|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality** | **Sex** [M/F] | **Study cycle**  [Bachelor /Master/PhD] | **Field of study** |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | | **Address** | **Country** | **Contact person name; email; phone (faculty)** | |
| Mendel University in Brno | Faculty of Business and Economics | | Zemědělská 1,  613 00 Brno | Czech Republic | Mgr. Markéta Zelená; [marketa.zelena@mendelu.cz](mailto:marketa.zelena@mendelu.cz),  +420 545132799 | |
| **Receiving Institution** | **Name** | **Faculty/ Department** | | **Address** | **Country** | **Contact person name; email; phone** | |
|  |  | |  |  |  | |

**Before the mobility**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table A: *Study Programme at the Receiving Institution***  **Planned period of the mobility: from [month/year]** **… to [month/year] …** | | | | | **Table B: *Recognition at the Sending Institution*** | | | | |
|  | **Course code** (if any) | **Course title at the Receiving Institution** (as indicated in the course catalogue[[1]](#endnote-1)) | **Semester** | **Number of ECTS credits** |  | **Course code** (if any) | **Course title at the Sending Institution** (as indicated in the course catalogue) | **Semester** | **Number of ECTS credits** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Total:** | | |  | **Others[[2]](#endnote-2):** | | |  |
|  | **Total:** | | |  |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] | | | | | Provisions applying if the student does not complete successfully some educational components: http://www.omvi.mendelu.cz/vyjizdejici-studenti/studijni-pobyt/bilateralni-mobility/28600-po-navratu#po | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | Student |  |  |
| Responsible person[[3]](#endnote-3) at theSending Institution | doc. Mgr. Veronika Blašková, Ph.D. | Veronika.blaskova[@mendelu.cz](mailto:katerina.mlejnkova@mendelu.cz) | Vice-dean |  |  |
| Responsible person at theReceiving Institution[[4]](#endnote-4) |  |  |  |  |  |
| ***Commitment***  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. 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 or equivalent units 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. | | | | | |

**During the mobility**

**(Changes to original Learning Agreement)**

**Student´s name:** ... **Faculty:** ... **Academic year:** ... **Semester:** ...

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table A1: *Exceptional changes to Table A***  (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 B1: *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) | | | | | | | | |
|  | **Component code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue) | **Component without changes** [tick if applicable] | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Reason for change[[5]](#endnote-5)** | **Semester** | **Number of ECTS credits (or equivalent)** |  | **Component code** (if any) | **Component title at the Sending Institution** (as indicated in the course catalogue) | **Component without changes** [tick if applicable] | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Semester** | **Number of ECTS credits (or equivalent)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | **Others:** | | | | | |  | |
|  | **Total – in original LA (Table A):** | | | | | | |  | **Total – in original LA (Table B):** | | | | | |  | |
|  | **Total – deleted components:** | | | | | | |  | **Total – deleted components:** | | | | | |  | |
|  | **Total – added components:** | | | | | | |  | **Total – added components:** | | | | | |  | |
|  | **Total after changes:** | | | | | | |  | **Total after changes:** | | | | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | Student |  |  |
| Responsible person at theSending Institution | doc. Mgr. Veronika Blašková, Ph.D. | Veronika.blaskova[@mendelu.cz](mailto:katerina.mlejnkova@mendelu.cz) | Vice-dean |  |  |
| Responsible person at theReceiving Institution |  |  |  |  |  |
| ***Commitment***  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. 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 or equivalent units 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. | | | | | |

1. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Lines in the table can be added. Empty lines should be deleted or crossed out. [↑](#endnote-ref-1)
2. **Others:** The field should be filled if subject(s)/component(s) studied at receiving institution does not have their equivalent at MENDELU. It will indicate total sum of credits recognized per those subjects. This system is not used by FBE. Please check faculty website where all the requirements for filling LA/Changes are explained. [↑](#endnote-ref-2)
3. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. At MENDELU it is faculty vice-dean for international relations; at FBE it is vice-dean for study affairs: <http://www.iro.mendelu.cz/27666->. [↑](#endnote-ref-3)
4. **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-4)
5. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

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

   [↑](#endnote-ref-5)