

A grand, circular library with multiple levels of bookshelves. The upper levels are reached by a spiral staircase and are filled with books. A central wooden table is in the foreground. The room is well-lit with warm lights. A blue banner with white text is overlaid in the center.

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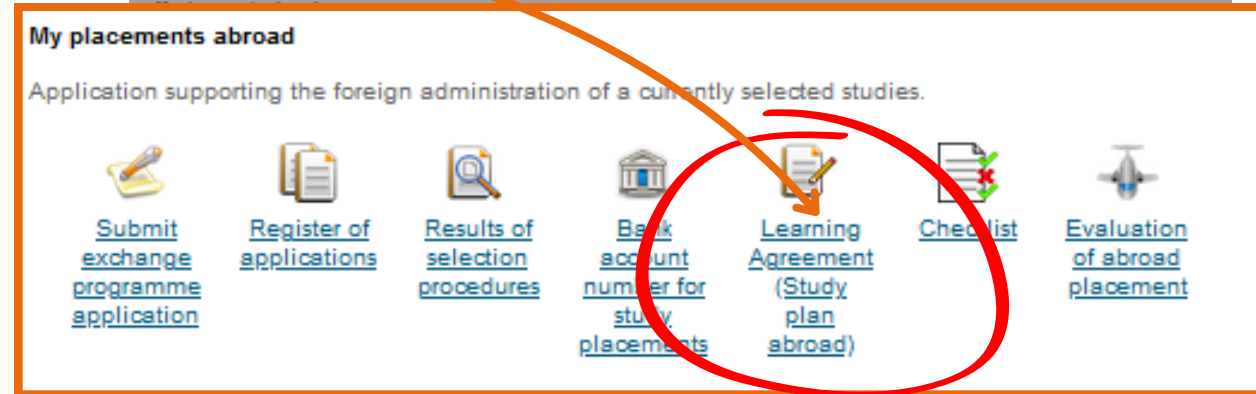
Note: The screenshots are provided for better orientation only and do NOT represent a real exchange. Therefore, individual steps and classes may not follow a logical order.

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

Type of foreign study plan

If it is to be, select the foreign study plan type first. It is important to select the correct type. The type determines the duration of the study plan and their obligation. If you are not sure about the choice, please contact your Foreign Department.

Type

Long-term mobility



Choose

Then click on "Choose" to save your selection.

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 called “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 host 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	Category	Conditions for recognition	Description
						No suitable data found.	

Add course

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

Code: 54321

Course: Business Strategy

Semester: summer semester

Number of ECTS credits: 5

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

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

3 In **TABLE B** called “**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.

In the case of an **elective course**, you will choose ‘**General acceptable courses xS 20xx/20xy**’. In this case, you don’t have to look for an equivalent of the course at VŠE - just select the **UPxy Transfer credit** and click on “**Add**” (start from UP01 to higher numbers).

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 and click on “**Add**”.

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.

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
									No suitable data found

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 WS 2024/2025 General acceptable courses WS 2024/2025

Course: UP05 Transfer credit (WS 2024/2025 - PEDO)

Code	Course	Faculty
UP01	Transfer Credit	PEDO
UP02	Transfer Credit	PEDO
UP03	Transfer Credit	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
									No suitable data found

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 WS 2024/2025 General acceptable courses WS 2024/2025

Course:

Add all individual courses so that they correspond to the category within which you want them recognized - all **optional courses as UPxy**, **mandatory courses as specific equivalents of courses at VŠE**.

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	Recognized by	Modify
									WS 2024/2025 - PEDO	03/07/2024	E. Svobodová			

After you have successfully filled in both tables, you have to **edit each course in TABLE B** by clicking the **“Modify”** icon, which you will find at the end of each row, still in the same TABLE B.

4

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

- Mode of completion (how is the course completed?) - *exam ECTS* or *pass credit ECTS*
- **Number of ECTS credits**
- **Type of group** (in which category would you like it to be recognized – *faculty elective, general elective, or mandatory* – 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**

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

Mode of completion: Pass credit ECTS

Result: -- not entered --

Number of ECTS credits: 6

Type of group: -- not entered --

Actual date of completion: DD/MM/YYYY

The actual name: [Empty field]

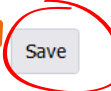
Real name in English: [Empty field]

Studied in language: Arabic

Category: Components for recognition

Conditions for recognition: [Empty field]

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



Fill in the details for **all 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.

Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits	Gr.	Study period
UP01	Transfer Credit (International Relations)	PEDO	Exam ECTS	eng		8	fVB	WS 2023/2024 - PEDO
UP02	Transfer Credit (Contemporary History)	PEDO	Exam ECTS	eng		8	fVB	WS 2023/2024 - PEDO
UP03	Transfer Credit (Sociology)	PEDO	Exam ECTS	eng		8	cVB	WS 2023/2024 - PEDO

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

If the number of ECTS credits in TABLE A and TABLE B matches, you can proceed to the next section. Here, you will need to fill in the **CONTACT INFORMATION** in the **"Additional data"** section:

5 The requirements for filling in the contact information **depend on your type of mobility**: students going Overseas, to Switzerland, or participating in the CEEPUS program follow a different procedure than students in the ERASMUS+ program.

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 host 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 (pre-filled only)
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.

Contact information
Phone: [] E-mail: aaa00@vse.cz

Responsible person at the sending institution
Jméno: Janka Surname: Zengerová Phone: +420 224 098 550 E-mail: janka.zengerova@vse.cz

Receiving institution
Faculty: [] Address: [] Study period since: DD/MM/YYYY Until: DD/MM/YYYY Knowledge of language: -- not entered --

Responsible person at the receiving institution
Jméno: [] Surname: [] Phone: [] E-mail: []

Study data valid at the time of dispatch
Subject area code: []

Other
Mother language: -- not entered --

Additional data (pre-filled only)
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.

Contact information
Phone: [] E-mail: aaa00@vse.cz

Responsible person at the sending institution
Jméno: Janka Surname: Zengerová Phone: +420 224 098 550 E-mail: janka.zengerova@vse.cz

Receiving institution
Faculty: [] Address: [] Study period since: DD/MM/YYYY Until: DD/MM/YYYY Knowledge of language: -- not entered --

Responsible person at the receiving institution
Jméno: [] Surname: [] Phone: [] E-mail: []

Study data valid at the time of dispatch
Subject area code: []

Other
Mother language: -- not entered --

Save data

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

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

Once the **Learning Agreement Before Mobility** is complete — with all the courses you will be studying and the necessary details — **you can request APPROVAL OF THE PLAN:**

6 Once you are sure that you have filled in the necessary details correctly and the number of ECTS credits in Table A matches the number in Table B, **click "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**, once your LA is approved by your faculty, 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
W/ EWP

If the partner university is **not connected to the EWP** or if you are going to **Switzerland**, your International Office coordinator will **inform you of the alternative procedure.**

OVERSEAS
CEEPUS

If you are going **OVERSEAS** or participating in the **CEEPUS** program, you need to **download the approved Learning Agreement (LA) as a PDF and send it electronically to the host university for signature.** **Only after the LA is signed by both VŠE and the host university should you upload the PDF version of the LA to the appropriate section of the Checklist in InSIS.**

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.

Sel.	Code	Course	Faculty	Mode of completion
<input type="checkbox"/>	UP05	Transfer credit (Experimental Economics I: Behavioral Game Theory)	PE00	Exam ECTS

Remove

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

Courses WS 2024/2025 General acceptable courses WS 2024/2025

Course

Apply for approval of the plan

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

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. **Therefore, this version of the Learning Agreement does not have to be final and can be modified!**

FILLED LEARNING AGREEMENT - SAMPLE

Courses of the individual study plan for abroad

Code	Course	Semester	ECTS
ECON113	Economics of Globalization		7
POSC210	Political Economy of East Asia		8
HUMN009	Why We Work: Diff Persp on Val		7
COR1701	Critical Thinkg in Real World		8

Σ 30 ECTS

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

Courses of the individual study plan at home being completed abroad

Course title in Czech / in English	Language	Result	Cred.	Mode of completion	Date	Group
2SE202 World Economy (Světová ekonomika) / 2SE202 World Economy (World Economy)	english		9	Exam ECTS		oP
UP01 Transfer Credit (Political Economy of East Asia) / UP01 Transfer Credit (Political Economy of East Asia)	english		7	Exam ECTS		fVB
UP02 Transfer Credit (Why We Work: Diff Persp on Val) / UP02 Transfer Credit (Why We Work: Diff Persp on Val)	english		7	Pass credit ECTS		fVB
UP03 Transfer Credit (Critical Thinkg in Real World) / UP03 Transfer Credit (Critical Thinkg in Real World)	english		7	Pass credit ECTS		fVB

Σ 30 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

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.

Sel.	Code	Course	Number of ECTS credits
<input checked="" type="checkbox"/>	MIE101	Microeconomics	15

Remove

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
<input type="checkbox"/>		MIE101	Microeconomics	
<input checked="" type="checkbox"/>		MAE101	Macroeconomics	


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.

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

 Next, **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**.

 After that, you can **add new courses**. Just like 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.

Add course

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

Code	MAE101
Course	Macroeconomics
Number of ECTS credits	15

Add

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 completing the LA Before.

2

In TABLE B - "Courses in the Home Study Plan Completed as Part of Study Abroad," you indicate how each course will be recognized in your study plan at VŠE. Based on the changes made in TABLE A, **select and remove** changed courses and then **add the corresponding courses.**

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

For **mandatory 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.

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.)

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 c
<input checked="" type="checkbox"/>		MIE101	Microeconomics	15
<input type="checkbox"/>		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 study plan for abroad.

Sel.	Code	Course	Faculty	Mode of completion
<input checked="" type="checkbox"/>	UP06	Transfer credit (Experimental Economics I: Behavioral Game Theory)	PE00	Exam ECTS



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

Courses WS 2024/2025 General acceptable courses WS 2024/2025

Course

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

Mode of completion:

Result:

Number of ECTS credits:

Type of group:

Actual date of completion:

The actual name:

Real name in English:

Studied in language:

Category:

Conditions for recognition:

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**, once your LA is approved by your faculty, 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
W/ EWP

If the **partner university is not connected to the EWP** or if you are going to **Switzerland**, your International Office coordinator will **inform you of the alternative procedure.**

OVERSEAS
CEEPUS

If you are going **OVERSEAS** or **participating in the CEEPUS program**, you need to **download the approved Learning Agreement (LA) as a PDF and send it electronically to the host university for signature.** **Only after the LA is signed by both VŠE and the host university should you upload the PDF version of the LA to the appropriate section of the Checklist in InSIS.**

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 for study plan for abroad.

Set	Code	Course	Faculty	Mode of completion
<input type="checkbox"/>	UP08	Transfer credit (Experimental Economics I: Behavioral Game Theory)	PE00	Exam ECTS

Remove

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

Courses WS 2024/2025 General acceptable courses WS 2024/2025

Course

Apply for approval of the plan

If the prerequisites are met, you can apply for approval of a study abroad plan. Submission of application will result in the contact centre. Further editing of courses won't be possible.

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.

Even after the LA Changes are approved, it is still possible to make changes to the courses. **However, in the end, the number of ECTS credits in TABLE A, TABLE B, and the provided TRANSCRIPT must match. Additionally, the courses listed in the TRANSCRIPT should correspond to those in the LEARNING AGREEMENT.**

COURSE RECOGNITION AFTER MOBILITY

After your return from exchange, it is necessary to submit and confirm the following documents:

- **TRANSCRIPT OF RECORDS** from the partner university
- final version of the **LEARNING AGREEMENT**
- **CONFIRMATION OF STUDY PERIOD** - **only for ERASMUS+ and Switzerland mobility**

Then the LA “Changes” section will be locked in InSIS and it will be possible to **APPLY FOR COURSE RECOGNITION**.

More information with detailed instructions can be found [HERE](#)

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.

Set	Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits	Gr.	Study period	Category
<input type="checkbox"/>	UP01	Transfer Credit (Business Strategy)	PEDO	Exam ECTS	eng	excellent (1)	5	N	SS 2023/2024 - PEDO	Components for

Remove

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 2023/2024 General acceptable courses SS 2023/2024

Course: Search

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
<input type="text"/>	smek03@vse.cz

Responsible person at the sending institution

Jméno	Sumame	Phone	E-mail
Janka	Zengerová	+420 224 000 550	janka.zengerova@vse.cz

Receiving institution

Faculty	Address	Study period since	Until	Knowledge of language	Link
Wroclaw University of Econc	ul. Komandorska 119-120, 5	09/01/2024	09/09/2024	B2	

Responsible person at the receiving institution

Jméno	Sumame	Phone	E-mail
Malgorzata	Mazurek		

Study data valid at the time of dispatch

Subject area code

0410

Other

Mother language

Czech

Save data Delete data

Apply for course recognition

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

Apply for course recognition