

## Online Application for Erasmus+ Student Mobility Traineeships Manual

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

### *Step 1. Registration*

If a student is not registered in the IS OIS CZS database, he/she needs to set up an account. As soon as a student is registered, a password is sent to the e-mail address provided.

### *Step 2. Profile*

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 his/her log in password there.

### *Step 3. Create a New Application*

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

### *Step 4. Filling in the Application*

Personal data which student has saved in his/her profile are automatically entered into the application. However, they can be changed if necessary.

Mandatory data are marked \*. Be careful about following the required format (e.g. dates in dd-mm-yyyy format).

Data are saved only when all mandatory fields are filled-in and the box at the end of the document confirming that the student fulfils all the Qualification Requirements for Erasmus+: Erasmus Student Mobility Traineeship is ticked.

### *Step 5. Enclosing Attachments*

All the required attachments need to be uploaded only in the **.pdf** format.

Compulsory Attachments:

1. Learning Agreement for Traineeship signed by the three sides (student, Traineeship Guarantor, and the Organisation), link: <http://bit.ly/1Fqzq93>
2. Motivation Letter
3. Letter of Recommendation from an MU lecturer (cannot be written by a guarantor of the placement): <http://bit.ly/1z4PqfE>

### *Step 6. Review*

In this step, the student is given a chance to check and edit the whole application and its attachments. If all the necessary information is included, “The Application is COMPLETE” sign appears in the “Application Status” section at the bottom of the screen.

Once the student is sure all the data are correct and the application is complete, he/she CLOSES the application.

Close the application:  yes    no

After the application is closed, it is necessary to save the application again. Only then is the information saved and confirmed. A closed application cannot be edited.

Online applications that are not closed or do not have correctly uploaded attachments as well as incomplete or late applications will not be accepted.