MUNI
CZS

COMPLETION OF LEARNING AGREEMENT
IN ISOIS APPLICATION

Step 1: LOG IN TO ISOIS: https://isois.ois.muni.cz/cs/user-account/user/login/

Login

Login or UČO:

Password:

This system is not linked to IS MUNI.
You need to register if you don't have an account yet.

Log in

Request a new password >>

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

MUNI
CZS   Students/staff coming to MU ▾   Students/staff from MU ▾   Statistics ▾   Appointments ▾

ISOIS ‣ Home

Create new
application/document…

Information s   **er for International Cooperat**
This system serves for m   nobility.

Subscribe to newsletter…

Explore student mobility
options…

Browse Erasmus+ traineeship
offers…

Browse final reports…

Step 3: CREATE A NEW LEARNING AGREEMENT „FOR OTHER PROGRAMMES "

Overview of opened programmes

Currently you can apply for the following programmes:

Erasmus+ SMP (Traineeships)	Application opened for **Cycle III. 2020** Deadline is on 31st Jul 2020.	Apply >>
Final reports	Final reports can be created.	Create >>
Learning agreements for Erasmus+		Create >>
for other programmes		Create >>

Step 4: CHOOSE ACTUAL APPLICATION, THROUGH WHICH YOU WILL REALIZE YOUR STAY, FOR THOSE WHO ARE PREPARING LEARNING AGREEMENT (choose according to who is administrating your stay: whether CZS (in case of Bilateral agreements and ISEP, choose „administered by CIC ") or Faculty International office (AKTION, CEEPUS etc. choose „administered by your faculty ") AND CLICK ON „CONTINUE "

Step 5: FILL THE MISSING INFORMATION IN BOXES THAT ARE MARKED BY A STAR AND CLICK ON „SAVE THE LA "

Step 6: FILL IN THE DATES OF THE MOBILITY AND A NUMBER OF COURSES, THAT YOU WANT TO ADD TO THE LA

Proposed study programme in the original agreement

Study programme (original LA)

Planned period of the mobility from*: September ▼ / 2020 ▼
Planned period of the mobility to*: January ▼ / 2021 ▼

How many courses do you want to add?*: 4 ▼

Step 7: SPECIFY INFORMATION ABOUT ALL COURSES, THAT YOU WISH TO STUDY ABROAD AND THE FORM OF RECOGNITION AT MU

Subject 1

A/ Receiving institution

Component/course code (if any): Code
Component/course title at the receiving institution*: Course title
Semester(s) and academic year*: - Choose semester - ▼ 2020/2021 ▼
Number of ECTS credits*:

B/ Sending institution

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

> Step 7A: Fill in the code of the course as it states the host university.

> Step 7B: Fill in the title of the course as it states the host university.

> Step 7C: Choose a semester of study during which you will study the course at the host university.

> Step 7D: Fill in the number of ECTS credits, that the host university gives for successful completion of the course.

Semester(s) and acade... *: - Choose semester - ▼ 2020/2021 ▼
Number of ECTS credits*:

Subject 3

A/ Receiving institution

Component/course code (if any): Code
Component/course title at the receiving institution*: Course title
Semester(s) and academic year*: - Choose semester - ▼ 2020/2021 ▼
Number of ECTS credits*:

B/ Sending institution

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

Subject 4

A/ Receiving institution

Component/course code (if any): Code
Component/course title at the receiving institution*: Course title
Semester(s) and academic year*: - Choose semester - ▼ 2020/2021 ▼
Number of ECTS credits*:

B/ Sending institution

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

> Step 7E: After the consultation with a MU **departmental coordinator**, choose the MU form of recognition.
>
> In the form of recognition as a type A (compulsory course recognition as equivalent to MU course) or type B (selective course recognition as equivalent to MU course) is necessary to state the code of the course from the MU catalogue.
>
> In a form of recognition as a type C (elective course recognition) or type D (selective course recognition) you do not need to add any other information.

Commitment (original LA)

Status: Draft by student

Signed documents (original LA)

No signed document generated so far.

Step 7F: Click on "Save the LA".

Save the LA   Delete the entire LA

Step 8: THEN, SIGN THE DOCUMENT ELECTRONICALLY. THERE ARE 2 WAYS TO DO SO:
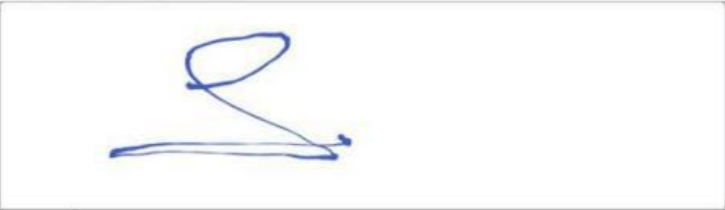
8.1: BY UPLOADING OF A FILE WITH SIGNATURE

Document with your signature (e.g., scanned one) upload it from your computer and crop the picture if needed.

Commitment

Status: Draft by the student

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

○ 1. Sign with an image signature: [   ] Procházet...

○ 2. Sign directly below:

Clear

Sign above or upload your signature as an image.

8.2: BY SIGNING ON THE SCREEN

Commitment

Status: Draft by the student

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

○ 1. Sign with an image signature: [   ] Procházet...

● 2. Sign directly below:

Here you can sign it immediately into the signature box.

Clear

Sign above or up...

If you need to change your signature, click on „clear" and sign again.

Step 9: AFTER THE DOCUMENT IS COMPLETELY FILLED, CLICK ON „SAVE AND SEND TO MY COORDINATOR "

| Save the LA | Save and send to my coordinator | Delete the entire LA |

> Document will be gradually sent to all coordinators for signing in this order: departmental coordinator – coordinator at CZS/IRO – coordinator at your host

Step 10: AS SOON AS THE DOCUMENT IS COMPLETELY SIGNED, YOU CAN GENERATE IT IN THE SECTION „SIGNED DOCUMENTS "

Signed documents

#	File	Created at	
1	● Download	2019-03-21 10:09:55	

> You can download the complete document in PDF here.

Step 11: IF NEEDED, THE WHOLE DOCUMENT CAN BE DELETED AND A NEW ONE CAN BE CREATED

Number of ECTS credits:* 6.00

B/ Sending institution

MU form of recognition:* C = elective course recognition (uznár ∨)

ECTS credits to be recognised by MU:* 6

* required field

| Save Learning agreement | Add changes | Delete entire Learning agreement |

> After the start of your mobility, you will be able to make changes in LA.

> Here you can delete the whole document. For 1 semester, you can create only 1 LA.

Step 12: IF YOU NEED TO GENERATE THE DOCUMENT IN PDF FORMAT BEFORE IT IS FULLY SIGNED, YOU CAN DO IT IN THE TOP OF YOUR PROFILE

Online application for outgoing MU students, teaching staff and non-academic staff

Learning agreements

Student Test X (999999999)
- 👤 My profile   🔗 My applications
- ⏻ Log out   📋 Create application

📄 Print Learning agreement (pdf)

> Here you will be able to download the LA, however this is possible only after the document is signed by the departmental coordinator and coordinator at CZS.