

A photograph of a circular library. The upper level is a mezzanine with a dark metal railing, lined with bookshelves filled with books. A central chandelier hangs from the ceiling. The lower level features a wooden study table in the foreground, surrounded by more bookshelves and large windows with a grid pattern. A potted plant sits on a small table to the left.

# 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.**

# INDEX:

**LEARNING AGREEMENT BEFORE MOBILITY**

**FILLED LEARNING AGREEMENT - SAMPLE**

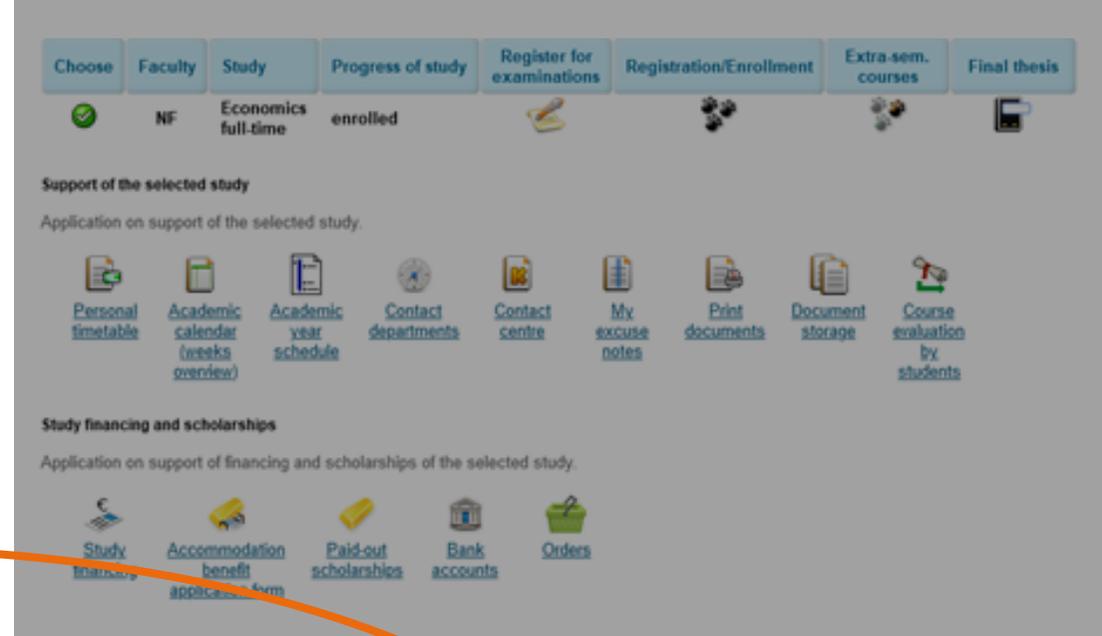
**LEARNING AGREEMENT DURING MOBILITY - "CHANGES"**

**COURSE RECOGNITION AFTER MOBILITY**

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

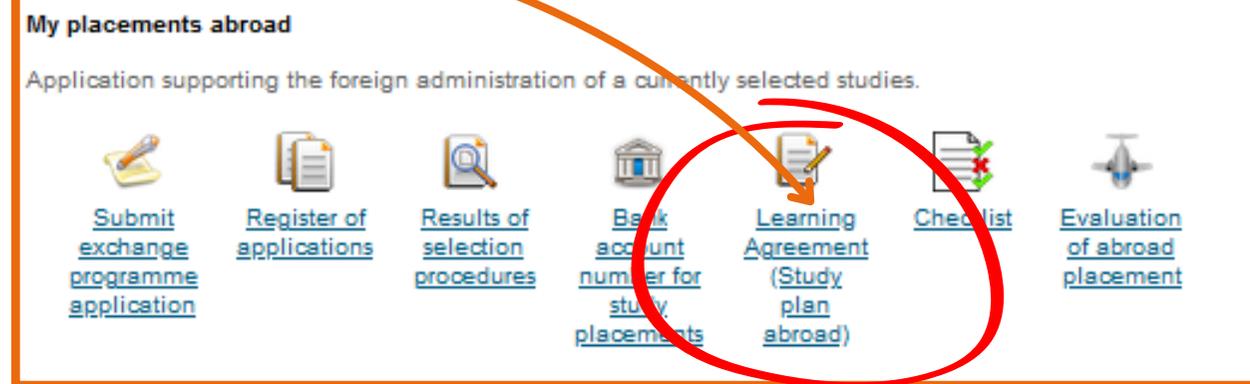
Learning Agreement (Study plan abroad) can be found in InSIS, in *Student's Portal* in section "My placements abroad".



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
	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
------	------	--------	---------	--------------------	-------	--------	------------------------	-----	--------------

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: Janika 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 --

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

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: Janika 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

**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)	PEDO	Exam ECTS

Remove

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

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

Course  Search

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.

Apply for approval of the plan

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

### Requirements

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

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		IVB
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		IVB
UP03 Transfer Credit (Critical Thinkg in Real World) / UP03 Transfer Credit (Critical Thinkg in Real World)	english		7	Pass credit ECTS		IVB

Σ 30 ECTS

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

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 foreign university.

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 credits
<input 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"/>	UP05	Transfer credit (Experimental Economic & 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	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	
Real name in English	
Studied in language	Arabic
Category	Components for recognition
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.

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.**

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 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 receiving 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.

## 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 \(click to show/hide\)](#)

TRANSCRIPT OF RECORDS

\_\_\_\_\_ 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

### 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.

Sel.	Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits	Gr.	Study period	Changed	Changed by	Recognized	Recognized by	Modify
<input type="checkbox"/>	UP05	Transfer credit	PEDO						WS 2024/2025 - PEDO	03/07/2024				

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:

- **MODE OF COMPLETION** (credit – pass/fail, or exam with a specific grade)
- **RESULT** (actual result according to the Transcript of Records)
- Recognition Group – **TYPE OF GROUP**
- 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.**

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	Internaitonal Business
Real name in English	Internaitonal Business
Studied in language	Arabic
Category	Components for recognition
Conditions for recognition	

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

Save

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**.

Apply for course recognition

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

Apply for course recognition