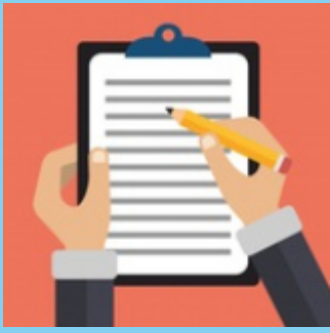


DURING/AFTER MOBILITY

OVERSEAS + RUSSIA + SWITZERLAND

1) LEARNING AGREEMENT DURING MOBILITY



- Any changes in courses must be filled in the second page of the Learning Agreement.
- LA must be signed by the partner university and Vice-dean at VSE.
- LA has to be uploaded into the InSIS checklist.

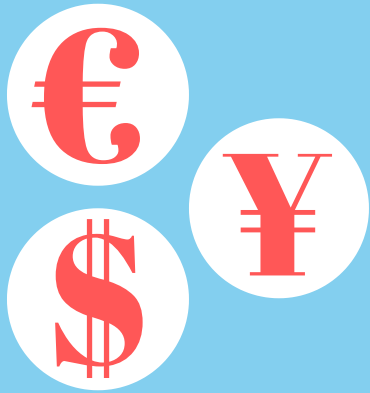
2) REPRESENTATION OF VSE AT PARTNER UNIVERSITIES

- VSE encourages all students to participate in events for students about studying abroad.
- Promo materials about VSE/Czech Republic are available at the International Office.



3) SCHOLARSHIP/GRANT ACCOUNT

- It is necessary to comply with the length of stay, its purpose and gain required number of credits.
- Switzerland: a scan of the confirmation of the accurate duration of the stay must be uploaded into the InSIS checklist.



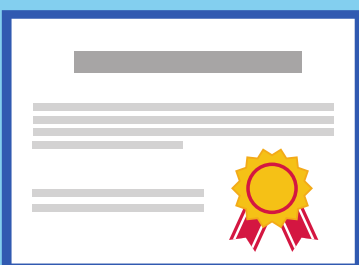
4) COMPLETION OF FINAL REPORT IN INSIS

- The final report in InSIS must be completed within 14 days after the end of the mobility.
- Please fill in the report in details – it serves as an information source for future outgoing students.



5) TRANSCRIPT OF RECORDS

- A Transcript of Records contains an overview of courses, credits and grades.
- It is issued by partner university 1-3 months after the end of the mobility.
- Student uploads a copy of the transcript into the InSIS checklist.



6) TRANSFER OF CREDITS

- Student applies for a transfer of credits in InSIS.
- Transfer of credits and results is mandatory and must be recognized in full.

