

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

STEP 1: LOG IN AT <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.

**Register now**

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:

**Login**

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

**Step 1: Log in.**

STEP 2: SELECT A NEW "LEARNING AGREEMENT" DOCUMENT AND CLICK ON "CREATE NEW APPLICATION/DOCUMENT":

Online application for outgoing MU students and staff

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

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 (2018/2019)  
 Deadline is on 31st Jan 2018

**Erasmus+ ICM:** Application opened for a (2018/2019)  
 Deadline is on 31st Jan 2018

**Selections and quotas:** Application opened for a (Mezivládni dohody - kvóty)  
 Deadline is on 30th Jun 2018

**Learning agreements:** Learning agreements can be created

Create new application/document

Choose program: not selected  
 not selected  
 Erasmus+ ICM - 2018/2019  
 Selections and quotas - Mezivládni dohody - kvóty  
 Learning agreements - LA

Step 2: Open a new "Learning Agreement" document.

STEP 3: SELECT THE CURRENT APPLICATION UNDER WHICH STUDY ABROAD WILL TAKE PLACE AND FOR WHICH THE LEARNING AGREEMENT IS BEING PREPARED, AND CLICK "CONTINUE":

Online application for outgoing MU students and staff

Learning agreements

Choose application

Choose the applicator for which you wish to create the learning agreement: Erasmus+ for study 2016/2017 (ID: 8395)

Continue >>

Step 3A: Select the current application.

Step 3B: Press the "Continue" button.

**STEP 4: COMPLETE THE MANDATORY INFORMATION IN THE STARRED FIELDS AND CLICK "SAVE LEARNING AGREEMENT"**

The screenshot shows a web form with several sections:

- MU faculty:** Faculty of Arts
- MU department:** Department of History
- MU departmental coordinator:** not selected
- Responsible person:** Filipová Danica
- Stay data:**
  - Linked application: Erasmus+ for study 2016/2017 (ID 8395)
  - Academic year: 2016/2017
  - Study cycle: Bachelor or equivalent first cycle (EQF level 6)
  - Field of education: not selected
  - Main language of instruction: Italian
- Receiving Institution:**
  - Name of institution in English: University of Pisa
  - Erasmus codes: 1 D15A01
  - Faculty/department: History - History
  - Street: [empty]
  - City: Pisa
  - Postcode: [empty]
  - Country: Italy
  - Web link to the course catalogue: [empty]
- Receiving Institution - responsible persons:**
  - Contact person: not selected
  - Responsible academic person: not selected
  - Responsible administrative persons: not selected

At the bottom, there is a "Save Learning agreement" button. A legend indicates that an asterisk (\*) denotes a required field.

Step 4A: Fill in the mandatory fields indicated with an asterisk.

Step 4B: Save the document.

**STEP 5: FILL IN THE MOBILITY DATA AND THE COURSE COUNT THAT YOU WANT TO ENTER INTO THE LEARNING AGREEMENT. THEN CLICK ON "SAVE LEARNING AGREEMENT"**

The screenshot shows the "Proposed study programme" section of the form:

- Planned period of the mobility:** from [choose month] / [choose year] to [choose month] / [choose year]. A note below states "this field is required".
- Courses to add:** A section with a "+" button and a text input field.
- How many courses do you want to add?:** A numeric input field with a "+" button.

At the bottom, there are buttons for "Save Learning agreement", "Add changes", and "Delete entire Learning agreement". A legend indicates that an asterisk (\*) denotes a required field.

Step 5A: Fill in the mobility information and the number of courses.

Step 5B: Indicate the number of courses you want to include in the Learning Agreement.

STEP 6: ENTER THE INFORMATION FOR ALL COURSES YOU WISH TO TAKE ABROAD, AND THE METHOD BY WHICH CREDIT WILL BE RECOGNISED BY MU. THEN CLICK "SAVE LEARNING AGREEMENT".

The screenshot shows a web form for entering course information. It is divided into three sections: Subject 1, Subject 2, and Subject 3. Each section has fields for 'A/ Receiving institution' and 'B/ Sending institution'. Callouts point to specific fields: Step 6A points to the 'Component/course code (if any)' field; Step 6B points to the 'Component/course title at the receiving institution' field; Step 6C points to the 'Semester(s) and academic year' dropdown; Step 6D points to the 'Number of ECTS credits' field; and Step 6E points to the 'MU form of recognition' dropdown.

Step 6A: Fill in the course code as indicated by the host institution. If you don't know it, leave the field blank.

Step 6C: Select the semester during which you plan to take the course at the host institution. This field is mandatory.

Step 6B: Fill in the name of the course as indicated by the host institution. This field is mandatory.

Step 6D: Indicate the number of credits granted by the host institution for successful completion of the course. This field is mandatory.

Step 6E: Upon consulting with the faculty's authorised representative, select the way credit will be recognised by MU.

STEP 6E: COURSE RECOGNITION OPTIONS:

For the recognition of **type C** credit (recognition as an elective course in another manner) or **type D** credit (recognition as a mandatory course in another manner) no other information is required.

For the recognition of **type A** credit (recognition as a mandatory course on a course-for-course basis) or **type B** credit (recognition as a mandatory elective on a course-for-course basis), the course code from the MU catalogue must be indicated.

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:

\* Required field

Step 6F: Save the information by clicking on the “Save Learning Agreement” button.

STEP 7: 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:

2. Sign directly below:



Sign above or upload your signature as an image.

Step 7: 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:



Sign above or upload your signature as an image.

Here you can sign directly into the signing field.

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

**STEP 8:** 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:

Clear

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

Signed documents

No signed document generated so far.

\* required field

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

**STEP 9:** AFTER THE DOCUMENT HAS BEEN SIGNED BY EVERYONE YOU CAN DOWNLOAD IT IN THE SECTION *SIGNED DOCUMENTS*.

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

You can download the complete document here.

STEP 10: IF NEEDED YOU CAN DELETE THE ENTIRE DOCUMENT AND CREATE IT AGAIN.

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

If you decide to delete the complete document, click on the button “Delete entire Learning Agreement”.

STEP 11: 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:

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

Learning agreements  
from ac. year 2019/2020

Student Test X (999999999)

My profile My applications  
Log out Create application

Print Learning agreement (pdf)

If you decide to print the document, click on “Print Learning Agreement (pdf)”.