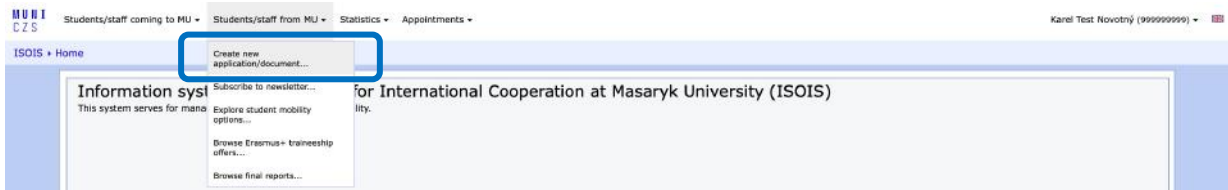


CREATING A LEARNING AGREEMENT IN THE ERASMUS+ APPLICATION IN ISOIS

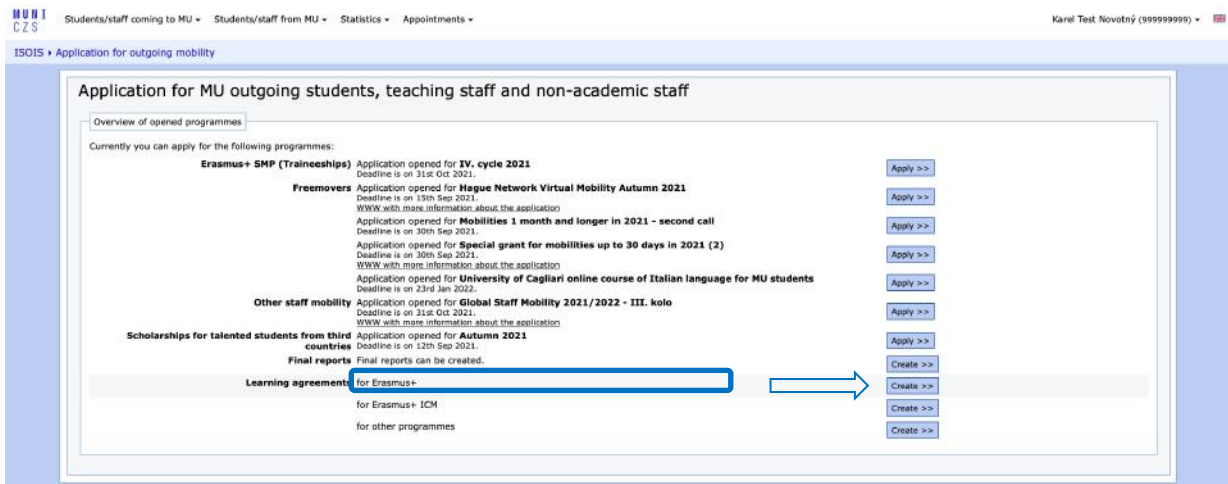
Step 1: LOG IN TO YOUR ACCOUNT IN ISOIS: <https://isois.ois.muni.cz/en/user-account/user/login/>



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"

MUNI CZS Students/staff coming to MU - Students/staff from MU - Statistics - Appointments - Karel Test Novotný (99999999) -

ISOIS Learning agreements

Application for MU outgoing students, teaching staff and non-academic staff
Learning agreements
for Erasmus+

Choose application

Choose the application for which you wish to create the learning agreement*: Erasmus+ for study 2021/2022 (ID 17266)

Continue >>

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

E-mail: 99999999@mail.muni.cz
Global ID: urn:schac:personalUniqueCode:int:esi:muni.cz:999999999
Mobility ID: outsm-17266-66

Stay data

Linked application: Erasmus+ for study 2021/2022 (ID 17266)
Mobility type*: Semester(s) (with virtual mobility if applicable)
Academic year*: 2021/2022
Study cycle*: Bachelor or equivalent first cycle (EQF level 6)
Field of education*: 0222 - History and archaeology
Field of education - clarification*:
Main language of instruction*: choose language | choose your competence level

Sending institution

MU faculty*: Faculty of Arts
MU department*: Department of Auxiliary Historical Sciences and Archive Studies
MU departmental coordinator*: not selected
Responsible person*: Flibešová Denisa

Receiving institution

Host institution: Julius Maximilian University of Würzburg
Faculty/department*: not selected
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 - administrative contact person

Contact person - name and surname*:
Contact person - E-mail*:
Contact person - Phone*:

Save the LA

Step 6: FILL IN THE PLANNED MOBILITY PERIOD

Step 1 mobility data
Step 2 (incomplete) proposed study programme abroad

The record has been successfully saved.

Application for MU outgoing students, teaching staff and non-academic staff
Erasmus+ for study 2021/2022
for Erasmus+

Fill in all required fields and save the form. Once all steps are complete, you will be enabled to close the agreement and then to forward it to your coordinators. You may switch between steps by clicking at the given step in the left-hand part of the screen.

Subjects

Proposed study programme in the original agreement

Proposed study programme in the original agreement

Study programme (original LA)

Planned period of the mobility from*: ?? / ????

Planned period of the mobility to*: ?? / ????

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

The screenshot shows a form for entering course information. It is divided into sections for 'Subject 1', 'Subject 2', and 'Subject 3'. Each section includes fields for 'Receiving institution', 'Sending institution', 'Component/course code', 'Component/course title', 'Semester(s) and academic year', 'Number of ECTS credits', and 'MU form of recognition'. Callouts provide instructions for each step:

- 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.

Additional text explains the types of recognition:

- 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 8: AFTER THE DOCUMENT IS COMPLETE, CLICK "SAVE AND FORWARD THE LA TO MU COORDINATOR"

The screenshot shows the 'Signed documents (original LA)' section. It contains a message: 'No signed document generated so far.' Below this message are three buttons: 'Save the LA', 'Save and forward the LA to MU coordinator', and 'Delete the entire LA'. A callout points to the 'Save and forward the LA to MU coordinator' button.

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

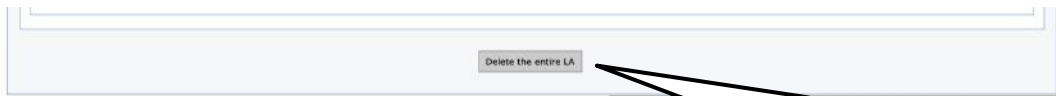
Step 9: AFTER THE LA IS APPROVED BY ALL PARTIES, YOU CAN DOWNLOAD IT IN SECTION "SIGNED DOCUMENTS"

The screenshot shows the 'Signed documents (original LA)' section with a table of documents. A callout points to the 'Download' button in the first row.

File	Created at
1	2021-07-14 14:35:16

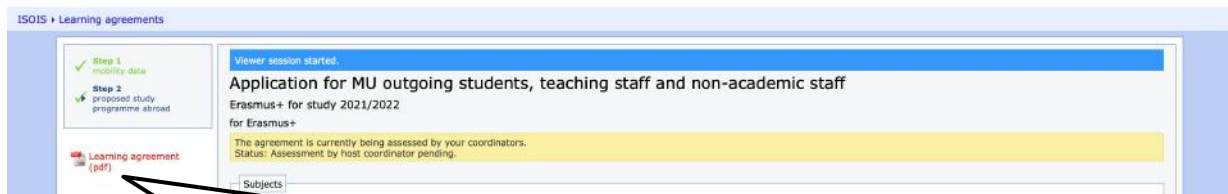
Signed PDF file is available for downloading here.

Step 10: IF NEEDED YOU CAN DELETE THE ENTIRE DOCUMENT AND CREATE A NEW ONE



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

Step 11: 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.