

The Student¹

Last name (s)		Nationality²		Study cycle³	
First name (s)		Date of birth		Sex [M/F]	Field of education⁴

The Sending Institution

Name	The University of Economics, Prague	Erasmus code (if applicable)	CZ PRAHA09	Contact person⁵ name	
Address	Winston Churchill Sq. 4, 130 67 Prague 3	Faculty		e-mail	
Country	The Czech Republic	Department	International Office	phone	

The Receiving Institution

Name		Erasmus code⁶ (if applicable)		Contact person name	
Address		Faculty/ Department		e-mail	
Country				phone	

Language competence of the student

The level of language competence⁷ in *[indicate here the main language of instruction]* **English** **German** **French** **Spanish** **Italian** that the student already has or agrees to acquire by the start of the study period is *[according to the Online Linguistic Support]*: A1 A2 B1 B2 C1 C2 Native speaker

COMMITMENT OF THE THREE PARTIES

By 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 Sending 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 in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. 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.

RESPONSIBLE PERSONS

Responsible person⁸ at the Sending Institution	
Name	
E-mail	
Position	

Responsible person at the Receiving Institution⁹	
Name	
E-mail	
Position	

Section to be completed BEFORE THE MOBILITY

Planned period of the mobility: from [month/year] till [month/year]

Table A: Study Programme at the Receiving Institution

Component code (if any)	Component ¹¹ title at the Receiving Institution (as indicated in the course catalogue ¹²)	Semester (e.g. autumn/spring; term)	ECTS ¹³ credits
			Total: ...

Table B: Recognition at the Sending Institution¹⁰

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	ECTS ¹⁴ credits	Component's responsible person ¹⁵ (if any)
			Total: ...	

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

[Web link(s) to be provided.]

Provisions applying if the student does not complete successfully some educational components:

<http://ozs.vse.cz/pro-studenty/vymenny-pobyt-v-zahranici/vraceni-stipendia/>

The student
Student's signature

Date:

The Sending Institution
Responsible person's signature

Date:

The Receiving Institution
Responsible person's signature

Date:

- ¹ **VŠE Students:** Fill your **Name** in the heading of the Learning Agreement for Studies. (See **Student's name**.)
- ² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ³ **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).
- ⁴ **Field of education:** The **ISCED-F 2013 search tool** available at http://ec.europa.eu/education/tools/isced-f_en.htm 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.
VŠE Students: 031 for Faculty of International Relations (FMV), The Faculty of Economics (NF) and for International Business-Central European Business Realities study programme; 041 for Faculty of Finance and Accounting (FFÚ); Faculty of Business Administration (FPH) and Faculty of Management (FMJH); 061 for Faculty of Informatics and Statistics (FIS).
- ⁵ **Contact person:** a 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 will work at the international relations office or equivalent body within the institution.
VŠE Students: contact person = **Erasmus coordinator at International Office.**
- ⁶ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
VŠE Students: List of Erasmus codes of VŠE's partner institution: http://ozs.vse.cz/wp-content/uploads/2016/10/Erasmus_kody_10_2016.pdf
- ⁷ **Level of language competence:** a description of the European Language Levels (**CEFR**) is available at: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
VŠE Students: Student fill the level of language competence as soon as the **results of Online Linguistic Support's language test** will be available.
- ⁸ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreements, 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.
VŠE Students: responsible person = **Vice Dean for Academic Affairs** or **Vice Dean for International Relations:** <http://ozs.vse.cz/pro-studenty/vymenny-pobyt-v-zahranici/kontaktni-osoby-na-vse/>
- ⁹ **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.
- ¹⁰ **VŠE Students: Table B** = Set of VŠE components to be replaced by study abroad. How to fill Table B: http://ozs.vse.cz/wp-content/uploads/2014/11/Table-B-Learning_Agreement_Before_the_Mobility_Europe.pdf
- ¹¹ 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, and practical work, preparation/research for a thesis, mobility window or free electives.
VŠE Students: If the component title is too long, please use shortcuts or reduce the font size! Add rows as necessary.
- ¹² **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.
- ¹³ **Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion.** 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.
- ¹⁴ **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution.**
- ¹⁵ **VŠE Students: Optional!** Signature of person responsible for the educational component at VŠE (tj. garant kurzu nebo vedlejší specializace), if required.