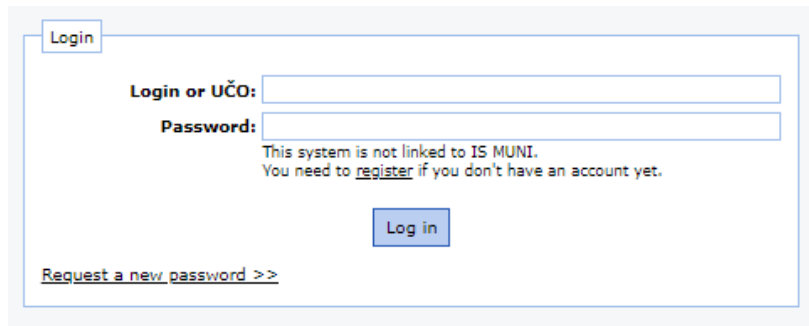
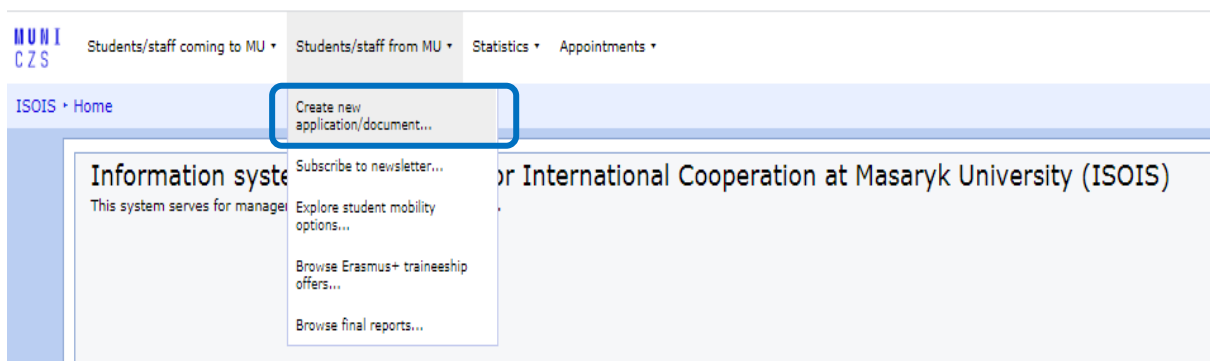


CREATING A LEARNING AGREEMENT IN THE ERASMUS+ APPLICATION IN ISOIS

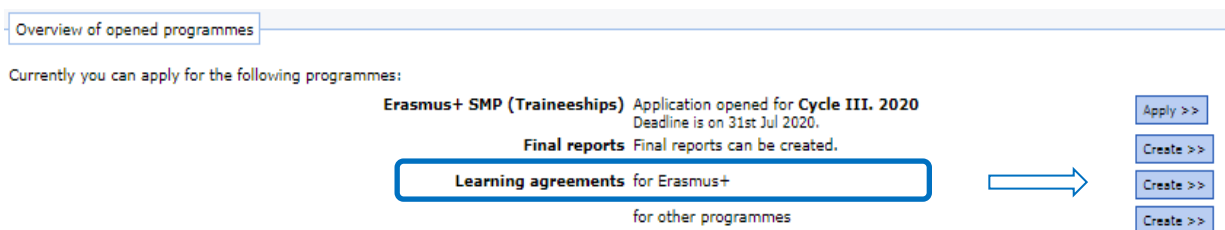
Step 1: LOG IN TO YOUR ACCOUNT IN ISOIS: <https://isois.ois.muni.cz/en/user-account/user/login/>



Step 2: IN SECTION STUDENTS/STAFF FROM MU
CHOOSE CREATE NEW APPLICATION/DOCUMENT...



Step 3: CREATE NEW LEARNING AGREEMENT FOR ERASMUS+



Step 4: SELECT YOUR CURRENT APPLICATION FOR WHICH YOU WISH TO CREATE THE LEARNING AGREEMENT AND CLICK "CONTINUE"

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

Learning agreements
for Erasmus+

Choose application

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

Continue >>

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

Stay data

Linked application: Erasmus+ for study 2020/2021 (ID 14091)

Academic year*: 2020/2021

Study cycle*: Master or equivalent second cycle (EQF level 7)

Field of education*: 0421 - Law

Main language of instruction*: choose language choose your competence level

Sending institution

MU faculty*: not selected

MU department*: not selected

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

Responsible person*: not selected

Receiving institution

Name of institution in English*: University of Iceland

Erasmus code*: IS REYKJAV01

Faculty/department*: Faculty of Law - Law

Street*:

City*: Reykjavik

Postcode*:

Country*: Iceland

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 person(s)

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

Contact person - E-mail*:

Contact person - Phone*:

Save the LA

Step 6: FILL IN THE PLANNED MOBILITY PERIOD AND THE NUMBER OF COURSES YOU WISH TO STUDY AT THE HOST UNIVERSITY

Proposed study programme in the original agreement

Study programme (original LA)

Planned period of the mobility from*: September / 2020

Planned period of the mobility to*: January / 2021

How many courses do you want to add?*: 4

Step 7: ENTER THE INFORMATION FOR ALL COURSES YOU WISH TO STUDY AND THE FORM OF RECOGNITION AT MU

Subject 1

A/ Receiving institution

Component/course code (if any): Code

Component/course title at the receiving institution*: Course title

Semester(s) and academic year*: - Choose semester - 2020/2021

Number of ECTS credits*:

B/ Sending institution

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

Step 7A: Fill in the course code as indicated in the course catalogue at the host university.

Step 7B: Fill in the course title as indicated in the course catalogue at the host university.

Step 7C: Select the semester in which you plan to take the course at the host university

Step 7D: State the number of credits granted by the host university upon successful completion of the course

Step 7E: 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.

Subject 3

A/ Receiving institution

Component/course code (if any): Code

Component/course title at the receiving institution*: Course title

Semester(s) and academic year*: - Choose semester - 2020/2021

Number of ECTS credits*:

B/ Sending institution

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

Subject 4

A/ Receiving institution

Component/course code (if any): Code

Component/course title at the receiving institution*: Course title

Semester(s) and academic year*: - Choose semester - 2020/2021

Number of ECTS credits*:

B/ Sending institution

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

Commitment (original LA)

Status: Draft by student

Signed documents (original LA)

No signed document generated so far.

Step 7F: Click "Save the LA".

Save the LA Delete the entire LA

Step 8: COMPLETE THE DOCUMENT BY SIGNING IT. THERE ARE 2 WAYS YOU CAN SIGN:

8.1: UPLOAD A FILE WITH YOUR 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.

Upload a file with your (scanned) signature from your computer, adjust the picture if necessary.

8.2: SIGN 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 up...

Here you can sign directly on the screen.

In case you need to fix your signature, click on "Clear" and sign again.

Step 9: AFTER THE DOCUMENT IS COMPLETE, CLICK "SAVE AND SEND TO MY COORDINATOR"



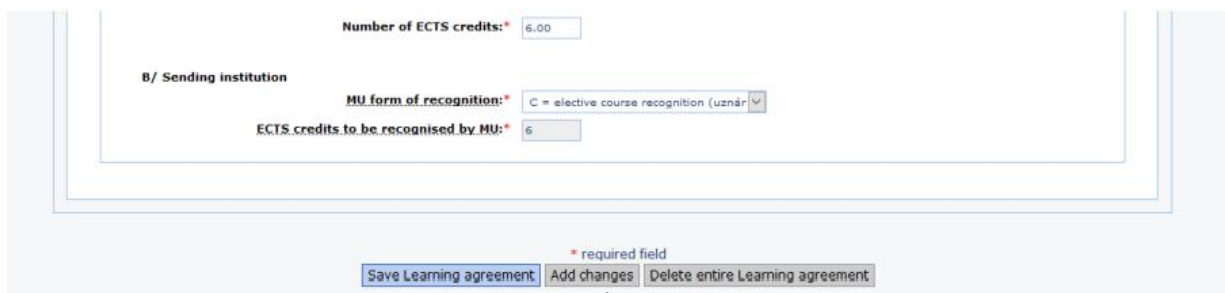
The LA will be sent to all your coordinators for signature in the following order:
Departmental coordinator – CZS coordinator – Coordinator at the host university.

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



Signed PDF file is available for downloading here.

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



You will be able to make Changes to LA after your mobility begins.

Here you can delete the entire document. (1 LA per 1 semester only.)

Step 12: IF YOU NEED TO DOWNLOAD THE DOCUMENT BEFORE IT'S SIGNED BY ALL PARTIES, YOU CAN DOWNLOAD IT IN THE UPPER-RIGHT CORNER OF YOUR ACCOUNT.



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