

Online Application for Erasmus+ Student Mobility Traineeships Manual

https://isois.ois.muni.cz/application-outgoing

Registration and profile

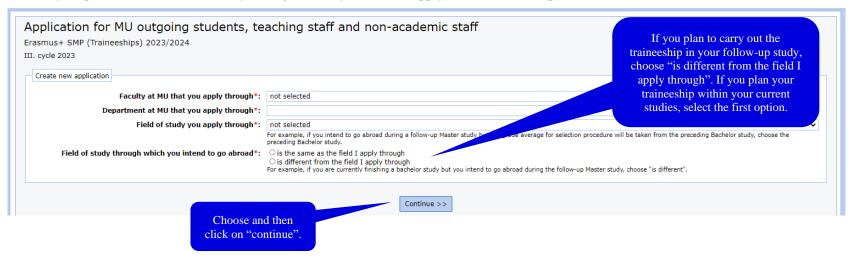
If a student is not registered in the ISOIS CZS database, they need to set up an account. As soon as a student is registered, a password is sent to the email address provided. After signing in into the database it is important to fill in the personal info section in the profile section. The student can also change their password there. They can also use the MUNI Unified Login.

Create a new application

The student will find a list of all the mobility programs, links to the applications and deadlines on the intro page. IMPORTANT! It is necessary to choose "Erasmus+ traineeship" and then click "apply".

Filling in the Application

Select a faculty, department, and field of study through which you want to apply for the traineeship.

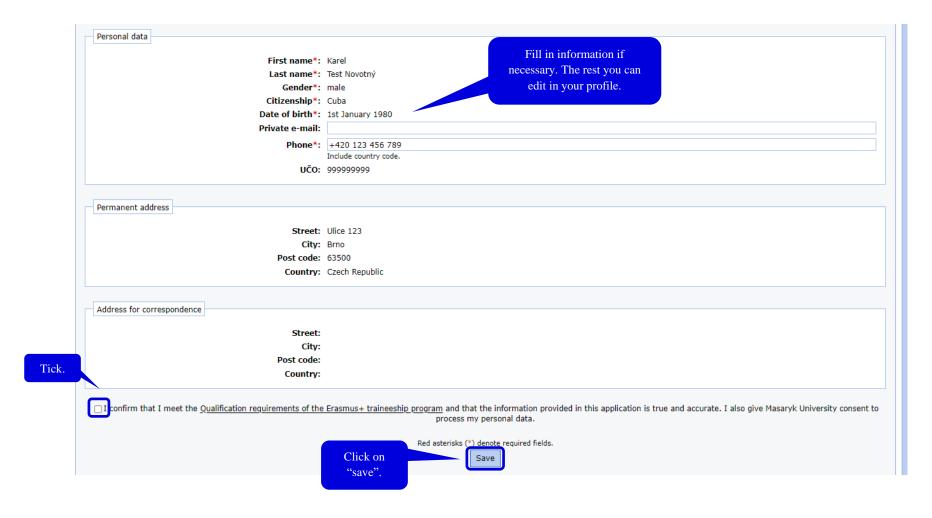


The application does not have to be completed in one go.



Step 1: Personal information

Personal data which student has saved in their profile are automatically entered into the application. However, they can be changed if necessary. Mandatory data are marked with *.

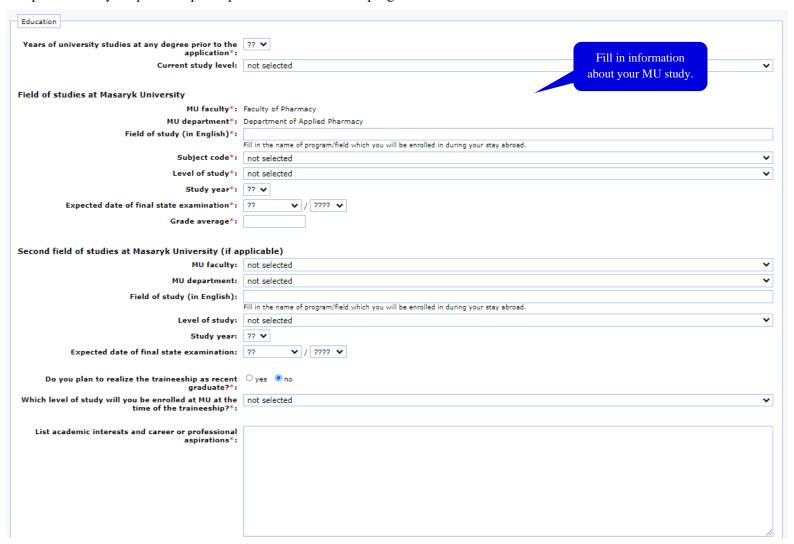


Tick that you meet the Qualification requirements of the Erasmus+ traineeship programme and save the application.



Step 2: Previous study

Fill in the information about your current study at MU: whether you plan to realize the traineeship as a recent graduate, your academic interests and professional aspiration and your previous participation in the Erasmus+ programme. Then click on "save".

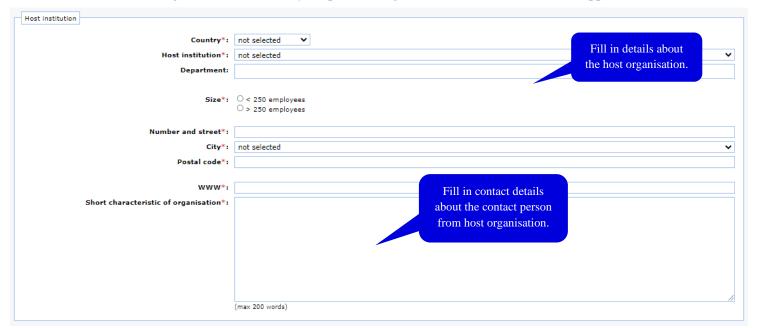






Step 3: Host organisation

Fill in the contact details about the host organisation and select your placement guarantor at MU. Then save the application.







Masaryk University, Centre for International Cooperation

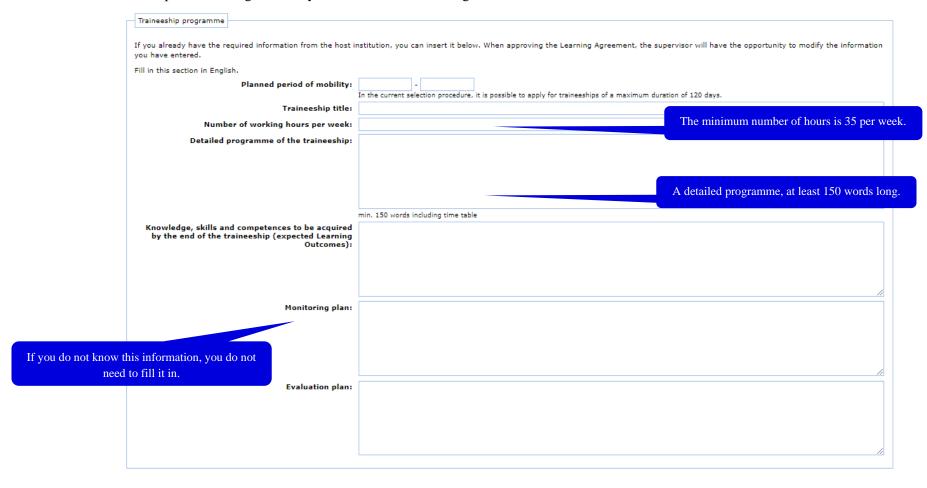
Komenského nám. 220/2, 602 00 Brno

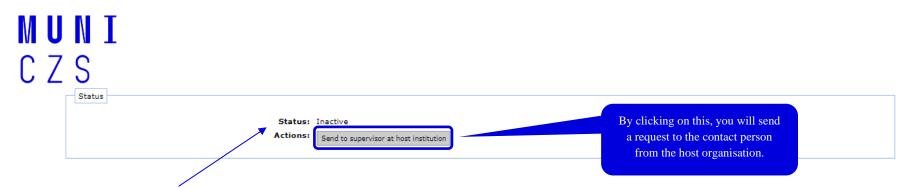
T: +420 549 49 1106, E: cic@czs.muni.cz, ois@czs.muni.cz, www.czs.muni.cz



Step 4: Learning Agreement

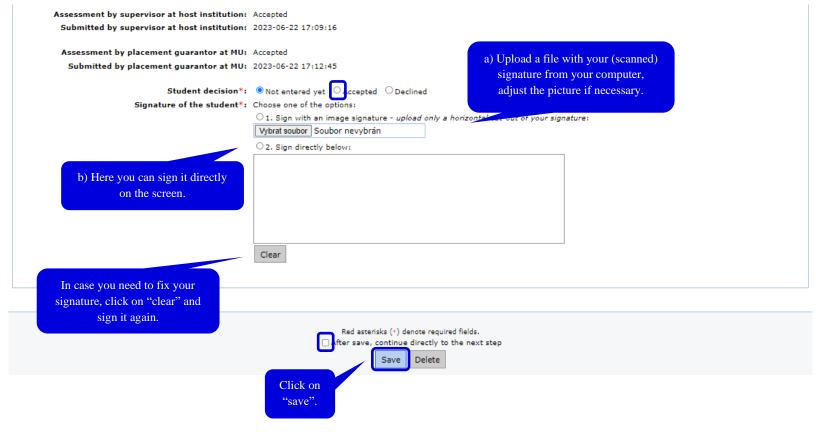
A Learning Agreement is a compulsory part of the application which you create directly in the application. If you already have information from your host institution about the planned dates, detailed program, etc., you can pre-fill it, save it and then click on "Send to supervisor at host institution" (otherwise, just click on the button). Your supervisor from the host institution will receive an email request to fill in or check and edit the data of the traineeship (planned dates, programme, number of hours etc.). After that, an email will be automatically sent to your placement guarantor at MU to fill in their part, specifying how the traineeship will be recognised for your studies at MU, and sign it.





You can see the approval status of the Learning Agreement in your application.

Once you have the document filled in and approved by the host organisation and the placement guarantor at MU, complete the Learning Agreement by accepting it and signing it (you can either a. upload your signature as a file or b. sign it directly in the window). Then save the application.



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Step 5: Upload files

In this step, you can download the complete Learning Agreement.

Also, you have to upload a motivation letter which must include your signature. The letter is addressed to the Centre for International Cooperation and in which you request financial support for your traineeship. The maximum length is 1 A4 page.

The letter should include:

- addressee CZS, signed by the student
- request for financial support from the Erasmus+ programme
- the field of study, level and the year in which the applicant is registered
- the reason for the host institution selection
- what the content of the traineeship will be and why
- direct relation to the student's field of study
- benefits of the traineeship for the student academic benefits, job opportunity benefits
- benefits for Masaryk University
- benefits for the host institution
- the period of the traineeship for which the student is asking for the financial support
- in the case of selection of agencies and public institutions from the student's country of origin, i.e. cultural institution, Czech centres, region/school representation, etc., it is necessary to justify the selection of the institution considering the internationality of the traineeship

In addition to the motivation letter, you can upload one more document.



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Step 6: Additional comments and closing the application

In this step, you can write any additional comments to the application in the field below.

The last step is to close the application. If you are sure that the application is complete, click on "save and close". After that you will not be able to edit the application.



Application which are not closed by the given deadline, or which do not have properly uploaded documents will not be accepted.

The final results of the selection process will be announced to applicants by email within four weeks after the application submission deadline.

IMPORTANT! Submitting your application does not mean that it will automatically be approved and granted financial support – a proper selection process must take place.