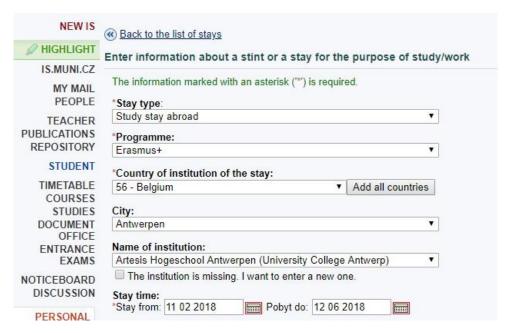
Steps for entering records in IS MU (using the <u>Internships and stays</u> application in the <u>Student</u> section)

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

Phase of stay	Type of Document			
	Before departure	During the stay	After returning	
Study Abroad	Foreign Stay Plan / Learning Agreement (+invitation letter)	Changes to Learning Agreement	Foreign Stay Report / Confirmation of Study Period (+Transcript of Records)	
Traineeship	Foreign Stay Plan / Learning Agreement for Traineeship (+invitation letter)	-	Foreign Stay Report / Traineeship Certificate	

Before going abroad

- 1. <u>Set up a new internship, study abroad, or traineeship template</u> 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 or the Foreign Stay Plan/Report).
- 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 your documents (in accordance with <u>Rector's Directive No. 2/2024</u>). The list of authorized representatives may be found <u>here</u> enter only a single individual.

Stay time:	y			
*Stay from:	11 02 2018	Pobyt do:	12 06 2018	
Foreign sta	ays administra	ntor of faculty/dep	artment at MU	:
Bc. Martin	a Crhová - Adr	ministrátor pro stu	denty PrF Mgr.	programu ▼
	do not see the the upper-right		inistrators, plea	ise check the faculty you have
Contact pe	rson at the ho	me institution:		
Agreement	Confirmation o		d (in compliance	ment/Training e with MU Directive No. 8/2011). our faculty or department.
Find učo 10	0079 M	gr. 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 your documents).

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:	
Means of contacting you during the stay: State your contact details that can be used by MU staff to example in case of changes or unexpected events.	contact you during the stay, for
Address:	
Phone number:	
*Email:	
Means of contacting a person close to you during the State the contact details of a person (family, friends) who unexpected events.	
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 cannot be found in the menu, please enter its code and specific productions.	
Permissible identification numbers of research and develo	opment intentions MU 51 intentions 51 projects 51 internal MU codes 51.

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/Foreign Stay Plan signed by 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).

