

Manual for Exchange Students to Apply for Study/Work Placement at the Tomas Bata University in Zlín

Dear Applicant,

It is our pleasure that you have decided to realize an exchange study/work placement stay at the Tomas Bata University (TBU) in Zlín.

If you want to study/work at TBU, several documents have **to be delivered to the TBU International Office** by the given application deadline. The deadlines are as follows:

1. **May 1st (non-EU students), June 1st (EU students)** - for the winter semester or the full academic year
2. **October 1st (non-EU students), November 1st (EU students)** - for the summer semester

The documents are:

1. **Student Application Form (SAF)**
2. **Learning Agreement (LA)**
3. **Transcript of Records**
4. **CV**
5. **Copy of the student card/student book**
6. **Portfolio** – only for studio subjects (10 or 15 ECTS credits) at the Faculty of Multimedia Communications

The first two documents mentioned above – the Exchange Student Application Form (SAF) and the Learning Agreement (LA) – have to be filled in within the TBU information system “[Portal](#)”.

This Manual is here to guide you through the online application procedure and to help you find the most suitable courses within the TBU information system Portal. If you face any problems within the Portal, please, contact the TBU International Office – at incoming@utb.cz.

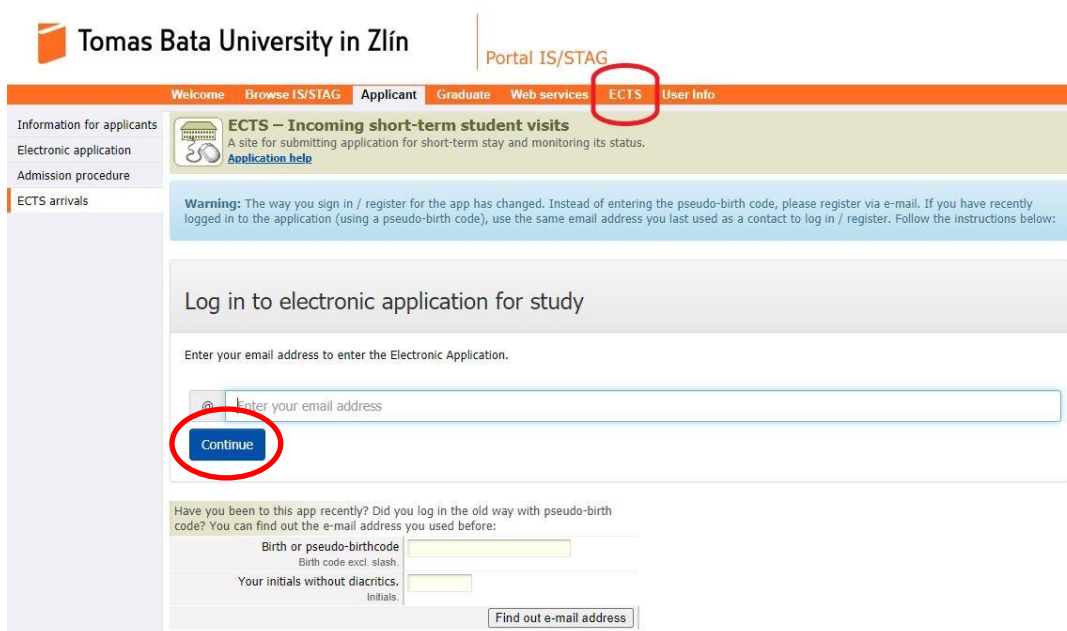
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1. First Login

Open the site <https://www.stag.utb.cz>. Switch to the English language if necessary – the button is in the top right corner. Now, click on the “ECTS” bookmark in the orange offer bar. The following screen will appear.

Fill in your email address in the dedicated cell on the screen and click on the blue button “Continue”.



Tomas Bata University in Zlín | Portal IS/STAG

Welcome Browse IS/STAG Applicant Graduate Web services **ECTS** User Info

Information for applicants
Electronic application
Admission procedure
ECTS arrivals

ECTS – Incoming short-term student visits
A site for submitting application for short-term stay and monitoring its status.
[Application help](#)

Warning: The way you sign in / register for the app has changed. Instead of entering the pseudo-birth code, please register via e-mail. If you have recently logged in to the application (using a pseudo-birth code), use the same email address you last used as a contact to log in / register. Follow the instructions below:

Log in to electronic application for study

Enter your email address to enter the Electronic Application.

Enter your email address

Continue

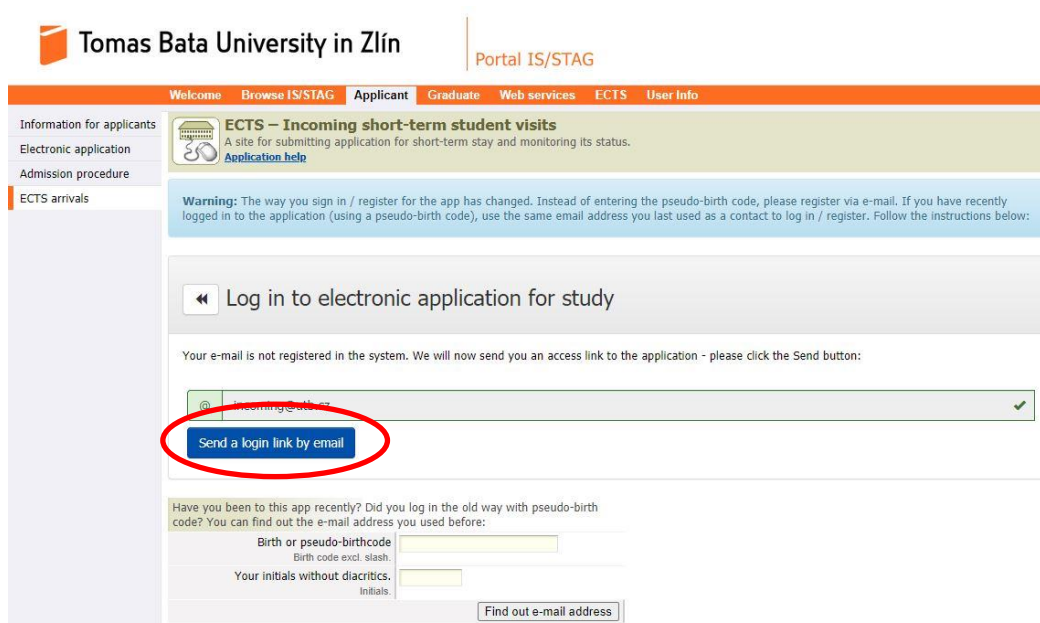
Have you been to this app recently? Did you log in the old way with pseudo-birth code? You can find out the e-mail address you used before:

Birth or pseudo-birthcode
Birth code excl. slash.

Your initials without diacritics.
Initials.

Find out e-mail address

Once you clicked on the button “Continue” the email address will be checked in the TBU database. In the case that your email address has never been registered in the system, the following screen will appear. Then click on the button “Send a login link by email”.



Tomas Bata University in Zlín | Portal IS/STAG

Welcome Browse IS/STAG Applicant Graduate Web services ECTS User Info

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Warning: The way you sign in / register for the app has changed. Instead of entering the pseudo-birth code, please register via e-mail. If you have recently logged in to the application (using a pseudo-birth code), use the same email address you last used as a contact to log in / register. Follow the instructions below:

Log in to electronic application for study

Your e-mail is not registered in the system. We will now send you an access link to the application - please click the Send button:

incomings@utb.cz ✓

Send a login link by email

Have you been to this app recently? Did you log in the old way with pseudo-birth code? You can find out the e-mail address you used before:

Birth or pseudo-birthcode
Birth code excl. slash.

Your initials without diacritics.
Initials.

Find out e-mail address

At the moment, when you requested the login link in Portal, you should obtain the following email in your mailbox. Since the email is automatically generated, it might go into your **spam folder**, so check it as well. Once you find the email in your mailbox, please click on the link indicated below.

IMPORTANT NOTE:

Save the email for any further access to your online application in Portal.



st 29.09.2021 13:12

Tomas Bata University in Zlín <stag@utb.cz>

Incoming short-term student visits - e-mail address verification / Příhláška ke krátkodobému pobytu - ověření e-mailové adresy

Komu incoming@utb.cz

Pokud se vyskytly potíže se zobrazením této zprávy, kliknutím sem ji zobrazíte ve webovém prohlížeči.

Česká verze textu je uvedena níže.

--- English version ---

Tomas Bata University in Zlín requires verification of the email address you have registered.

Click the link to confirm that this email address was entered by you and that it is valid.

The link will open your electronic application for admission. The link remains valid until 29.3.2022. You can extend the validity if necessary.

[Incoming short-term student visits - e-mail address verification](#)

This message has been generated automatically by IS/STAG. Do not reply. This notification was made on 29.9.2021 at 13:11:43.

--- Česká verze ---

Univerzita Tomáše Bati ve Zlíně vyžaduje ověření Vaší e-mailové adresy, kterou jste zaregistroval(a).

Kliknutím na uvedený odkaz potvrdíte, že jste tuto e-mailovou adresu zadal(a) skutečně Vy a že je tato adresa platná.

Odkaz otevře Vaši elektronickou přihlášku ke studiu, je platný do 29.3.2022. Platnost si můžete případně prodloužit.

[Příhláška ke krátkodobému pobytu - ověření e-mailové adresy](#)

This message has been generated automatically by IS/STAG. Do not reply. This notification was made on 29.9.2021 at 13:11:43.
This e-mail has been automatically generated by the student agenda system IS/STAG. Do not reply.

IF YOU HAVE ANY PROBLEM TO LOG IN WITH YOUR EMAIL ADDRESS, PLEASE CONTACT THE INTERNATIONAL OFFICE (incoming@utb.cz). **DO NOT CREATE A NEW APPLICATION!**

2. Enter Personal Data

After the first login, the following screen with the personal data request will appear. The fields marked with the asterisk (*) are mandatory and have to be filled in. However, you are strongly recommended and future communication needs to fill in the personal data table completely!

When all information is filled in, click on the “Save” button at the bottom of the page.

The screenshot shows the 'Personal data' form for 'ECTS – Incoming short-term student visits'. The form is divided into several sections: 'Personal details', 'Delivery address', 'Additional contact information', 'Birth', and 'Permanent residence address'. The 'Personal details' section includes fields for First name(s), Surname, Degree (in front of name), Degree (after name), Maiden name, Nationality, Sex, Passport number, and Qualifier of citizenship. The 'Delivery address' section includes a checkbox for 'Differs from permanent address', a 'Phone' field, an 'Email*' field, and a 'Note' field. The 'Birth' section includes 'Birth - date*', 'Birth place - Country*', and 'Birth place*'. The 'Permanent residence address' section includes fields for 'Permanent address - country*', '- region*', '- city*', '- post', '- zip/postcode*', '- street*', and '- house number*'. A 'Permanent residence in the Czech Republic' dropdown is also present. A yellow bar at the bottom contains a 'Save' button and a legend: '* Mandatory field'.

Explanatory notes:

Fields of Personal details

1. In the field “**First name(s)**” please write down all the first names according to your **international** passport.
2. In the field “**Surname**” please write down all the surnames according to your **international** passport.
3. The fields “**Degree (in front of the name)** and **Degree (after the name)**” can be left empty.
4. In the field “**Maiden name**”, please write down your previous surname(s) if you had to change it after getting married.
5. In the field “**Nationality**”, please select the country that you are a holder of citizenship and you are planning to use the travel documents of this country for traveling and staying in the Czech Republic.

NOTE: This field is especially important for applicants who hold a passport from more than one country.

6. In the field “**Sex**”, please select your gender.

7. In the field **“Passport number”**, please write down the number of your travel document that you are planning to use for traveling and staying in the Czech Republic.

NOTE: In the case, that you do not have an international passport yet, you can use the national ID number instead for registration. However, you will have to update the passport number later.

8. The field **“Qualifier of citizenship”** is defaulted as Citizen, please do not change that.
9. In the field **“Special needs or disabilities”** you can select predefined special needs if you have any.

Fields of residence address

1. In the field **“Permanent address – country”** please select the country of your **permanent** residency.
2. In the field **“Region”** please write down the name of the region, state, or area where you have your **permanent** residency.
3. In the field **“City”** please write down the name of the city, town, or village where you have your **permanent** residency.
4. In the field **“Post”**, you can specify the details of your local post office.
5. In the field **“zip/postcode”** please indicate the ZIP code or postal code of your **permanent** address.
6. In the field **“Street”** please indicate the name of the street from your **permanent** address.
7. In the field **“House number”** please indicate the number of building from your permanent address.
8. In the field of **“Permanent resident in the Czech Republic”** do not change anything unless you have been granted permanent residency in the Czech Republic.

Delivery address

1. Use the checkbox if the delivery address is different from the permanent address and fill in the data.

Additional contact information

1. In the field **“Phone”** please write down your phone number with the international prefix. This information is mostly required for students who will need to apply for visas.
2. In the field **“Email”** you should see the email address from your registration.

Birth

1. In the field **“Birth – date”** please select the day when you were born.
2. In the field **“Birth place – Country”** please select the country where you were born.
3. In the field **“Birth place”** please indicate the city, town, or village where you were born.

3. Enter Sending Institution Information

The next step is to fill in the information about the host and your home (sending) institution. The fields marked with the asterisk (*) are mandatory and have to be filled in. Once you will select the bookmark **“Incoming study visit”**, the following picture will appear.

When all information is filled in, click on the **“Save”** button at the bottom of the page.

Information for applicants
Electronic application
Admission procedure
ECTS arrivals

ECTS – Incoming short-term student visits
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Application help

Personal details were successfully saved

Name

1. Adding new arrival. Fill in the form and save it. Cancel

Personal data Incoming study visit

You are entering a new Incoming study visit. Fill in this Tab and click Save on the bottom. You will be forwarded to the next Tab. Cancel

Host institution

Incoming study visit and the host institution details

Expected date of arrival* 1.2.2022

Expected date of departure* 30.6.2022

Academic year you want to study* 2021/2022

First semester Summer semester

Second semester starting date in case of extended studies dd.MM.yyyy

Funding* Erasmus+-Erasmus

Virtual mobility* NO

ISCED-F Code Select from registry

Language skills

Department

Incoming st. visit type* Short study stay

Assigned buddy

Buddy contact details

Do you require accommodation at the dormitory? YES

Preferred dormitory

Mobility status* 400 - New arrival added

Student's LA signature date

Emergency contact

Note on visit duration

Mobility coordinators of host institution

Institutional coordinator - administrator

Institutional coordinator - signer

Departmental coordinator - administrator

Departmental coordinator - signer

DC Position

Home institution

Home institution details

Institution* SHUMENSKI UNIVERSITET EPISKOP Change school

Faculty* Applied Informatics

Department

Study Programme* ICT's

Field of Study

Type of study* Advanced

Year of study* 2

Mobility coordinators of home institution

Institutional mobility coordinator

Departmental mobility coordinator

DC Position

Contact information

Phone

E-mail

Mobility web page address

Přílohy vázané k tomuto příjezdu

No files uploaded yet.

Choose file to save

Vybrat soubor Soubor nevybrán

Attachment

- Maximum file size: 250.0 MB (= 256000 KB)
- Maximum permissible number of uploaded files: 10

Insert file

Save

* Mandatory field

Explanatory notes:

Host institution

Incoming study visit and the host institution details

1. In the field **“Expected date of arrival”** please fill the first day of the particular month when your study mobility will officially start, i.e. winter semester – 01. 09. 20XX, summer semester – 01. 02. 20XX.

Students for traineeship should fill the expected date of the beginning of the traineeship.

2. In the field **“Expected date of departure”** please fill the first day of the particular month when your study mobility will officially start, i.e. winter semester – 31. 01. 20XX, summer semester – 30. 06. 20XX.

Students for traineeship should fill the expected date of the end of the traineeship.

3. In the field "**Academic year you want to study**" please keep the option that the Portal pre-selected.
4. In the field "**First semester**" please select the correct semester of your stay, i.e. from September to January = winter semester, from February to June = summer semester.
5. The field "**Second semester starting date in case of extended studies**" must be left **empty**.
6. In the field "**Funding**", the program within which you are going to stay at the TBU has to be chosen. The following options are available:
 - a. **Erasmus+: Erasmus** - will be chosen by the students coming within the Erasmus+ exchange program; students studying in one of the EU countries, at institutions that have Erasmus+ bilateral agreements with TBU.
 - b. **Other form of short-term study mobility** - will be chosen by the students coming under the interuniversity agreement between TBU and the student home institution (TBU partner institution); this includes mainly the students from non-EU countries (Russia, Taiwan, Korea, Kazakhstan, China, etc.). Kindly visit the following website to see the list of TBU partner institutions - <https://www.utb.cz/en/university/international/partners-and-projects/partners/partnership-agreements/>.
 - c. **Other EU programme** – for example, Tempus for students coming, for example, for the summer school
 - d. **Intergovernmental agreement** - students who applied for the special Czech governmental program
7. In the field "**Virtual mobility**" please select option **NO** since TBU does not offer any kind of virtual mobility.
8. The fields "**ISCED-F Code**", "**Language skills**", and "**Department**" can be left **empty**.
9. In the field "**Incoming st. visit type**" please select the option **Short study stay** for study stay, or an option **Internship**, in the case that you are applying for a traineeship.
10. In the field "**Do you require accommodation at the dormitory?**" please select between options YES or NO, based on your personal preferences.
11. The field "**Preferred dormitory**" can be left **empty** since it has no real influence on accommodation.
12. In the field "**Emergency contact**" you can state the contact person(s) and their contact email or phone number in the case of emergency.

Mobility coordinators of the host institution

1. The field "**DC Position**" should be left **empty**.

Home institution

Home institution details

1. In the field "**Institution**", please select your home university from the offer. If you have any problem finding your home university on the list, please contact the International Office at the email incoming@utb.cz.
2. In the field "**Faculty**" please write down the name of your faculty or school at the home university.
3. In the field "**Department**" you can specify your department at the home university.

4. In the field "**Study Programme**" please specify the name of your study program at your home university.
5. In the field "**Field of Study**" you can specify further your study program, i.e. if the study program has some specialization, etc.
6. In the field "**Type of Study**" please select the relevant option from the ones below:
 - a. **Bachelor** – if you are studying bachelor's degree at your home university.
 - b. **Postgraduate Master** – if you are studying master's degree for two, or three years, and you have graduated with a bachelor's before.
 - c. **Undergraduate Master** – if you are studying a complex master's degree (law, medicine, teaching, etc.) at your home university which is planned at least for five (5) years and does not require a bachelor's degree for admission.
 - d. **Doctoral** – if you are studying Ph.D. study program at your home university.
7. In the field "**Year of study**" please indicate the year of studies at your home university.

Mobility coordinators of home institution

1. In the field "**Institutional mobility coordinator**" please state the name of the responsible vice-rector, vice-president, or international office coordinator at your home university.
2. In the field "**Departmental mobility coordinator**" please write the name of the responsible vice-dean of faculty/school coordinator at your home university.
3. In the field "**DC Position**" please indicate the correct job title of your Departmental mobility coordinator.

Contact information

1. In the field "**Phone**" please indicate the phone number with the international prefix for your Departmental mobility coordinator.
2. In the field "**E-mail**" please indicate the email address for your Departmental mobility coordinator.
3. In the field "**Mobility web page address**" you can input the link for your home university exchange program website.

Attachment

1. It is not necessary to upload your application files into Portal. All the application files should be delivered to the following email address: incoming@utb.cz.

4. Confirmation of registration

Once you successfully fill in your personal data and details about receiving and home universities, you will obtain the confirmation email in your mailbox. The email will contain a small summary of your application and also a link with credentials (***pseudo-birth code and initials***) that you can use to login into the application again in the future. An example of the email can be found below.



5. Select Courses (not for traineeship)

The course selection is done according to the Department of the particular TBU Faculty. Students have to choose courses that correspond with their main field of study and from the TBU Faculty under which they are going to be enrolled. **Studio courses** offered by the Faculty of Multimedia Communications can be taken by the students of **art programs only**. Each student can be enrolled in just **one studio course**.

Choose the courses for one semester only! Each semester has to be managed separately even if you are coming for the whole academic year. For further information, please see chapter 8.

Students coming for the winter semester will be able to create the Learning Agreement only when the courses for the upcoming academic year are uploaded into the system. The upload is usually done by the end of March.

Students are expected to be enrolled in as many courses as to get 30 ECTS per semester! Minimum course selection is worth at least 15 ECTS per semester.

Students are allowed to select courses from different faculty but the majority (more than 50%) of their credits must be at the faculty that is connected with their major studies.

Course list with all available courses for exchange students is posted online on the following link: <https://www.utb.cz/en/university/international/students/exchange-students/incoming-students/courses/>. You can select courses only from the mentioned link.

While you will search for the courses, please make sure that you use the checkbox "Show all" because only like that, you will be able to find all courses for exchange students.

Short-term incoming visits (S034)

A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.
PSEUDO BIRTH NUMBER: 96022928TT, Initials: TT

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96022928TT	Test Test		01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	400	SAF LA CH-LA Remove

Add new incoming study visit

Personal data Incoming study visit **Courses**

Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Search and add the courses you want to study at our institution

Faculty: FAI - Faculty of Applied Informatics Department: % Course code: % Show all Search courses

The list below shows courses matching your filtering criteria. Select a course and click Add to add it to the selected semester.

Abbreviation	Title	Variant	Winter semester	Summer semester
AUART / AADIR	Discrete Control Systems	2018	Add course	
AUART / AAEC	Electromechanical actuators	2018		Add course
AUART / AAGIS	Geographic Information Systems	2018		Add course
AUART / AAMDS	Modelling of Dynamic Systems	2018		Add course
AUART / AAMMI	Multimedia	2018		Add course
AUART / AAPIN	Process engineering	2018	Add course	
AUART / AARBT	Robotics	2018	Add course	
AUART / AASIS	Simulation of Systems	2018	Add course	
AUART / AATBD	Building Technologies	2018		Add course
AUART / ABDPA	Master thesis	2018		Add course
AUART / ABFCM	Facility management	2018	Add course	
AUART / ABPVC	Computer aided manufacturing	2018	Add course	
AUART / ABRBO	Robotics	2018	Add course	
AUART / ABZPP	Fundamentals of Emergency Health Aid	2018		Add course
AUART / AEDIR	Discrete Control Systems	2018	Add course	Add course
AUART / AEGIS	Geographic Information Systems	2018	Add course	Add course

You can also see that the courses in the bookmark “**Courses**” have the status “**Standard**”. It means that they are listed in your Learning Agreement (LA). If you need to make some changes later, the status will be changed to either “**Deleted**” if you delete a course or “**Added**” if you add a course to the previous list of courses in the Learning Agreement.

Short-term incoming visits (S034)

	Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
➔ 1.	96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

[Personal data](#) [Incoming study visit](#) **Courses** [Study plan](#)

i Add the courses you want to study at our University. The lists of courses offered is available at [university web](#)”.

Winter semester	Credits	Home cour. to recogn.	Setting status	Reason for change
MUFU/PFILE	3		Standard	
MUFU/PPFIE	6		Standard	
MUMM/PDGME	3		Standard	
MUMM/PMG1E	6		Standard	
Credits: 18				

6. Pairing of courses

Portál also allows you to match courses from your home university (which would normally be completed at your home university) with courses at TBU. If you click on the bookmark “**Courses**” and then click on the button “**Insert/edit**” you should be able to match courses from both universities.

Short-term incoming visits (S034)

	Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1.	96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	402	SAF LA CH-LA
2.	96022928TT		Test Test	30.06.2019 - 02.07.2019	Portugalská republika	UNIVERSIDADE DO ALGARVE	51	400	SAF LA CH-LA Remove

Add new incoming study visit

Personal data Incoming study visit **Courses**

Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Winter semester	Credits	Home cour. to recogn.	Setting status	Reason for change
AUART/AEDIR	6	Insert/edit	Standard	Remove Move to summer semester >>
AUART/AEGIS	4	Insert/edit	Standard	Remove Move to summer semester >>
AUART/AEMBU	3	Insert/edit	Standard	Remove Move to summer semester >>
AUART/AEMDS	5	Insert/edit	Standard	Remove Move to summer semester >>

Credits: 18

Search and add the courses you want to study at our institution

Faculty FAI - Faculty of Applied Informatics Department % Course code % Show all Search courses

You should fill only the following: “**Course abbreviation**”, “**Number of credits**” and “**English name of the course**”. Then you should be able to see matched courses.

This step is **not mandatory**, however, we do recommend doing it to make the recognition of grades easier at home university.

Home courses to recognized

Course added

Here you can put home courses of sending institution that will be recognized after completed course AUART/AEDIR on outgoing visits.

Course abbreviation	Number of credits	English name of the course	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Insert course

Home courses of sending institution already inserted that will be recognized after completed course AUART/AEDIR on outgoing visits.

Course abbreviation	Number of credits, english name of the course		
123456	10 Management	Modify	Remove

7. Course approval on the TBU side

When the course selection is ready (you have made your final choice) you have to contact via email the TBU **Faculty departmental coordinator – signer** and ask her/him to confirm your course choice. You have to contact only the coordinator from the faculty where you have the majority of your credit workload.

The faculty coordinators that approved course selection are the following:

Faculty of Technology	Mrs. Miličková – milickova@utb.cz
Faculty of Management and Economics	Mrs. Pfefferová – pfefferova@utb.cz
Faculty of Multimedia Communications	Mrs. Prokopová – eprokopova@utb.cz
Faculty of Applied Informatics	Mr. Hromada – hromada@utb.cz
Faculty of Humanities	Mrs. Býmová – international@fhs.utb.cz
Faculty of Logistics and Crisis Management	Mrs. Vargová – vargova@utb.cz

The course selection is approved when you can see the **Faculty departmental coordinator – signer** name on the newly generated Student Application Form (SAF) and Learning Agreement (LA) from Portal.

In the bookmark **“Incoming study visit”** you can see that the Mobility status has been changed to **“401 – Data about the arrival completed including the courses”** and the Faculty departmental coordinator– administrator and signer were added, same as Institutional Coordinator – administrator and signer.

NOTE: Students who are having the majority of credits at the **Faculty of Technology** are not switched to status 401 after the course approval due to a slightly different system used at the faculty.

Short-term incoming visits (5034)

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1.	96022928TT	Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

Personal data Incoming study visit Courses Study plan

Host institution

Incoming study visit and the host institution details

Expected date of arrival* 1.2.2019

Expected date of departure* 2.2.2019

Academic year you want to study* 2018/2019

First semester* Summer semester

Second semester starting date in case of extended studies -

Funding* Czech Ministry of Education developing programme

Appropriate office that issues Czech visa abroad [More information](#)

ISCED-F Code -

Language skills -

Department -

Incoming st. visit type* Short study stay

Assigned buddy -

Buddy contact details -

Do you require accommodation at the dormitory?* YES

Preferred dormitory -

Mobility status* 401 - Data about the arrival completed including the courses

Student's LA signature date -

Incoming study visit creation date 5.12.2018

Mobility coordinators of host institution

Institutional coordinator - administrator Patrik Foltýn

Institutional coordinator - signer Pavel Krutíl

Departmental coordinator - administrator Bedřich Zimola

Departmental coordinator - signer Bedřich Zimola

DC Position -

Contact information

Official e-mail zimola@utb.cz

Home institution

Home institution details

Institution* UNIVERSITY OF WATERLOO - null

Faculty* Faculty

Department -

Study Programme* Study Programme

Field of Study -

Type of study* Ostatní

Year of study* 78

Mobility coordinators of home institution

Institutional mobility coordinator -

Departmental mobility coordinator -

DC Position -

Contact information

Phone -

E-mail -

Mobility web page address -

Attachment

No files uploaded yet.

File upload form

Choose file to save

Vybrat soubor Soubor nevybrán

Attachment

- Maximum file size: 250.0 MB (= 256000 KB)
- Maximum permissible number of uploaded files: 10

Insert file

* Mandatory field

8. Print Student Application Form and Learning Agreement

Only in this phase are you allowed to print the SAF and LA. As proof of the TBU departmental coordinators–signer confirmation is the fact that when the SAF and LA are printed out, the name of the TBU departmental coordinator is already stated.

Short-term incoming visits (S034)

! A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.
PSEUDO BIRTH NUMBER: 96022928TT, Initials: TT

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96022928TT	Test Test		01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	400	SAF LA CH-LA Remove

Add new incoming study visit

Personal data Incoming study visit **Courses**

i Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Search and add the courses you want to study at our institution

Faculty **FAI - Faculty of Applied Informatics** Department % Course code % Show all **Search courses**

i The list below shows courses matching your filtering criteria. Select a course and click Add to add it to the selected semester.

Abbreviation	Title	Variant	Winter semester	Summer semester
AUART / AADIR	Discrete Control Systems		2018	Add course
AUART / AAEAC	Electromechanical actuators		2018	Add course
AUART / AAGIS	Geographic Information Systems		2018	Add course
AUART / AAMDS	Modelling of Dynamic Systems		2018	Add course
AUART / AAMMI	Multimedia		2018	Add course
AUART / AAPIN	Process engineering		2018	Add course
AUART / AARBT	Robotics		2018	Add course
AUART / AASIS	Simulation of Systems		2018	Add course
AUART / AATBD	Building Technologies		2018	Add course
AUART / ABDPA	Master thesis		2018	Add course
AUART / ABFCM	Facility management		2018	Add course
AUART / ABPVC	Computer aided manufacturing		2018	Add course
AUART / ABRBO	Robotics		2018	Add course
AUART / ABZPP	Fundamentals of Emergency Health Aid		2018	Add course
AUART / AEDIR	Discrete Control Systems		2018	Add course
AUART / AEGIS	Geographic Information Systems		2018	Add course

SAF and LA preview (just a part of the first page):

STUDENT APPLICATION FORM

ACADEMIC YEAR: 2015/2016
 FIELD OF STUDY: English for Business Administration

This application should be completed in BLACK in order to be easily copied, faxed or e-mailed.

SENDING INSTITUTION: Ural Federal University the Russian Federation
 Full address: ul. Mira 19, 620002 Ekaterinburg
 Faculty / Department - name, official telephone, fax and e-mail: Department "International Relations"
 ECTS Departmental coordinator - name, telephone, fax and e-mail: Alexey Zaytsev
 ECTS Institutional coordinator - name, telephone, fax and e-mail: Alexey Zaytsev

STUDENT'S PERSONAL DATA
(to be completed by the student applying)

LEARNING AGREEMENT FOR STUDIES

Mobility programme: Other form of short-term study period

The student

Last name(s)	██████████	First name(s)	██████████
Date of birth	07.09.1992	Nationality	RU
Sex [M/F]	F	Academic year	2015/2016
Study cycle	EQF level 6	Field of education	0220
Phone	██████████	E-mail	██████████

The sending institution

Name	Ural Federal University		
Faculty	Department "International Relations"		
Erasmus code (if applicable)	RU EKATERIN01	Department	Foreign regional studies
Address	ul. Mira 19, 620002 Ekaterinburg	Country, Country code	the Russian Federation, RU
Contact person name	Alexey Zaytsev	Contact person e-mail / phone	██████████

Sign both documents, arrange the signatures and stamps of the required representatives at your home institution for the **Learning Agreement**, and send it together with the other required documents:

- Copy of the student identity card
- Transcript of Records
- CV
- Portfolio – obligatory only for students with specialization in Arts (Multimedia and Design courses)

electronically to the TBU International Office via email – incoming@utb.cz

NO HARD COPIES ARE REQUIRED! We live in the 21st century, so save the planet 😊

9. Assigning a study plan

A new bookmark called “**Study plan**” will appear in your profile when the faculty coordinator matches your course selection with the study plan at our university. Every student must be enrolled in the study plan and program to be able to study at TBU. A study plan is usually assigned after your course selection is approved by the faculty coordinator.

NOTE: The study plan is assigned based on the selected courses in Portal. It has nothing to do with the study plan or the level of education at your home university.

Short-term incoming visits (S034)									
	Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
➔ 1.	96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAE LA CH-LA

Add new incoming study visit

[Personal data](#) [Incoming study visit](#) [Courses](#) [Study plan](#)

f In this form you should choose a **study plan**. First choose a **Faculty**, study programme, branch of study and then a specific study plan. If you choose for example only branch and leave the plan empty, your selection will not be saved!

Acad. Yr.	2018
Faculty	FAM - Faculty of Management and Economics
Study Programme	Economics and Management (FAM, B6208, Bachelor, Full-time, English)
Branch	Economics and Management (FAM, B6208, Bachelor, Full-time, English) - Management and Economics (6208R038, EME, specialization: E)
Study plan	(version 15)

10. LA Changes

If you need to make any changes in your Learning Agreement (delete or add a course), please inform the TBU institutional coordinator – administrator – International Office – incoming@utb.cz about it.

As soon as your **“Mobility status”** is changed to **“450 - Student mobility in progress”** you can make the required course changes. This is going to happen after you arrive in Zlín.

The screenshot shows the 'Short-term incoming visits (S034)' system. The 'Incoming study visit and the host institution details' section is expanded, showing various fields. The 'Mobility status' field is highlighted with a red circle and contains the text '450 - Student mobility in progress'. Other fields include 'Expected date of arrival' (1.2.2019), 'Expected date of departure' (2.2.2019), 'Academic year you want to study' (2018/2019), 'Funding' (Czech Ministry of Education developing programme), and 'Institution' (UNIVERSITY OF WATERLOO). The 'Home institution' section on the right shows details for the University of Waterloo, including 'Institution', 'Faculty', 'Department', 'Study Programme', 'Field of Study', 'Type of study', and 'Year of study'.

Students are allowed to make all necessary changes during the first three weeks from the beginning of the semester. After that, the system will be locked for any further changes and no more changes will be possible.

You can delete unsuitable courses and/or add additional courses which you would like to attend. Adding a course has to be done in the same way you did it in the Learning Agreement before.

Before adding a course, please, make sure that it does not overlap with any other course and that the teacher agrees with your attendance.

When all your changes are saved in the system and you are sure that you will not do any more changes, inform the Faculty departmental coordinator about it. The faculty coordinators that approved course selection are the following:

Faculty of Technology	Mrs. Miličková – milickova@utb.cz
Faculty of Management and Economics	Mrs. Pfefferová – pfefferova@utb.cz
Faculty of Multimedia Communications	Mr. Prokopová – eprokopova@utb.cz
Faculty of Applied Informatics	Mr. Hromada – hromada@utb.cz
Faculty of Humanities	Mrs. Býmová – international@fhs.utb.cz
Faculty of Logistics and Crisis Management	Mrs. Vargová – vargova@utb.cz

As soon as your changes are approved by both your home University and the receiving Faculty at TBU, print the Learning Agreement Changes Form (**CH-LA**) from Portal, sign it, and deliver it to the faculty coordinator at TBU. Once LA Changes are signed on the faculty level, the LA Changes will be forwarded to the TBU International Office and signed on the university level as well. The student will obtain LA Changes electronically to the TBU email address and is responsible for forwarding them to the home university.

Short-term incoming visits (S034)

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

Personal data Incoming study visit **Courses** Study plan

Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Winter semester	Credits	Home cour. to recogn.	Setting status	Reason for change
MUE/PMI2E	5		Added	I need to pass this course OK Remove
MUFU/PFIE	3		Deleted	Overlap OK Undo deletion
MUFU/PPFIE	6		Standard	Set as deleted
MUMH/PDGME	3		Standard	Set as deleted
MUMH/PMG1E	6		Standard	Set as deleted

Credits: 20

Course setting status can help you when you change courses you want to study during your study stay. Only courses without changes, i.e. with status 'Normal', will be printed in the - 'Changes to Learning Agreement' - which will include these courses.

Search and add the courses you want to study at our institution

Faculty FAM - Faculty of Management and Economics Department % Course code % Show all **Search courses**

The list below shows courses matching your filtering criteria. Select a course and click Add to add it to the selected semester.

Abbreviation	Title	Variant	Winter semester	Summer semester
MUE / PMA2E	Macroeconomics II	2018		Add course
MUE / PMI2E	Microeconomics II	2018	Add course	
MUFU / CFKA	Financial Control and Audit in Publ.Sec	2018	Add course	
MUFU / EZAUC	The Basics of Accounting	2018		Add course
MUFU / KFKA	Financial Control and Audit in Publ.Sec	2018	Add course	
MUFU / PADME	Advanced Decision Making	2018		Add course
MUFU / PFIC	Firms and Competitiveness	2018		Add course
MUFU / PFITE	Financial Markets	2018		Add course
MUFU / PFKA	Financial Control and Audit in Publ.Sec	2018	Add course	
MUFU / PPFIE	Corporate Finance	2018	Add course	
MUFU / PRHPE	Value Based Management	2018	Add course	
MUMM / PAMM	Advanced Marketing and Management	2018	Add course	
MUMM / PBME	Brand Management	2018		Add course
MUMM / PCOBE	Consumer Behaviour	2018	Add course	
MUMM / PDGME	Digital Marketing	2018	Add course	
MUMM / PKMKE	Management Communication Culture	2018	Add course	

11. Study/Traineeship Prolongation; Repeated Arrival; Stay for the Whole Academic Year

The new arrival has to be added in case you want to prolong your study stay at TBU or you come back to Zlín again to study within another academic year, exchange program, etc.

Press the **“Add new incoming study visit”** button and a new line with information on a new arrival will appear within the Arrivals. Under the bookmark Arrival, fill in the information on your new arrival. This way, we can manage Learning Agreements and Learning Agreement Changes for each semester separately.

Short-term incoming visits (S034)										
Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print		
1. 96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF	LA	CH-LA

Add new incoming study visit

Personal data | **incoming study visit** | Courses | Study plan

Personal details		Delivery address	
First name(s) <small>(official passport version)*</small>	Test	Differs from permanent address	<input type="checkbox"/>
Surname <small>(official passport version)*</small>	Test	Additional contact information	
Degree (in front of name)		Phone	
Degree (after name)		Email*	foltyrn@utb.cz
Birth surname		Note	
Birth code assigned in the Czech Republic*	96022928TT	Date and place of birth	
Sex	male	Birth - date*	29.2.1996
Identity card number or (*) passport number	123456789	Birth place - Country*	Cocos (Keeling) Islands (the)
Qualificator of citizenship	Citizen	Birth place - place*	Place of Birth
Nationality*	Cayman Islands (the)		
Permanent residence address			
Permanent address - country*	Jamaica		
- region*	Region		
- city*	City		
- post			
- zip/postcode*	00000		
- street*	Street		
- house number*	94		
Permanent residence in the Czech Republic	NO		

Save

* Mandatory field

12. FAQ

Q: Do I have to fill information into all fields?

A: All information we ask you to fill in Portál is important and will later appear in the Student Application Form (SAF) and Learning Agreement (LA). Thus, the more information you save in Portál, the less hand filling into the SAF and LA.

Q: Do I have to glue my passport-sized photograph on the SAF?

A: Yes, it completes the information on you and makes the work easier.

Q: How can I apply for the Czech Language for Foreigners?

A: Czech Language for Foreigners is not listed in Portál. Thus, it will not appear in your Learning Agreement. If you want to be enrolled in the courses, inform the TBU International Office about it. If you pass the final exam successfully, a special certificate proving the 3 ECTS evaluation and your grade will be issued.

Q: Our University has its own SAF and LA. Can I apply for an exchange study with these documents only?

A: No. You have to be registered in Portál and send us SAF and LA from Portál if you want to come for exchange studies to TBU. If your home institution requires its own SAF and LA to be filled and confirmed, send us both versions - TBU and your home university SAFs and LAs.

Q: I have registered into Portál and entered all the required information. However, when I got the bookmark "Courses" there is written that "There are no courses registered for this arrival." What did I do wrong?

A: The statement "There are no courses registered for this arrival" in the bookmark Courses means that you have not chosen any course yet. It does not mean that you filled anything incorrectly before. Follow the instructions in Chapter 5 to choose your courses.

Should you have any comments or ideas for improvement of this Manual, do not hesitate to contact the International Office (incoming@utb.cz).