



**VODNIK ZA IZPOLNJEVANJE ŠTUDIJSKEGA SPORAZUMA
V SPLETNEM ORODJU ONLINE LEARNING AGREEMENT (OLA)
ZA ERASMUS+ IZMENJAVE ŠTUDENTOV Z NAMENOM ŠTUDIJA V TUJINI**

Maribor, 2025

UVOD

Online Learning Agreement (OLA) je spletna platforma, preko katere bodoči Erasmus študenti uskladite vaš študijski sporazum (Learning Agreement) s tujo visokošolsko institucijo, na kateri se boste udeležili Erasmus izmenjave za študij.

Univerza v Mariboru je pripravila kratek vodnik, ki vam bo pomagal skozi postopek priprave študijskega sporazuma.

Za vsa dodatna vprašanja smo na voljo na outgoing@erasmus.um.si.

1. PRIJAVA (LOG IN)

Do spletne platforme OLA dostopate preko naslednje povezave: <https://learning-agreement.eu/>

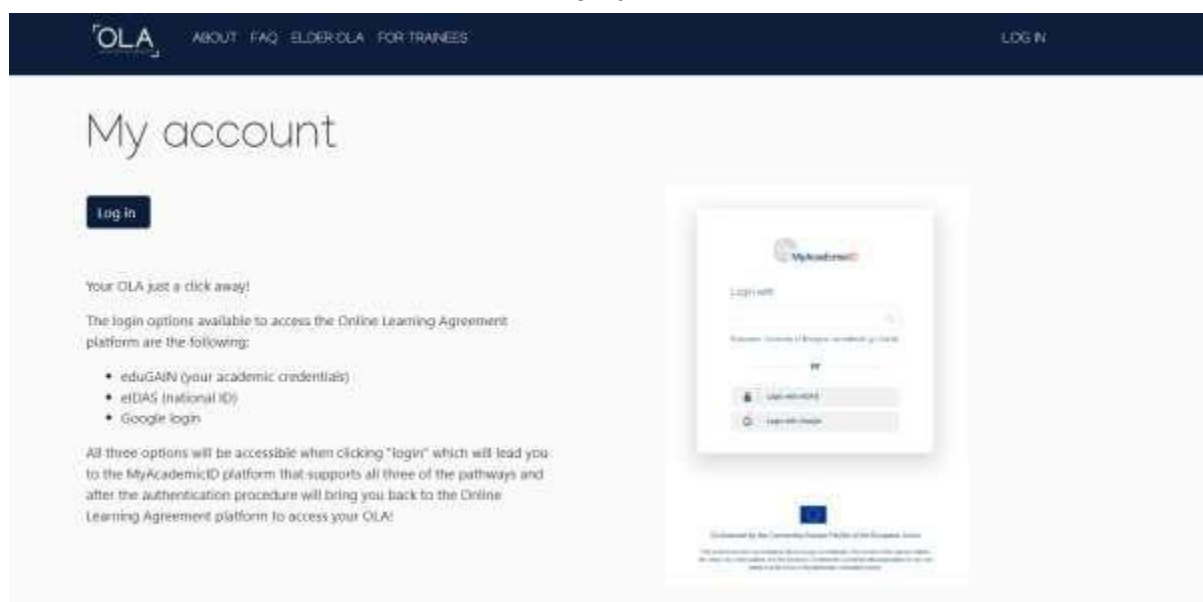
1.1. Na spletni strani s klikom na »Log in« nadaljujete na prijavo (Slika 1).

Slika 1:



1.2. Prikaže se vam vstopna stran, kjer ponovno kliknete »Log in« (Slika 2).

Slika 2:



1.3. Do OLA dostopate z vašo študentsko digitalno identiteto. V polje pod »Login with« se vpišite z vašim uporabniškim imenom ime.priimek@student.um.si (Slika 3).

Slika 3:



1.4. Vpišite vašo uporabniško ime in geslo - vpis z vašo študentsko identiteto (Slika 4).

Slika 4:



Uporabniško ime

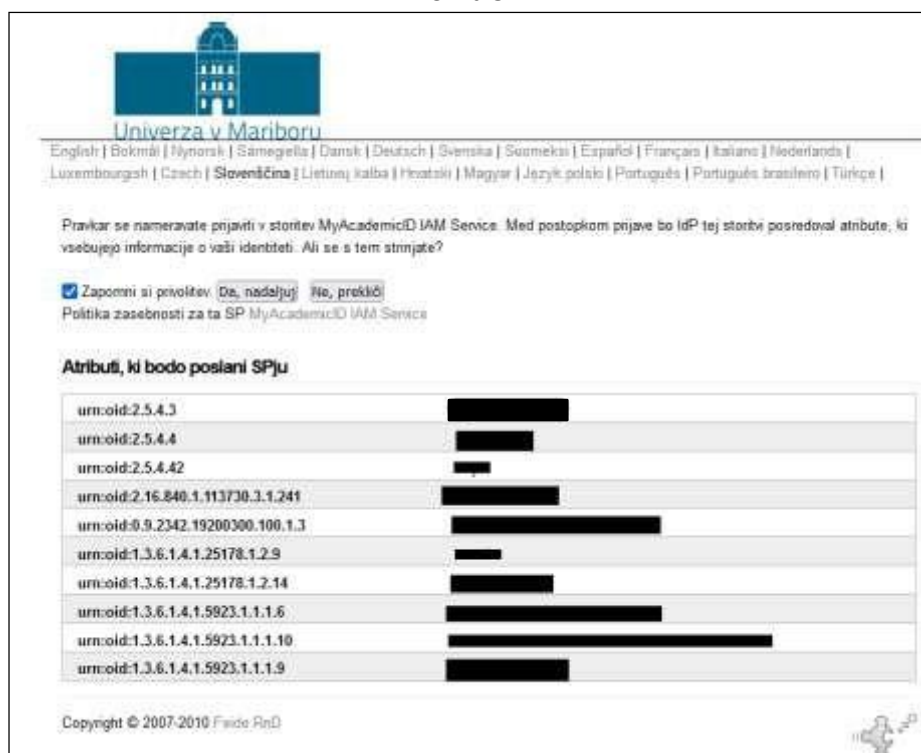
Geslo

Prijava »

Univerza v Mariboru

1.5. Prikaže se vam naslednje obvestilo, ki ga je potrebno potrditi s klikom na »Da, nadaljuj« (Slika 5).

Slika 5:



Univerza v Mariboru

English | Bokmål | Nynorsk | Sámegealla | Dansk | Deutsch | Svenska | Suomeksi | Español | Français | Italiano | Nederlands | Luxembourgish | Czech | Slovenščina | Lietuvių kalba | Hrvatski | Magyar | Język polski | Português | Português brasileiro | Türkçe |

Pravkar se nameravate prijaviti v storitev MyAcademicID IAM Service. Med postopkom prijave bo IdP tej storitvi posredoval attribute, ki vsebujejo informacije o vaši identiteti. Ali se s tem strinjate?

☒ Zapomni si privolitve. [Da, nadaljuj](#) [Ne, preklopi](#)

Politika zasebnosti za ta SP MyAcademicID IAM Service

Atributi, ki bodo poslani SPju

urn:oid:2.5.4.3	[redacted]
urn:oid:2.5.4.4	[redacted]
urn:oid:2.5.4.42	[redacted]
urn:oid:2.16.840.1.113730.3.1.241	[redacted]
urn:oid:9.9.2342.19200300.100.1.3	[redacted]
urn:oid:1.3.6.1.4.1.25178.1.2.9	[redacted]
urn:oid:1.3.6.1.4.1.25178.1.2.14	[redacted]
urn:oid:1.3.6.1.4.1.5923.1.1.1.6	[redacted]
urn:oid:1.3.6.1.4.1.5923.1.1.1.10	[redacted]
urn:oid:1.3.6.1.4.1.5923.1.1.1.9	[redacted]

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1.6. Odpre se naslednje okno, v katerem je potrebno potrditi »Proceed to register on MyAcademicID IAM Service« (Slika 6).

Slika 6:



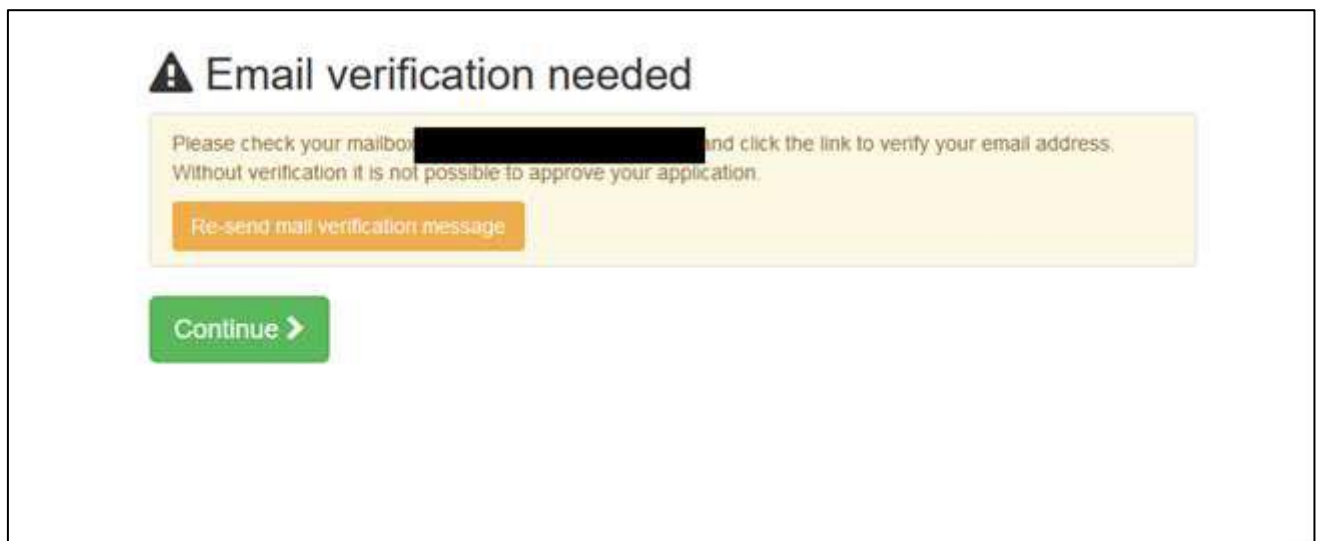
1.7. Odpre se okno »MyAcademicID registration« kjer odključajte »Confirm« in nato kliknite na polje »Submit« (Slika 7).

Slika 7:

The screenshot shows the 'MyAcademicID Registration' form. The title 'MyAcademicID Registration' is at the top. Below it are two input fields: 'Name*' and 'E-mail*'. The 'Name*' field has a blacked-out placeholder. The 'E-mail*' field has a blacked-out placeholder and a dropdown arrow on the right. Below these fields is a link for 'Acceptable Use Policy'. Underneath that is the text 'I have read and agreed with the MyAcademicID Acceptable Use Policy*' followed by a checkbox labeled 'Confirm'. At the bottom is a green button with a right-pointing arrow and the text 'Submit'.

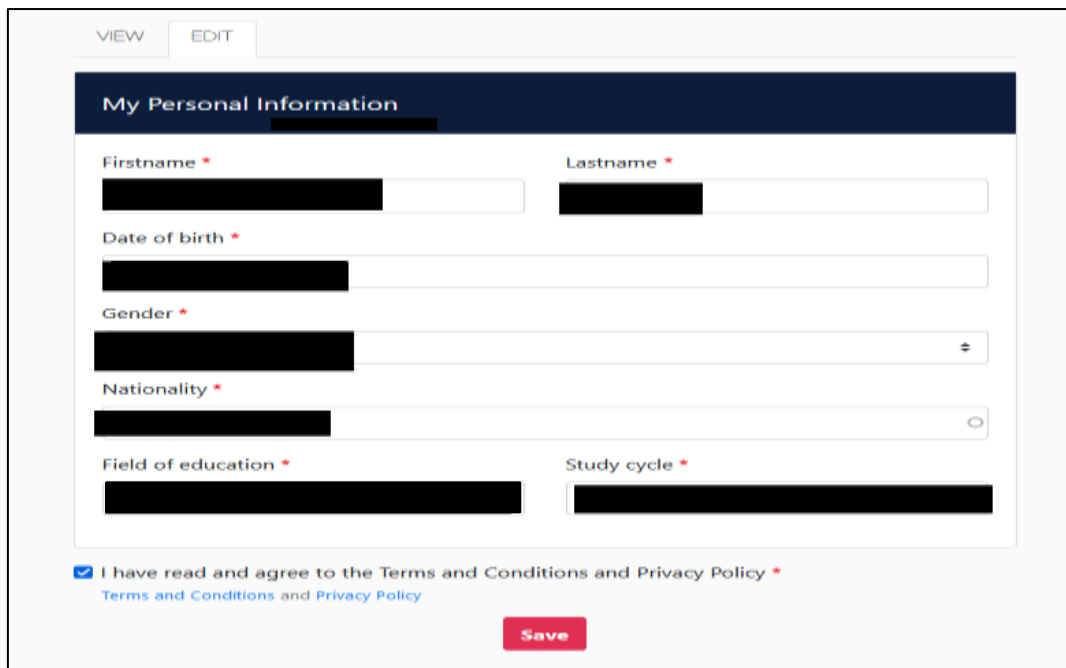
1.8. Na vaš študentski elektronski naslov boste prejeli potrditveno elektronsko sporočilo, ki ga je potrebno potrditi pred naslednjim korakom (Slika 8).

Slika 8:



1.9. Po potrditvi se vam odpre obrazec »My account«, ki ga morate izpolniti z vašimi osebnimi podatki (Slika 9).

Slika 9:

The screenshot shows a web form titled "My Personal Information" with a dark blue header. Above the form, there are two tabs: "VIEW" and "EDIT". The form contains several input fields, each with a red asterisk indicating it is required. The fields are: "Firstname" and "Lastname" (both text inputs), "Date of birth" (text input), "Gender" (dropdown menu), "Nationality" (dropdown menu), "Field of education" (text input), and "Study cycle" (text input). 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 red asterisk. Below the checkbox, there is a link "Terms and Conditions and Privacy Policy". At the very bottom of the form, there is a red button labeled "Save".

2. PRIPRAVA ŠTUDIJSKEGA SPORAZUMA (LEARNING AGREEMENT)

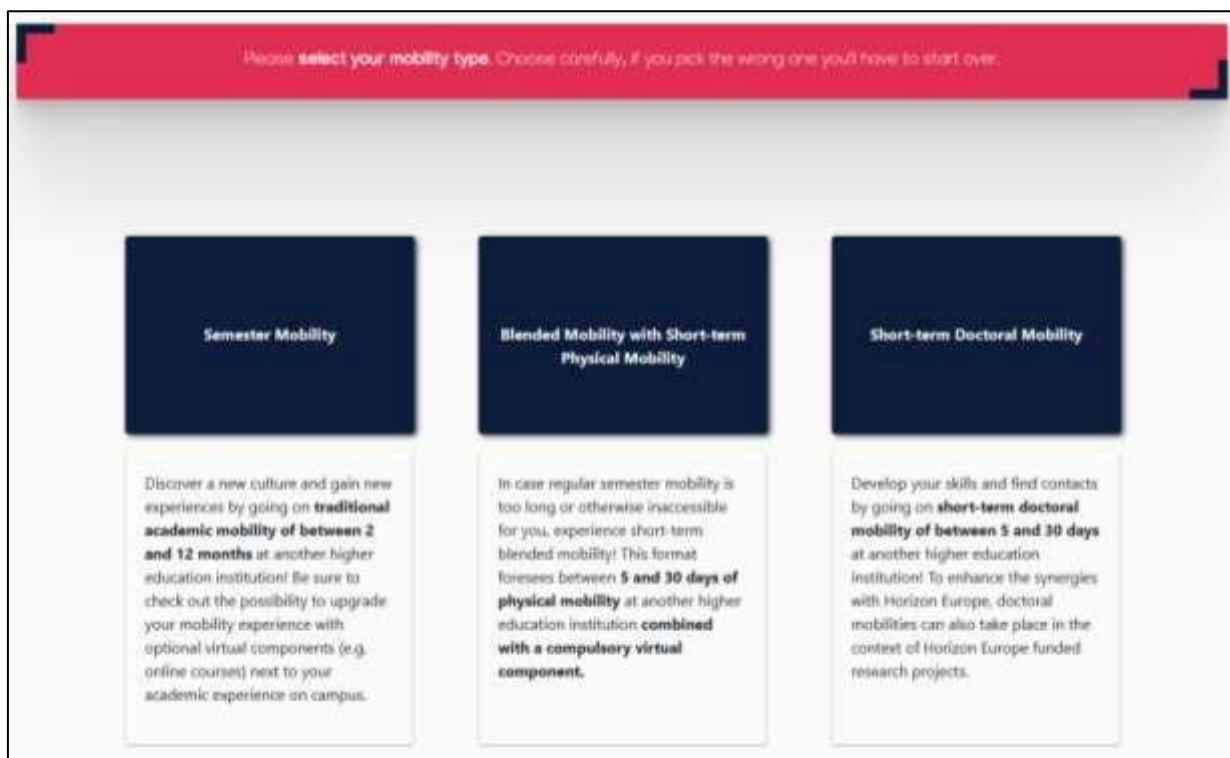
2.1. Na spletni strani My Learning agreements (<https://learning-agreement.eu/>) se ponovno prijavite (Log in) in s klikom na »Create new« začnete postopek priprave novega študijskega sporazuma (Slika 10).

Slika 10:



2.2. Na naslednji strani morate izbrati način mobilnosti. V primeru, da se odpravljate na študijsko izmenjavo (najmanj 2 meseca) izberite »Semester Mobility« (Slika 11).

Slika 11:



2.3. Pred vami se pojavi obrazec z vašimi prijavnimi podatki (Slika 12).

Slika 12:

Academic year *

2024/2025

Student

First name(s) * Last name(s) *

Email *

Date of birth * Gender * Nationality *

Field of Education * Field of Education Comment Study cycle *

Arts and humanities (02) (741) Bachelor or equivalent first 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).

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.

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

Next

2.4. Na naslednji strani vpišite podatke vaše fakultete (Slika 13). Obvezno navedite tudi odgovorno osebo, ki bo vaš Learning Agreement podpisala in kontaktno osebo, ki bo glavni kontakt v času vaše izmenjave. Odgovorna in kontaktna oseba sta lahko enaki ali pa različni, odvisno od fakultete. Erasmus koordinatorje in kontaktne osebe najdete tukaj:
<https://www.erasmusplus.um.si/studij/koordinatorji/>.

Slika 13:

Sending Institution

Country *

Name *

Univerza v Mariboru

Faculty/Department *

Address *

Erasmus Code *

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

2.5. Vpišite obvezne podatke tuje institucije (Slika 14).

Slika 14:

Receiving

Receiving Institution

Country *

Name *

Faculty/Department

Address *

Erasmus Code *

2.6. Nato vpišite še podatke o odgovorni osebi na tuji instituciji (Slika 15).

Slika 15:

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
Last name(s) *	Last name(s)
Position *	Position
Email *	Email
Phone number	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.

2.7. Izpolnite podatke o vaši mobilnosti (Slika 16). Najprej zapišite datum začetka in konca vaše mobilnosti, datume semestrov najdete na spletnih straneh tuje institucije. V tabelo A zapišite predmete, ki jih boste opravljali na tuji instituciji.

Slika 16:

Preliminary LA

Planned start of the mobility *

10. 02. 2022

Planned end of the mobility *

10. 06. 2022

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) *		
Preschool pedagogy		
An "educational component" is a well-structured and formalized 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 visit(s) or free studies.		
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
E112	8	Second semester (Summer/Spring)
ECTS credits (or equivalent) is awarded when the "ECTS" system is not in place, in particular for institutions located in Eastern European countries not participating in the Bologna process. "ECTS" credit to be reported in the relevant table by the name of the equivalent system that is used, and a note to be added to the system should be added.		
Component to Table A	Remove	
Component title at the Receiving Institution (as indicated in the course catalogue) *		
Alternative concepts in pedagogy		

2.8. Izpolnite še v katere jeziku boste poslušali predavanja in opravljali izpite, označite tudi stopnjo vašega predznanja jezika. V tabelo B zapišite predmete, ki vam jih bodo priznali na matični fakulteti (Slika 17).

Slika 17:

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 *

English

The level of language competence *

B1

[Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/information/european-language-levels-act>]

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>

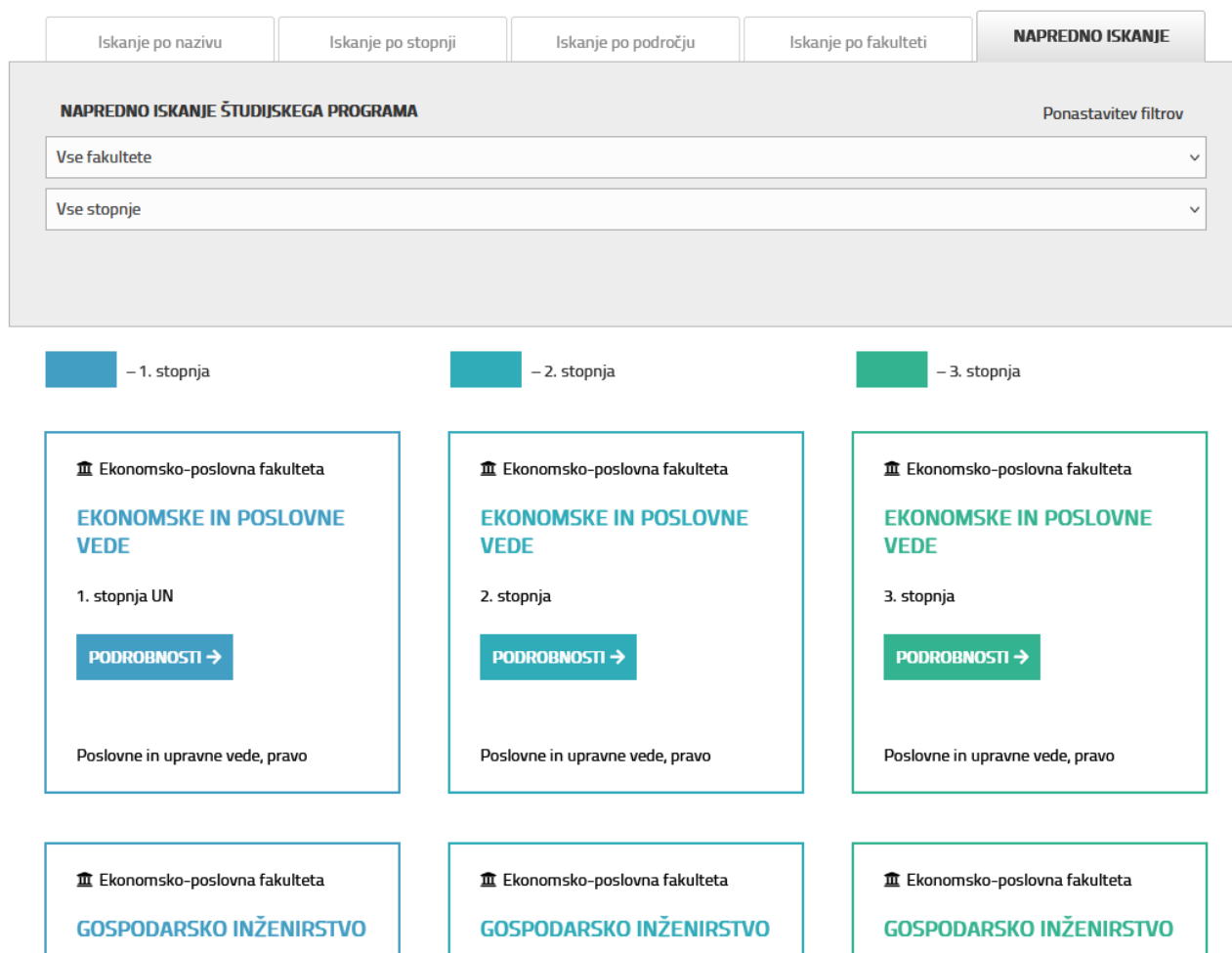
Previous **Next**

Ne pozabite na povezavo do kataloga predmetov na gostujoči instituciji in povezavo do kataloga na domači instituciji. Kako dostopate do povezave na UM razlagamo v naslednjih korakih.

2.8.1. V vašem brskalniku odprite naslednjo povezavo: <https://moja.um.si/studijski-programi/Strani/default.aspx?jezik=S>

2.8.2. Poiščite vašo fakulteto, izberete stopnjo študija in kliknite »Podrobnosti« (Slika 18).

Slika 18



The screenshot displays the 'NAPREDNO ISKANJE ŠTUDIJSKEGA PROGRAMA' (Advanced Study Program Search) interface. At the top, there are five tabs: 'Iskanje po nazivu', 'Iskanje po stopnji', 'Iskanje po področju', 'Iskanje po fakulteti', and 'NAPREDNO ISKANJE'. The 'NAPREDNO ISKANJE' tab is selected. Below the tabs, there is a section titled 'NAPREDNO ISKANJE ŠTUDIJSKEGA PROGRAMA' with a 'Ponastavitev filtrov' (Reset filters) link. Two dropdown menus are visible: 'Vse fakultete' (All faculties) and 'Vse stopnje' (All levels). Below these, there are three columns representing different study levels: '1. stopnja' (1st level), '2. stopnja' (2nd level), and '3. stopnja' (3rd level). Each column contains two program cards. The first card in each column is for 'EKONOMSKE IN POSLOVNE VEDE' (Economics and Business Sciences) and the second card is for 'GOSPODARSKO INŽENIRSTVO' (Business Engineering). Each card includes the faculty name 'Ekonomsko-poslovna fakulteta', the program name, the study level, a 'PODROBNOSTI →' (Details) button, and the program description 'Poslovne in upravne vede, pravo' (Business and administrative sciences, law).

2.8.3. Kliknite »Predmetniki in učni načrti« (Slika 19 – primer Ekonomsko-poslovna fakulteta).

Slika 19:

[NAZAJ NA SEZNAM](#)

EKONOMSKE IN POSLOVNE VEDE

 Ekonomsko-poslovna fakulteta

1. STOPNJA	 TRAJANJE:	ECTS	PODROČJE
Univerzitetni študij	3	180	Poslovne in upravne vede, pravo

S študijskim programom 'Ekonomске in poslovne vede' smo vas kot študente postavili v položaj odgovornega in aktivnega partnerja v izobraževalnem procesu. Pricakujemo, da ne boste zgolj sedeli v predavalnici, poslušali predavatelje in si urejali zapiske. Želimo, da ste aktivni in ustvarjalno radovedni. Zato vam ponujamo možnost, da si po lastnih poklicnih ambicijah prilagodite velik del študijskega ... [PREBERI VEČ ►](#)

[Predmetniki in učni načrti](#) 

2.8.4. Izberite letnik in smer študija (Slika 20 – primer Ekonomsko-poslovna fakulteta).

Slika 20:

EKONOMSKE IN POSLOVNE VEDE

AKREDITIRAN PREDMETNIK

1. letnik	2. LETNIK	3. letnik
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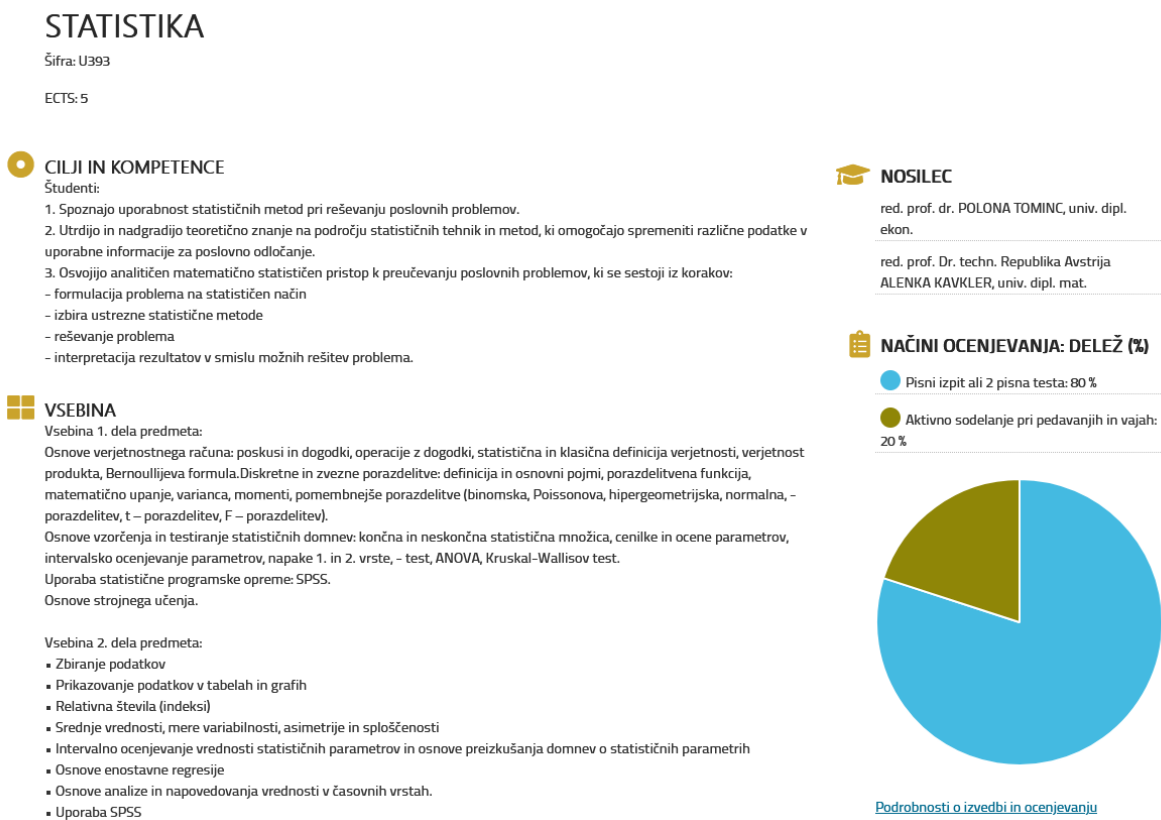
EKONOMIJA

KRAJ IZVAJANJA: MARIBOR

NAZIV	NOSILEC	ECTS	SEMESTER
STATISTIKA	POLONA TOMINC, ALENKA KAVKLER	5	Zimski
PROIZVODNJA IN RAZDELITEV DOHODKA	DARJA BORŠIČ	6	Zimski
EKONOMSKA ANALIZA IN POLITIKA	DARJA BORŠIČ	6	Zimski
IZBIRNI PREDMET 1		5	Zimski
IZBIRNI PREDMET 2		5	Zimski
RAZVOJ EKONOMSKE MISLI	JANI BEKŮ	7	Poletni
MEDNARODNA EKONOMIKA I.	JANI BEKŮ	7	Poletni
IZBIRNI PREDMET 3		6	Poletni
IZBIRNI PREDMET 4		7	Poletni
TUJI POSLOVNI JEZIK II		6	Oba

2.8.5. Izberite predmet (Slika 21 – primer Ekonomsko-poslovna fakulteta).

Slika 21:



2.8.6. V primeru, da boste imeli še virtualno predavanje to zabeležite v tabeli C (Slika 22).

Slika 22:

The screenshot shows the 'Table C' section of the Erasmus+ application form. At the top, there is a dropdown menu for 'Academic year' with '2021/2022' selected. Below this, the title 'Table C' is displayed. A text box contains the instruction: '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.' Below the text box is a red button labeled 'Add Component to Table C'. At the bottom of the section are two dark blue buttons: 'Previous' on the left and 'Next' on the right.

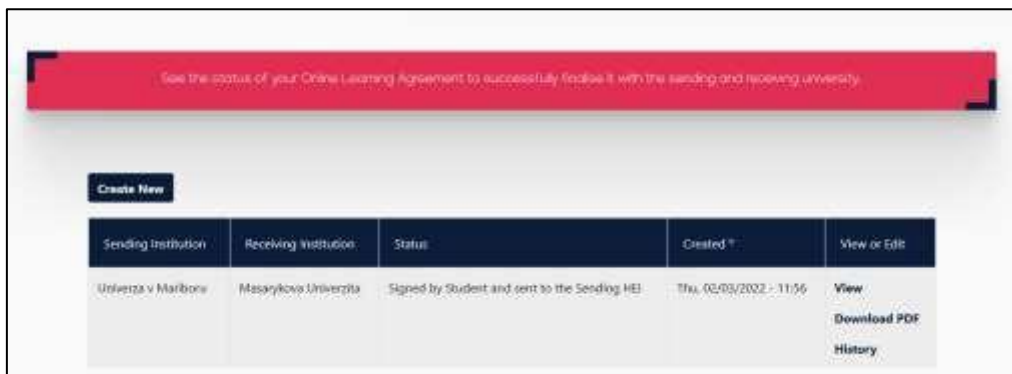
2.9. Nazadnje uredite še digitalni podpis in oddate svoj Learning agreement. Na koncu označite polje »Sign and send the Online Learning agreement« (Slika 23).

Slika 23:

The screenshot shows the 'Commitment Preliminary' section of the Erasmus+ application form. At the top, there is a dropdown menu for 'Academic year' with '2021/2022' selected. Below this, the title 'Commitment Preliminary' is displayed. A large text box contains the following text: '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.' Below the text box is a large empty rectangular box for a signature, with a 'Clear' button below it. At the bottom of the section, there is a line of text: 'By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organization of destination.' Below this text are two dark blue buttons: 'Previous' on the left and 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review' on the right.

2.10. V primeru, da ste pravilno oddali Learning Agreement, lahko spremljate njegov status na naslednji strani (Slika 24).

Slika 24:



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

Create New

Sending Institution	Receiving Institution	Status	Created At	View or Edit
Univerza v Mariboru	Masarykova Univerzita	Signed by Student and sent to the Sending HEI	Thu, 02/03/2023 : 11:56	View Download PDF History