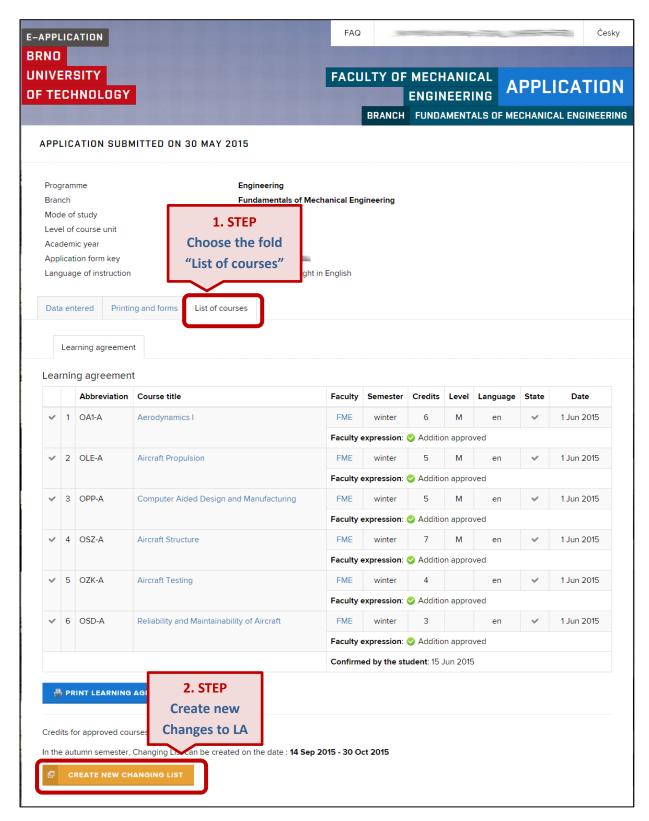
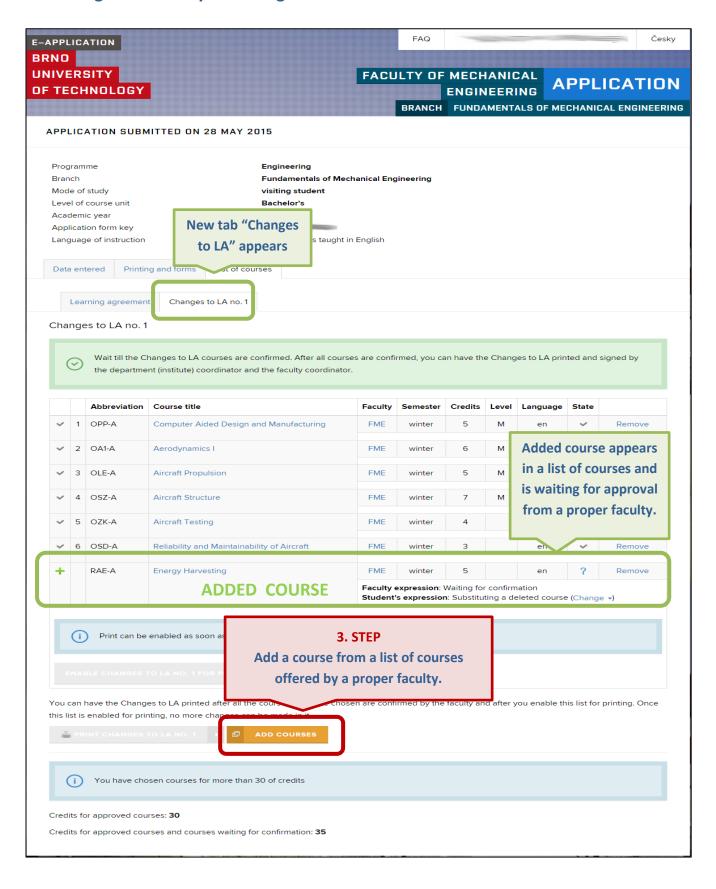
INSTRUCTIONS – ONLINE CHANGES TO LA

Please follow the slides how to submit online Changes to LA

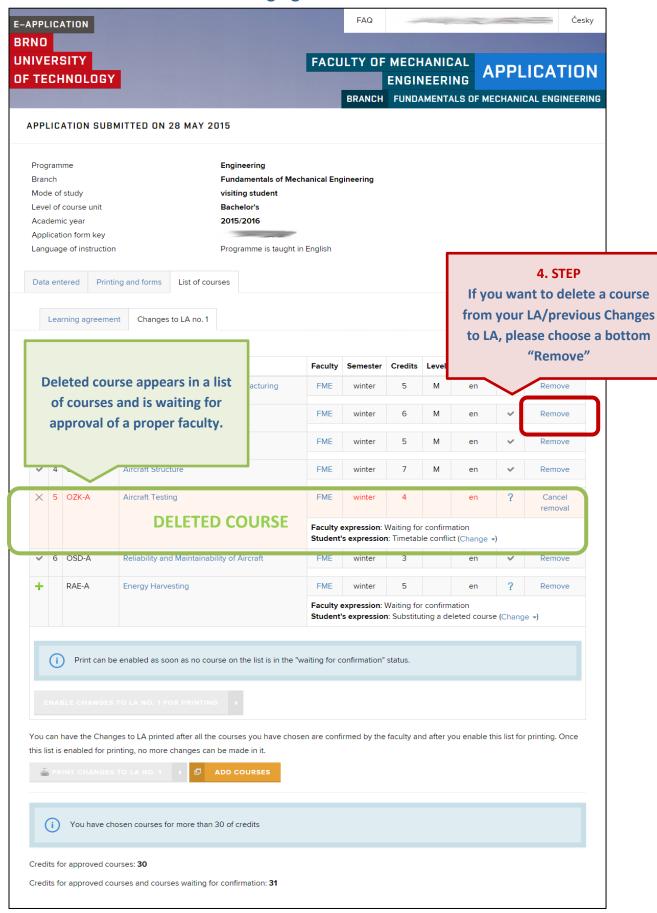
1. Filing Changes to LA



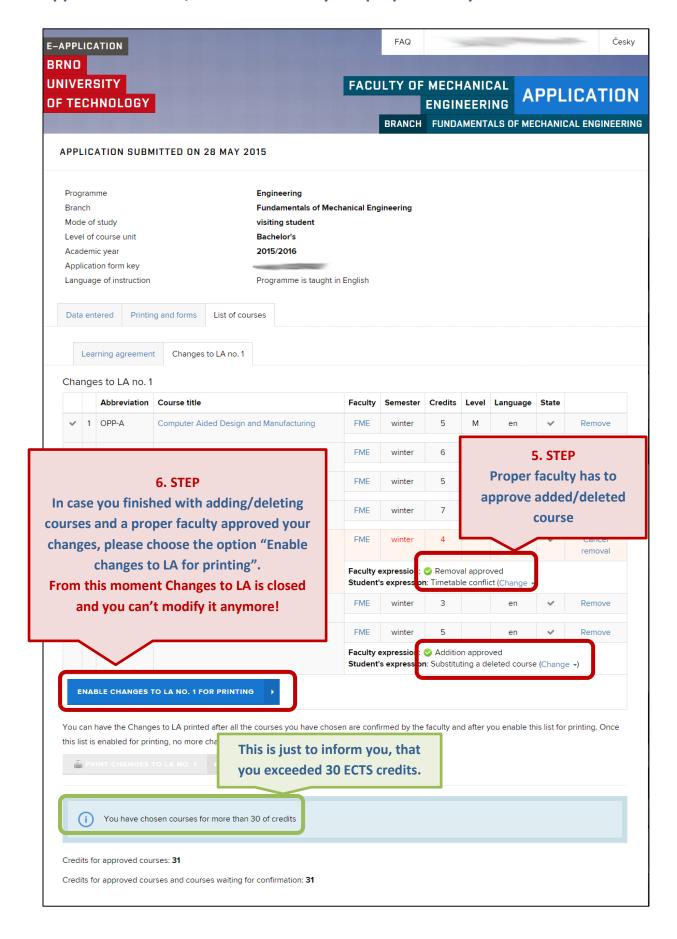
2. Adding a course to your Changes to LA



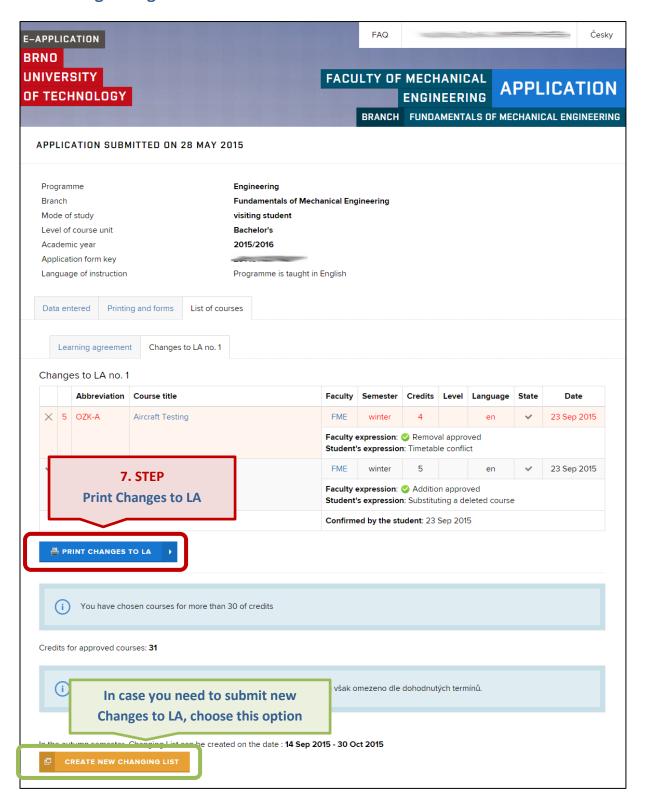
3. Deletion of a course from Learning Agreement



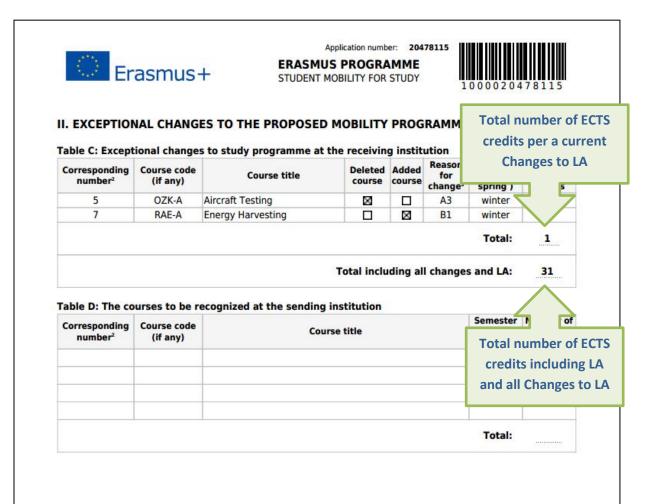
4. Approval of added/deleted course by the proper faculty



5. Printing Changes to LA



6. Example of printed Changes to LA



A1: Previously selected educational component is not available at the receiving institution

A2: The course is in a different language than previously specified in the course catalogue

A3: Timetable conflict.

A4: Other (please specify)

Reasons for adding a course :

B1: Substituting a deleted course

B2: Extending the mobility period

B3: Other (please specify)

In case you do not have enough space to specify the reason for changing or adding the course, please enclose another paper with explanation. Thank you.

Information system BUT, 23.09.2015 13:17:19

http://www.vutbr.cz

²This column fills in the contact person at the faculty. Corresponding number is used to match the relevant courses from the host and home institutions. It means that the same course, similar course or a course provided by the host institution is recognized to the relevant course at home institution.

Reason for deleting a course :

7. Summary

- 1. Choose the fold "List of courses"
- 2. Create new Changes to LA
- 3. Add a course from a list of courses offered by a proper faculty.
- 4. Delete a course by choosing the option "Remove"
- 5. Proper faculty has to approve your choice deleting/adding a course
- 6. If all above mentioned proceed, you can finish and close your Changes to LA. From this moment Changes to LA can't be modified anymore.
- 7. Print Changes to LA and let it sign by the relevant people from your host and home institution.