

# COMPLETION OF THE ONLINE APPLICATION FOR ERASMUS+ training of employees IN THE ISOIS SYSTEM

Log in at <https://isois.ois.muni.cz/public/application-outgoing/>

If you do not as yet have an account in the system, register via your UČO (personal identification number).

*After the first registration it is necessary to close the webpage. Then once again use the link above for access to the online application.*

The application can be submitted in Czech and in English (you can find the settings on the left).

Above you can see an overview of the open programmes.

Under that is the section **Create new application /Document** select the programme **Erasmus+ STT staff training** and click on the button **“Create new application/document>>”**.

The screenshot shows the 'Online přihláška pro vyjíždějící studenty, učitele a neakademické pracovníky' page. At the top right, the user 'Zlita Hrabovská (1018)' is logged in, with links for 'Můj profil', 'Moje přihlášky', 'Odhlásit se', and 'Založit přihlášku'. The main content area is titled 'Přehled otevřených programů' and lists several programs with their status and deadlines:

- Erasmus+ studijní pobyty:** Přihláška **otevřena** na ak. rok **2019/2020** (2019/2020 I. cyklus). Uzávěrka stanovuje katedra/fakulta.
- Erasmus+ STA (učitelé):** Přihláška **otevřena** na ak. rok **2019/2020** (2019/2020 I. cyklus). Uzávěrka je 10.03.2019.
- Erasmus+ STT (školení zaměstnanců):** Přihláška **otevřena** na Výběr jaro 2019. Deadline si nastavuje každá fakulta individuálně.
- Erasmus+ praktické stáže:** Přihláška **otevřena** na ak. rok **2019/2020** (cycle I 2019). Uzávěrka je 28.02.2019. Subsequent cycles II, III, and IV are also listed with their respective opening dates and deadlines.
- Fakultní smlouvy:** Přihláška **otevřena** na ak. rok **2019/2020** (2019/2020 (1. kolo)). Deadline si nastavuje každá fakulta individuálně.
- Freemovers:** Přihláška **otevřena** na Special grant for short-term mobilities up to 30 days in 2019. Uzávěrka je 01.05.2019.
- Výběrová řízení a kvóty:** Přihláška **otevřena** na ak. rok **2019/2020** (Mezivládní dohody 2019 - 2020). Uzávěrka je 28.06.2019.
- Stipendia pro talentované studenty ze třetích zemí:** Program je nyní uzavřen. Přihláška bude otevřena na ak. rok 2019/2020 (Autumn 2019) Od 01.09.2019 do 30.09.2019.
- Learning agreements:** Learning agreements lze vytvářet.
- Závěrečné zprávy:** Závěrečné zprávy lze podávat.

At the bottom, there is a section 'Založit novou přihlášku/dokument' with a dropdown menu 'Vyberte program:' set to 'nevybráno' and a button 'založit novou přihlášku/dokument >>'.

## STEP 1: CHOOSE UNIT FOR PLANNED TRAINING ACTIVITY

Set the faculty and department/sub-unit through which you intend to go abroad, and click on the button **“CONTINUE >>”**.

## STEP 2: COMPLETE APPLICATION

**Personal data** automatically completed in the user's profile in IS.

### **Sending institution**

- select whether you wish to go abroad as non-academic/academic/specialist/other staff
- select whether with the selected unit you have a contract of employment or contract for work or services (DPČ/DPP)

### **Receiving institution**

- fill in the country to which you intend to travel (note, so far involvement of the United Kingdom has not been agreed)
- choose the type of receiving institution (1. company, enterprise, institution which does not offer tertiary education, 2. university, college, other institution in tertiary education, 3. commercial training/course)
- give the exact name of the institution
- select the type of training (1. workshop, seminar, 2. job shadowing, 3. training, 4. other). It is not possible to go on a conference
- select whether the training is in pedagogical skills and curriculum design skills (yes/no)

### **Planned stay data**

- planned stay period: choose from one of the options offered

Count on the fact that the stay period is important data, on the basis of which in the event that you are accepted your financing will be planned. Changes in the period where essential must be announced to the CZS coordinator within a month of the closing of the selection process. You can change the specific dates within this period with the consent of your manager

- planned stay from/to: fill in if known
- planned number of days of training: fill in

Do not include for example weekends without an agreed programme of training in the receiving institution, days without a training programme and travel days. Later you will have a chance to request a day for travel before the start and a day for travel after the end of the stay.

If you plan to participate in an organised course/staff training week and are not accepted on the course, you can change the receiving institution and also country with the agreement of your manager.

## STEP 3: CLOSE APPLICATION

After clicking on the green button the application is complete and closed, ***no changes can be made***. Now assessment of the application will be carried out by the selection commission of your faculty and the CZS coordinator, and after this you will obtain the assessment by e-mail (for the spring selection process this will be at the earliest in May).

**You can find the further procedure in the case of approval of the placement on the programme webpage:** <https://czs.muni.cz/cs/pracovnik-mu/ostatni-pobyty/erasmus-evropa#pred-odjezdem>