

## Instructions for completing the Learning Agreement

- A condition for the successful completion of the foreign study stay is the gaining of **at least 20 ECTS** credits for a semester of study at the host institution (if the student obtains less than 20 ECTS, the obligation to return a proportional part of the scholarship applies).
- At least half of the compulsory 20 ECTS must be obtained for subjects in **the economic field**. However, you can also enrol in other courses that interest you (e.g., foreign languages, sports, etc.).
- All courses confirmed in the Learning Agreement and completed during the study stay at the host university will be recognized to the studies at FEA in one of the following forms of recognition:
  - **A** - as obligatory,
  - **C** - as optional.
- Students who wish to have their courses recognized as obligatory (“A” form of recognition) must contact **in advance** the guarantor of the subject at our faculty and send them the syllabus of the subject from their host university. The course guarantor then decides whether the recognition is possible and confirms that by email. The student must upload the guarantor’s approval (e.g., e-mail screenshot) as an attachment to the online Learning Agreement in ISOIS.
- There is no need to upload any attachments for the courses with “C” form of recognition.
- Before the beginning of the respective semester, the International office enrolls the student in a course **Study stay abroad (XPX\_ZASP)** and assigns an **Individual Study Plan (ISP)**. The entitlement to the Individual Study Plan arises only if the student meets the conditions for enrolment to the semester in which they complete the Erasmus + study stay.
- The ISP allows the student to enrol in courses at the FEA in **a combined form** and study them during their stay abroad. Whether it is possible to complete a course during the study abroad and in what form always **depends on a mutual agreement** with the course guarantor.
- The ISP also allows the student to complete courses at the FEA outside the examination period. However, this is possible only with the consent and after agreement with the course guarantor at the FEA.

- The Individual study plan is valid from the date of the departure until the first day of the examination period of the semester following the stay abroad, i.e. for stays in the autumn semester until the beginning of the spring examination period and for stays in the spring until the beginning of the examination period in the autumn semester.
- All Learning Agreements must be approved and electronically signed by the Vice-Dean Ing. Markéta Novotná, Ph.D., so please indicate her as the **MU Departmental Coordinator** in the Learning Agreement in ISOIS.
- If you have any questions, please contact the International Programs Coordinator **Mgr. Štěpánka Lacková** ( [stepanka.lackova@econ.muni.cz](mailto:stepanka.lackova@econ.muni.cz)).