

The background image is a photograph of a large, circular library. The upper levels are filled with bookshelves, and a central wooden study table is visible in the foreground. The text "INSTRUCTIONS FOR THE LEARNING AGREEMENT" is overlaid on a blue rectangular background in the center of the image.

INSTRUCTIONS FOR THE LEARNING AGREEMENT

The Learning Agreement (LA) is a document that every student participating in a study exchange program must complete. It is an agreement *between the student, the sending institution (VŠE), and the receiving institution regarding the courses the student will study during their exchange (Table A) and how they are going to be recognised to student's VSE study plan (Table B)*. Therefore, it is one of the obligations that **must be fulfilled before the start of the mobility** (as one of the conditions for receiving the financial grant) – but it must be approved by all parties, **especially the sending and receiving institutions!**

The Learning Agreement must include courses worth **at least 20 ECTS**. However, the *exact requirement may vary depending on the faculty* – some faculties may set a higher minimum number of ECTS. Therefore, it is important to check the specific requirements on your faculty's website or intranet. Ideally, the number of credits should **range between 20 and 30 ECTS**.

The Learning Agreement completed before the start of the mobility does not have to be the final version. **During the exchange, it is possible to modify the LA according to the courses you will actually study – using the Learning Agreement Changes.** These changes are typically allowed upon arrival at the host institution, depending on the rules of the partner university. **The LA Changes must again be approved by all parties before the end of your stay abroad.**

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Note: The screenshots are provided for better orientation only and do NOT represent a real exchange. Therefore, individual steps and classes may not follow a logical order.

LEARNING AGREEMENT BEFORE MOBILITY

Learning Agreement (Study plan abroad) can be found in InSIS, in *Student's Portal* in section **"My placements abroad"**.

1

First of all, select the **"Type of foreign study plan"** from the drop-down menu and select the option:

Long-term mobility

→ Then click on **"Choose"** to save you selection.

Support of the selected study
Application on support of the selected study.

Personal timetable Academic calendar (weeks overview) Academic year schedule Contact departments Contact centre My excuse notes Print documents Document storage Course evaluation by student

Study financing and scholarships
Application on support of financing and scholarships of the selected study.

Overview of financing (all studies) Study financing Accommodation benefit application form Paid-out scholarships Bank accounts Orders

My placements abroad
Application supporting the foreign administration of a currently selected studies.

Submit exchange programme application Register of applications Results of selection procedures Bank account number for study placements **Learning Agreement (Study plan abroad)** Checklist Evaluation of placement

Type of foreign study plan
If it is to be, select the foreign study plan type first. The Dlouhodobá mobilita value is pre-selected. It is important to select the type of mobility. The type determines the other items on the form and their obligation. If you are not sure about the choice, please consult the advisor.

Type: **Long-term mobility** Choose

-- not entered --
✓ Long-term mobility
Short-term combined mobility
Short-term post-graduate mobility

Then you will get to the Learning Agreement.

→ You will find 3 parts that you will need to fill in.

Start with the first section - TABLE A.

2

TABLE A = "Courses of the individual study plan for abroad"

includes all courses you have chosen from the course offer at the partner university.

→ Here, you add all the courses which you want to study abroad.

Fill in:

- code of the course (if available)
- official course title (in the language of the institution)
- number of ECTS of the course

Attention!!! If the partner university does not use the ECTS system, it is necessary to **convert the number of their credits to ECTS** (check the [Recommended Credit Conversion Guide on our website](#)).

Please always **round the number of ECTS to integers or half-credits** (e.g., 4 ECTS; 4.5 ECTS).

For other boxes:

- Category - leave as "**Components for study**"
- "**Conditions for recognition**" and "**Description of virtual part**" - **DO NOT FILL.**

After completing the course information, click "**Add**"

→ Add all courses individually and complete the above information for each of them.

This will create a table with a list of courses that you plan to study at the partner university. 

Courses of the individual study plan for abroad

The table shows a list of courses that you have already included in your study plan for abroad.

Sel.	Code	Course	Semester	Number of ECTS credits	Modify
------	------	--------	----------	------------------------	--------

No suitable data found.

Add course

Use the following form to create a list of courses you will attend during your study abroad.

Code	862899001
Course	Quantitative Methods in the Studies of International Relations
Semester	summer semester
Number of ECTS credits	9
Category	Components for study
Conditions for recognition	
Description of virtual part	

Press the Add button to confirm the entered values and to add new object.

Add

Courses of the individual study plan for abroad

The table shows a list of courses that you have already included in your study plan for abroad.

Sel.	Code	Course	
☐	862899001	Quantitative Methods in the Studies of International Relations	su
☐	862904001	Security Relations in Northeast Asia	su
☐	088F00021	Basic Mandarin Course	su

Now continue with the second part - **TABLE B.**

3 In **TABLE B = “Courses of the individual study plan at home being completed abroad”** you indicate how the courses studied abroad will be transferred into your VŠE study plan.
→ It means that you choose whether the course will be recognized as an **elective course** or as a **compulsory course**.

CASE 1: ELECTIVE COURSE

1. In the case of an **elective course**, you will choose '**General acceptable courses xS 20xx/20xy**' → you don't have to look for an equivalent of the course at VŠE.
2. Select the **UPxy Transfer credit** and click on "**Add**" (start from UP01 to higher numbers).

Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the study plan for abroad.

Display: ☒ [Course details](#) ☒ [Changed, Changed by](#) ☒ [Recognized, Recognized by](#)

Sel.	Code	Course	Study period	Number of ECTS credits	Changed	Changed by	Recognized	Recog
------	------	--------	--------------	------------------------	---------	------------	------------	-------

No suitable data found.

Add course

Here you need to enter the courses included in your individual study plan at home, but you intend to complete them while studying

☐ Courses SS 2025/2026

General acceptable courses SS 2025/2026

Course	UP05 Transfer credit (SS 2025/2026 - PEDO
--------	---

Add

Attention: **elective courses from minor specialization** are considered **compulsory** in this case and therefore require steps described in Case 2.

Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.

Display: [Course details](#) [Changed](#) [Changed by](#) [Recognized](#) [Recognized by](#)

Sel.	Code	Course	Study period	Number of ECTS credits	Category	Changed	Changed by	Recognized	Recognized by	Modify
☐	UP01	Transfer Credit	SS 2025/2026 - PEDO							
☐	UP02	Transfer Credit	SS 2025/2026 - PEDO							
☐	UP03	Transfer Credit	SS 2025/2026 - PEDO							

Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.

Sel.	Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits	Gr.	Study period	Changed	Changed by	Recognized
☐	UP05	Transfer credit	PEDO						WS 2024/2025 - PEDO	03/07/2024	E. Svobodová	

Modify

3. After adding “**Transfer credit**” courses to Table B, it is necessary to edit them (by clicking on “**Modify**” icon) and **complete missing details**.

When you open the modify section, you will find a new table (as you can see on the right side) → **fill in every component in the following way**:

- **Mode of completion** (how is the course completed?) - in most cases it's an exam
- **Number of ECTS credits**
- **Type of group** (in which category would you like it to be recognized – *faculty elective, general elective* – according to your study plan)
- **The actual name** and **Real name in English** - the title of the course (if you are studying in English, the names will be the same)
- **Studied in language** - language of instruction
- **Category** - leave as “**Component for recognition**”
- **Conditions for recognition** - leave blank
- Components “**Result**” and “**Actual date of completion**” **DO NOT FILL** yet

Do NOT forget to save all the modifications by clicking on “**SAVE**”!

Edit data about the recognition of course UP01 Transfer Credit
National Chengchi University / College of Commerce 2025/2026

On this page you can change the data related to a course recognition.

Mode of completion	Exam ECTS
Result	-- not entered --
Number of ECTS credits	9
Type of group	hV
Actual date of completion	DD/MM/YYYY
The actual name	Quantitative Methods in the Studies of International Relations
Real name in English	Quantitative Methods in the Studies of International Relations
Studied in language	English
Category	Components for recognition
Conditions for recognition	

Save

→ Fill in the details for **all elective courses in TABLE B** in the same way.

The final table should look similar (based on your courses):

Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.

Display: ☒ Course details ☒ Changed_Changed by ☒ Recognized_Recognized by

Sel.	Code	Course	Study period	Number of ECTS credits	Category	Changed	Changed by	Recognized	Recognized by
☐	UP01	Transfer Credit (Quantitative Methods in the Studies of International Relations)	SS 2025/2026 - PEDO	9	Components for recognition	28/01/2026			
☐	UP02	Transfer Credit (Security Relations in Northeast Asia)	SS 2025/2026 - PEDO	9	Components for recognition	03/02/2026			
☐	UP03	Transfer Credit (Basic Mandarin Course)	SS 2025/2026 - PEDO	9	Components for recognition	03/02/2026			

At the end, the sum of ECTS in TABLE A and TABLE B must be EQUAL and courses in TABLE A should have an equivalent course in TABLE B.

CASE 2: COMPULSORY COURSE

1. In the case of a **compulsory course**, you have to select '**Courses xS 20xx/20xy**' and **find the specific course from your VSE study program** by inserting the course code/name and click on "**Seach**".
2. Then select the corresponding course, click on "**Add**" and it will show in TABLE B.

Attention: If you are interested in recognizing a course studied abroad as a **specific mandatory course of the main specialization** or any (mandatory or optional) course of the minor specialization, you must consult not only the Vice-Dean for education, but especially the guarantor of the relevant course taught at VŠE.

In the InSIS Contact center use "**The approval of a compulsory course before the study abroad**" for this request. To evaluate the application, it will also be necessary to **provide the syllabus of the course from the partner school**.

Add course

Here you need to enter the courses included in your individual study plan at home, but you intend to complete them while studying abroad.

☒ Courses SS 2025/2026 ☐ General acceptable courses SS 2025/2026

Course

More than one course has been found, select one from the following list.

- ☒ 2SE212 International Economics - SS 2025/2026 - FMV
- ☐ 2SE222 International Economics - SS 2025/2026 - FMV
- ☐ 2SE251 International Economics - SS 2025/2026 - FMV
- ☐ 2SE201 International Economics - SS 2025/2026 - FMV
- ☐ 2SE405 International Economics II - SS 2025/2026 - FMV
- ☐ 2SE445 International Economics 2 - SS 2025/2026 - FMV
- ☐ 1MT400 International Monetary Economics - SS 2025/2026 - FFU
- ☐ ME3_1 State Exam in Economics and International Economics - SS 2025/2026 - FMV
- ☐ ME3_2 State Exam in Economics, International Economics, and Law - SS 2025/2026 - FMV

[Key](#) (click to show/hide)

» [Contact centre](#) » Searching for solution

[My queries](#) [Searching for solution](#)

Use this part of application to search for solution of your issue using a knowledge database, eventually, centre using prepared forms.

Search in a knowledge database

Enter a key word of an issue which you need to solve to a search box. FAQ are found in this [application](#).

Submit a sample for search

Forms

- Registration and Enrollment
- Scholarships
- Study Abroad
- Study Fees (programs in Czech only)
- Study Issues

[The approval of a compulsory course before the study abroad](#)

If you want to have a course recognized as **compulsory**, the details in Table B will be automatically set according to the course parameters as accredited at VŠE.

→ At the partner university, however, given course may be accredited for a different number of credits than it is at VŠE. Since the total number of credits in Table A and Table B must be equal, one of **three situations will occur**:

1. The number of ECTS abroad **EQUALS** the number of ECTS at VŠE → the simplest option, where there is no need to make up any difference
2. The number of ECTS abroad is **GREATER THAN** the number of ECTS at VŠE → you must make up the difference by adding another course to Table B with the code UP 0x (Transfer credit). For this new entry, adjust the details (name, language, group) according to the parameters of the course abroad, and in the “Number of ECTS Credits” field, enter only the remaining difference between the credits earned abroad and the credits at VŠE.
3. The number of credits abroad is **LESS THAN** the number of credits at VŠE → to make up the difference, deduct the required credit difference from another **elective** course.

	TABLE A	TABLE B
Abroad = VŠE	52105 Global Strategy 6 ECTS	3SG415 International Strategy 6 ECTS
Abroad > VŠE	52105 Global Strategy 7,5 ECTS	3SG415 International Strategy 6 ECTS UP01 Transfer credit (Global Strategy) 1,5 ECTS
Abroad < VŠE	52105 Global Strategy 5 ECTS 52305 HR Management 5 ECTS	3SG415 International Strategy 6 ECTS UP02 Transfer credit (HR Management) 4 ECTS

According to the procedure described in case 1 and 2, add the individual courses so that they correspond to the group in which you want them to be recognized — all **electives as UPxy Transfer credit**, and **compulsory courses** as specific equivalents of VŠE courses. Keep in mind the following basic principles:

- ✓ At the end, the total number of ECTS credits in TABLE A must equal the total number of ECTS credits in TABLE B
- ✓ All courses in Table A usually have an equivalent in Table B
- ✓ To make up any credit difference for compulsory courses, you work only with courses in Table B; Table A remains unchanged according to the parameters of the partner university.

When you fill in all the details mentioned above, you can proceed to the next section. Here, you will need to fill in the **CONTACT INFORMATION** in the "Additional data" section:

4 The requirements for filling in the contact information depend on your type of mobility:

For Overseas, Switzerland, or CEEPUS mobility:

- you **ONLY** need to fill in the **"KNOWLEDGE OF LANGUAGE"** section, according to the level you provided in your exchange application.

For ERASMUS+ mobility

- The fields **"E-mail"** and **"Responsible Person at the Sending Institution"** will be automatically pre-filled.
- **The contact information for the host institution** will be sent to you by the International Office (OZS) via email.
- **"Study Period (Since – Until)"**: Fill in according to the dates in InSIS or the acceptance letter from the partner university.
- **"Knowledge of Language"**: Fill in according to the level verified in your exchange programme application.
- **"Subject Area Code"**: Fill in according to your faculty as follows (unless your coordinator provides different instructions):

031 - FIR, FE

041 - FFA, FBA, FM

061 - FIS

Additional data

Prior to any further operation, remember to save the form. The form contains common data for various documents related to foreign study. Change of data will appear in all documents.

Transaction was successfully completed.

Contact information

Phone	E-mail
	grun00@vse.cz

Responsible person at the sending institution

Jméno	Surname	Phone	E-mail
Karolína	Kaslová	+420 224 098 526	karolina.kaslova@vse.cz

Receiving institution

Faculty	Study period since	Until	Knowledge of language	Link to Course catalogue
	DD/MM/YYYY	DD/MM/YYYY	C2	

Responsible person at the receiving institution

Jméno	Surname	E-mail

Study data valid at the time of dispatch

Subject area code

Other

Mother language
-- not entered --

Save data

Delete data

"Mother language" means your native language, not the official language in your destination.

Additional data

Prior to any further operation, remember to save the form. The form contains common data for various documents related to foreign study. Change of data will appear in all documents.

Transaction was successfully completed.

Contact information

Phone	E-mail
	grun00@vse.cz

Responsible person at the sending institution

Jméno	Surname	Phone	E-mail
Karolína	Kaslová	+420 224 098 526	karolina.kaslova@vse.cz

Receiving institution

Faculty	Study period since	Until	Knowledge of language	Link to Course catalogue
	DD/MM/YYYY	DD/MM/YYYY	C2	

Responsible person at the receiving institution

Jméno	Surname	E-mail

Study data valid at the time of dispatch

Subject area code

Other

Mother language
-- not entered --

Save data

Delete data

In both cases do NOT forget to save the changes by clicking on **"Save data"** icon.

5

Once the Learning Agreement Before Mobility is complete - you are sure that you have filled in the necessary details correctly - you can request approval of the plan by **clicking "Apply for Approval of the Plan"** at the bottom of the page.

→ This will lock your Learning Agreement (LA) and forward it to the responsible person (usually the Vice-Dean for International Relations of the relevant faculty) for review and approval.

→ The next steps after approval **depend on the type of your mobility:**

ERASMUS+

If you are going abroad under the **ERASMUS+ program and the partner university is part of EWP network**, once your LA is approved by your faculty and administratively checked by IO, it will be sent for approval to the partner university via the [EWP \(Erasmus Without Paper\)](#) platform, **meaning no further action is required on your part.**

SWITZERLAND

If you are going to **Switzerland**, your International Office coordinator will inform you of an alternative procedure.

OTHER

If your exchange does not fall within above mentioned categories, you have to download **the approved and checked Learning Agreement (LA) as a PDF from the CHECKLIST (Learning Agreement in InSIS)** and send it electronically to the partner university for signature.

→ Only after the LA is signed by both VŠE and the partner university should you upload the PDF version of the LA to the appropriate section of the Checklist in InSIS.

Apply for approval of the plan

If all the prerequisites are met, you can apply for approval of a study abroad plan at the contact centre. Further editing of courses won't be possible.

Apply for approval of the plan

Checklist

The application displays a list of all binding documents related to your abroad placement that have to be submitted to the Foreign Relations Office prior to attending the abroad placement and after. With each document, you have to indicate whether it (green box) or it is still to be delivered to your coordinator (red box).

All administrative tasks to be done prior to your departure are complete when your Checklist is green. The version of the Checklist that can be entered in electronic version is PDF.

Study placement: **National Chengchi University / College of Commerce**
Kind of agreement: **other form of short-term study program**
Period: **23. 02. 2026 – 12. 06. 2026**

Before departure

LETTER OF ACCEPTANCE + ACADEMIC CALENDAR (in one PDF)	Learning Agreement in InSIS	LEARNING AGREEMENT "Before Mobility"	BANK ACCOUNT INFO (inserted in InSIS)	Emergency Contact	Copy documents
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✓ PDF ✓ PDF ✓ ✓ ✓

Commitment	Position	Date	Signature
Student	Student	03/02/2026	APPROVED IN IS
Responsible person at the Sending Institution	Responsible person	04/02/2026	APPROVED IN IS
Responsible person at the Receiving Institution	Responsible person	10/02/2026	



NEVER sent over Learning Agreement downloaded from Contact center to the partner university, only from CHECKLIST.

This does not have to be the final version of LA, changes to the Learning Agreement are made using the **"LA CHANGES"** section, where you can add or remove courses during your stay abroad, based on the courses you actually end up studying.

FILLED LEARNING AGREEMENT - SAMPLE

Courses of the individual study plan for abroad

Code / Course	Semester	ECTS
862899001 Quantitative Methods in the Studies of International Relations	SS	9
862904001 Security Relations in Northeast Asia	SS	9
088F00021 Basic Mandarin Course	SS	9

TABLE A - courses that you will study at the partner university

Courses of the individual study plan at home being completed abroad

Σ 27 ECTS

Course title in Czech / in English	Language	Result	Cred.	Mode of completion	Date	Group
UP01 Uznáný předmět (Quantitative Methods in the Studies of International Relations) / UP01 Transfer Credit (Quantitative Methods in the Studies of International Relations)	English		9	Exam ECTS		hV
UP02 Uznáný předmět (Security Relations in Northeast Asia) / UP02 Transfer Credit (Security Relations in Northeast Asia)	English		9	Exam ECTS		hV
UP03 Uznáný předmět (Basic Mandarin Course) / UP03 Transfer Credit (Basic Mandarin Course)	English		9	Exam ECTS		hV

Σ 27 ECTS

TABLE B - how the courses from abroad will be recognized into your VSE study plan

Requirements

- min 20 ECTS (FIR 24 ECTS)
- ECTS in table A = ECTS in table B

The number of ECTS credits for each course in Table A should correspond with respective course in Table B. This does not apply in cases where you are having a course recognized as a compulsory one, and the credit allocation at VSE differs from that at the partner university.

Number of credits of the study plan abroad	27
Number of credits of the home study plan	27

LEARNING AGREEMENT DURING MOBILITY - "LA CHANGES"

If you decide to *change, add, or remove* any courses during your stay abroad, **it is necessary to update the Learning Agreement accordingly.** You can access **LA Changes** again through the *Student Portal* in the section *My Study Abroad* - "**Learning Agreement (Study Plan for Abroad).**"

Just like the initial completion of the Learning Agreement, LA Changes also consists of two parts: **TABLE A** and **TABLE B**.

1 In **TABLE A - "Courses of the Individual Study Plan for Abroad,"** you record any changes to the courses in your study plan abroad. You **remove** and **add courses** based on the actual courses you are studying during your exchange.



1. **mark the courses that you are not studying abroad**
Do not mark the courses you wish to keep!



2. **remove the courses** from your study plan by clicking the **"Remove" button.**

→ This will move them to the **"Changes Made"** table, where they will appear with a **cross symbol**.



3. **Add new courses** as in the LA Before, fill in the course *code*, *course name*, and *the number of ECTS credits* (convert to ECTS if necessary).

→ The **newly added courses** will appear in the **Changes Made table** with a **checkmark**.

Follow the same steps for every course you have to change.

Courses of the individual study plan for abroad

The table shows a list of courses that you have already included in your study plan for abroad.

Sel.	Code	Course	Semester
☐	862899001	Quantitative Methods in the Studies of International Relations	summer semester
☒	862904001	Security Relations in Northeast Asia	summer semester
☐		Basic Mandarin Course	summer semester

Remove

Add course

Use the following form to create a list of courses you will attend during your study abroad.

Code	
Course	
Semester	summer semester v
Number of ECTS credits	
Category	Components for study v
Conditions for recognition	
Description of virtual part	

Press the Add button to confirm the entered values and to add new object.

Add

Changes made

The table shows a list of changes in comparison with the original study plan for abroad.

Sel.	Type of modification	Code	Course	Number of ECTS credits
☐		MIE101	Microeconomics	15
☐		MAE101	Macroeconomics	15

If you have made changes to the courses in TABLE A, **you also need to reflect these changes in TABLE B.**

→ Follow the same procedure as when filling in LA Before.

2 In TABLE B "Courses in the Home Study Plan Completed as Part of Study Abroad," **select and remove** changed courses and then **add the corresponding courses.**

a) For **elective courses**, select "**General Recognition Courses xS 20xx/20xy**" and **add** the course **UPxx Transfer credit** (e.g., if you have already used UP01 to UP04 and removed one, continue with UP05 and so on).

After adding the courses according to TABLE A, you will need to **edit the details of each course.** Click the "**Modify**" icon and fill in *the mode of completion, number of ECTS credits, type of group, the name of the course and language of instruction.*

(If anything is unclear, refer back to the section on completing LA Before in the instructions.).

b) For **compulsory courses** or **courses in your minor specialization**, where approval from the course guarantor is required, **add** the course using "**Courses xS 20xx/20xy**" and select *the specific course* from the list. Follow the steps described in the LA Before section.

→ Follow these steps for every course that you have changed.

The final number of ECTS in TABLE A must be equal to the number of ECTS in TABLE B!

Changes made

The table shows a list of changes in comparison with the original study plan for abroad.

Sel.	Type of modification	Code	Course	Number of ECTS credits
☐		MIE101	Microeconomics	15
☐		MAE101	Macroeconomics	15

Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.

Display: ☒ Course details ☒ Changed, Changed by ☒ Recognized, Recognized by

Sel.	Code	Course	Study period	Number of ECTS credits
☐	UP01	Transfer Credit (Quantitative Methods in the Studies of International Relations)	SS 2025/2026 - PEDO	9
☒	UP02	Transfer Credit (Security Relations in Northeast Asia)	SS 2025/2026 - PEDO	9
☐	UP03	Transfer Credit (Basic Mandarin Course)	SS 2025/2026 - PEDO	9

Remove

Add course

Here you need to enter the courses included in your individual study plan at home, but you intend to complete them

☐ Courses SS 2025/2026

☒ General acceptable courses SS 2025/2026

Course UP05 Transfer credit (SS 2025/2026 - PEDO) ▼

Add



On this page you change the data regarding course recognition, such as date or number of credits.

Mode of completion	Pass credit ECTS ▼	pre-filled only
Result	-- not entered -- ▼	
Number of ECTS credits	6	pre-filled only
Type of group	-- not entered -- ▼	
Actual date of completion	DD/MM/YYYY	
The actual name		
Real name in English		
Studied in language	Arabic ▼	pre-filled only
Category	Components for recognition ▼	pre-filled only
Conditions for recognition		

Save

After successfully making changes in TABLE A and TABLE B, when the list of courses is complete (i.e., the courses listed in the Learning Agreement correspond to the courses you are studying abroad), **you need to APPLY FOR APPROVAL OF THE PLAN.**

3

The approval process for LA Changes, just like for LA Before Mobility, **depends on the type of your mobility:**

ERASMUS+

If you are going abroad under the **ERASMUS+ program** and the **partner university is part of EWP network**, once your LA is approved by your faculty and administratively checked by IO, it will be sent for approval to the partner university via the [EWP \(Erasmus Without Paper\)](#) platform, **meaning no further action is required on your part.**

SWITZERLAND

If you are going to **Switzerland**, your International Office coordinator will inform you of an alternative procedure.

OTHER

If your exchange does not fall within above mentioned categories, you have to download **the approved and checked Learning Agreement (LA) as a PDF from the CHECKLIST (Learning Agreement in InSIS)** and send it electronically to the partner university for signature.

→ Only after the LA is signed by both VŠE and the partner university should you upload the PDF version of the LA to the appropriate section of the Checklist in InSIS.

Apply for approval of the plan

If all the prerequisites are met, you can apply for approval of a study a the contact centre. Further editing of courses won't be possible.

Apply for approval of the plan

Note: The LA Changes form is not mandatory. You only need to fill it out if any changes have occurred! If you have made no changes to your LA, you can skip this section.



NEVER sent over Learning Agreement downloaded from Contact center to the partner university, only from CHECKLIST.

→ Even after the LA Changes are approved, it is still possible to make changes to the courses. However, in the final version of your Learning Agreement, courses and their number of ECTS credits must completely match your TRANSCRIPT of RECORDS from partner university.

COURSE RECOGNITION AFTER MOBILITY

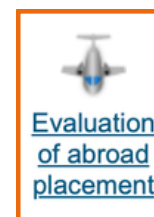
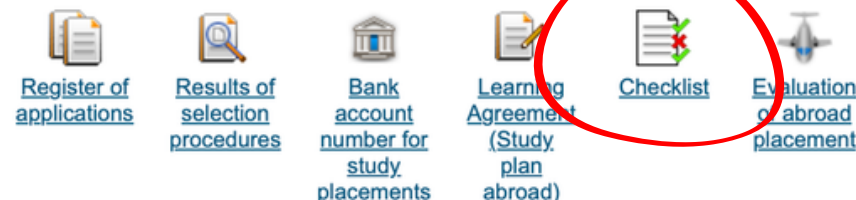
After returning from your study stay abroad, it is necessary to **submit the following documents:**

- The final version of the **LEARNING AGREEMENT** (which corresponds to the courses listed in the Transcript of Records)
- In the case of mobility within **ERASMUS+** or to **Switzerland**, also the **CONFIRMATION OF STUDY PERIOD**
- The **REPORT ON STAY ABROAD** in InSIS (you can find it by selecting *Evaluation of abroad placement*)
- For **ERASMUS+**, additionally the **REPORT ON STAY ABROAD** completed in the Beneficiary Module
- Verified **TRANSCRIPT OF RECORDS** from the partner university

Once these documents are **confirmed** in the checklist, you will **RECEIVE INSTRUCTIONS FROM YOUR COORDINATOR TO APPLY FOR COURSE RECOGNITION.**

My placements abroad

Application supporting the foreign administration of a currently selected studies.



After return								
Learning Agreement (changes) in InSIS	LEARNING AGREEMENT "Changes" - a copy of document duly signed (only in case of changes of courses)	CONFIRMATION OF STUDY PERIOD (copy uploaded to InSIS)	Confirmation of Study Period (original delivered)	Report on stay abroad (submitted via InSIS)	REPORT ON STAY ABROAD submitted via Beneficiary Module	REPORT ON STAY ABROAD Beneficiary Module Recognition Report	TRANSCRIPT OF RECORDS + number of credits achieved	ACADEMIC RECOGNITION (registered in InSIS; number of credits transferred - should correspond to LA/ToR)
🟢 📄 N/A	🟢 n/a	🟢 📄	🟢 doručen originál	🟢 26. 12. 2023	🟢 📄 bez recognition reportu	🟢 📄	🟢 ověřeno OZS / splněno 24 ECTS	🟢 📄

YOU WILL NOT BE ABLE TO SUBMIT THE APPLICATION BEFORE THE POST-MOBILITY REQUIREMENTS MENTIONED ABOVE ARE CONFIRMED, SO PLEASE MAKE SURE TO WAIT FOR THE INSTRUCTIONS FROM YOUR COORDINATOR.

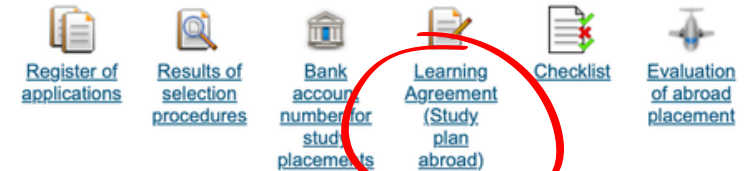
COURSE RECOGNITION AFTER MOBILITY

After receiving the instructions from your coordinator, you can proceed to submit the **application for course recognition**.

→ In the InSIS application on the [Student's Portal](#), go to the [My Placements Abroad](#) section and click on **Learning Agreement – Study Plan Abroad**.

My placements abroad

Application supporting the foreign administration of a currently selected studies.



- ① **TABLE A “Courses of the Individual Study Plan for Abroad”** will already be pre-filled – you just need to check whether the listed courses, their titles, and the number of ECTS credits match your Transcript of Records.

TRANSCRIPT OF RECORDS						
[Redacted Name] is enrolled in this University for 2023/2024 academic year within the framework of the Erasmus Programme or other International Exchange programme.						
She has passed the following examinations with the marks indicated:						
Exam Description	Date	Grade	Credits	C	D	No
1 SOCIOLOGY	12/06/2023	29/30	8	S1	9	
2 INTERNATIONAL RELATIONS	12/11/2023	30/30	8	S1	16	
3 CONTEMPORARY HISTORY	12/19/2023	30/30 cum laude	8	S1	7	
Date Date of the exam (month / day / year) Grade LUISS Guido Carli grades (scale : 18/30 -> 30/30 cum laude = 30/30 L.) Credits ECTS credits C Duration and period of the course (S1= I semester / S2= II semester / A1 = full year) D Distribution of grades. Percentage of students who obtained this mark (Study Course)						
This certificate has been issued just FOR INTERNAL USE						
Rome, 01/25/2024						
The Registrar LUISS Dott.ssa Federica Capone						

Learning Agreement (Study plan abroad)

LUISS - Libera Università Internazionale degli Studi Sociali Guido Carli 2023/2024

Use the application to create study plan for abroad study.

Courses of the individual study plan for abroad

The table shows a list of courses that you have already included in your study plan for abroad.

Code	Course	Semester	Number of ECTS credits
No suitable data found.			

Changes made

The table shows a list of changes in comparison with the original study plan for abroad.

Type of modification	Code	Semester	Course	Number of ECTS credits
✓	AN2		Contemporary History	8
✓	T008		International Relations	8
✓	AN6		Sociology	8

[Key](#) (click to show/hide)

Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.

Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits
UP01	Transfer Credit (International Relations)	PEDO	Exam ECTS	eng	excellent (1)	8
UP02	Transfer Credit (Contemporary History)	PEDO	Exam ECTS	eng	excellent (1)	8
UP03	Transfer Credit (Sociology)	PEDO	Exam ECTS	eng	excellent (1)	8

Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.

Display: [Course details](#) [Chances](#) [Chances by](#) [Recognized](#) [Recognized by](#)

Sel.	Code	Course	Study period	Number of ECTS credits	Category	Recognized by	Modify
☐	UP01	Transfer Credit (Quantitative Methods in the Studies of International Relations)	SS 2025/2026 - PEDO	9	Components for recognition	25	
☐	UP02	Transfer Credit (Security Relations in Northeast Asia)	SS 2025/2026 - PEDO	9	Components for recognition	03	
☐	UP03	Transfer Credit (Basic Mandarin Course)	SS 2025/2026 - PEDO	9	Components for recognition	03	

2

Proceed to **TABLE B “Courses of the Individual Study Plan at Home Being Completed Abroad”**, which indicates how the courses will be recognized within your degree program (i.e., how they will appear on your diploma).
→ Here, it is necessary to fill in the information confirming the completion of the courses during your stay abroad.

Click on the **Modify** icon and fill in the following:

- **RESULT** (actual result according to the Transcript of Records)
- Date of Completion – **ACTUAL DATE OF COMPLETION**

Then, **save** the entered information and **continue in the same way for all courses listed in the table.**

Edit data about the recognition of course UP01 Transfer Credit - SS 2025/2026

National Chengchi University / College of Commerce 2025/2026

On this page you can change the data related to a course recognition.

Mode of completion: Exam ECTS

Result: -- not entered --

Number of ECTS credits: 9

Type of group: hV

Actual date of completion: DD/MM/YYYY

The actual name: Quantitative Methods in the Studies of International Relations

Real name in English: Quantitative Methods in the Studies of International Relations

Studied in language: English

Category: Components for recognition

Conditions for recognition:

Save

Apply for course recognition

If all prerequisites have been fulfilled, it is possible to apply for recognition of courses from the home via result in filing a query in the contact centre. Further editing of courses won't be possible.

Apply for course recognition

At the end, the sum of ECTS in TABLE A and TABLE B must be EQUAL

3

Finally, submit the application by clicking on **“Apply for Course Recognition”** – this will forward it for approval to the relevant Vice-Dean of your faculty via Contact Centre.

If you completed compulsory or minor specialization courses abroad, **make sure to attach the course guarantor’s approval** to your application for recognition in the **Contact Centre**. This is the same approval you obtained when filling out the **Learning Agreement – Before Mobility**.