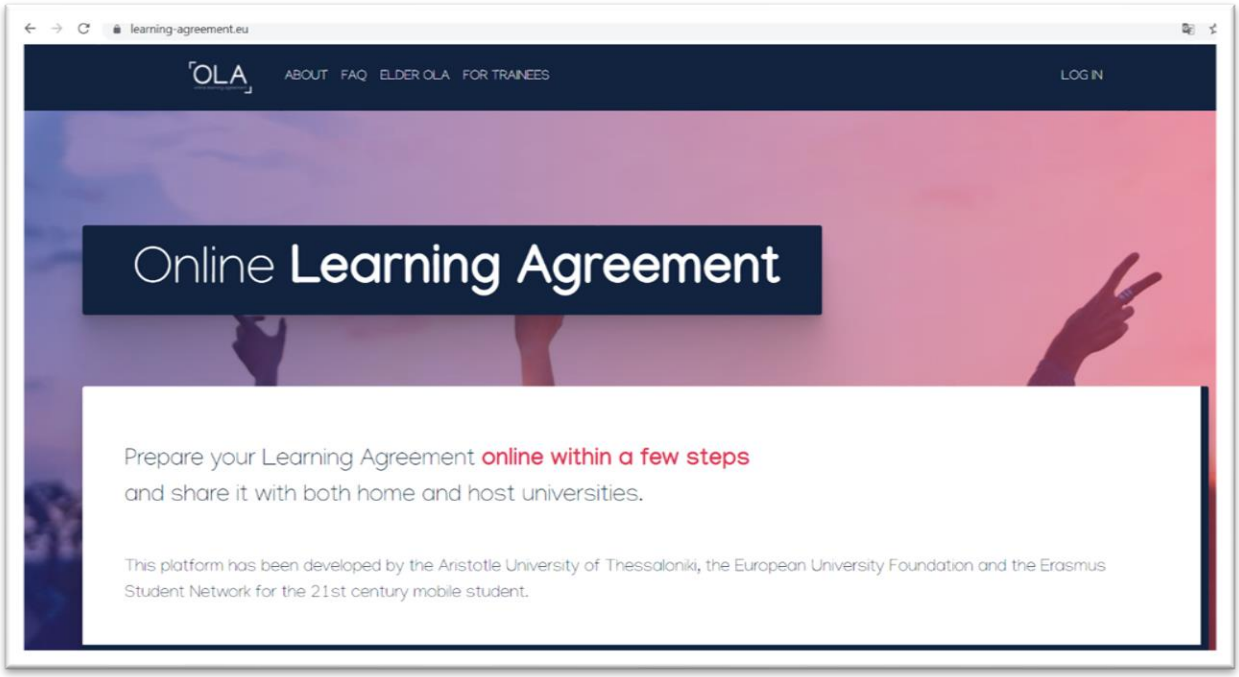
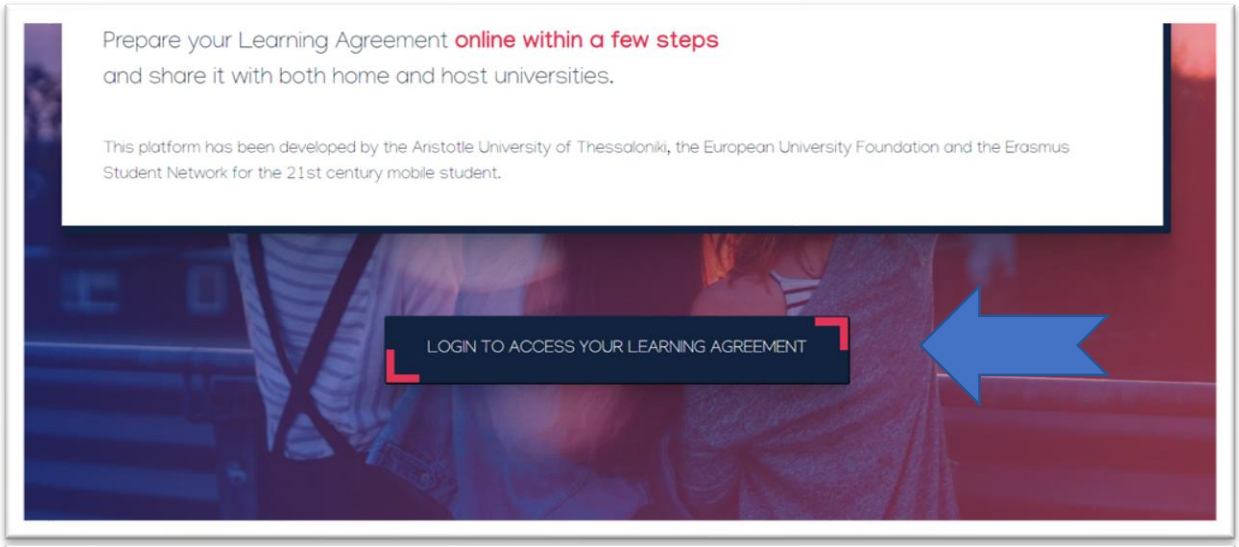
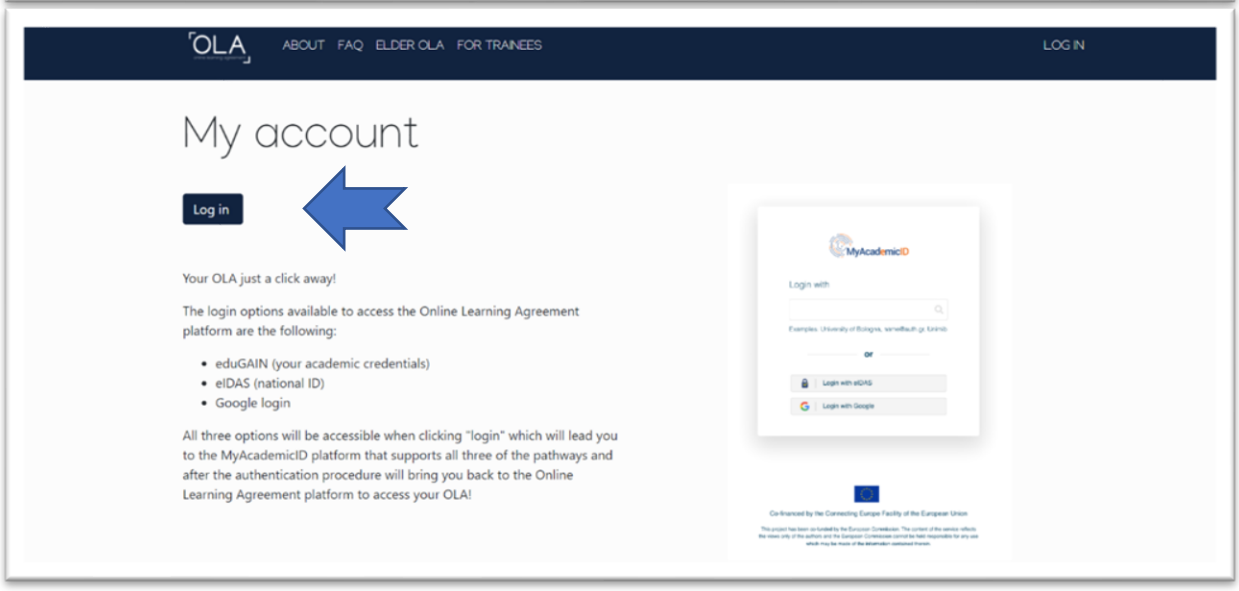
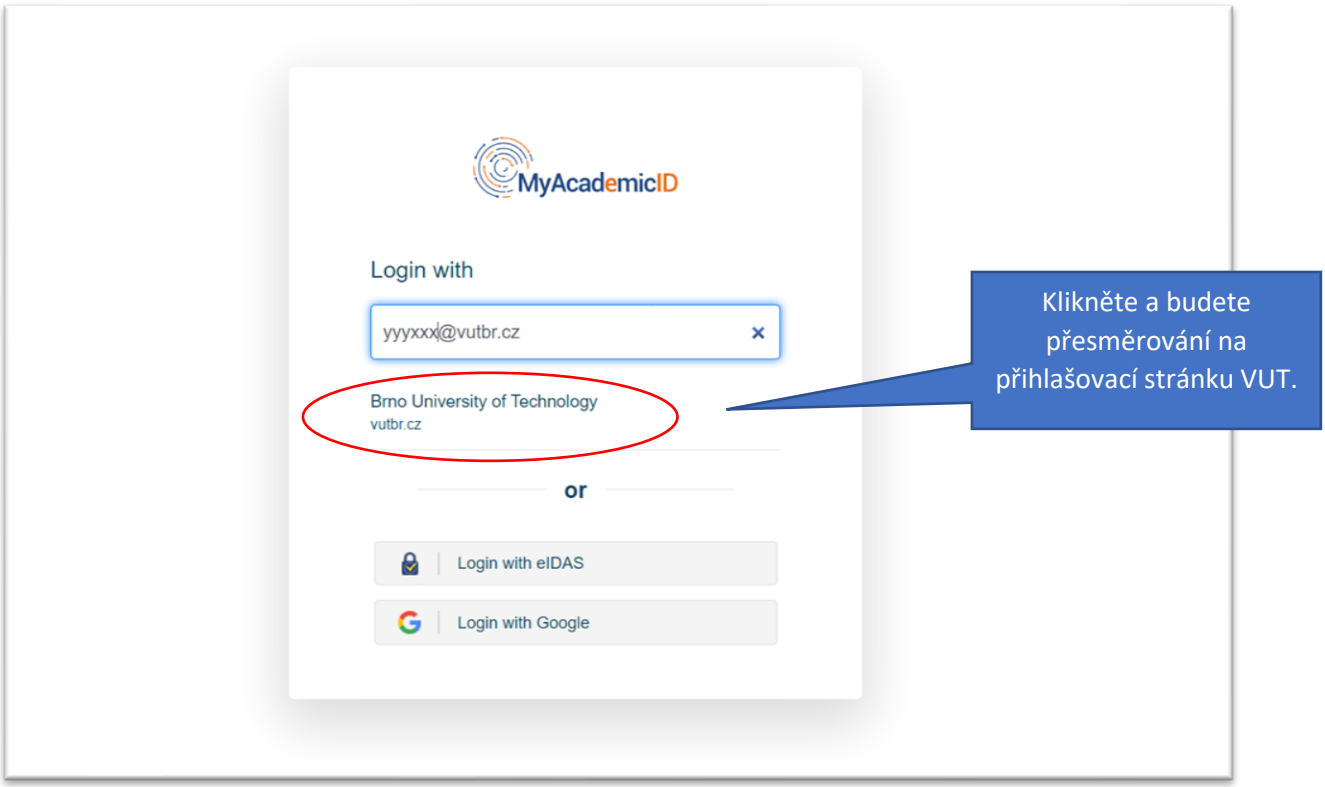
1. **Najít stránku www.learning-agreement.eu**



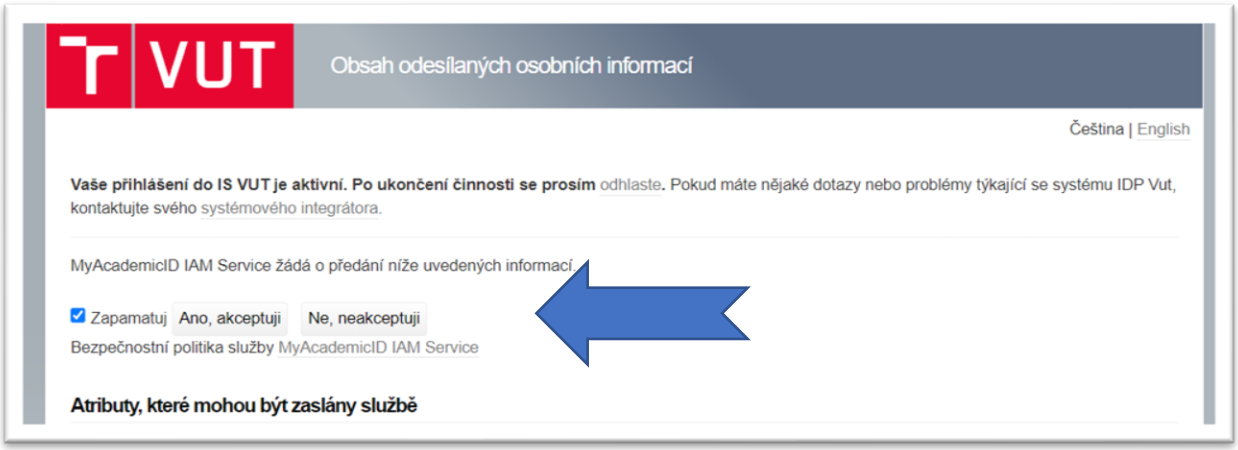
2. **Přihlásit se**



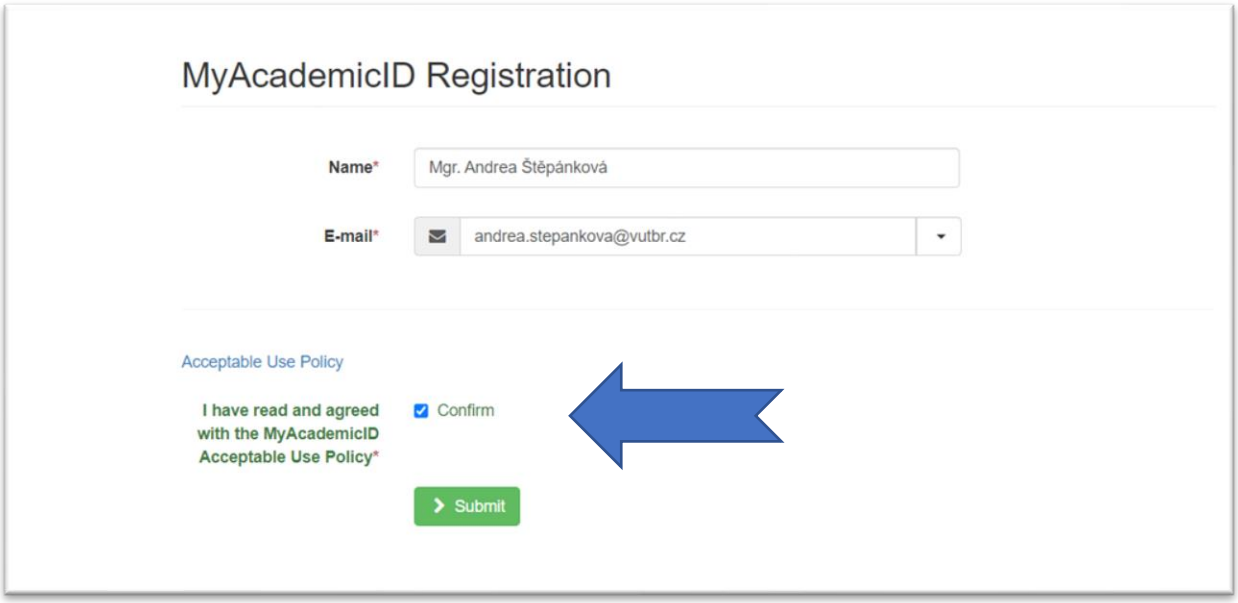


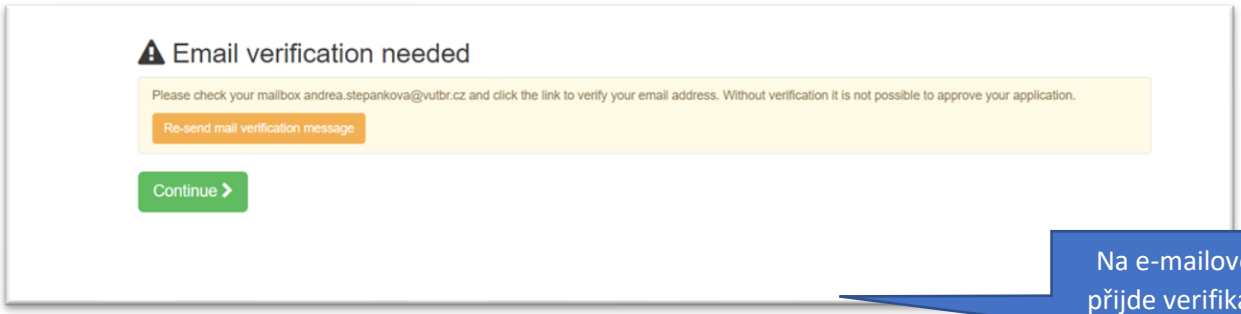


3. Udělit souhlas s poskytnutím údajů

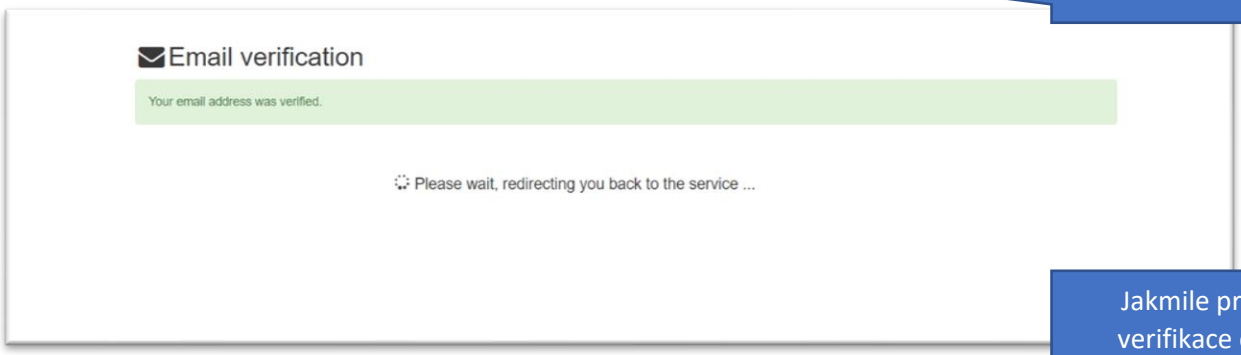


4. Vytvořit účet MyAcademicID (při prvním přihlášení)

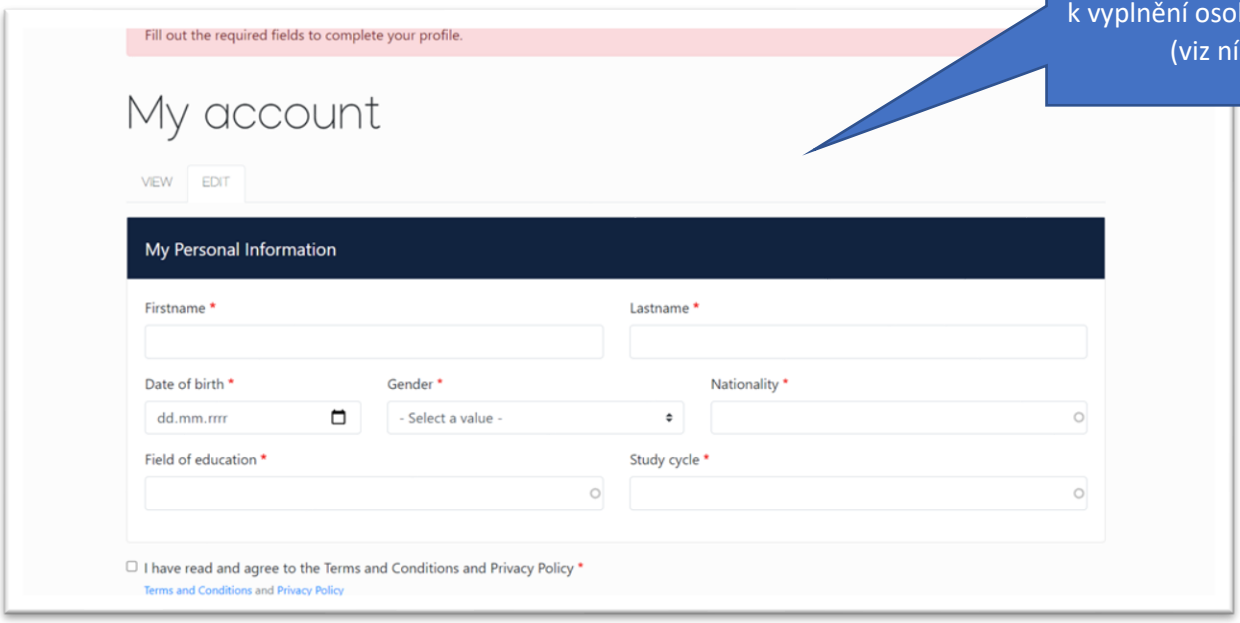




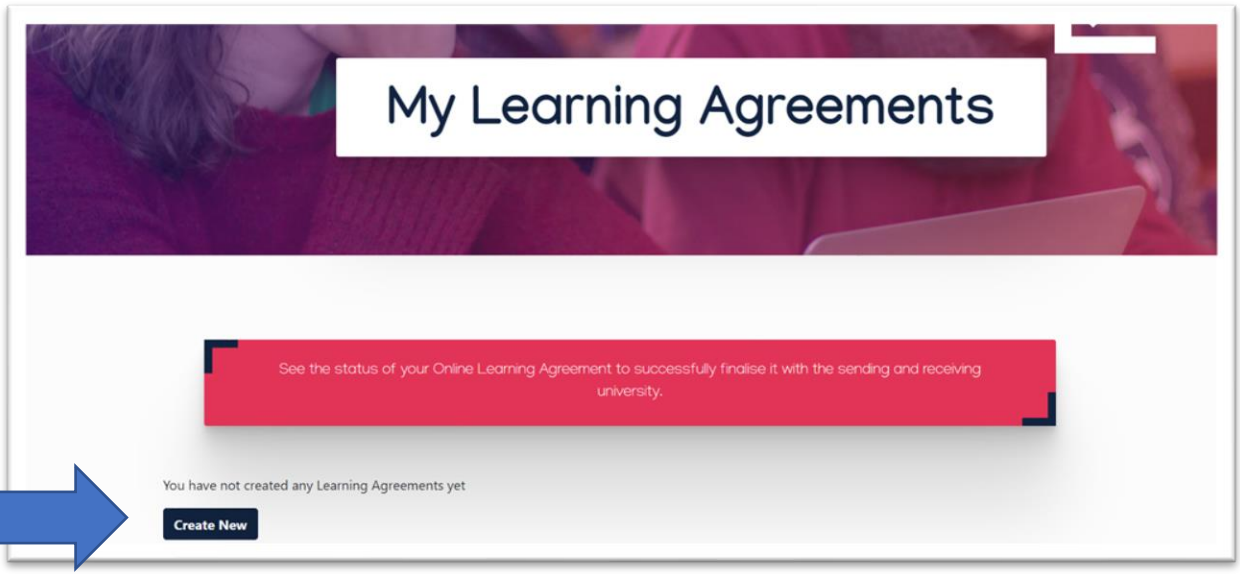
Na e-mailovou adresu přijde verifikační e-mail



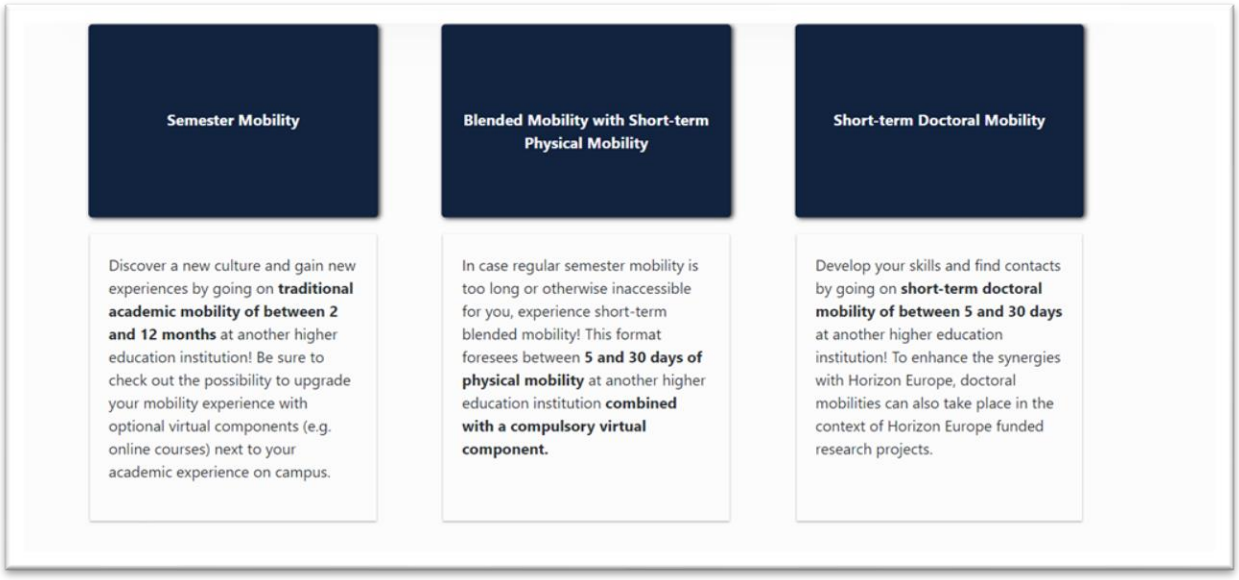
Jakmile proběhne verifikace e-mailu, budete přesměrováni k vyplnění osobních údajů (viz níže)



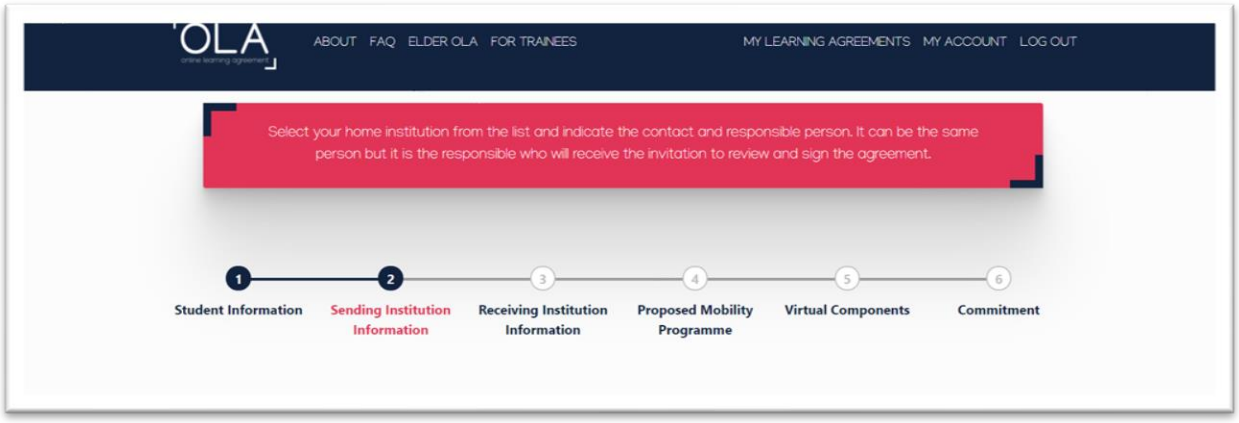
5. **Jakmile je registrace hotová, můžete vytvořit Learning Agreement**

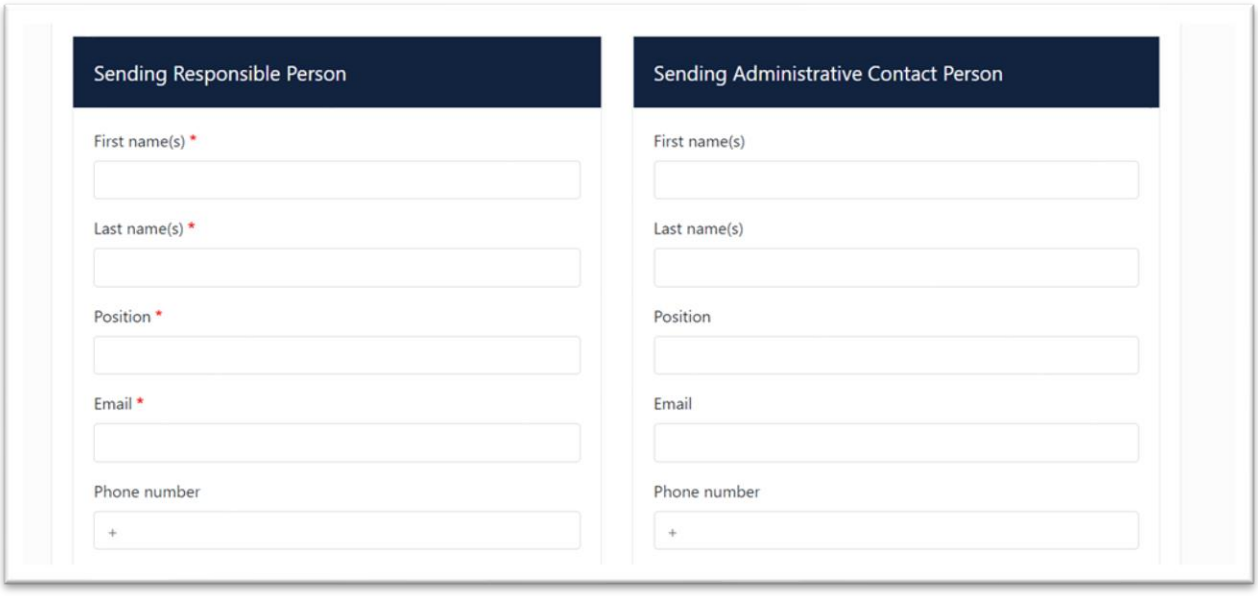


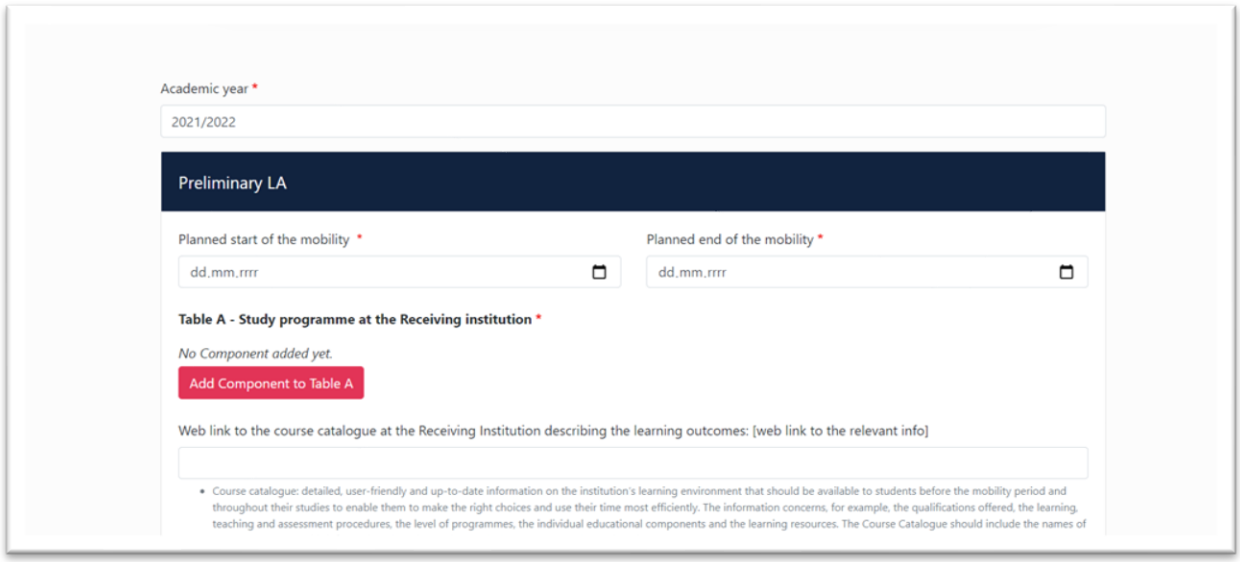
6. Vyberte typ mobility



7. Vyplňte požadované informace







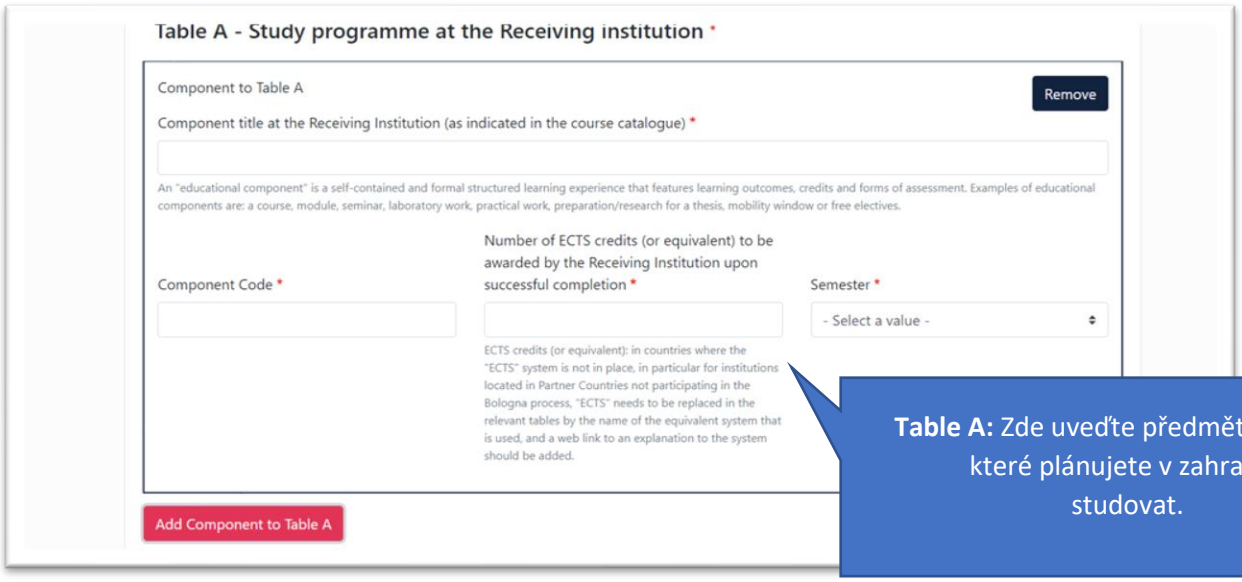
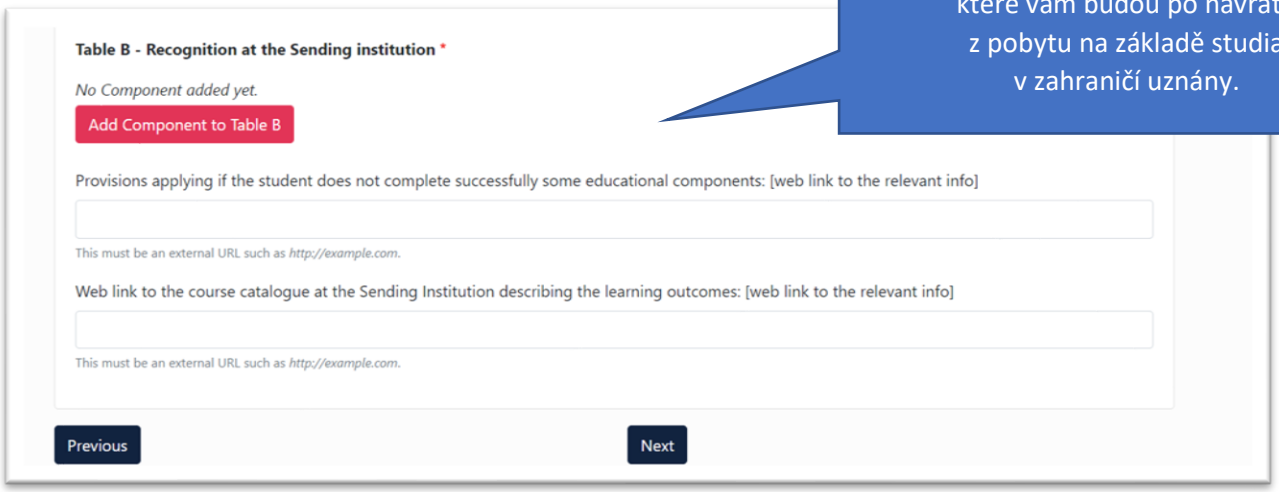


Table A: Zde uveďte předměty, které plánujete v zahraničí studovat.

Table B: Zde uveďte předměty, které vám budou po návratu z pobytu na základě studia v zahraničí uznány.



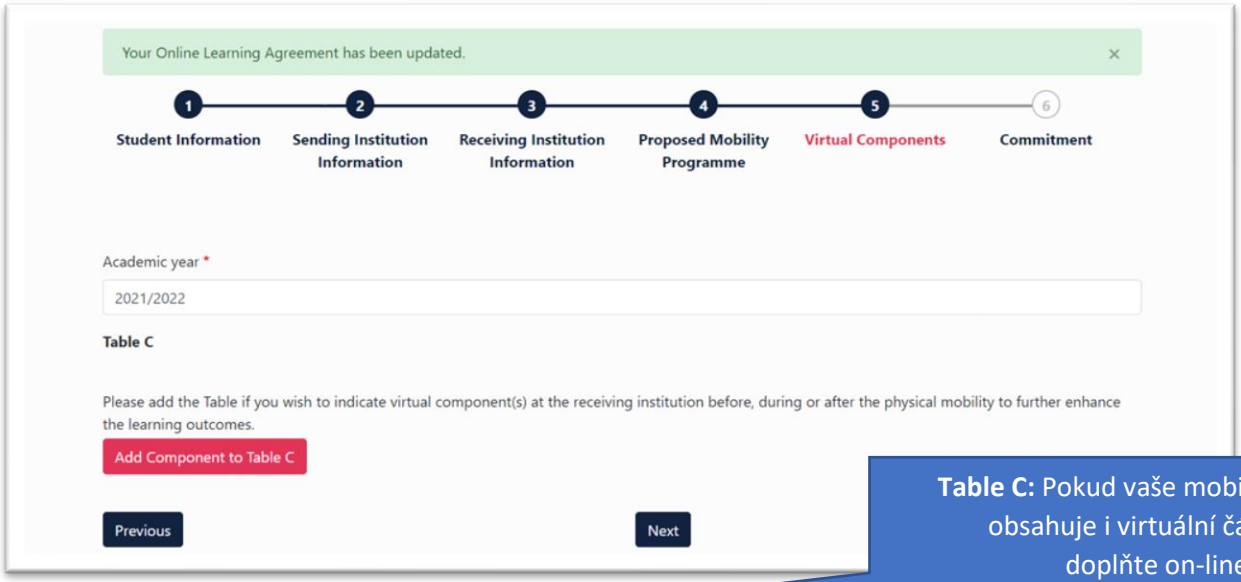
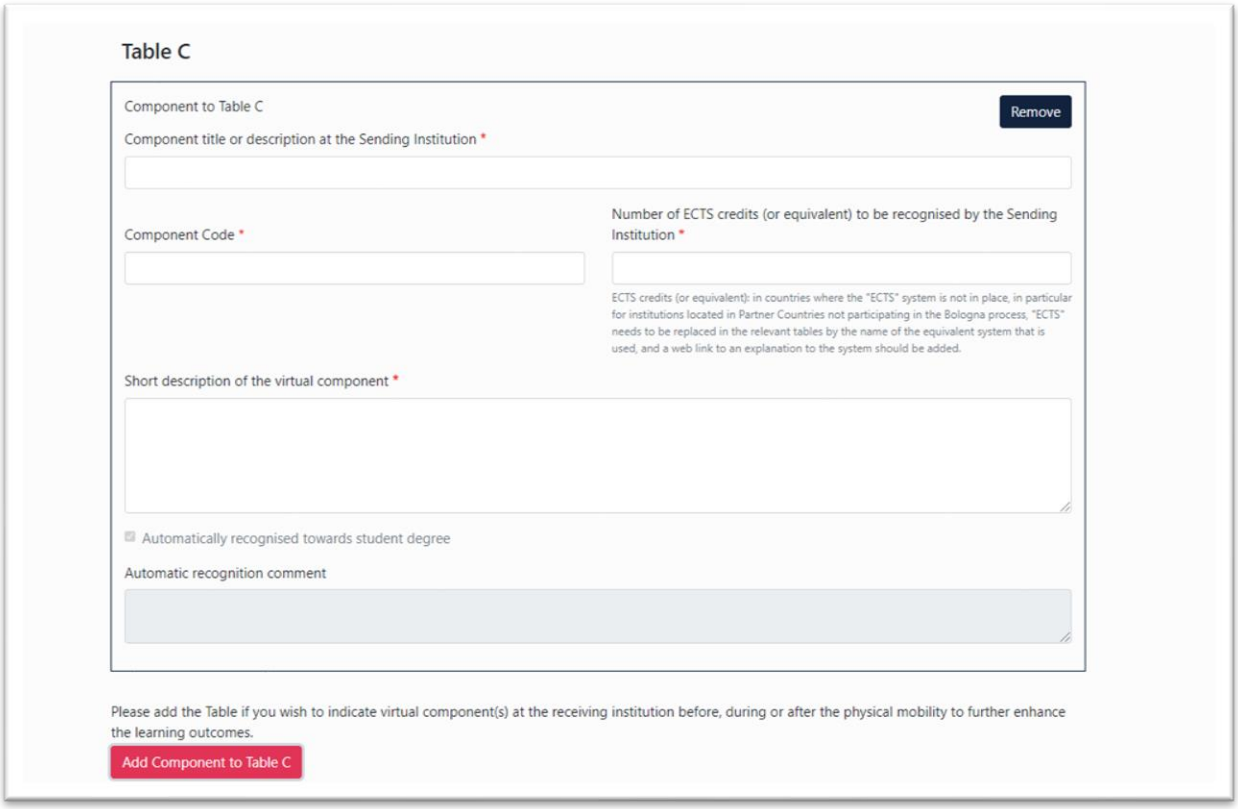
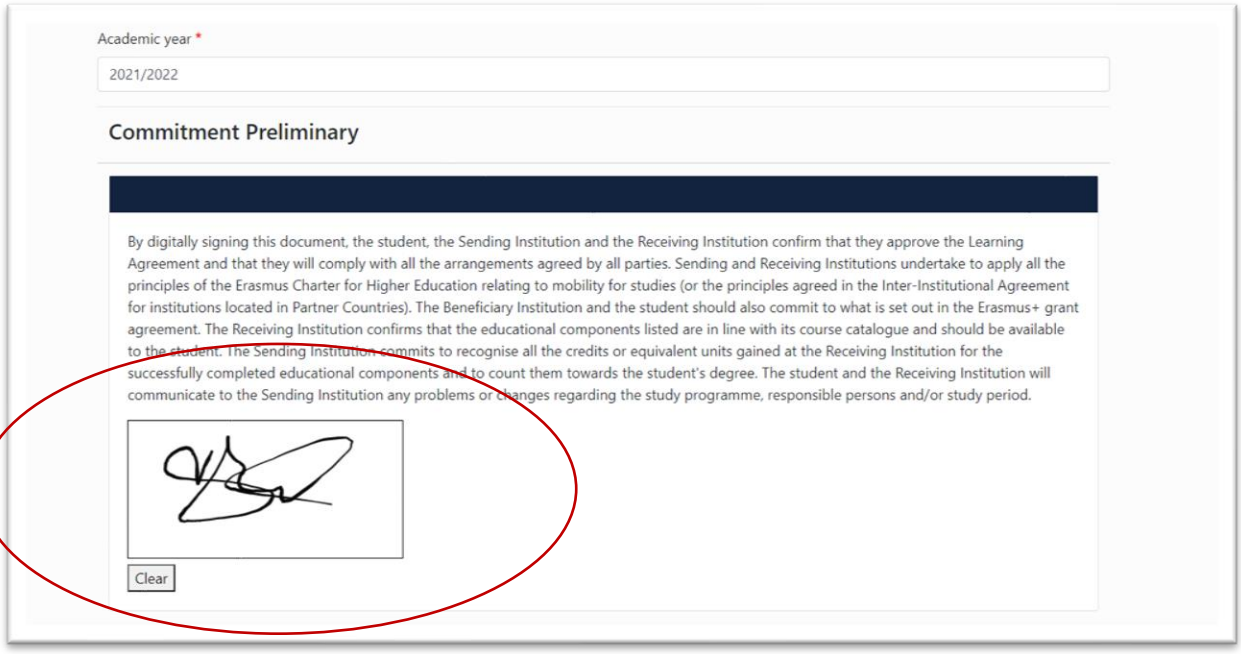
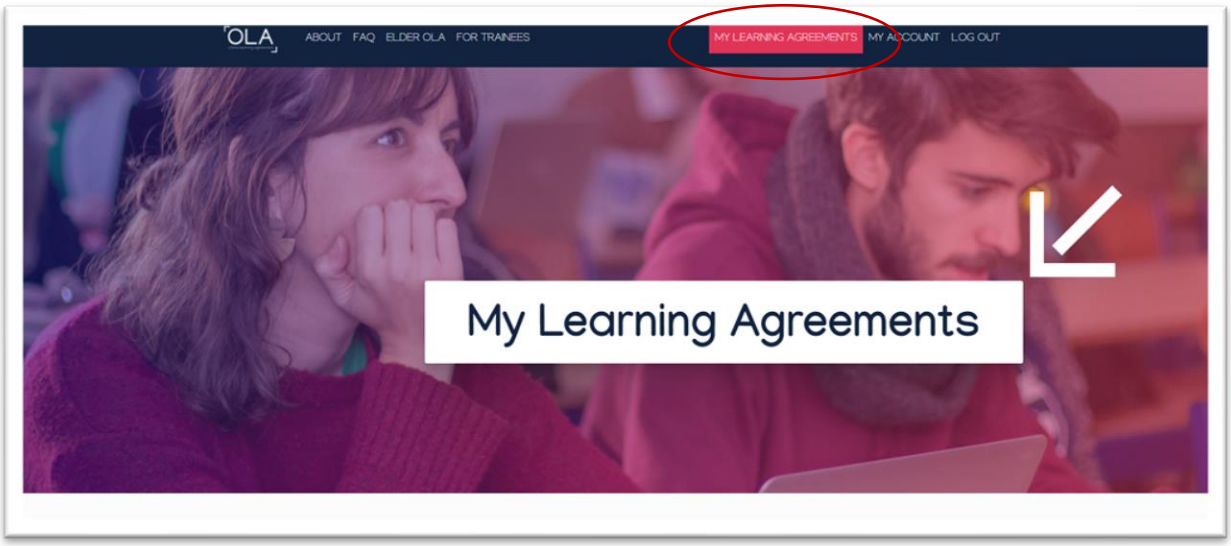
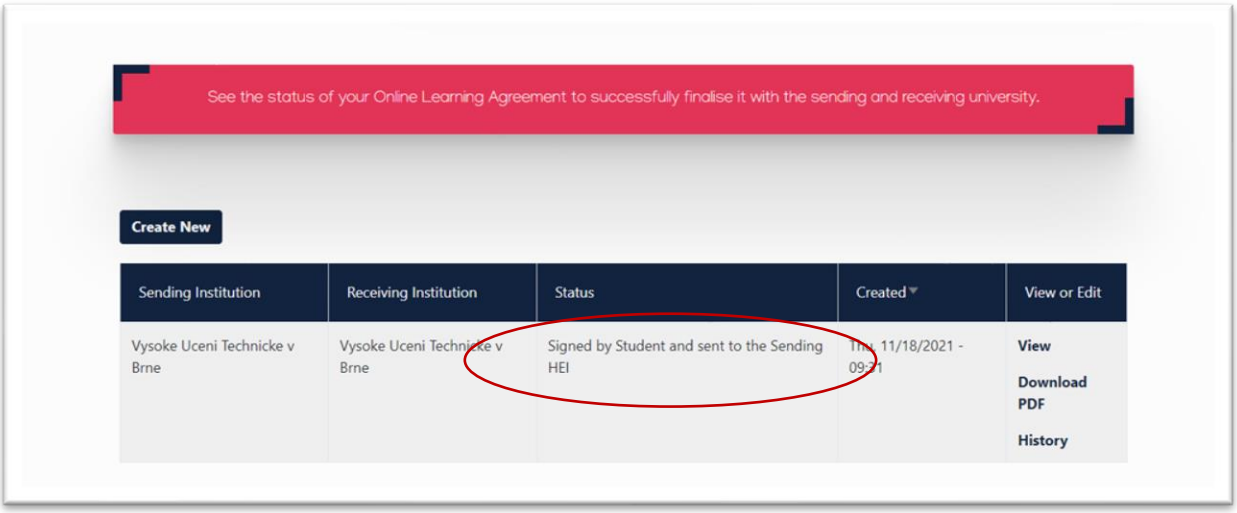


Table C: Pokud vaše mobilita obsahuje i virtuální část, zde doplňte on-line kurzy/aktivity.



8. **Pokud máte kompletně vyplněno, podepište do podpisového pole.**
   Pozor! Jakmile OLA podepíšete a odešlete k podpisu domácímu i zahraničnímu koordinátorovi, již nemůžete LA editovat!



9. **Stav schvalovacího procesu OLA můžete sledovat v sekci „My Learning Agreements“ zde:**