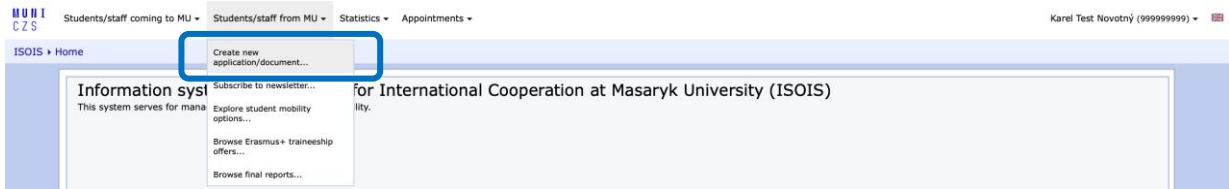


## CREATING A LEARNING AGREEMENT IN THE ERASMUS+ APPLICATION IN ISOIS

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

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

Create a new application

My applications...

Overview of opened programmes

Currently you can apply for the following programmes:

<b>Erasmus+ ICM</b>	Application opened for <b>Dodatečný 2025/2026</b> Deadline is on 10th Apr 2025. <a href="#">WWW with more information about the application</a>	Apply >>
<b>Erasmus+ SMP (Traineeships)</b>	Application opened for <b>II. cycle 2025 – long-term mobilities</b> Deadline is on 30th Apr 2025. <a href="#">WWW with more information about the application</a>	Apply >>
	Application opened for <b>II. cycle 2025 – long-term mobilities outside Europe</b> Deadline is on 30th Apr 2025. <a href="#">WWW with more information about the application</a>	Apply >>
<b>Erasmus+ STA (Teachers)</b>	Application opened for <b>2025/26 I. cyklus</b> Deadline is set by each faculty individually. <a href="#">WWW with more information about the application</a>	Apply >>
<b>Erasmus+ STT (Staff Training)</b>	Application opened for <b>2025/2026 I. cyklus</b> Deadline is set by each faculty individually. <a href="#">WWW with more information about the application</a>	Apply >>
<b>Faculty agreements</b>	Application opened for <b>2025/2026 (1. kolo)</b> Deadline is set by each faculty individually.	Apply >>
<b>Other staff mobility</b>	Application opened for <b>Global Staff Mobility 2025 - II. kolo</b> Deadline is on 30th Apr 2025. <a href="#">WWW with more information about the application</a>	Apply >>
<b>Selections and quotas</b>	Application opened for <b>Mezivládní dohody 2025 - 2026</b> Deadline is on 30th Jun 2025. <a href="#">WWW with more information about the application</a>	Apply >>
<b>Final reports</b>	Final reports can be created.	Create >>
<b>Learning agreements</b>	for Erasmus+ Europe, Erasmus+ BIP <a href="#">WWW with more information about the application</a> for Erasmus+ ICM	Create >>
	<b>for other programmes</b>	Create >>
<b>Learning agreements for traineeships</b>	for non-Erasmus programmes	Create >>

Step 4a: FOR YOUR NEW APPLICATION SELECT WHO WILL ADMINSTRATE IT:<sup>1</sup>

International Office (choose “**administrated by your faculty**”) administrates these types of mobilities:

- EDUC on-line courses
- Blended mobilities, e.g. summer schools
- And other types, e.g. Initiation to Research

OR Centre for International Cooperation (choose “**administrated by CIC**”) administrates **ONLY Gap Semester**

Step 4b: 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”

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

Learning agreements  
for other programmes

Choose application

Choose the applicaton for which you wish to create the learning agreement\*: not selected

Mobility type\*: not selected

Continue >>

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

Stay data

Name of mobility program\*:   
Fill in the name in English.

Mobility type\*: Semester(s) (with virtual mobility if applicable)

Academic year\*: not selected  
If the mobility spans more than one academic year, choose the first one.

Sending institution

MU faculty\*: not selected

Field of study\*:

MU departmental coordinator\*: not selected  
If no contact appears, choose the MU faculty first.

MU faculty coordinator\*: not selected

Receiving institution

Country\*: not selected

Choose institution\*: not selected

Receiving institution - responsible person(s)

Contact person - name and surname\*: First name  Last name

Contact person - E-mail\*:

Contact person - Phone\*:

Save the LA

<sup>1</sup> If you make a mistake here, you will have to fill out the LA from the beginning.

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.

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

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.

Step 7G: Here you can add other courses.

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 -

Add subject

**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\*:

B/ Sending institution

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

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

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)

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:*  
 Soubor nevybrán

2. Sign directly below:

Sign above or upload your signature as an image.

Assessment by home coordinator: Not entered yet

Assessment by faculty coordinator: Not entered yet

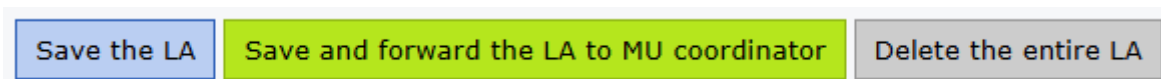
Assessment by host coordinator: Not entered yet

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

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

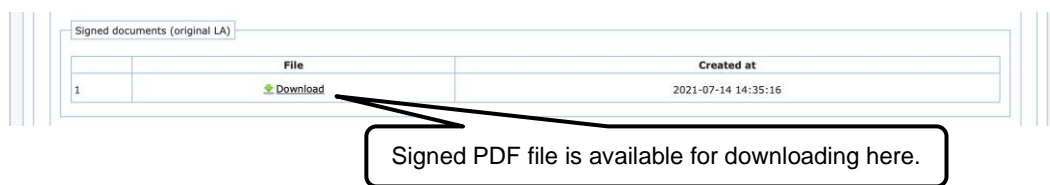
If you need to make changes in the signature, click on „Clear“ and sign it again.

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



The LA will be sent to all your coordinators for approval in the following order: Departmental coordinator → faculty coordinator / CZS → Coordinator at the host university.

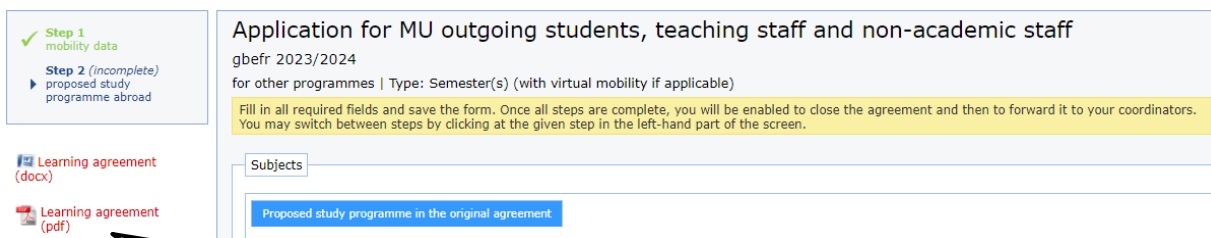
Step 10: AFTER THE LA IS APPROVED BY ALL PARTIES, YOU CAN DOWNLOAD IT IN SECTION “SIGNED DOCUMENTS“



Step 11: IF NEEDED YOU CAN DELETE THE ENTIRE DOCUMENT AND CREATE A NEW ONE



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.



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