



Learning Agreement in InSIS

Only 5 easy steps



1 Open your Learning Agreement



Click Choose and select:

Type of foreign study plan → Long-term mobility

2 Fill in Table A Courses at your host university



For each course enter:

- ✓ Course code (if available)
- ✓ Course title
- ✓ ECTS credits
- ✓ Semester

Table A / Courses of the individual study plan for abroad

Code	Course	Semester	ECTS credits
4200000000000000000	Global Strategy	winter semester	7
MNGT-E2009	Marketing online	winter semester	6
2200000000000000000	Financial Statement Analysis	winter semester	6
23E57000	Fashion Marketing	winter semester	6
42E01200	CEMS Special Topics in Global Management: Consulting (3 ECTS option)	winter semester	3
MNGT- E2015	Data-Analytics for Managers, Module 1	winter semester	3
42E00400	Block Seminar – Addressing Current Societal Challenges in Organizations: A Language and Communication Perspective	winter semester	3
			34 ECTS

Leave blank:

- ✗ Category
- ✗ Conditions for recognition
- ✗ Description of virtual part

Click Add

3 Complete Table B How courses will be recognised at VŠE

If there is an equivalent VŠE course

- ✓ Search for the course
- ✓ Click Add

Search for course

Enter course code or name

Select course

Add

If there isn't

- ✓ Select UP01, UP02...
- ✓ Use Transfer Credit

Select course

UP01 Transfer Credit

Add

Table B / Courses of the individual study plan at home being completed abroad

Code	Course	Study period	ECTS credits
3SG415	International Strategy (Global Strategy)	WS 2024/2025 - FPH	6
UP01	Transfer Credit (Global Strategy)	WS 2024/2025 - PEDO	1
UP02	Transfer Credit (Marketing online)	WS 2024/2025 - PEDO	6
3SG416	Corporate Finance (Financial Statement Analysis)	WS 2024/2025 - FPH	6
UP03	Transfer Credit (Fashion Marketing)	WS 2024/2025 - FPH	6
UP04	Transfer credit (CEMS Special Topics in Global Management: Consulting (3 ECTS option))	WS 2024/2025 - PEDO	3
UP05	Transfer Credit (Data-Analytics for Managers, Module 1)	WS 2024/2025 - PEDO	3
3SG409	Block Seminar (Addressing Current Societal Challenges in Organizations: A Language and Communication Perspective)	WS 2024/2025 - FPH	3
			34 ECTS

4 Check your ECTS



Table A = Table B

Every course in Table A should normally have a corresponding course or transfer credit in Table B.

Example

Host University (Table A)

Global Strategy
7 ECTS



VŠE (Table B)

International Strategy
(6 ECTS)



Transfer Credit (1 ECTS)



Total remains 7 ECTS



5 Submit for approval

Before submitting:



All courses included



Table A = Table B



ECTS match



Save



Apply for Approval



Erasmus+

If your partner university is in the EWP network, the approved LA is sent electronically. You don't need to send it yourself.



Other mobility

Download the approved LA as a PDF from the Checklist in InSIS and send it to the partner university.



IMPORTANT REMINDERS

- LA is completed BEFORE your exchange.
- Table A (abroad) = Table B (at VŠE).
- Keep your LA up to date and accurate.
- The final LA must match your Transcript of Records.



Need to change courses?

Yes! Use Learning Agreement → LA Changes. Update both Table A and Table B. If there are no changes, you do not need to complete the LA changes. The final LA must correspond to your Transcript of Records.



Need help?

Check the detailed instructions or contact OZS via InSIS Contact Centre.



VŠE



Plan ahead, check carefully and enjoy your exchange!

Scan for detailed LA instructions (InSIS) →

bit.ly/LA-instructions-InSIS-1