

Online Learning Agreement for Traineeships for non-Erasmus programmes Manual

<https://isois.ois.muni.cz/application-outgoing>

Registration and profile

If a student is not registered in the ISOIS CZS database, they need to set up an account. As soon as a student is registered, a password is sent to the email address provided. After signing in into the database it is important to fill in the personal info section in the profile section. The student can also change their password there. They can also use the MUNI Unified Login.

Create a new Learning Agreement

In the upper left menu, move the mouse cursor to "Students/staff from MU" and then to "Create a new application/document". After that, you need to select "**Learning agreements for internships for non-Erasmus programmes**" and click on the "Create" button.

Filling in the Learning Agreement

If you already have an approved application for your mobility in ISOIS, you can link the Learning Agreement with this application, or you can reuse the previously created Learning Agreement for internships outside the Erasmus+ programme.

The screenshot shows a web form titled "Application for MU outgoing students, teaching staff and non-academic staff". Below the title, it says "Learning agreements for traineeships for non-Erasmus programmes". A yellow highlighted note reads: "Please note that this form is not intended for Erasmus traineeships." The form contains two main sections:

- Choose application:** A dropdown menu currently showing "not selected". A callout box points to this dropdown with the text: "Select 'Another application not listed here' if you do not want to link the document to any application. Otherwise, select the application to which you want to link the document."
- Have you already created a Learning agreement for traineeships for this stay and want to re-use it?:** A dropdown menu currently showing "No, I want to create a new Learning agreement for traineeships". A callout box points to this dropdown with the text: "Choose whether you want to create a new Learning Agreement or use a previously created one."

At the bottom of the form is a "Continue >>" button. A callout box points to this button with the text: "Choose and then click on 'continue'".

The application does not have to be completed in one go.

Step 1: Mobility data

Fill in the required mobility data. Mandatory data are marked with *.

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

for non-Erasmus programmes

Mobility data

Mobility program*: not selected

Academic year*: not selected

Personal data

First name*: Karel

Last name*: Test Novotný

Home university

MU faculty*: not selected

Field of study*:

Subject area*: not selected

Degree to be achieved*: not selected

MU responsible person at the faculty

MU responsible person at the faculty*: not selected

Host organisation

Host organisation*:

Address*:

Country*: not selected

Size*: not selected

Type of work placement sector*:

Enter the responsible person at the faculty who will approve the document for you.

Masaryk University, Centre for International Cooperation

Komenského nám. 220/2, 602 00 Brno

T: +420 549 49 1106, E: cic@czs.muni.cz, ois@czs.muni.cz, www.czs.muni.cz

Mentor at host organisation

Name and surname:

Position:

E-mail:

Supervisor at host organisation

This person is responsible for signing the Learning agreement for traineeships, amending it if needed, supervising the trainee during the traineeship and signing the Confirmation of the Learning Agreement.

Name and surname*:

Position*:

E-mail*:

I confirm that I am acquainted with the conditions of the programme and that the information provided in this application is true and accurate. I also give Masaryk University consent to process my personal data.

Red asterisks (*) denote required fields.

Save

Tick that you meet the conditions of the programme and that you give a consent to process your personal data. Then save the application.

Step 2: Learning Agreement for traineeships

If you already have information from your host institution about the planned dates, detailed program, etc., **you can pre-fill it**, save it and then click on "Send to supervisor at host institution" (otherwise, **just click on the button**).

Your supervisor from the host institution will receive an email request to fill in or check and edit the data of the traineeship (planned dates, programme, number of hours etc.). After that, an email will be automatically sent to your responsible person at the faculty to fill in their part, specifying how the traineeship will be recognised for your studies at MU, and sign it.

Traineeship programme

This section is to be filled-in in cooperation with host institution.

If you already have the required information from the host institution, you can insert it below. When approving the Learning Agreement, the supervisor will have the opportunity to modify the information you have entered.

Planned period of mobility: -

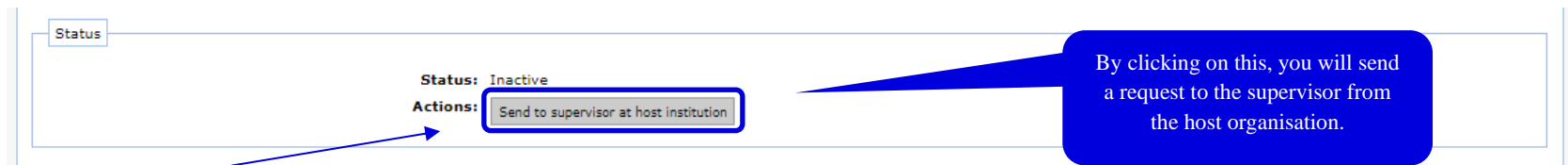
Detailed programme of the traineeship and tasks of the trainee:

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan:

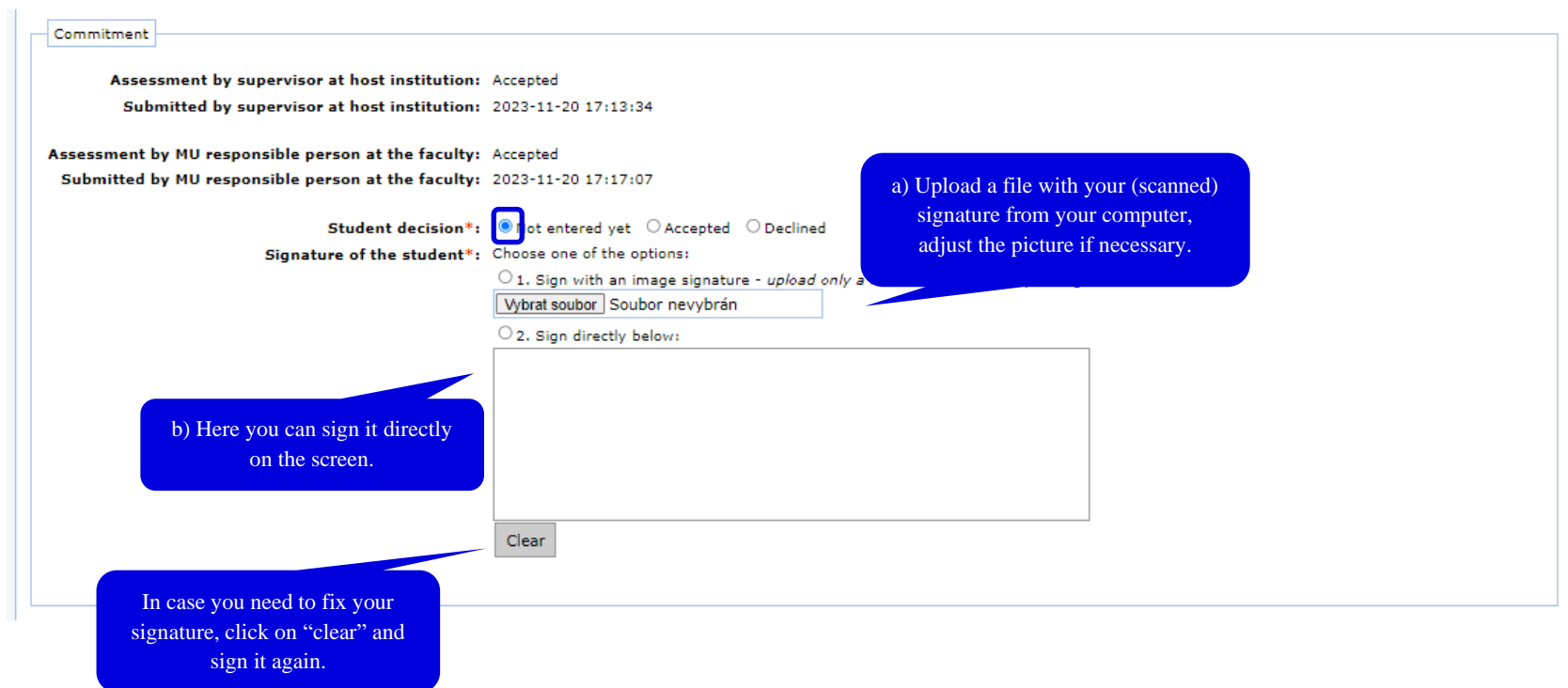
Evaluation plan:

If you do not know this information, you do not need to fill it in.



You can see the approval status of the Learning Agreement in your application.

Once you have the document filled in and approved by the host organisation and the responsible person at the faculty, check the information, read the commitment of the student and complete the Learning Agreement by accepting it and signing it (you can either a. upload your signature as a file or b. sign it directly in the window).



Then save the application.

Documents

Learning agreement for traineeships: X file not uploaded
The Learning agreement for traineeships will be automatically generated when all parties accept it.

Red asterisks (*) denote required fields.

Save Delete

Click on "save".

After you have signed the document, you can download the Learning Agreement in a pdf version (for example, if the host institution requires a pdf version of the document or to record your stay in IS).

Documents

Learning agreement for traineeships: [Download](#)