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Every Student going on Exchange **overseas**, to **Switzerland** or within the **CEEPUS** programme must fill in the **Learning Agreement in InSIS**. LA has to be approved **before the departure!** In InSIS, you have to fill in courses that you want to study at a partner university. Learning Agreement must include subjects worth **at least 20 ECTS** (faculties might set a higher minimum number of ECTS for their students – please see the faculty’s website or intranet), preferably **20-30 ECTS**.

Attention!!! If you want to study a **compulsory course**, or any (mandatory or elective) **subject of a minor specialization**, you must consult your Learning Agreement not only with a Vice-dean, but also with **the guarantor** of the respective subject at VŠE, before filling LA in InSIS. Use the contact center in InSIS.

Later on, you will be able to change your Learning agreement Before Mobility. → If you have decided to **add/delete/change** any courses, it will be necessary to create **Learning Agreement „Changes“**. Those changes **can be usually made after the arrival** at a partner university.

Erasmus+ students do also fill **Learning Agreement in InSIS**, but just **after their exchange is finished**. They use **OLA** for LA Before and Changes. (See OLA manual)

Learning Agreement Before Mobility (LA Before)

InSIS → Student’s portal → My placements abroad → Learning Agreement (Study plan abroad)

The screenshot shows the InSIS student portal interface. At the top, there is a navigation bar with tabs: Choose, Faculty, Study, Progress of study, Register for examinations, Registration/Enrollment, Extra-sem. courses, and Final thesis. Below this, there are service tiles organized into categories:

- 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 students.
- Study financing and scholarships:** Study financing, Accommodation benefit application form, Paid-out scholarships, Bank accounts, Orders.
- My placements abroad:** Submit exchange programme application, Register of applications, Results of selection procedures, Bank account number for study placements, **Learning Agreement (Study plan abroad)** (circled in red), Checklist, Evaluation of abroad placement.

¹ Screenshots are for your better orientation only; they do not represent a real output. Therefore, individual steps and courses may not be connected.

In **Learning Agreement (Study plan abroad)**, you will find two parts, so-called “**TABLE A**” and “**TABLE B**”. (see below)

TABLE A: Study program at the Receiving institution / Courses of the individual study plan for abroad

Here, you are filling in courses you have chosen from Course offer at the partner university. It is necessary to fill in the code, name of the course, and credits. You will do that for each course you want to study abroad.

Attention!!! If the host university does not use the ECTS system, it is necessary to **convert the number of credits to ECTS** (check the recommended credit conversion guide). Please always **round the number of ECTS to integers or half-credits** (e.g., 22 ECTS; 27.5 ECTS).

TABLE B: Recognition at the Sending institution / Courses of the individual study plan at home being completed abroad

Here, you are filling courses from the VŠE course offer.

In the case of an **Elective course**, you will choose **‘General acceptable courses WS 20xx/20xy’** (in this case, you don’t have to look for an equivalent of the course at VŠE; just use the **UPxy Transfer credit**). In the case of a **Compulsory course**, you have to select **‘Courses WS 20xx/20xy’** and find the course from your study program by pasting the course code.


The screenshot shows the 'Learning Agreement (Study plan abroad)' application form. It is divided into two main sections: 'Courses of the individual study plan for abroad' (TABLE A) and 'Courses of the individual study plan at home being completed abroad' (TABLE B).
- **TABLE A:** This section is titled 'Courses of the individual study plan for abroad'. It contains a table with columns for 'Sel.', 'Code', 'Course', and 'Number of ECTS credits'. Below the table, there is an 'Add course' form with fields for 'Code' (ECON5112), 'Course' (Experimental Economics I: Behavioral Game Theory), and 'Number of ECTS credits' (6). An 'Add' button is located below the form.
- **TABLE B:** This section is titled 'Courses of the individual study plan at home being completed abroad'. It contains a table with columns for 'Sel.', 'Code', 'Course', 'Faculty', 'Mode of completion', 'Lang.', 'Result', 'Number of ECTS credits', 'Gr.', 'Study period', 'Changed', 'Changed by', 'Recognized', 'Recognized by', and 'Modify'. Below the table, there is a form with radio buttons for 'Courses WS 2024/2025' and 'General acceptable courses WS 2024/2025'. The 'General acceptable courses' option is selected. Below this, there is a 'Course' dropdown menu showing 'UP05 Transfer credit (WS 2024/2025 - PEDO)'. An 'Add' button is located below the form.
- **Annotations:** Red boxes labeled 'TABLE A' and 'TABLE B' point to their respective sections. A blue box labeled 'Fill in course and click "Add"' points to the 'Add' button in the TABLE B section. A green box highlights the radio button options in the TABLE B section.

→ **You will do this for each course you want to study abroad.**

After you have successfully filled the tables, you have to edit each course in TABLE B.

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	Changed	Changed by	Recognized	Recognized by	Modify
<input type="checkbox"/>	UP05	Transfer credit	PEDO						WS 2024/2025 - PEDO	03/07/2024	E. Svobodová			

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

Transaction was successfully completed.

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

Course:

Here, you edit the course – How is the course qualified (exam/pass credits), language of the course, number of ECTS, and type of group where the course will be accepted into your study plan at the VŠE.

Edit data about the recognition of course UP05 Transfer credit - WS 2024/2025 - PEDO

National Taiwan University / College of Management 2024/2025


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

Mode of completion: *Pre-filled only.*

Result:

Number of ECTS credits: *Pre-filled only.*

Type of group:

Actual date of completion: 

The actual name:

Real name in English:


Studied in language: *Pre-filled only.*

At the end, the sum of ECTS in "TABLE A" and "TABLE B" must be equal!!!

When the LA Before Mobility is completed (with all courses you will study) → **Apply for approval of the plan.** (Once the LA is approved, it is still possible to make other changes: add and remove additional 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.

Set.	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 (Experimental Economics I: Behavioral Game Theory)	PEDO	Exam ECTS	eng		6	oV	WS 2024/2025 - PEDO	03/07/2024	E. Svobodová			

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:

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 filing a query in the contact center. Further editing of courses won't be possible.

After requesting approval of the plan, you will wait until it is approved by your Vice-dean for international relations. After receiving the approved Learning Agreement, you need to download it in PDF format and send it to the foreign university for signature. **Only after you have the LA signed by both VŠE and the partner university, you will insert the LA in PDF format into the Checklist in InSIS.**

Filled Learning Agreement – sample

TABLE A

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

Courses of the individual study plan at home being completed abroad

TABLE B

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

Attention: Minimum 20 ECTS (FMV 24 ECTS)

Learning Agreement „Changes“ (LA Changes)

If you have decided to **change/add/remove** any courses during your stay abroad, it is necessary to make the changes in the Learning Agreement as well → **LA „Changes“**. This section again includes **“TABLE A”** and **“TABLE B”**.

(LA Changes is not mandatory, you only make it if there have been any changes. If you haven't modified the LA, you can skip this part.)

TABLE A2: Changes to the Study program at the Receiving Institution/ Courses of the individual study plan for abroad

Mark the items you have decided to delete. (Do not mark the ones you intend to keep.) After removal, the items will appear in a table with a cross. Then you can add new ones → in the same way as when filling out LA Before.

TABLE B2: Changes to Recognition at the Sending institution/ Courses of the individual study plan at home being completed abroad

Modify courses if necessary or remove courses and add new general acceptable courses for electives or specific courses from the course menu (for mandatory courses) → in the same way as when filling out LA Before.

If you have made changes in TABLE A, it will be necessary to adjust TABLE B as well. Again, editing each item is required!

Number of ECTS in Table A2 has to be the same as the number of ECTS in Table B2!!!

When LA Changes is final → **Apply for approval of changes to the study plan.**

(Once the changes are approved, it is still possible to make other changes: add and remove additional 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.

Sel.	Code	Course	Faculty	Mode of completion	Lang.	Result	Number of ECTS credits	Gr.	Study period	Changed	Changed by	Modify
<input type="checkbox"/>	UP05	Transfer credit (macro-micro)	PEDO	Pass credit ECTS	eng	passed (P)	15	cvm	WS 2021/2022	29/03/2022	Pačkova	

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 in period:

Courses WS 2021/2022 General acceptable courses WS 2021/2022

Course:

Apply for approval of changes to the study plan

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

Once again, when the vice-dean for international relations of your faculty approves the LA Changes, you have to download it in PDF and have it signed by the responsible person at the Receiving Institution. The version of LA Changes with the **final selection** of courses studied abroad with **ALL signatures** (both home institution and receiving institution) has to be then inserted into the Checklist in InSIS – section LA Changes in InSIS.

Course recognition after mobility

After submitting and confirming the following documents in the InSIS checklist: **Transcript of Records** from the Receiving Institution, (**Confirmation of Study Period (only for Erasmus+)**), and the **final version of the Learning Agreement**, the **LA „Changes“ section** will be locked in InSIS.

Then you will be able to apply for **course recognition**. More information is available [here](#). (Please read the detailed [instructions](#) at the bottom of the web page.)

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	Modify
<input type="checkbox"/>	UP05	Transfer credit (macro+micro)	PEDO	Pass credit ECTS	eng	passed (P)	15	cVM	WS 2021/2022	28/03/2022	L. Eliášková	

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 in period: winter semester

Courses WS 2021/2022 General acceptable courses WS 2021/2022

Course:

Apply for course recognition

If all prerequisites have been fulfilled, it is possible to apply for recognition of courses from the home study plan. Submission of application will result in filling a form in the contact centre. Further editing of courses won't be possible.