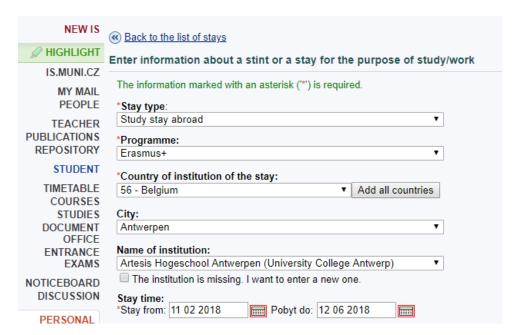
Steps for entering records in IS MU (using the <u>Internships and stays</u> application in the <u>Student section</u>)

Documents required to properly record your stay and submit an application for your study results to be recognized by MU.

	Type of Document		
Phase of stay	Before departure	During the stay	After returning
Study Abroad	Learning Agreement	Changes to Learning Agreement	1. Confirmation of Studies
			2.Transcript of Records
Traineeship	Training Agreement	-	Confirmation of Placement Period

Before going abroad

- Set up a new internship, study abroad, or traineeship template or continue with one already set up.
- 2. Enter the type of stay and mobility program concerned. Choose the country, city, and name of the institution (alphabetized by the original title—the English title is in brackets).
- 3. If the institution isn't on the list, you may request to have it entered as a new institution.



- 4. Choose the length of stay (as shown in the letter of acceptance or the Learning/Training Agreement).
- 5. Choose the administrator of the stay (the person who upon your return will check the formalities of your application for your courses to be recognized—ordinarily the registrar).
- 6. Select or write in the name of the Authorized Representative of the faculty who will sign Learning Agreement/Training Agreement/Confirmation of Placement Period (in accordance with Rector's Directive No. 8/2011). The list of authorized representatives may be found here (at the bottom of the page)—enter only a single individual.

Stay time: *Stay from: 11 02 2018 Pobyt do: 12 06 2018				
Foreign stays administrator of faculty/department at MU:				
Bc. Martina Crhová - Administrátor pro studenty PrF Mgr. programu ▼				
In case you do not see the correct list of administrators, please check the faculty you have selected in the upper-right corner.				
Contact person at the home institution: *Person 1:				
Person authorized by the department/faculty to sign Agreement/Training Agreement/Confirmation of Placement Period (in compliance with MU Directive No. 8/2011). The list of coordinators can be found in the instructions of your faculty or department.				
Find učo 10079 Mgr. Michal Pink, Ph.D.				
Person 2:				
Find učo				

7. Enter the name of the contact person at the foreign institution—normally the person who will sign the Learning/Training Agreement).

Contact people at the institution of the atom
Contact people at the institution of the stay: Please enter for example a name or an email address.
Person 1:
Martin Vasek, vasek@czs.muni.cz
Person 2:
r etsoit 2.
Means of contacting you during the stay:
State your contact details that can be used by MU staff to contact you during the stay, for
example in case of changes or unexpected events.
Address:
Phone number:
*Email:
Means of contacting a person close to you during the stay: State the contact details of a person (family, friends) who can be contacted in case of
unexpected events.
Name:
Address:
Phone number:
Email:
Description of stay:
Study placement at
<u>▼</u>
Related research intentions and projects:
Provided the stay represented part of a research intention or project, please specify this. If it
cannot be found in the menu, please enter its code and specify its type.
Permissible identification numbers of research and development intentions MU ϖ , intentions ϖ , projects ϖ , internal MU codes ϖ .

- 8. Enter a description of the stay, the academic/research objectives, and any projects in which you may be involved.
- 9. Before leaving for your stay, enter the Learning/Training Agreement signed at least by those on the MU

side (choose the appropriate document title from the "Document Type" dropdown box).

10. Save the file. Your request will be processed by the appropriate registrar's office and then linked to your academic records at MU (if all requirements are met).

