

## Steps for entering records in IS MU (using the [Internships and stays](#) application in the [Student](#) 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	Learning Agreement	Changes to Learning Agreement	1. Confirmation of Studies 2. Transcript of Records
Traineeship	Training Agreement	-	Confirmation of Placement Period

### Before going abroad

1. [Set up a new internship, study abroad, or traineeship template](#) 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.

**NEW IS** [Back to the list of stays](#)

**HIGHLIGHT**

IS.MUNI.CZ

MY MAIL

PEOPLE

TEACHER

PUBLICATIONS

REPOSITORY

**STUDENT**

TIMETABLE

COURSES

STUDIES

DOCUMENT

OFFICE

ENTRANCE

EXAMS

NOTICEBOARD

DISCUSSION

**PERSONAL**

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**Enter information about a stint or a stay for the purpose of study/work**

The information marked with an asterisk (\*) is required.

\*Stay type:

\*Programme:

\*Country of institution of the stay:



City:

Name of institution:

The institution is missing. I want to enter a new one.

Stay time: \*Stay from:   Pobyt do:

4. Choose the length of stay (as shown in the letter of acceptance or the Learning/Training Agreement).
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 Learning Agreement/Training Agreement/Confirmation of Placement Period (in accordance with Rector's Directive No. 8/2011). The list of authorized representatives may be found [here](#) (at the bottom of the page)—enter only a single individual.

**Stay time:**  
 \*Stay from:   Pobyť do:  

**Foreign stays administrator of faculty/department at MU:**  
 ▼

In case you do not see the correct list of administrators, please check the faculty you have selected in the upper-right corner.

**Contact person at the home institution:**  
 \*Person 1:  
 Person authorized by the department/faculty to sign Agreement/Training Agreement/Confirmation of Placement Period (in compliance with MU Directive No. 8/2011). The list of coordinators can be found in the instructions of your faculty or department.  
[Find učo](#)  Mgr. 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 the Learning/Training Agreement).

**Contact people at the institution of the stay:**  
 Please enter for example a name or an email address.

Person 1:

Person 2:

**Means of contacting you during the stay:**  
 State your contact details that can be used by MU staff to contact you during the stay, for example in case of changes or unexpected events.

Address:

Phone number:

\*Email:

**Means of contacting a person close to you during the stay:**  
 State the contact details of a person (family, friends) who can be contacted in case of unexpected events.

Name:





Address:

Phone number:

Email:

**Description of stay:**

**Related research intentions and projects:**  
 Provided the stay represented part of a research intention or project, please specify this. If it cannot be found in the menu, please enter its code and specify its type.

Permissible identification numbers of [research and development intentions MU](#) , [intentions](#) , [projects](#) , [internal MU codes](#) 

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 signed at least by those on 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).

**Stint-related documentation:** [?](#)

Document type:

Document:

The document may only be in the PDF format. Provided you upload a file in some other format than PDF, it is usually converted automatically within a day.

**Completed courses:**

This section is used for recording information about the courses completed during the stay. Please enter the information regarding only those that have been certified as completed by both the faculty the student comes from and the hosting school. That is, the courses must be certified as completed in, for instance, Learning Agreement and, at the same time, Transcript of Records.

*No courses yet*

The courses cannot be added at the moment. Please upload the documents certifying their completion first.