty will recognise, including the subject code, the semester and the number of credits.

In Table A, complete the subjects that you will study abroad and the dates – the beginning and the end of your stay, the language of instruction and the level of language skill on the CEFR scale.

In Table B, complete all the recognised subjects including their codes and numbers of credits.

Below the line "Provisions applying if the student does not complete successfully some educational components", insert "<https://www.amu.cz/en/official-desk/rules-regulations/rectors-decrees/>" (the Rector's Decrees laying down the requirements for the recognition of international studies), and below the line "Web link to the course catalogue at the Sending Institution describing the learning outcomes", insert "<https://sp.amu.cz/>".

10. If your foreign study programme involves a virtual component (a subject taught online), specify it in the next step in Table C.
11. The last step is signing the LA in the defined field (e.g., using a computer mouse). Once signed, click on "Sign and send the online Learning Agreement to the Responsible person at the Sending Institution". This will submit the LA to your Faculty for approval.
12. The LA is to be signed by three parties (the student, the sending institution and the host institution), which undertake to observe all the agreed provisions; this will ensure that your studies abroad will be recognised as completed successfully without further requirements. If the Erasmus coordinator at your Faculty approves the agreement, it will be signed and submitted to the host institution abroad for signing. You may be contacted and asked to modify the agreement.