

COMPLETING ONLINE APPLICATIONS FOR ERASMUS TEACHING PLACEMENTS + IN ISOIS SYSTEM

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



Online application for outgoing MU students, teaching staff and non-academic staff

Overview of opened programmes

Currently you can apply for the following programmes:

- English Test:** Application **opened** for Spring 2019
Deadline is on 27th May 2018.
- Erasmus+ for study:** **Program currently closed.**
Application will be opened for ac. year 2018/2019 (2018/2019 II. cyklus)
Opening of the application and deadline is set by each department/faculty.
- Erasmus+ STA (Teachers):** Application **opened** for ac. year **2018/2019** (2018/2019 I. cyklus)
Deadline is on 31st May 2018.
- Erasmus+ traineeship:** **Program currently closed.**
Application will be opened for ac. year 2018/2019 (cycle 2 2018)
From 7th May 2018 to 17th May 2018.
Application will be opened for ac. year 2018/2019 (cycle 3 2018)
From 2nd Jul 2018 to 12th Jul 2018.
Application will be opened for ac. year 2018/2019 (cycle 4 2018)
From 30th Oct 2018 to 8th Nov 2018.
- Faculty agreements:** Application **opened** for ac. year **2018/2019** (2018/2019 (1. kolo))
Deadline is set by each faculty individually.
- Freemovers:** Application **opened** for Special grant / Special grant for short-term mobilities up to 30 days in 2018 first call
Deadline is on 1st May 2018.
Application **opened** for Freemovers / Freemovers 2018 2. kolo
Deadline is on 30th May 2018.
- ISEP Exchange:** Application **opened** for ac. year **2019** (Spring 2019)
Deadline is on 31st May 2018.
- Selections and quotas:** Application **opened** for ac. year **2018/2019** (Mezivládní dohody - kvóty)
Deadline is on 30th Jun 2018.
- Scholarships for talented students from third countries:** **Program currently closed.**
Application will be opened for ac. year 2018/2019 (Autumn 2018)
From 1st Sep 2018 to 30th Sep 2018.
- Learning agreements:** Learning agreements can be created.

Register

UCO:*
Name:*
Surname:*

Upon registering, you will receive a message to your university e-mail with a password.

Register now

Login

UČO:
Password:

Log in

[I lost my password...](#)

Choose the line **Erasmus+ STA (teachers)**.

The application can be submitted in Czech and English.

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

After registration please use the link above again for access to the online application.

Step 1

CHOOSE AGREEMENT

The screenshot shows a web application interface for selecting an Erasmus agreement. On the left, there is a sidebar with the Masaryk University logo and navigation steps: Step 1 (selected), Step 2, Step 3, Step 4, and Step 5. Below the sidebar is a 'Go to homepage...' link. The main content area is titled 'Online application for outgoing teaching staff' and 'Erasmus+ STA (Teachers) 2017/2018'. A user profile box in the top right shows 'Student Test (999999999)' with links for 'My profile', 'My applications', 'Log out', and 'Create application'. A central dialog box prompts the user to 'Choose Erasmus agreement for the planned teaching activity'. Below this, a dropdown menu is labeled 'Faculty at Masaryk University:*' and currently shows 'not selected'.

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.

Example of choice:

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spolupráce cooperation

Čeština

Step 1
choose agreement

Step 2
personal data

Step 3
proposed stay

Step 4
close application

Step 5
assessment

Go to homepage...

Online application for outgoing teaching staff

Erasmus+ STA (Teachers) 2017/2018

2017/2018

Student Test (999999999)

My profile My applications
Log out Create application

Choose Erasmus agreement for the planned teaching activity

Faculty at Masaryk University:* Faculty of Social Studies

Unit which signed the Erasmus+ agreement:* Department of Political Science

Country:* Germany

D FREIBUR01 University of Freiburg / Faculty of Humanities / Department of Political Sciences | 2 teacher(s) | 5 teaching day(s) in total | 1 teachers
D MAGDEBU01 Otto von Guericke University Magdeburg / International Relations, European Studies, Area Studies / Department of Political Sciences
D MANNHEI01 University of Mannheim / School of Social Sciences / Department of Political Sciences | 1 teacher(s) | 5 teaching day(s) in total | 0 teach
D MARBURG01 Philipps University Marburg / Social Sciences / Political Science | 1 teacher(s) | 5 teaching day(s) in total | 0 teachers(s) nominated a

Currently chosen:
D MAGDEBU01 Otto von Guericke University Magdeburg / International Relations, European Studies, Area Studies / Department of Political Sciences
2 teacher(s)
10 teaching day(s) in total
0 teachers(s) nominated already

Continue >>

Step 2

PERSONAL DATA

In the second step input the personal data, of which the majority is automatically completed from the user profile with information taken from the IS.

Red stars (*) indicate compulsory fields that must be completed.



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 Čeština

✓ Step 1
 choose agreement

▶ Step 2
 personal data

Step 3
 proposed stay

Step 4
 close application

Step 5
 assessment

[Go to homepage...](#)

Instructions for this step:
 Fill in data in this step and save the form. Then click on the step in the left-hand column to go the next step.

Personal data

First name: Student
Last name: Test
Gender: male
Citizenship: Belgium
Date of birth: 9th July 1984

University e-mail: 99999999@mail.muni.cz
Private e-mail:* martin.novy@gmail.com
Phone:* 123 456 789

Permanent address

Street:* Černého 83/21
City:* Brno
Post code:* 63500
Country:* Czech Republic

Mailing address

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

Street:
City:
Post code:
Country: not selected

Red asterisks (*) denote required fields.

Step 3

PROPOSED STAY

In the third step information is filled in on the sending and receiving institutions and the length of the stay. The system will check whether the number of teaching days corresponds to the closed 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 5 teaching days.

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

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Čeština

Step 1 choose agreement
 Step 2 personal data
 Step 3 proposed stay
 Step 4 close application
 Step 5 assessment

[Go to homepage...](#)

Instructions for this step:
Fill in data in this step and save the form. Then click on the step in the left-hand column to go the next step.

Sending institution

Faculty: Faculty of Social Studies
 Unit which signed the agreement: Department of Political Science
 Department of the applicant through which the mobility is realized: Department of Political Science
 Home department of the applicant: Department of Political Science
 Person responsible for agreement: Michal Pink, Petra Vejvodová
 Seniority: Intermediate (approx. > 10 and < 20 ye)

Receiving institution

Country: Germany
 Institution: Otto von Guericke University Magdeburg (Agreement ID #2925)
 Faculty/Department: International Relations, European Studies

Planned stay data

Semester: autumn 2017 spring 2018

Planned dates of the teaching activity:

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

22.04.2018 23.04.2018 24.04.2018 25.04.2018 26.04.2018

Total chosen: 5 teaching day(s)
 Maximum according to agreement: 5 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.

Important:

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

For planned dates of teaching activity – click on 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.

Now it is necessary to save the form and click on step 4 in the left-hand column, which is in red.



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Čeština

- ✓ Step 1
choose agreement
- ✓ Step 2
personal data
- ▶ Step 3
proposed stay
- ✗ Step 4
close application**
- Step 5
assessment

Go to homepage...

Online application for outgoing teaching staff

Erasmus+ STA (Teachers) 2017/2018

2017/2018

The application call is opened in the period: 4th Apr 2018 - 20th Apr 2018.

Instructions for this step:
Fill in data in this step and save the form. Then click on the step in the left-hand column to go the next step.

Sending institution

Faculty: Faculty of Social Studies

Unit which signed the agreement: Department of Political Science

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

Home department of the applicant:*

Person responsible for agreement: Michal Pink, Petra Vejvodová

Seniority:*

Receiving institution

Country: Germany

Institution: Otto von Guericke University Magdeburg (Agreement ID #2925)

Faculty/Department:*

Planned stay data

Semester:* autumn 2017
 spring 2018

Planned dates of the teaching activity:*

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

22.04.2018 23.04.2018 24.04.2018 25.04.2018 26.04.2018

Total chosen: **5 teaching day(s)**
Maximum according to agreement: **5 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.

Step 4 CLOSE APPLICATION

Planned stay data

Semester:* autumn 2017
 spring 2018

Planned dates of the teaching activity:*

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

22.04.2018 23.04.2018 24.04.2018 25.04.2018 26.04.2018

Total chosen: **5 teaching day(s)**
Maximum according to agreement: **5 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.

Application status

The application is COMPLETE.

Please note: To finish the application process, you must close your application. Closing is possible only before the deadline. Once you close the application, you cannot edit it ANY MORE!

Red asterisks (*) denote required fields.

I confirm that I am acquainted with the conditions of the programme and that the information provided in this application is true and accurate. I also give Masaryk University consent to process my personal data.

Save and close
Delete

After clicking on the green button the application is complete and closed, 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 CIC coordinator.

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

After approval by the CIC (the teacher is informed by e-mail) the last phase will follow:

The applicant returns to the application and specifies the dates of the stay (last step in the Programme Mobility and Documents):

- it is essential to give the semester, final dates of mobility (again select individual dates), days on journey before/after and other information
- once the data is filled in and saved it can no longer be edited
- it is then possible to print the document *Mobility Agreement*

CAUTION: in the field for the department put the department which in the application is in the field "*Department of the applicant through which the mobility is realised*" – not the field *Home Department of the Applicant*

The pre-filled document *Mobility Agreement* is to be downloaded (blue window in the following screen), complete the missing data * and then upload the three-page signed document to the application. If this is not done you will be invited to complete the document by a reminder e-mail from the CIC about 6 weeks before the planned departure.

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.

* All data are pre-filled aside from:

The receiving institution - Address: complete

CAUTION: do not forget the street and the post code

The receiving institution - Contact person name, position, e-mail, phone: complete

Proposed mobility programme: complete



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Čeština

- ✓ Step 1
choose agreement
- ✓ Step 2
personal data
- ✓ Step 3
proposed stay
- ✓ Step 4
close application
- ▶ Step 5
mobility programme and documents

[Go to homepage...](#)

Online application for outgoing teaching staff

Erasmus+ STA (Teachers) 2017/2018

2017/2018

Student Test (999999999)

- [My profile](#)
- [My applications](#)
- [Log out](#)
- [Create application](#)

[Mobility agreement](#)

Application has been saved.

Application status: Your mobility has been accepted.

What you need to do next:

- Download the pre-filled [Mobility agreement](#).
- Fill in the remaining sections in the MS Word agreement, print and sign it and upload the scan below in the *Mobility documents* section.

Assessment

Assessment at faculty: Approved
Assessed on: 12th Apr 2018 10:48:37 (Věra Honzíkóvá)
Assessment at CIC: Accepted
Assessed on: 12th Apr 2018 10:48:37 (Věra Honzíkóvá)

Stay data

Academic year: 2017/2018
Semester: spring 2018
Dates of the teaching activity: 22.04.2018
23.04.2018
24.04.2018
25.04.2018
26.04.2018
Additional day for travel needed directly before the first day of the activity abroad: yes
Date of travel to the destination: 21.04.2018
Additional day for travel needed directly following the last day of the activity abroad: yes
Date of travel back home: 27.04.2018

Mobility programme

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 CIC 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 CIC coordinator who will cancel the application in the IS OIS database. At the same time inform the departmental coordinator of the cancellation.

The CIC 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 Mobility Agreement.

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

Reminder of duties after completion of the stay:

On completion of the stay the foreign party provides the **Confirmation of Erasmus Teaching Programme** (in documents for downloading at the website for the teaching stays) 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. The foreign party also confirms the number of teaching hours, where the minimum number of teaching hours is always 8.

The document Confirmation of Erasmus Teaching Programme is to be delivered to the CIC within 10 working days of the end of the stay. If this does not happen you will be asked to do so by e-mail.

Within 30 days fill in the **Teacher's Final Report** electronically in the European Commission "Mobility Tool". The teacher is sent a link and a request to fill it in by e-mail.

You can find detailed information here:

<https://czs.muni.cz/cs/pracovnik-mu/vyukove-pobyty/erasmus-evropa>

