

Prague University of Economics and Business
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 students before sending the Learning Agreement to the Receiving Institution (VSE). The information in green fields is given by the International office of the Prague University of Economics and Business. Please fill them in as well.



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	
	Prague University of Economics and Business (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 (<https://exchange.vse.cz/students/accepted-students/course-registration/#List%20of%20courses>). Please, keep in mind, that if you are a bachelor student, you can choose only the undergraduate courses. If you are a master student, you can only choose the graduate courses. The Semester means in which one the student is going to study at VSE.

Study Programme at the Receiving Institution (EXAMPLE)

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]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
5EN252	Microeconomics I.	autumn	6
1FU301	Fundamentals of Accounting in English	autumn	3
IP_327	Cultural History of the Czech Lands	autumn	7
2SE272	World Economy - for exchange students	autumn	6
2RU135	Basic Czech for foreigners (A1)	autumn	3
			Total: 25

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

<https://exchange.vse.cz/students/accepted-students/course-registration/#List%20of%20courses>

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 ☐

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

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.

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 Prague University of Economics and Business (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 is substituted by the Transcript of Records which is uploaded to the student's InSIS Document Storage after all the grades are recorded into our information system. Thus we do not sign this part of the Learning Agreement. Uploaded Transcripts are directly accessible by the Home University's Coordinator via their InSIS account as well. Partner universities are informed about this procedure.

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	1
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: ...	