

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.

Application for MU outgoing students, teaching staff and non-academic staff
Erasmus+ SMP (Traineeships) 2023/2024
III. cycle 2023

Create new application

Faculty at MU that you apply through*: not selected

Department at MU that you apply through*:

Field of study you apply through*: not selected

Field of study through which you intend to go abroad*:

is the same as the field I apply through
 is different from the field I apply through

For example, if you intend to go abroad during a follow-up Master study but your average for selection procedure will be taken from the preceding Bachelor study, choose the preceding Bachelor study.
For example, if you are currently finishing a bachelor study but you intend to go abroad during the follow-up Master study, choose "is different".

Continue >>

If you plan to carry out the traineeship in your follow-up study, choose “is different from the field I apply through”. If you plan your traineeship within your current studies, select the first option.

Choose and then click on “continue”.

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 *.

The screenshot shows a web form with three main sections: 'Personal data', 'Permanent address', and 'Address for correspondence'. Each section contains fields for name, gender, citizenship, date of birth, phone, and address. A 'Save' button is at the bottom right. A confirmation checkbox is at the bottom left. Blue callout boxes provide instructions: 'Tick.' points to the checkbox, 'Click on "save".' points to the 'Save' button, and 'Fill in information if necessary. The rest you can edit in your profile.' points to the 'Private e-mail' field. A legend states 'Red asterisks (*) denote required fields.'

Personal data

First name*: Karel
Last name*: Test Novotný
Gender*: male
Citizenship*: Cuba
Date of birth*: 1st January 1980
Private e-mail:
Phone*: +420 123 456 789
Include country code.
UČO: 999999999

Permanent address

Street: Ulice 123
City: Brno
Post code: 63500
Country: Czech Republic

Address for correspondence

Street:
City:
Post code:
Country:

I confirm that I meet the Qualification requirements of the Erasmus+ traineeship program and that the information provided in this application is true and accurate. I also give Masaryk University consent to process my personal data.

Red asterisks (*) denote required fields.

Save

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”.

Education

Years of university studies at any degree prior to the application*:

Current study level: ▼

Field of studies at Masaryk University

MU faculty*: Faculty of Pharmacy

MU department*: Department of Applied Pharmacy

Field of study (in English)*:

Fill in the name of program/field which you will be enrolled in during your stay abroad.

Subject code*: ▼

Level of study*: ▼

Study year*:

Expected date of final state examination*: /

Grade average*:

Second field of studies at Masaryk University (if applicable)

MU faculty: ▼

MU department: ▼

Field of study (in English):

Fill in the name of program/field which you will be enrolled in during your stay abroad.

Level of study: ▼

Study year:

Expected date of final state examination: /

Do you plan to realize the traineeship as recent graduate*: yes no

Which level of study will you be enrolled at MU at the time of the traineeship*: ▼

List academic interests and career or professional aspirations*:

Fill in information about your MU study.

Previous stays, i.e. Erasmus and other

Have you ever participated in Erasmus LLP 2007-2013 for study or placement, Erasmus+ (2014-20 or 2021-27) or Erasmus Mundus program in the past?*:

List all other mobility programmes you have participated in in the past:

Specify whether you participated in the Erasmus+ programme before.

Save the application.

Red asterisks (*) denote required fields.

Step 3: Host organisation

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

Host institution

Country*:

Host institution*:

Department:

Size*: < 250 employees
 > 250 employees

Number and street*:

City*:

Postal code*:

WWW*:

Short characteristic of organisation*:

Fill in details about the host organisation.

Fill in contact details about the contact person from host organisation.

(max 200 words)

Contact person at host institution

Name and surname*:

Position*:

E-mail*:

Phone*:

If the contact person, supervisor and mentor are the same person, enter their details in all three fields.

Supervisor at host institution

This person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the final report. It may be the contact person or another person.

Name and surname*:

Position*:

E-mail*:

Phone:

A supervisor is the person who fills in and signs your Learning Agreement.

Mentor at host institution

Name and surname*:

Position*:

E-mail*:

Phone*:

Placement guarantor from a faculty at MU - responsible person

[Click here to find your placement guarantor...](#)

Name and surname*:

Select your placement guarantor at MU.

Red asterisks (*) denote required fields.

Save the application.

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.

Traineeship programme

If you already have the required information from the host institution, you can insert it below. When approving the Learning Agreement, the supervisor will have the opportunity to modify the information you have entered.

Fill in this section in English.

Planned period of mobility: -
In the current selection procedure, it is possible to apply for traineeships of a maximum duration of 120 days.

Traineeship title:

Number of working hours per week:

Detailed programme of the traineeship:
min. 150 words including time table

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan:

Evaluation plan:

The minimum number of hours is 35 per week.

A detailed programme, at least 150 words long.

If you do not know this information, you do not need to fill it in.

Status

Status: Inactive
Actions:

By clicking on this, you will send a request to the contact person from the host organisation.

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.

Assessment by supervisor at host institution: Accepted
Submitted by supervisor at host institution: 2023-06-22 17:09:16

Assessment by placement guarantor at MU: Accepted
Submitted by placement guarantor at MU: 2023-06-22 17:12:45

Student decision*: Not entered yet Accepted Declined

Signature of the student*: Choose one of the options:

1. Sign with an image signature - upload only a horizontal line out of your signature:

2. Sign directly below:

a) Upload a file with your (scanned) signature from your computer, adjust the picture if necessary.

b) Here you can sign it directly on the screen.

In case you need to fix your signature, click on "clear" and sign it again.

Red asterisks (*) denote required fields.
 After save, continue directly to the next step

Click on "save".

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.

The screenshot shows a web form titled "Supporting documents". It contains the following elements:

- Learning agreement for Traineeships*:** A field with a "Download" button and a date "22 Jun 2023". A callout points to the "Download" button, stating: "Here you can download the Learning Agreement."
- Motivation letter*:** A field with a "Vybrat soubor" button and a "Soubor nevybrán" button. Below it, a note says "This document must include your signature." A callout points to this field, stating: "Please upload the motivation letter here."
- Any other document:** A field with a "Vybrat soubor" button and a "Soubor nevybrán" button.
- At the bottom, there is a "Save" button and a "Delete" button. A callout points to the "Save" button, stating: "Save the application."
- A note at the bottom reads: "Red asterisks (*) denote required fields."

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.

The screenshot shows a web form with the following elements:

- Comments:** A text area with the prompt "Write any additional comment you have:" and a large empty box for input.
- Application status:** A box containing the text "The application is COMPLETE." in green.
- Disclaimer:** A blue text block stating: "Applying for an Erasmus+ mobility is binding. Cancellation of the stay for reasons other than serious health or personal reasons may influence future possibilities of being selected for this programme."
- Buttons:** Three buttons: "Save", "Save and close" (highlighted in yellow), and "Delete".
- Footnote:** "Red asterisks (*) denote required fields."

A blue callout box with a pointer to the "Save and close" button contains the text: "Please, read the highlighted information and click on 'save and close'".

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.