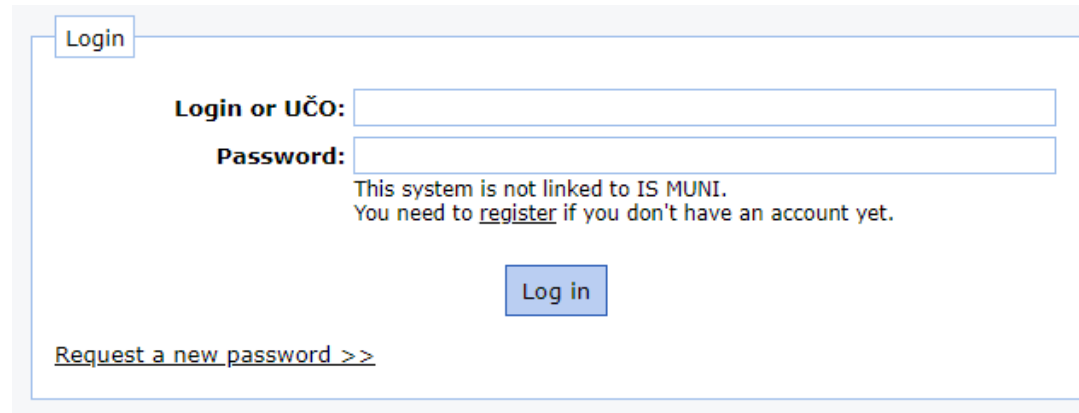


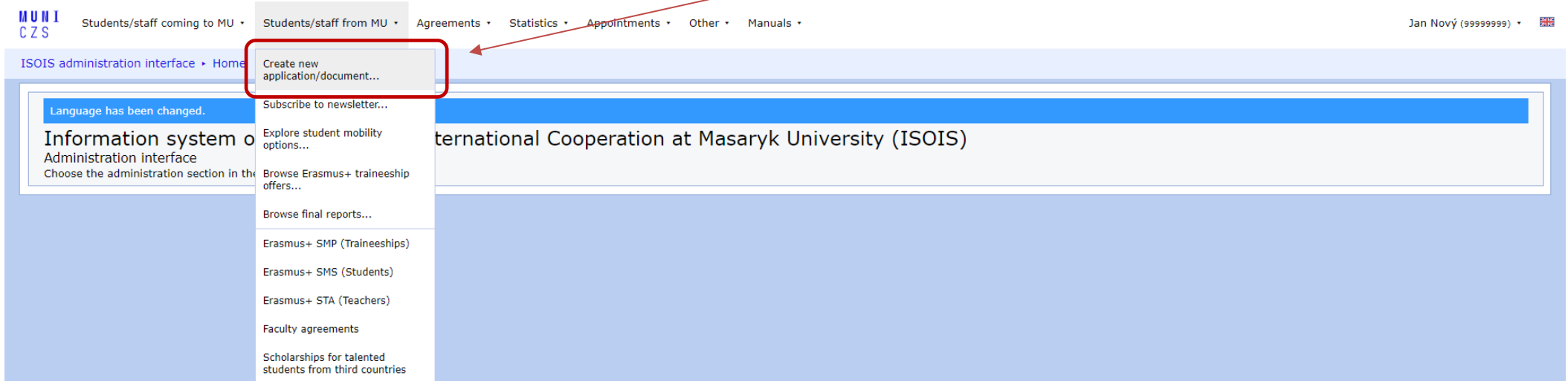
## A) CREATE AN ONLINE APPLICATION IN THE ISOIS SYSTEM

LOG IN AT <https://isois.ois.muni.cz/>

Teachers must register in the system using their UČO, if they do not have an account in the system.



Select a section **Students/staff from MU** in the bar at the top of the page and then **Create new application/document**. The application can be submitted in Czech and English.



## STEP 1: CHOOSE AN AGREEMENT

In the first step there is a dialog box for choosing the inter-institutional agreement. Only those agreements that are **active** and where there is a **free place** can be chosen.

In the case that something is not clear in the agreement then ask the departmental coordinator who administers the agreement.

### Application for outgoing MU teaching staff

Erasmus+ STA (Teachers) 2019/2020

Test 20

Choose Erasmus agreement for the planned teaching activity

Faculty at Masaryk University\*: not selected

Example of choice:

### Application for outgoing MU teaching staff

Erasmus+ STA (Teachers) 2019/2020

Test 20

Choose Erasmus agreement for the planned teaching activity

Faculty at Masaryk University\*: Faculty of Arts

Unit which signed the Erasmus+ agreement\*: Department of History

Country\*: Italy

Agreement\*: I PADOVA01 University of Padua / History / History | 1 teacher(s) | 5 teaching day(s) in total | 0 teachers(s) nominated already | Person responsible for agreement: Pa

I PISA01 University of Pisa / History / History | 1 teacher(s) | 7 teaching day(s) in total | 0 teachers(s) nominated already | Person responsible for agreement: Pa

Currently chosen: I PISA01 University of Pisa / History / History  
1 teacher(s)  
7 teaching day(s) in total  
0 teachers(s) nominated already  
Person responsible for agreement: Pavel Boček - [pbocek@phil.muni.cz](mailto:pbocek@phil.muni.cz)

Continue >>

## STEP 2: PROPOSED STAY

In the second step, input the personal data (the majority of them is automatically completed from the user profile with information taken from the IS), information about the receiving institution and the length of the stay. Red stars (\*) indicate compulsory fields that must be completed.

**Sending institution**

**Faculty:** Faculty of Arts

**Unit which signed the agreement:** Department of History

**Department of the applicant through which the mobility is realized\*:** Department of History

**Home department of the applicant\*:** Department of History

**Person responsible for agreement:** Pavel Boček

**Seniority\*:** Intermediate (approx. > 10 and < 20 years of experience)

**I have the following contract(s) at MU\*:**

- Contract of employment
- Contract for work (DPČ)
- Contract of services (DPP)

**Receiving institution**

**Change agreement:** Change agreement

**Country:** Italy

**Institution:** University of Pisa (Agreement ID #3362)

**Faculty/Department\*:** History / History

**Planned stay data**

**Semester\*:**  autumn 2019  spring 2020

**Planned dates of the teaching activity\*:**

May 2020							June 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

11.05.2020 12.05.2020 13.05.2020 14.05.2020 15.05.2020

Total chosen: **5 teaching day(s)**  
Maximum according to agreement: **7 teaching day(s)**  
Click on the dates in the calendar to choose the dates. These dates are only provisional. Later you will have the option to change the dates and also apply for additional days for travel.

The system will check whether the number of teaching days corresponds to the concluded inter-institutional agreement (i.e. the maximum number of teaching days in the agreement divided by the number of teachers in the agreement).

Example:

2 teachers / 10 teaching days, i.e. each teacher can go for the maximum of 5 teaching days.

The number of days cannot be transferred between teachers so it cannot be one teacher for 10 teaching days.

**IMPORTANT:**

The home department of the applicant and the department through which they go can differ.

For planned dates of teaching activity – click on all the days when the teaching will happen, not for example on weekends without teaching, days without teaching or days spent travelling.

These dates are only for orientation purposes, later you will have a chance to change them and also apply for additional dates for travel.

### STEP 3: CLOSE THE APPLICATION

The application is complete and closed after clicking on the green button, and **it is no longer possible to make any changes**. The next stage is evaluation of the application by the departmental coordinator at the faculty and then approval by the CZS coordinator.

If the applicant for the placement is the departmental coordinator, they can evaluate their own application.

Application status

The application is COMPLETE.


Red asterisks (\*) denote required fields.

Save Save and close Delete

**Thank you for completing the application.**

## B) COMPLETION OF THE MOBILITY AGREEMENT AND THE GRAND AGREEMENT

After approval by the CZS (the teacher is informed by e-mail), the next step (step 4 in the application form) is to upload the completed and signed the Mobility Agreement by all parties into the electronic application form **no later than 6 weeks before departure**.



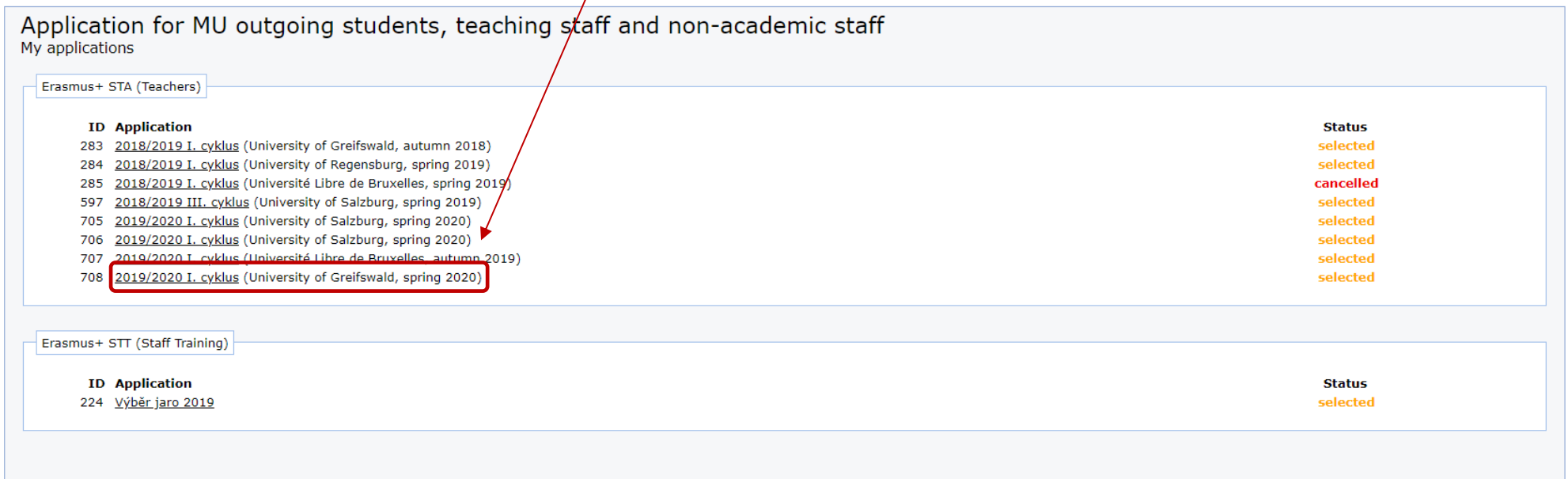
MUNI CZS Students/staff coming to MU Students/staff from MU Agreements Statistics Appointments Other Manuals

ISOIS administration interface Home

Information system of the Center for International Cooperation at Masaryk University (ISOIS)  
Administration interface  
Choose the administration section in the top navigation bar.

Jan Nový (99999999) My profile My applications Log out

Log back in the ISOIS, move the mouse cursor on your name on the upper right corner of the screen and choose the section **My applications**. There is a list of programmes, find the section **Erasmus+ STA (Teachers)**. The new application (already evaluated by the departmental coordinator and approved by CZS) will be on the last line, click on its name.



Application for MU outgoing students, teaching staff and non-academic staff  
My applications

Erasmus+ STA (Teachers)

ID	Application	Status
283	<a href="#">2018/2019 I. cyklus</a> (University of Greifswald, autumn 2018)	selected
284	<a href="#">2018/2019 I. cyklus</a> (University of Regensburg, spring 2019)	selected
285	<a href="#">2018/2019 I. cyklus</a> (Université Libre de Bruxelles, spring 2019)	cancelled
597	<a href="#">2018/2019 III. cyklus</a> (University of Salzburg, spring 2019)	selected
705	<a href="#">2019/2020 I. cyklus</a> (University of Salzburg, spring 2020)	selected
706	<a href="#">2019/2020 I. cyklus</a> (University of Salzburg, spring 2020)	selected
707	<a href="#">2019/2020 I. cyklus</a> (Université Libre de Bruxelles, autumn 2019)	selected
708	<a href="#">2019/2020 I. cyklus</a> (University of Greifswald, spring 2020)	selected

Erasmus+ STT (Staff Training)

ID	Application	Status
224	<a href="#">Výběr jaro 2019</a>	selected

## STEP 4: BEFORE AND AFTER MOBILITY

Specify the dates of the stay, the mobility program, fill in the address of the workplace and save everything.

- ✓ **Step 1**  
personal data
- ✓ **Step 2**  
stay data
- ✓ **Step 3**  
close application
- ✓ **Step 4**  
before and during mobility

### Application for outgoing MU teaching staff

Erasmus+ STA (Teachers) 2019/2020

Test 20

#### What you need to do next:

- Once you know the exact dates of your stay, fill in the form below and save it. Then you will be enabled to fill in the Mobility agreement.

Before and during mobility Application

Assessment

**Assessment at faculty:** approved

**Assessed on:** 30th Jan 2020 09:38:33 (Gabriela Složilová)

**Assessment at CIC:** selected

**Assessed on:** 30th Jan 2020 09:38:33 (Gabriela Složilová)

Stay data

**Academic year:** 2019/2020

**Semester\*:**  autumn 2019

spring 2020

**Dates of the teaching activity\*:**

May 2020							June 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

11.05.2020 12.05.2020 13.05.2020 14.05.2020 15.05.2020

Total chosen: **5 teaching day(s)**

Duration approved: **5 teaching day(s)**

Click on the dates in the calendar to choose the dates.

**Additional day for travel needed directly before the first day of the activity abroad:**

Tick only in case you are going to travel one day before your activity abroad starts.

**Additional day for travel needed directly following the last day of the activity abroad:**

Tick only in case you are going to travel back the next day after your activity abroad finishes.

Mobility programme

**Main subject field\*:** 0220 - Humanities (except languages), not further defined

**Main level of teaching activity\*:** Bachelor or equivalent first cycle (EQF level 6)

**Language of instruction\*:** English

**Other used language 1:** not selected

**Other used language 2:** not selected

**Other used language 3:** not selected

**Number of students at the receiving institution benefiting from the teaching programme\*:** 30

**Number of teaching hours\*:** 8

Full legal address of your faculty department/unit

**Street\*:** Arna Nováka 1

**City\*:** Brno

**Post code\*:** 602 00

Mailing address of your faculty department/unit

Fill in this section only if the mailing address differs from the full legal address.

**Street:**

**City:** Brno

**Post code:**

Red asterisks (\*) denote required fields.

Save

Then you will see a yellow box with instructions: **What you need to do next**

✓ **Step 1**  
personal data

✓ **Step 2**  
stay data

✓ **Step 3**  
close application

✓ **Step 4**  
before and during mobility

The record has been successfully saved.

**Application for outgoing MU teaching staff**

Erasmus+ STA (Teachers) 2019/2020

Test 20

**What you need to do next:**

- Download the pre-filled **Mobility agreement**.
- Fill in the remaining sections in the MS Word agreement, print and have it signed by all parties and upload the scan below in the *Mobility documents* section.

- Download the pre-filled **Mobility Agreement**
- Fill in the remaining sections\* in the MS Word agreement, print and have it **signed by all parties** and upload the scan in the Mobility documents section

\* All data are pre-filled **aside from:**

*The receiving institution - Contact person name, position, e-mail, phone* (page 2): complete

*Proposed mobility programme* (page 3): complete

Erasmus+ Higher Education: Mobility Agreement form Jan Nový

Contact person name and position		Contact person e-mail / phone	
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For guidelines, please look at the end notes on page 3.

### Section to be completed BEFORE THE MOBILITY

#### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>2</sup>: **0220 - Humanities (except languages), not further defined**

Level (select the main one): **Bachelor or equivalent first cycle (EQF level 6)**

Number of students at the receiving institution benefiting from the teaching programme: **30**

Number of teaching hours<sup>3</sup>: **8**

Language of instruction: **English**

Overall objectives of the mobility:

--

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

--

Detailed content of the teaching programme (write as much as possible):

--

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

--

#### II. COMMITMENT OF THE THREE PARTIES

By signing<sup>4</sup> this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

CAUTION: In the case that the departing participant is a subject coordinator at the department the document is to be signed by their line manager.

If this is not done, you will be invited to complete the document by a reminder e-mail from the CZS about **6 weeks before the planned departure**.



Mobility documents

**Mobility Agreement Staff Mobility For Teaching\*:**    
Deadline: 13th Apr 2020 00:00:00

**Confirmation of Erasmus teaching programme:** × file not uploaded

Red asterisks (\*) denote required fields.

#### IMPORTANT:

If there is a **change in the date of the stay** in the phase where the application has already been evaluated and finally approved, you must inform without delay (best by e-mail) the CZS coordinator and agree the change in dates. At the same time, you should inform the departmental coordinator.

**If it is necessary to cancel** the teaching mobility, without delay inform the CZS coordinator who will cancel the application in the IS OIS database. At the same time inform the departmental coordinator of the cancellation.

#### THE GRANT AGREEMENT

The CZS approves the finances (sends an e-mail about the approval of the financing to the economic department of the faculty and a copy to the participants in the stay) and also prepares the Grant Agreement (Účastnická smlouva) which will be sent internally to your workplace in two copies. Sign the agreements and send one of them back to the CZS to the address (Věra Honzíková, Komenského nám. 2) **before the start of your mobility.**

**Without a signed agreement by all the parties you cannot depart on the mobility and the CZS will not pay for the mobility.**

## C) AFTER THE MOBILITY

On completion of the stay, the foreign party provides the **Confirmation of Erasmus Teaching Programme** which teacher brings back to the Czech Republic. The Confirmation must give only the data confirming the teaching itself and not the dates with travel. It cannot be signed before the last day of your mobility and it must be signed within 10 calendar days after the end of your mobility. The foreign party also confirms the number of teaching hours which should correspond to the number approved in the Mobility Agreement.

**In case of any changes** in the mobility data or the number of teaching hours, please inform the CZS coordinator immediately.

Generate the pre-filled document in your ISOIS application (displayed only after financial approval by the CZS coordinator), complete the Main content of the teaching assignment and have it signed:

Application for outgoing MU teaching staff  
Erasmus+ STA (Teachers) 2019/2020  
Test 20

**What you need to do next:**  
Download the pre-filled **Confirmation of Erasmus teaching programme** print it and have it signed and upload the scan below in the *Mobility documents* section.

Before and during mobility Application

The document must be uploaded to the ISOIS application **within 10 working days** of the end of the stay. Otherwise, you will be reminded by e-mail to upload it.

Mobility documents

**STATUS:** The following document(s) have deadline within 14 days: Confirmation of Erasmus teaching programme

**Mobility Agreement Staff Mobility For Teaching:** [Download](#)

**Confirmation of Erasmus teaching programme\*:**  Soubor nevybrán

After you upload the document it will be checked and you will receive information about whether it has been approved.  
Deadline: 9th Feb 2020 23:59:59

Red asterisks (\*) denote required fields.

Save

After you upload the document it will be checked, and you will receive information about whether it has been approved.

**Within 30 days** fill in the Teacher's **Final Report** (EU Survey) electronically in the European Commission "Mobility Tool". The teacher is sent a link and a request to fill it in by e-mail (from an e-mail address [replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu) or similar).

You can find detailed information here: <https://czs.muni.cz/en/mu-staff/teaching-placements/erasmus-europe>