

# COMPLETING CHANGES TO THE LEARNING AGREEMENT IN THE ERASMUS+ APPLICATION USING THE ISOIS SYSTEM

STEP 1: LOG IN AT [HTTPS://ISOIS.OIS.MUNI.CZ/PUBLIC/APPLICATION-OUTGOING/](https://isois.ois.muni.cz/public/application-outgoing/)

**Online application for outgoing MU students and staff**

Overview of opened programmes

Currently you can apply for the following programmes:

- Erasmus+ for study:** Program currently closed.  
*Application will be opened for ac. year 2018/2019 (2018/2019 I. cyklus)*  
*Opening of the application and deadline is set by each department/faculty.*
- Erasmus+ ICM:** Application **opened** for ac. year **2018/2019** (2018/2019)  
Deadline is on 31st Jan 2018.
- Selections and quotas:** Application **opened** for ac. year **2018/2019** (Mezivládní dohody - kvóty )  
Deadline is on 30th Jun 2018.
- Learning agreements:** Learning agreements can be created.

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

UČO:

Password:

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

Step 1: Log in.

## STEP 2: NAVIGATE TO “MY APPLICATIONS”

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

Student Test X (999999999)  
My profile My applications  
Log out Create application

Step 2: My applications

## STEP 3: IN THE LEARNING AGREEMENT SECTION, SELECT THE DOCUMENT THAT APPLIES TO YOUR CURRENT MOBILITY AND CLICK “EDIT”:

ID	Cycle	Status	Action
4	for other programmes then Erasmus+ (without the electronic acceptance process) for Bilateral agreements 2016/2017		<a href="#">edit</a>
17	from ac. year 2019/2020 for <a href="#">Freemovers 2019/2020 (ID 336)</a>		<a href="#">edit</a>
4011	from ac. year 2019/2020 for <a href="#">Erasmus+ for study 2019/2020 (ID 8395)</a>		<a href="#">edit</a>

Step 3: Select a valid document and click “Edit”.

STEP 4: MAKE CHANGES TO THE EXISTING DOCUMENT BY CLICKING ON “ADD CHANGES”

Subject 4

**A/ Receiving institution**

Component/course code (if any):

Component/course title at the receiving institution: \*

Semester(s) and academic year:

Number of ECTS credits: \*

**B/ Sending institution**

MU form of recognition: \*

ECTS credits to be recognised by MU: \*

Step 4: Add changes

\* required field

STEP 5: EDIT THE DOCUMENT:

Step 5A: Change the length of stay if necessary (e.g., by prolonging it). If the length of stay has not changed, leave the field

Changes to study programme

**Planned period of the mobility:** from  /  /  /  
If the dates don't change, you don't need to fill in these fields. to  /  /

How many courses do you want to add?  \*

\* required field

Changes to study programme

**Planned period of the mobility:** from  /  /  /  
If the dates don't change, you don't need to fill in these fields. to  /  /

How many courses do you want to add?  \*

\* required field

Step 5B: Indicate the number of courses you wish to add.

Courses to add | Courses to delete

How many courses do you want to add? 1 \*

Additional subject 1

**A/ Receiving institution**  
 Component/course code (if any): xx6  
 Component/course title at the receiving institution\*: Biology  
 Semester(s) and academic year: first semester 2016/2017  
 Number of ECTS credits: 8

**B/ Sending institution**  
 MU form of recognition\*: C = elective course recognition (uznání j  
 ECTS credits to be recognised by MU: 8

**C/ Reason for change**  
 Reason for change\*: 5. Substituting a deleted component

Step 5C: Fill in information on the newly added course and select the reason for the change.

Changes to study programme

Planned period of the  
If the dates don't change, you don't need to

Courses to add | Courses to delete

Tick courses you wish to delete:

Delete	Code	Title	Reason*
<input checked="" type="checkbox"/>	xx1	English literature	1. Previously selected educational component is not available at the Receiving
<input checked="" type="checkbox"/>	xx2	History of England	3. Timetable conflict
<input type="checkbox"/>	xx3	William Shakespeare	nevybráno
<input type="checkbox"/>	xx4	XXX	nevybráno

\* required field

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

Step 5D: On the "Courses to delete" tab, select the courses from the original LA that you wish to drop and select a reason for the change.

Step 5E: Press "Save LA" to save the document.

STEP 6: THEN SIGN THE DOCUMENT ELECTRONICALLY. THERE ARE TWO WAYS OF SIGNING:

1. INSERTING FILE WITH SIGNATURE


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.

Step 6: You can enter the file with the signature here.

2. 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:



Clear

Sign above or upload your signature as an image.

Step 6: Here you can sign directly into the signing field.

Step 6: If you need to delete the signature and sign the document again, click on the "Clear" button.

STEP 7: IF THE SIGNED DOCUMENT IS COMPLETE, SAVE IT BY CLICKING ON *SAVE AND SEND TO MY COORDINATOR*. BY THIS THE DOCUMENT IS AUTOMATICALLY SENT TO THE ISOIS DATABASE FOR SIGNING BY THE RESPONSIBLE PEOPLE IN THE FOLLOWING SEQUENCE: 1. AUTHORISED PERSON AT FACULTY, 2. CZS COORDINATOR, 3. AUTHORISED PERSON(S) ABROAD.

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

1. Sign with an image signature:  Procházet...

2. Sign directly below:



Sign above or upload your signature as an image.

**Assessment by home coordinator:** Not entered yet

**Assessment by CIC:** Not entered yet

**Assessment by host coordinator:** Not entered yet

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Signed documents

No signed document generated so far.

\* required field

Step: 7: If you do not want to make any further changes in the document and wish to send it for signature to your coordinator, click on the button "Save and send to my coordinator".

STEP 8: AFTER THE DOCUMENT HAS BEEN SIGNED BY EVERYONE YOU CAN DOWNLOAD IT IN THE SECTION *SIGNED DOCUMENTS*.

Signed documents

#	File	Created at	
1	<a href="#">Download</a>	2019-03-21 10:09:55	

Step 8: You can download the complete document

STEP 9: IF NEEDED YOU CAN DELETE THE ENTIRE DOCUMENT AND CREATE IT AGAIN.

Contact person - name and surname:\*

Contact person - E-mail:\*

Contact person - Phone:\*

\* required field





[Save](#) [Delete changes](#) [Delete the entire LA](#)

Step 9: If you decide to delete the complete document, click on the button “Delete changes”.

STEP 10: IN THE CASE THAT YOU NEED TO PRINT THE DOCUMENT IN PDF FORMAT BEFORE IT IS SIGNED BY THE AUTHORISED PERSON ABROAD, I.E. AFTER SIGNATURE BY THE COORDINATOR AT MU AND THE CZS COORDINATOR, YOU CAN PRINT THE DOCUMENT FROM THE HEADER OF YOUR PROFILE:

## Learning agreements

from ac. year 2019/2020

-  [Print Learning agreement \(docx\)](#)
-  [Print Learning agreement \(pdf\)](#)
-  [Print Changes \(docx\)](#)
-  [Print Changes \(pdf\)](#)

Step 10: If you decide to print the document, click on “Print Changes (pdf)”.