



www.vse.cz

MOBILITY DOCUMENTATION

Explanatory Meeting

AGENDA

- Practical Issues – **PREPARE A PEN, PLEASE**
 - Learning Agreement
 - Confirmation of Study Period
- Q&A
- Collection of Documents

Learning Agreement = LA (1)

- Agreement among 3 parties
 - Student, home uni and host uni
- Student agrees to study the courses
- Home uni agrees to accredit the courses in the full degree programme back home
- Host uni (VŠE) confirms that the courses are in line with its course catalogue

Learning Agreement = LA (2)

Who is responsible

- Your university issues ALL documents
- How to complete your LA:
 1. Responsible person at home university has to agree with the courses
 2. Fill in your personal data, courses with the codes and sign it
 3. Signature of institutional/ departmental coordinator at your home university
 4. Signature of host university coordinators (Karolína Kaslová/Daniela Slámová)

Changes to the LA (3)

- All changes have to be approved by the responsible person at home university **FIRST**
- Write all final changes to „*Section to be filled during the mobility*“ (Changes)
- Bring the changes signed by your home uni to RB547 to have it signed
- **!!!** Learning Agreement with all Changes must correspond to InSIS = Transcript of Records

PRACTICAL DETAILS

Confirmation of Study / Learning Agreement

- **Name of Signatory:**
 - Karolína Kaslová / Daniela Slámová
- **Position:** Exchange Student Coordinator
- **Name of Host/Receiving Institution:**
 - University of Economics, Prague (VŠE)
- **Erasmus Code:** CZ PRAHA09
- **Period of study:** 18-09-2017 to 15-12-2017
 - !!! later ONLY in case of registered exams during the exam period: 18-12-2017 to 01-02-2018**
 - last day of a student's duties = last exam (oral or written)

Q&A?

