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)

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Q&A?