

# INSTRUCTIONS – ONLINE CHANGES TO LA

Please follow the slides how to submit online Changes to LA

## 1. Filing Changes to LA

E-APPLICATION FAQ Česky

**BRNO UNIVERSITY OF TECHNOLOGY** **FACULTY OF MECHANICAL ENGINEERING** **APPLICATION**

**BRANCH** FUNDAMENTALS OF MECHANICAL ENGINEERING

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APPLICATION SUBMITTED ON 30 MAY 2015

Programme **Engineering**  
Branch **Fundamentals of Mechanical Engineering**  
Mode of study  
Level of course unit  
Academic year  
Application form key  
Language of instruction ight in English

[Data entered](#) [Printing and forms](#) [List of courses](#)

[Learning agreement](#)

Learning agreement

	Abbreviation	Course title	Faculty	Semester	Credits	Level	Language	State	Date
✓ 1	OA1-A	Aerodynamics I	FME	winter	6	M	en	✓	1 Jun 2015
			Faculty expression: ✓ Addition approved						
✓ 2	OLE-A	Aircraft Propulsion	FME	winter	5	M	en	✓	1 Jun 2015
			Faculty expression: ✓ Addition approved						
✓ 3	OPP-A	Computer Aided Design and Manufacturing	FME	winter	5	M	en	✓	1 Jun 2015
			Faculty expression: ✓ Addition approved						
✓ 4	OSZ-A	Aircraft Structure	FME	winter	7	M	en	✓	1 Jun 2015
			Faculty expression: ✓ Addition approved						
✓ 5	OZK-A	Aircraft Testing	FME	winter	4		en	✓	1 Jun 2015
			Faculty expression: ✓ Addition approved						
✓ 6	OSD-A	Reliability and Maintainability of Aircraft	FME	winter	3		en	✓	1 Jun 2015
			Faculty expression: ✓ Addition approved						
Confirmed by the student: 15 Jun 2015									

[PRINT LEARNING AGREEMENT](#)

Credits for approved courses

In the autumn semester, Changing List can be created on the date : **14 Sep 2015 - 30 Oct 2015**

[CREATE NEW CHANGING LIST](#)

**1. STEP**  
Choose the fold  
"List of courses"

**2. STEP**  
Create new  
Changes to LA

## 2. Adding a course to your Changes to LA

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FUNDAMENTALS OF MECHANICAL ENGINEERING

**APPLICATION SUBMITTED ON 28 MAY 2015**

Programme **Engineering**  
 Branch **Fundamentals of Mechanical Engineering**  
 Mode of study **visiting student**  
 Level of course unit **Bachelor's**  
 Academic year  
 Application form key  
 Language of instruction **English** (taught in English)

Data entered | Printing and forms | **Changes to LA no. 1** | List of courses

Learning agreement | **Changes to LA no. 1**

**Changes to LA no. 1**

✔ Wait till the Changes to LA courses are confirmed. After all courses are confirmed, you can have the Changes to LA printed and signed by the department (institute) coordinator and the faculty coordinator.

	Abbreviation	Course title	Faculty	Semester	Credits	Level	Language	State	
✓	1 OPP-A	Computer Aided Design and Manufacturing	FME	winter	5	M	en	▼	Remove
✓	2 OA1-A	Aerodynamics I	FME	winter	6	M			
✓	3 OLE-A	Aircraft Propulsion	FME	winter	5	M			
✓	4 OSZ-A	Aircraft Structure	FME	winter	7	M			
✓	5 OZK-A	Aircraft Testing	FME	winter	4				
✓	6 OSD-A	Reliability and Maintainability of Aircraft	FME	winter	3		en	▼	Remove
+	RAE-A	Energy Harvesting	FME	winter	5		en	?	Remove

ADDED COURSE

Faculty expression: Waiting for confirmation  
 Student's expression: Substituting a deleted course (Change →)

Print can be enabled as soon as

ENABLE CHANGES TO LA NO. 1 FOR P

You can have the Changes to LA printed after all the courses chosen are confirmed by the faculty and after you enable this list for printing. Once this list is enabled for printing, no more changes can be made in it.

PRINT CHANGES TO LA NO. 1

ADD COURSES

✔ You have chosen courses for more than 30 of credits

Credits for approved courses: **30**

Credits for approved courses and courses waiting for confirmation: **35**

New tab "Changes to LA" appears

Added course appears in a list of courses and is waiting for approval from a proper faculty.

3. STEP

Add a course from a list of courses offered by a proper faculty.

### 3. Deletion of a course from Learning Agreement

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FACULTY OF MECHANICAL  
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FUNDAMENTALS OF MECHANICAL ENGINEERING

APPLICATION SUBMITTED ON 28 MAY 2015

Programme	Engineering
Branch	Fundamentals of Mechanical Engineering
Mode of study	visiting student
Level of course unit	Bachelor's
Academic year	2015/2016
Application form key	
Language of instruction	Programme is taught in English

Data entered
Printing and forms
List of courses

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Changes to LA no. 1

	Faculty	Semester	Credits	Level					
✓	FME	winter	5	M	en	✓			Remove
✓	FME	winter	6	M	en	✓			Remove
✓	FME	winter	5	M	en	✓			Remove
✓	FME	winter	7	M	en	✓			Remove
✗	FME	winter	4	M	en	?			Cancel removal
DELETED COURSE									
✓	FME	winter	3	M	en	✓			Remove
+	FME	winter	5	M	en	?			Remove

**Faculty expression:** Waiting for confirmation  
**Student's expression:** Timetable conflict (Change →)

i Print can be enabled as soon as no course on the list is in the "waiting for confirmation" status.

ENABLE CHANGES TO LA NO. 1 FOR PRINTING

You can have the Changes to LA printed after all the courses you have chosen are confirmed by the faculty and after you enable this list for printing. Once this list is enabled for printing, no more changes can be made in it.

PRINT CHANGES TO LA NO. 1
ADD COURSES

i You have chosen courses for more than 30 of credits

Credits for approved courses: **30**

Credits for approved courses and courses waiting for confirmation: **31**

4. STEP

If you want to delete a course from your LA/previous Changes to LA, please choose a bottom "Remove"

Deleted course appears in a list of courses and is waiting for approval of a proper faculty.

Remove

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

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**FACULTY OF MECHANICAL**  
**ENGINEERING**

**APPLICATION**

**BRANCH** FUNDAMENTALS OF MECHANICAL ENGINEERING

APPLICATION SUBMITTED ON 28 MAY 2015

Programme	<b>Engineering</b>
Branch	<b>Fundamentals of Mechanical Engineering</b>
Mode of study	<b>visiting student</b>
Level of course unit	<b>Bachelor's</b>
Academic year	<b>2015/2016</b>
Application form key	
Language of instruction	Programme is taught in English

Data entered    Printing and forms    List of courses

Learning agreement    Changes to LA no. 1

Changes to LA no. 1

	Abbreviation	Course title	Faculty	Semester	Credits	Level	Language	State		
✓	1	OPP-A	Computer Aided Design and Manufacturing	FME	winter	5	M	en	✓	Remove
			FME	winter	6					
			FME	winter	5					
			FME	winter	7					
			FME	winter	4					Cancel removal
			Faculty expression: ✓ Removal approved		Student's expression: Timetable conflict (Change →)					
			FME	winter	3		en	✓		Remove
			FME	winter	5		en	✓		Remove
			Faculty expression: ✓ Addition approved		Student's expression: Substituting a deleted course (Change →)					

**6. STEP**  
In case you finished with adding/deleting courses and a proper faculty approved your changes, please choose the option "Enable changes to LA for printing". From this moment Changes to LA is closed and you can't modify it anymore!

**5. STEP**  
Proper faculty has to approve added/deleted course

**ENABLE CHANGES TO LA NO. 1 FOR PRINTING**

You can have the Changes to LA printed after all the courses you have chosen are confirmed by the faculty and after you enable this list for printing. Once this list is enabled for printing, no more changes are possible.

**PRINT CHANGES TO LA NO. 1**

**This is just to inform you, that you exceeded 30 ECTS credits.**

**You have chosen courses for more than 30 of credits**

Credits for approved courses: **31**

Credits for approved courses and courses waiting for confirmation: **31**

## 5. Printing Changes to LA

E-APPLICATION FAQ  Český

**BRNO UNIVERSITY OF TECHNOLOGY** **FACULTY OF MECHANICAL ENGINEERING APPLICATION**

**BRANCH FUNDAMENTALS OF MECHANICAL ENGINEERING**

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**APPLICATION SUBMITTED ON 28 MAY 2015**

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Programme	<b>Engineering</b>
Branch	<b>Fundamentals of Mechanical Engineering</b>
Mode of study	<b>visiting student</b>
Level of course unit	<b>Bachelor's</b>
Academic year	<b>2015/2016</b>
Application form key	<span style="border: 1px solid gray; padding: 2px 20px;"></span>
Language of instruction	Programme is taught in English

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[Data entered](#) [Printing and forms](#) [List of courses](#)

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[Learning agreement](#) [Changes to LA no. 1](#)

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Changes to LA no. 1

	Abbreviation	Course title	Faculty	Semester	Credits	Level	Language	State	Date
×	5 OZK-A	Aircraft Testing	FME	winter	4		en	✓	23 Sep 2015
			<b>Faculty expression:</b> ✓ Removal approved <b>Student's expression:</b> Timetable conflict						
			FME	winter	5		en	✓	23 Sep 2015
			<b>Faculty expression:</b> ✓ Addition approved <b>Student's expression:</b> Substituting a deleted course						
			<b>Confirmed by the student:</b> 23 Sep 2015						

**7. STEP**  
**Print Changes to LA**

**PRINT CHANGES TO LA**

**i** You have chosen courses for more than 30 of credits

Credits for approved courses: **31**

**i** **In case you need to submit new Changes to LA, choose this option** však omezeno dle dohodnutých termínů.

In the autumn semester, Changing List can be created on the date: **14 Sep 2015 - 30 Oct 2015**

**CREATE NEW CHANGING LIST**

## 6. Example of printed Changes to LA



Application number: 20478115

**ERASMUS PROGRAMME**  
STUDENT MOBILITY FOR STUDY



### II. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

**Table C: Exceptional changes to study programme at the receiving institution**

Corresponding number <sup>2</sup>	Course code (if any)	Course title	Deleted course	Added course	Reason for change	Semester (spring / winter)	ECTS
5	OZK-A	Aircraft Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A3	winter	5
7	RAE-A	Energy Harvesting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B1	winter	5
<b>Total:</b>							<b>1</b>
<b>Total including all changes and LA:</b>							<b>31</b>

Total number of ECTS credits per a current Changes to LA

**Table D: The courses to be recognized at the sending institution**

Corresponding number <sup>2</sup>	Course code (if any)	Course title	Semester	of
<b>Total:</b>				

Total number of ECTS credits including LA and all Changes to LA

<sup>2</sup>This 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.

<sup>3</sup>Reason for deleting a course :

- 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.

## 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.