

University of Economics, Prague
 W. Churchill Sq. 4, 130 67 Prague 3
 Czech Republic

How to fill in the new form of the Learning agreement

The yellow fields should be filled in by the student before sending the Learning agreement to the Receiving Institution (VSE).

The information in green fields is given by *International Office of University of Economics, Prague (VSE)*. Please, fill them in as well.

Erasmus+ HE Learning Agreement for students-2017



Higher Education Learning Agreement for Studies

Student's name
Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	University of Economics, Prague (VSE)	International Office	CZPRAHA09	Winston Churchill sq.4, 130 67, Prague 3	Czech Republic, CZ	Daniela Slámová / Karolína Kaslová exchange@vse.cz +420 224 098 547	

Academic Year:

The academic year means in which term you are coming to VSE, e.g. you are coming in Fall semester 2017 (from September 2017 until February 2018) you write Year 2017/2018.

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Before the mobility

Before the mobility part should be completely filled in as well. The **Component code** can be found on our web page (<http://ozs.vse.cz/english/incoming-students/exchange-programme/list-of-courses/>). **Please, keep in mind that if you are a bachelor student you can choose only courses from the undergraduate list of courses, if you are a master student you can only choose courses from the graduate list of courses.** The **Semester** means in which one the student is going to study at VSE.

<i>Study Programme at the Receiving Institution (EXAMPLE)</i>			
Planned period of the mobility: from [month/year] to [month/year]			
Table A Before the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]
	5EN252	Microeconomics I.	autumn
	1FU301	Fundamentals of Accounting in English	autumn
	IP_327	Cultural History of the Czech Lands	autumn
	2SE272	World Economy - for exchange students	autumn
	2RU135	Basic Czech for foreigners (A1)	autumn
			Total: 25
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: http://ozs.vse.cz/english/incoming-students/exchange-programme/list-of-courses/			

The level of language competence in **English** that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1
 C2 *Native speaker*

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The Recognition (Table B) part should be filled in according to the rules of the Home University.

Recognition at the Sending Institution					
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	
	Total: ...				
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>					

Commitment					
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹ at the Sending Institution					
Responsible person at the Receiving Institution ¹	Karolína Kaslová / Daniela Slámová	exchange@vse.cz	Incoming Exchange Student Coordinator		

The commitment part should be filled in and signed by the student side and by the Coordinator from the Home University before sending to *The University of Economics, Prague (VSE)*.

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During the Mobility

During the mobility part is filled in if the student has to change some of the courses s/he had approved in the part Before mobility. This part is usually filled in during your stay abroad after approval of your Home University.

Exceptional changes to Table A (EXAMPLE)						
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ⁱ	Number of ECTS credits (or equivalent)
	5EN252	Microeconomics I.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	6
	4SA220	Web 2.0 & Social Network Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	4

ⁱ Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)	5. Substituting a deleted component 6. Extending the mobility period 7. Other (please specify)

The Recognition (Table B) part should be filled in according to the rules of the Home University.

Exceptional changes to Table B (if applicable)					
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

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After the Mobility

After the Mobility we substitute by the **Transcript of records** which is sent to each student's Home University after all the grades are recorded into our information system. Thus if the Home University doesn't specifically require to have the After the Mobility part confirmed it is not necessary to fill it in.

If the Home University requires this document, the student has to wait until the last grade is entered to the VSE information system then fill in the form and pass the **After the Mobility** to the *International office at VSE* to get it signed.

Transcript of Records at the Receiving Institution

Start and end dates of the study period: from [day/month/year] to [day/month/year]

Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
		4SA220	Web 2.0 & Social Network Services	yes	4
	1FU301	Fundamentals of Accounting in English	yes	3	2
	IP_327	Cultural History of the Czech Lands	yes	7	1
	2SE272	World Economy - for exchange students	no	6	4
	2RU135	Basic Czech for foreigners (A1)	yes	3	3
				Total: 23	

Transcript of Records and Recognition at the Sending Institution

Start and end dates of the study period: from [day/month/year] to [day/month/year]

Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	