

LEARNING AGREEMENT FOR STUDIES (UGOVOR O STUDIJU)

UPUTE ZA POPUNJAVANJE

1. OPĆENITO (1.-3.str.)
2. KRATKOROČNE MOBILNOSTI (4.-10.str.)
3. DUGOROČNE MOBILNOSTI (11.-19.str.)

1. OPĆENITO

Learning Agreement za mobilnost u svrhu studija popunjava se isključivo online: <https://www.learning-agreement.eu>

Login ide preko MyAcademicID s AAI@EduHr korisničkim imenom i lozinkom.

Learning Agreement popunjava se na engleskom jeziku.

Learning Agreement popunjava student uz pomoć koordinatora na fakultetu.

Da bi dokument bio valjan, moraju ga potpisati tri osobe: student, koordinator na matičnom fakultetu/odjelu te koordinator na prihvatnoj instituciji. Tek kada je potpisan, na temelju njega pravi se ugovor za financiranje.

Popunjava se samo dio Before the Mobility. During the Mobility se popunjava samo ako dođe do promjena u odabiru kolegija ili do produživanja razdoblja studiranja.

Za dugoročne mobilnosti, prilikom odabira kolegija na stranom sveučilištu, potrebno je posavjetovati se s profesorima na fakultetu kako bi vidjeli hoće li se kolegiji koje položite na stranom sveučilištu priznati kao obvezni, kao izborni ili će se za njih dodijeliti dodatni ECTS bodovi. S obzirom na to da dokument trebaju pregledati koordinatori i da se treba sa svakim profesorom zasebno dogovoriti oko toga hoće li vam se priznati kolegij koji slušate na inozemnoj instituciji, dokument je potrebno koordinatorima poslati na vrijeme kako bi se dokument stigao pregledati i potpisati!

Koordinatori dokument potpisuju online. Njihove e-mail adrese upisuju se pored njihovog imena pod kategorijom odgovorne osobe (*Responsible person*) i njima sustav šalje vaš Learning Agreement na pregled i potpisivanje.

Detaljne upute za popunjavanje Learning Agreementa nalaze se na stranici: <https://erasmus-plus.ec.europa.eu/resources-and-tools/mobility-and-learning-agreements/learning-agreements/studies-agreement-guidelines-ka131>

My account

Log in with MyAcademicID

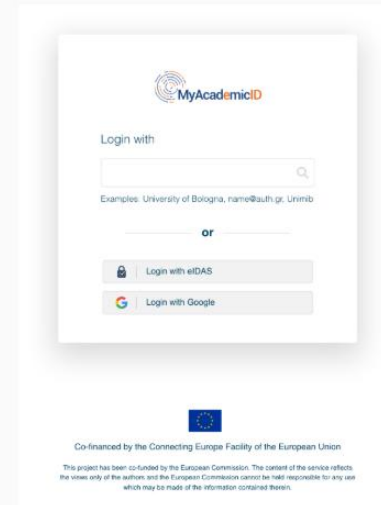


Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

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!



Nakon pristupanja stranici, potrebno je kliknuti na Log in with MyAcademic ID i logirati se sa svojim AAI@EduHr korisničkim imenom i lozinkom.

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.

Nakon što kliknete na *Create new* otvori vam se stranica na kojoj birate na kakvu vrstu mobilnosti idete. Studenti koji idu na dugoročni studij biraju *Semester Mobility*, studenti koji idu na kratkoročne mobilnosti i BIPove biraju drugu opciju *Blended Mobility with Short-term Physical Mobility*, a doktorandi koji idu na kratkoročne mobilnosti biraju treću opciju *Short-term Doctoral Mobility*.

2. KRATKOROČNE MOBILNOSTI

Academic year *
2025/2026

Mobility Type *
Blended mobility with short-term physical mobility

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *
- Select a value -

Nationality *
Croatia (258)

Field of Education *

Field of Education (clarification)

Study cycle *
- Select a value -

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Potrebno je popuniti sve prazne kućice. Obavezno se navodi akademska godina u kojoj se izvodi mobilnost. Pod *Field of Education* potrebno je upisati kod za područje vašeg studiranja. Kod se može pronaći na https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_en.htm

Sending

Sending Institution

Country *

Croatia x

Name *

SVEUCILISTE JOSIPA JURJA STROSSMAYERA U OSIJEKU x

Faculty/Department *

Address *

Osijek

Erasmus Code *

HR OSIJEK01

Pod podatke o matičnom sveučilištu (*Sending Institution*) upisujete naziv sveučilišta na hrvatskom jeziku. Nazivi svih sveučilišta u sustavu su navedeni na nacionalnim jezicima, ne na engleskom jeziku.

Sending Responsible Person	Sending 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" value="+"/>	Phone number <input type="text" value="+"/>
<p>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.</p>	<p>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.</p>
<input type="button" value="Previous"/>	<input type="button" value="Next"/>

Sending Responsible Person je koordinator na matičnom fakultetu/odjelu koji je odgovoran za potpisivanje dokumenta. Pod *Position* stavljate Erasmus+ Faculty Coordinator. Popis koordinatora na našem sveučilištu nalazi se na stranici natječaja u dokumentu Upute za studente (zadnja stranica). Pripazite da e-mail adresu napišete ispravno jer sustav na tu adresu šalje vaš LA. *Sending Administrative Contact Person* možete ostaviti prazno.

Receiving

Receiving Institution

Country *

Name *

Receiving Responsible Person

Receiving Administrative Contact Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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.

First name(s)

Last name(s)

Position

Email

Phone number

Pod *Receiving Institution* navodite podatke inozemnog sveučilišta na koje idete realizirati mobilnost. Imajte na umu da su imena sveučilišta u sustavu navedena na nacionalnom jeziku (nije University of...). Podatke o odgovornoj osobi (potpisniku dokumenta) s njihove strane dobit će te od njih nakon što vas službeno prime na BIP ili kratkoročnu individualnu mobilnost u svrhu studija. *Receiving Administrative Contact Person* može ostati prazno.

Academic year *

Mobility Type *

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

Study Programme at Receiving Institution and recognition at the Sending Institution
No Component added yet.

Add Component

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>

Potrebno je navesti točne datume boravka. Početak je prvi dan boravka na mobilnosti, a završetak zadnji dan boravka na mobilnosti (ne upisuju se dani kada se putuje). Potrebno je kliknuti na **ADD COMPONENT** kako bi se upisali podaci o BIPu, odnosno programu na kratkoročnoj mobilnosti. Potrebno je označiti jezik i razinu jezika koja je potrebna za slušanje nastave.

Study Programme at Receiving Institution and recognition at the Sending Institution

[Remove](#)

Component title or description at the Receiving Institution *

Component Code *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

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.

Short description of the virtual component

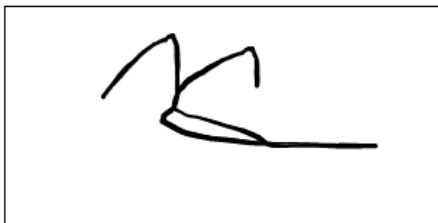
Automatically recognised towards student degree

Automatic recognition comment

[Add Component](#)

Pod *Component title* upisujete naziv BIPa, odnosno programa na kojem će te sudjelovati. Podatke o kodu i broju ECTS bodova šalju vam organizatori programa. Svaki BIP ima svoj kod (npr. 2023-1-HR01-KA131-HED-000122159-2). Potrebno je ubaciti i kratki opis virtualne komponente. Svi BIPovi moraju dodijeliti minimalno 3 ECTS boda. U slučaju doktorskih mobilnosti u svrhu studija (koje nisu u sklopu BIPa), ako se za njih ne dodjeljuju ECTS bodovi, može se upisati nula i navesti da neće biti virtualne komponente.

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.

A rectangular box containing a handwritten signature in black ink. The signature is stylized and appears to be a combination of letters, possibly 'R' and 'K'.

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Nakon što popunite sve podatke o BIPu, kliknete *Next* i otvori vam se posljednja stranica na kojoj se potrebno potpisati i kliknuti na *Sign and send the OLA...* Learning Agreement se nakon toga u sustavu automatski šalje potpisnicima na pregledavanje i potpisivanje.

3. DUGOROČNE MOBILNOSTI

Academic year *


2025/2026

Student


First name(s) *

Last name(s) *

Email *

Date of birth * 

Gender *

Nationality * 

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *

Field of Education Comment

Study cycle *

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-iscdf_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

Potrebno je popuniti sve prazne kućice. Obavezno se navodi akademska godina u kojoj se izvodi mobilnost. Pod *Field of Education* potrebno je upisati kod za područje vašeg studiranja. Kod se može pronaći na https://ec.europa.eu/assets/eac/education/tools/iscdf/codes_en.htm

Sending

Sending Institution

Country *

Croatia x

Name *

SVEUCILISTE JOSIPA JURJA STROSSMAYERA U OSIJEKU x

Faculty/Department *

Address *

Osijek

Erasmus Code *

HR OSIJEK01

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Sending Responsible Person	Sending 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"/>
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Email * <input type="text"/>	Email <input type="text"/>
Phone number <input type="text" value="+"/>	Phone number <input type="text" value="+"/>
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Receiving

Receiving Institution

Country *

Name *

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

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Academic year *

2025/2026

Preliminary LA

Planned start of the mobility *

mm/dd/yyyy



Planned end of the mobility *

mm/dd/yyyy



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 *

- Select a value -



The level of language competence *

- Select a value -



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>

Potrebno je navesti točne datume boravka. Početak je prvi dan boravka na mobilnosti, a završetak zadnji dan boravka na mobilnosti (ne upisuju se dani kada se putuje). Potrebno je označiti jezik i razinu jezika koja je potrebna za slušanje nastave. Za svaki kolegij koji će se slušati na stranoj instituciji potrebno je kliknuti na **ADD COMPONENT**.

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, preparation/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 *

- Select a value -



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

Svi kolegiji koji se slušaju na stranom sveučilištu upisuju se u *Table A*. Za svaki kolegij potrebno je upisati naziv kolegija, njegov kod (interne kodove dodjeljuje sveučilište za svaki kolegij koji nude), broj ECTS bodova koje nosi i semestar u kojem se izvodi. Za svaki novi kolegij potrebno je ponovno kliknuti na *ADD COMPONENT*. U slučaju mobilnosti u svrhu pisanja završnog, diplomskog ili doktorskog rada, pod *Component title* upisuje se *Final Thesis Research* za završni rad, *Master's Thesis Research* za diplomski i *Doctoral Dissertation Research* za doktorski. Ako za pisanje rada inozemno sveučilište ne dodjeljuje ECTS bodove, dovoljno je napisati nulu ili *not applicable*.

Table B - Recognition at the Sending institution *

Component to Table B

Remove

Component title at the Sending 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, preparation/research for a thesis, mobility window or free electives.

Component Code *

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Semester *

- Select a value -



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.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

U *Table B* upisuju se kolegiji na matičnom fakultetu/odjelu koji će biti priznati kao položeni ako student položi ekvivalentne kolegije koji su navedeni u tablici A. U ovu tablicu upisuju se kolegiji na hrvatskom jeziku, u originalnom nazivu i s brojem ECTS bodova koje nose. U slučaju da je student u tablicu A upisao kolegije koji nisu po ishodima učenja isti kolegijima koji se izvode na matičnoj sastavnici, ti kolegiji mogu biti priznati u zamjenu za izborne kolegije ili kao dodatni ECTS bodovi. U tom slučaju ti kolegiji se upisuju u tablicu B u svom originalnom nazivu (na engleskom jeziku) onako kako su upisani u tablicu A. Ako je student u tablicu A upisao pisanje završnog, diplomskog ili doktorskog rada, u tablicu B upisuje isto to i dodaje ECTS bodove koji će mu se na matičnom fakultetu/odjelu dodijeliti za pisanje rada.

Academic year *

2025/2026

Table C

No Paragraph added yet.

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next

Tablica C ispunjava se samo ako mobilnost sadrži i virtualnu komponentu.

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.

Clear

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

Nakon što popunite sve podatke, kliknete *Next* i otvori vam se posljednja stranica na kojoj se potrebno potpisati i kliknuti na *Sign and send the OLA...* Learning Agreement se nakon toga u sustavu automatski šalje potpisnicima na pregledavanje i potpisivanje. Potpisnici Learning Agreement mogu odbiti ako nešto nije ispravno navedeno.