MUNI
CZS
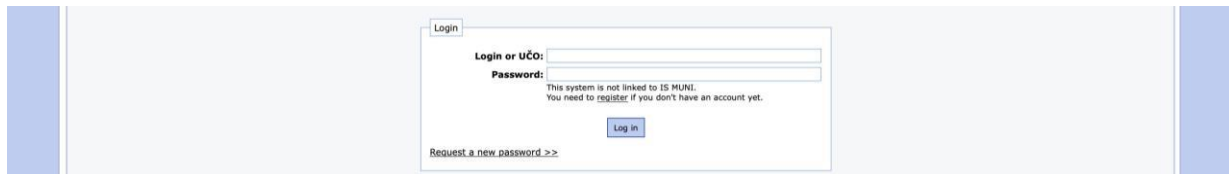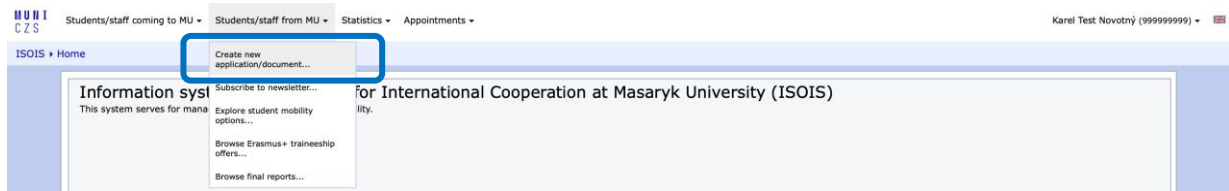
CREATING A LEARNING AGREEMENT
IN THE ERASMUS+ APPLICATION IN ISOIS
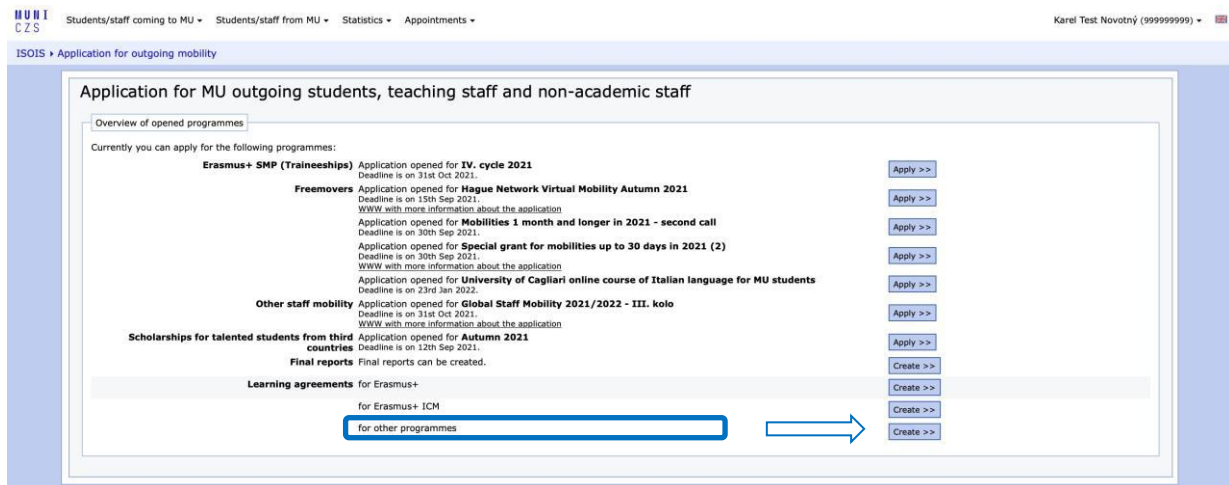
Step 1: LOG IN TO YOUR ACCOUNT IN ISOIS: https://isois.ois.muni.cz/en/user-account/user/login/

Step 2: IN SECTION STUDENTS/STAFF FROM MU
CHOOSE CREATE NEW APPLICATION/DOCUMENT…

Step 3: CREATE NEW LEARNING AGREEMENT FOR OTHER PROGRAMMES

Step 4: SELECT YOUR CURRENT APPLICATION FOR WHICH YOU WISH TO CREATE THE LEARNING AGREEMENT (choose according to who is administrating your mobility: CIC (Gap semester; choose „administrated by CIC") or International Relation Office at your faculty (EDUC on-line courses, blended mobilities; choose „administrated by your faculty")

CHOOSE THE MOBILITY TYPE (according to length and type):

- "Semester(s) (with virtual mobility if applicable)" (e.g. Gap semester)
- "Blended mobility with short-term physical mobility" (mobility/programme/course which has virtual and physical components)
- "Short-term physical mobility only"
- "Short-term virtual mobility only" (e.g. online courses)

AND CLICK "CONTINUE"

Step 5: COMPLETE ALL THE MANDATORY INFORMATION AND CLICK „SAVE THE LA"

Step 6: FILL IN THE PLANNED MOBILITY PERIOD (for "Short-term virtual mobility only" you will see Planned period of the *virtual* mobility)

Proposed study programme in the original agreement

Study programme (original LA)

Planned period of the physical mobility from*:	?? ∨	?? ∨	???? ∨
Planned period of the physical mobility to*:	?? ∨	?? ∨	???? ∨

Step 7: ENTER THE INFORMATION FOR ALL COURSES YOU WISH TO STUDY AND THE FORM OF RECOGNITION AT MU

Step 7A: Indicate whether you are studying the course physically or virtually.

Step 7B: Fill in the course code as indicated in the course catalogue at the host university.

Step 7C: Fill in the course title as indicated in the course catalogue at the host university.

Subject 1

A/ Receiving institution

Mobility type*: Physical ∨

Component/course code (if any): Code

Component/course title at the receiving institution*: Course title

Semester(s) and academic year*: - Choose semester - ∨   - Choose ac. year - ∨

Number of credits and credit system*: [ ] in - Choose credit system - ∨

Course language*: Write language(s) of tuition

B/ Sending institution

MU form of recognition*: - Choose form of recognition -

Step 7D: Select the semester in which you plan to take the course at the host university

Step 7E: State the number of credits granted by the host university upon successful completion of the course

Add subject

Step 7G: Here you can add other courses.

Step 7F: After consultation with your Departmental coordinator at the faculty, select the form of recognition at MU.

In case of **type A** recognition (mandatory course on a course-for-course basis) or **type B** recognition (mandatory elective course on a course-for-course basis) the course code from the MU catalogue must be indicated.

In case of **type C** recognition (elective course in another manner) or **type D** (mandatory elective course in another manner) no additional information is required.

ONLY FOR BLENDED MOBILITY - THERE'S ONE MORE FIELD:

Ad step 7A: You can choose only blended.

A/ Receiving institution

Mobility type*:	Blended ▾
Component/course code (if any):	Code
Component/course title at the receiving institution*:	Course title
Number of credits and credit system*:	_____ in - Choose credit system - ▾
Course language*:	Write language(s) of tuition
Short description of the virtual component*:	

Step 7H: Describe your virtual course/component of the mobility.

B/ Sending institution

MU form of recognition*:	- Choose form of recognition - ▾

Add subject

Step 8: SIGN THE DOCUMENT ELECTRONICALLY. THERE ARE TWO WAYS (UPLOADING THE SIGNATURE or SIGN ON THE SCREEN).

Commitment (original LA)

Total credits at host institution in the original LA: 0.00 (first semester: 0, second semester: 0, other credits: 0)

Total recognized credits in the original LA: 0 (autumn: 0, spring: 0, other credits: 0)

Upload the file from your computer (e.g. scanned).

Status: Draft by student

Signature of the student*: Choose one of the options:

○ 1. Sign with an image signature - *upload only a horizontal cut-out of your signature*:

Vybrat soubor | Soubor nevybrán

○ 2. Sign directly below:

Here you can sign the document on the screen into the signature field.

Clear

Sign above or upload your signature as an image.

If you need to make changes in the signature, click on „Clear" and sign it again.

Assessment by home coordinator: Not entered yet

Assessment by faculty coordinator: Not entered yet

Assessment by host coordinator: Not entered yet

Step 9: AFTER THE DOCUMENT IS COMPLETE, CLICK "SAVE AND FORWARD THE LA TO MU COORDINATOR"

Signed documents (original LA)
No signed document generated so far.

Save the LA | Save and forward the LA to MU coordinator | Delete the entire LA
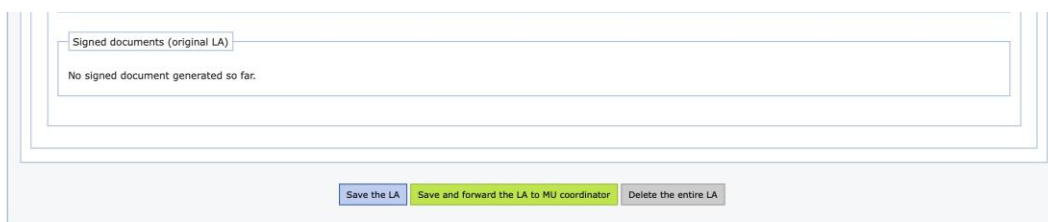
> The LA will be sent to all your coordinators for approval in the following order: Departmental coordinator – CZS/faculty coordinator – Coordinator at the host university.
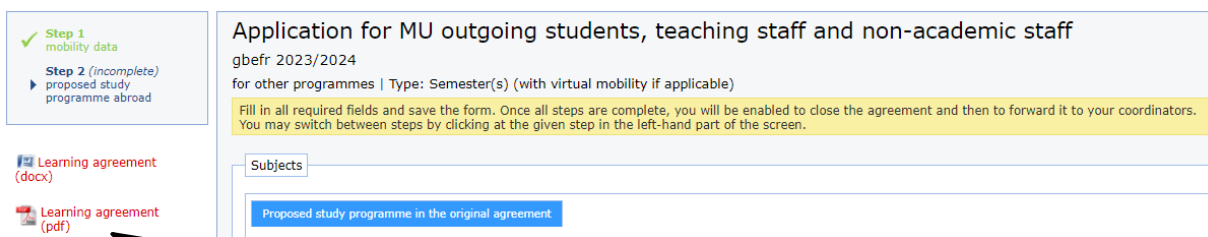
Step 10: AFTER THE LA IS APPROVED BY ALL PARTIES, YOU CAN DOWNLOAD IT IN SECTION "SIGNED DOCUMENTS"

Signed documents (original LA)	
File	**Created at**
1	🡇 Download	2021-07-14 14:35:16

> Signed PDF file is available for downloading here.
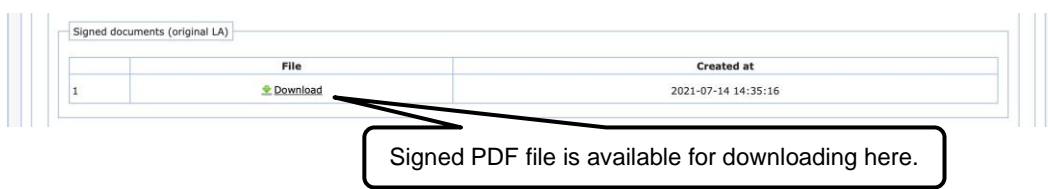
Step 11: IF NEEDED YOU CAN DELETE THE ENTIRE DOCUMENT AND CREATE A NEW ONE

Delete the entire LA

> Here you can delete the entire document. (1 LA per 1 semester only.)

Step 12: IF YOU NEED TO DOWNLOAD THE DOCUMENT BEFORE IT'S SIGNED BY ALL PARTIES, YOU CAN DOWNLOAD IT IN THE UPPER-LEFT CORNER.

✓ **Step 1** mobility data

Step 2 *(incomplete)*
▸ proposed study programme abroad

🔲 Learning agreement (docx)

📕 Learning agreement (pdf)

Application for MU outgoing students, teaching staff and non-academic staff

gbefr 2023/2024

for other programmes | Type: Semester(s) (with virtual mobility if applicable)

Fill in all required fields and save the form. Once all steps are complete, you will be enabled to close the agreement and then to forward it to your coordinators. You may switch between steps by clicking at the given step in the left-hand part of the screen.

Subjects

Proposed study programme in the original agreement

> Here you can download the LA, but only after it is signed by your Departmental coordinator and the coordinator at CZS/faculty.