

## Completing the Learning Agreement for a SPECIAL GRANT FOR A SHORT-TERM PLACEMENT in the ISOIS System

**STEP 1:** Log in to <https://isois.ois.muni.cz/public/application-outgoing/>

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

Overview of opened programmes

Currently you can apply for the following programmes:

<b>Partner universities:</b>	Application opened for ac. year 2020 (Partner units (outgoing) Spring 2020 (call August 2019)) Deadline is on 31st Aug 2019.
<b>Erasmus+ for study:</b>	Program currently closed. <small>Application will be opened for ac. year 2019/2020 (2019/2020 III, vřvka) if terms of the programme and deadline set by each host institution.</small>
<b>Erasmus+ STA (Teachers):</b>	Program currently closed. <small>Application will be opened for ac. year 2019/2020 (2019/2020 II, vřvka) from end Sep 2019 to 27th Sep 2019.</small>
<b>Erasmus+ ICM:</b>	Application opened for ac. year 2019/2020 (Spring 2020) Deadline is on 8th Sep 2019.
<b>Erasmus+ traineeships:</b>	Program currently closed. <small>Application will be opened for ac. year 2019/2020 (vřvka IV 2019) from 28th Oct 2019 to 10th Nov 2019.</small>
<b>Faculty agreements:</b>	Application opened for ac. year 2019/2020 (2019/2020 (2. kola)) Deadline is set by each faculty (individually).
<b>Freemovers:</b>	Application opened for Freemovers / Freemovers 2019 3. kola Deadline is on 31st Aug 2019. Application opened for Special grant / Special grant for short-term mobilities up to 30 days in 2019 - second call Deadline is on 31st Aug 2019.
<b>Scholarships for talented students from third countries:</b>	Program currently closed. <small>Application will be opened for ac. year 2019/2020 (Autumn 2019) from end Sep 2019 to 20th Sep 2019.</small>
<b>Learning agreements:</b>	Learning agreements can be created. Learning agreements can be created.
<b>Final reports:</b>	Final reports can be created.

Step 1: Log in

Register

UCO: \*

Name: \*

Surname: \*

Upon registering, you will receive a message to your university e-mail with a password.

Do you already have an account but you don't know the password? [Get a new password...](#)  
Are you not a student yet but wish to apply for Erasmus? [Contact us.](#)

Login

Login or UCO:

Password:

[I lost my password ...](#)

*Figure 1: Logging in to the ISOIS system*

**STEP 2:** Select new document "Learning Agreement" and click on "create new application/document":

The screenshot displays the 'Online application for outgoing MU students, teaching staff and non-academic staff' interface. On the left, the MUNI CZS logo and navigation links like 'Castings' and 'Go to homepage' are visible. The main content area, titled 'Overview of opened programmes', lists various programs such as 'Partner universities', 'Erasmus+ for study', 'Erasmus+ STA (Teachers)', 'Erasmus+ ICM', 'Erasmus+ traineeship', 'Faculty agreements', 'Freemovers', 'Scholarships for talented students from third countries', 'Learning agreements', and 'Final reports'. Each program entry includes its status (e.g., 'Application opened for ac. year 2020') and deadline. A callout box highlights the 'Learning agreements' section, which indicates that 'Learning agreements can be created'. Below this list, a 'Choose program' dropdown menu is set to 'Learning agreements - for other programmes than Erasmus+(without the electronic assistance process)', and a 'create new application/document >>' button is available.

Figure 2: Select programme – create Learning Agreement

**STEP 3:** Select current application, within which the placement will take place for which you are preparing the learning agreement, and click on “Continue”:

Online application for outgoing MU students, teaching staff and non-academic staff  
Learning agreements  
for other programmes than Erasmus+(without the electronic acceptance process)

Choose application

Choose the applicaton for which you wish to create the learning agreement: Another application not listed here (administered by your faculty) ▾

Go to homepage...

STEP 3A: Select current application.

STEP 3B: Continue by clicking the button “Continue”.

Figure 3: Choose the application for which you want to create a Learning Agreement

**STEP 4:** Complete missing obligatory data into the fields marked with a star and click on the button "Save Learning Agreement"

Go to homepage...

MU faculty: Faculty of Arts  
MU department: Department of History  
MU departmental coordinator: not selected  
Responsible person: Filipošová Danica

Stay data

Linked application: Erasmus+ for study 2016/2017 (ID 8395)  
Academic year: 2016/2017  
Study cycle: Bachelor or equivalent first cycle (BQF level 6)  
Field of education: not selected  
Main language of instruction: Italian

Receiving Institution

Name of institution in English: University of Pisa  
ERASMUS codes: T 013A01  
Faculty/department: History - History  
Street: Pisa  
City: Pisa  
Postcode: Italy  
Country: Italy  
Web link to the course catalogue: If the institution does not provide a link to the course catalogue, insert a link to the main website of the institution.

Receiving Institution - responsible persons

Contact person: not selected  
Responsible academic person: not selected  
Responsible administrative person: not selected

Enter information about at least one responsible person (academic or administrative) at the host institution.

\* required field  
Save Learning agreement

STEP 4A: Complete the obligatory data marked

STEP 4B: Save the document

Figure 4: Filling in the Learning Agreement

STEP 5: Complete data on the mobility and the number of courses which you want to add to the Learning Agreement. After that click on the button "Save Learning Agreement"

Online application for outgoing MU students and staff  
Learning agreements

Application has been saved.  
Fill in all required fields and save the form. Once all steps are complete, you will be enabled to go to the next step in the left-hand part of the screen.

Proposed study programme

Planned period of the mobility: from  /  to  /   
Big field is required

Courses to add

How many courses do you want to add?

required field

Save Learning agreement Cancel Delete entire Learning agreement

STEP 5A: Complete data on the mobility and the number of courses

STEP 5B: Give the number of courses that you want to add to the Learning Agreement.

Figure 4: Filling in the Learning Agreement

STEP 6: Give information on all the courses which you want to study abroad and the form of recognition at MU. Then click on the button "Save Learning Agreement"

The screenshot shows a web form for entering course information. It is divided into sections for 'Subject 1', 'Subject 2', and 'Subject 3'. Each subject section has two main parts: 'A/ Receiving institution' and 'B/ Sending institution'. The form includes fields for course code, title, semester, academic year, ECTS credits, and MU form of recognition. Callout boxes provide instructions for each step:

- STEP 6A:** Fill in the course code as it is given by the receiving institution. If you do not know the code do not fill in the field.
- STEP 6B:** Fill in the course title as it is given by the receiving institution. This field is obligatory.
- STEP 6C:** Select the semester of study in which you will take the course at the receiving institution. This field is obligatory.
- STEP 6D:** Give the number of credits that the receiving institution will award for successful completion of the course. This field is obligatory.
- STEP 6E:** After consulting the authorised person at the faculty choose the form of recognition of the course at MU.

Figure 5: Filling in the course in the Learning Agreement

STEP 6E: Forms of course recognition:

B/ Sending institution

MU form of recognition:\* A = compulsory course recognition (uznávaná jako povinná součást učebního programu)

Recognized course code at MU:\* FF  Seminář: Host z UDU FF

ECTS credits to be recognised by MU:

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B/ Sending institution

MU form of recognition:\* C = elective course recognition (uznávaná jako volitelná součást učebního programu)

ECTS credits to be recognised by MU:

In the case of recognition **type A** (recognition as a compulsory course in the form of course for course) or **type B** (recognition as a selective course in the form of course for course) it is necessary to give the course code from the MU catalogue.

In the case of recognition **type C** (recognition as an elective course in another form) or **type D** (recognition as a selective course in another form) do not give further data.

Figure 6: Filling in the course in the Learning Agreement

Subject 4

A/ Receiving institution

Component/course code (if any):

Component/course title at the receiving institution:\*

Semester(s) and academic year: both semesters | 2016/2017

Number of ECTS credits:\*

B/ Sending institution

MU form of recognition:\* D = selective course recognition (uznávaná jako volitelná součást učebního programu)

ECTS credits to be recognised by MU:\*

\* required field

Save Learning agreement | Save changes | Delete entire Learning agreement

STEP 6F: Save the data given by clicking on the field "Save Learning Agreement".

Figure 6: Filling in the course in the Learning Agreement

**STEP 7:** Print the document, sign it and get the signatures of the responsible people in sequence: 1. authorised person at the department/institute/faculty, 2. foreign department of the faculty, 3. authorised person/people abroad

The screenshot shows a web form for a learning agreement. At the top right, there is a button labeled "Print Learning agreement (docx)". Below it, a blue notification bar states: "Application has been saved. Fill in all required fields and save the form. Once all steps are complete, you will be enabled to print out the learning agreement. You may switch between steps by clicking at the given step in the left-hand part of the screen." The form includes sections for "Proposed study programme", "Planned period of the mobility" (with dropdowns for month and year), "Courses to add" (with a dropdown for the number of courses), and "B/ Sending institution" (with fields for "MU form of recognition" and "ECTS credits to be recognised by MU"). At the bottom, there are three buttons: "Save Learning agreement", "Add changes", and "Delete entire Learning agreement".

STEP 7: Print the document and obtain the required

Figure 7: Save and print

If needed you can make changes in the document and save it once more.

If you decide to delete the entire document use the button "Delete entire LA"