

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
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 (FMC). Must be sent before you create your **Learning Agreement (LA)** to the following email addresses: foltyn@utb.cz and eprokopova@utb.cz. The head of the course must agree to accept you for the course prior the making the LA.

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.

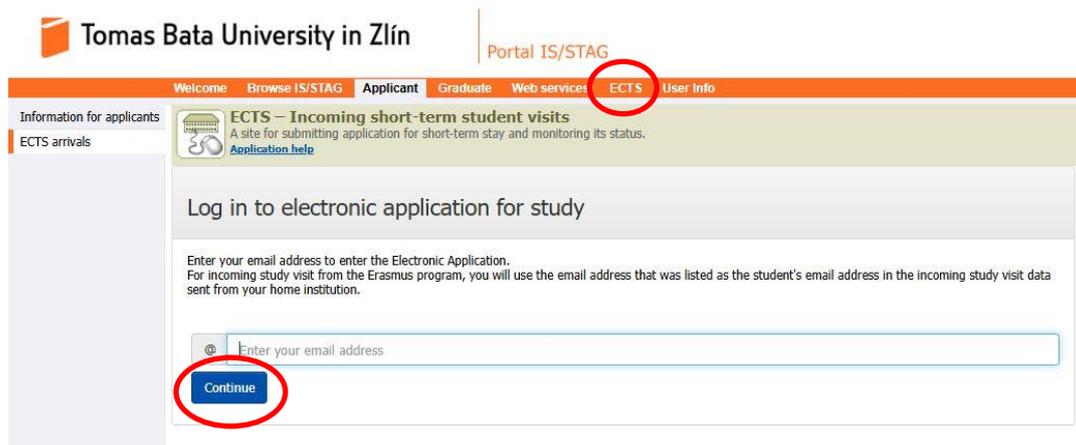
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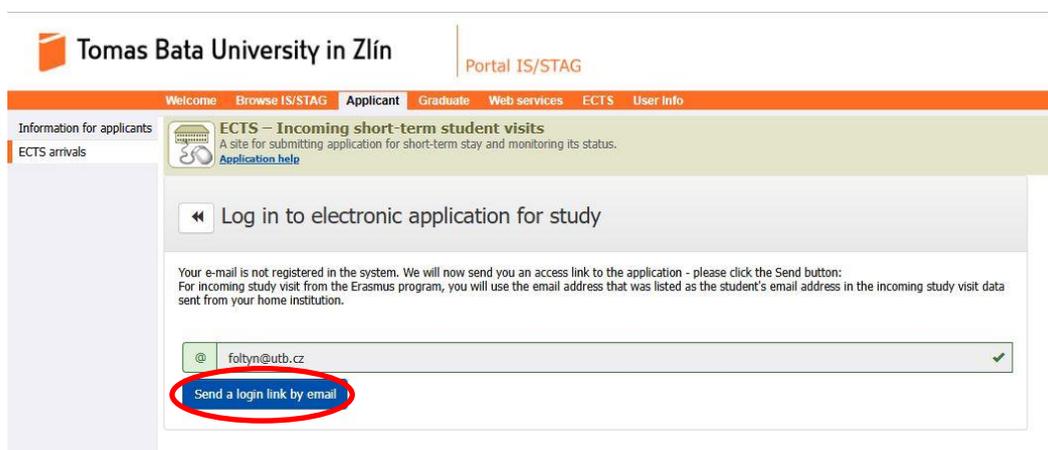
1. First Login

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**”.



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**”.



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.

[Welcome](#)
[Browse IS/STAG](#)
[Applicant](#)
[Graduate](#)
[Web services](#)
[ECTS](#)
[User Info](#)

Information for applicants
ECTS arrivals

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

◀ Log in to electronic application for study

1.4.2025 13:14:07: We have just emailed you! Continue by opening the link from email. You can close this page now.

E-mail should be delivered within few minutes. If you will not find it in your e-mail box, check also spam, promo action or advertisements folders, which are created by you e-mail provider.
In case you do not receive e-mail within few hours, contact study department of the faculty please.

@ foltyn@utb.cz

[Resend log-in link by email](#)

Also, if the email does not reach you, you can request resending the log-in link by email as you can see in the picture above.

IMPORTANT NOTE:

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


 út 01.04.2025 13:14
 Tomas Bata University in Zlín <stag@utb.cz>
 Incoming short-term student visits - e-mail address verification / Přihláška ke krátkodobému pobytu - ověření e-mailové adresy

Komu: Patrik Foltýn
 Pokud se vyskytl problém 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 1. 10. 2025. 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 1.4.2025 at 13:14:07.

--- Česká verze ---

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

Kliknutím na uvedený odkaz potvrzujete, 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 1. 10. 2025. Platnost si můžete případně prodloužit.

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

This message has been generated automatically by IS/STAG. Do not reply. This notification was made on 1.4.2025 at 13:14:07.
 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 in the Portal IS/STAG system. The form is titled 'ECTS – Incoming short-term student visits' and includes sections for 'Personal details', 'Delivery address', and 'Permanent residence address'. Fields are marked with an asterisk (*) to indicate they are mandatory. The 'Save' button is highlighted in yellow at the bottom.

Personal details	Delivery address
First name(s) (official passport version)*	Differs from permanent address <input type="checkbox"/>
Surname (official passport version)*	Additional contact information
Degree (in front of name)	Phone
Degree (after name)	Email*
Maiden name	Note
Nationality*	Birth
Sex	Birth - date*
Passport number*	Birth place - Country*
Qualifier of citizenship	Birth place*
Special needs or disabilities	
Permanent residence address	
Permanent address - country*	
- region*	
- city*	
- post	
- zip/postcode*	
- street*	
- house number*	
Permanent residence in the Czech Republic	

Explanatory notes:

Fields of Personal details

- In the field “**First name(s)**” please write down **all the first (given) names** according to your **international** passport.
- In the field “**Surname**” please write down **all the surnames (family names)** according to your **international** passport.
- The fields “**Degree (in front of the name) and Degree (after the name)**” can be left empty.
- In the field “**Maiden name**”, please write down your previous surname(s) if you changed it after getting married.
- 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.

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

- g) 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.

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

Fields of Permanent residence address

- a) In the field **“Permanent address – country”** please select the country of your **permanent** residency.
- b) In the field **“Region”** please write down the name of the region, state, or area where you have your **permanent** residency.
- c) In the field **“City”** please write down the name of the city, town, or village where you have your **permanent** residency.
- d) In the field **“Post”**, you can specify the details of your local post office.
- e) In the field **“zip/postcode”** please indicate the ZIP code or postal code of your **permanent** address.
- f) In the field **“Street”** please indicate the name of the street from your **permanent** address.
- g) In the field **“House number”** please indicate the number of building from your permanent address.
- h) 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

- a) Use the checkbox if the delivery address is different from the permanent address and fill in the data.

Additional contact information

- a) 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.
- b) In the field **“Email”** you should see the email address from your registration.

Birth

- a) In the field **“Birth – date”** please select the day when you were born.
- b) In the field **“Birth place – Country”** please select the country where you were born.
- c) 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.

The screenshot shows the 'Incoming study visit' tab selected. The form is titled 'ECTS – Incoming short-term student visits' and includes a navigation bar with 'Welcome', 'Browse ISI/STAG', 'Applicant', 'Graduate', 'Web services', 'ECTS', and 'User info'. The main content area is divided into two columns: 'Host institution' and 'Home institution'. The 'Host institution' column contains fields for 'Expected date of arrival', 'Expected date of departure', 'Academic year you want to study', 'First semester', 'Funding', 'Travel type', 'Virtual mobility', 'ISCED-F Code', 'Language skills', 'Department', 'Incoming st. visit type', 'Assigned buddy', 'Do you require accommodation at the dormitory?', 'Preferred dormitory', 'Mobility status', 'Student's LA signature date', 'The date the CHLA has been signed by the student', 'Emergency contact', and 'Note on visit duration'. The 'Home institution' column contains fields for 'Institution', 'Faculty', 'Department', 'Study Programme', 'Specialization', 'Type of study', 'Year of study', 'Institutional mobility coordinator', 'Departmental mobility coordinator', 'DC Position', 'Phone', 'E-mail', and 'Mobility web page address'. A 'Save' button is located at the bottom right of the form.

Explanatory notes:

Host institution

Incoming study visit and the host institution details

- 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.

- 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.

- c) In the field “**Academic year you want to study**” please keep the option that the Portal pre-selected – **2025/2026**.
- d) 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.
- e) 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:
 - i. **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.
 - ii. **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 (Georgia, Ghana, Indonesia, Japan, Kazakhstan, Kosovo, Mexico, South Korea, Taiwan, Ukraine, etc.). Kindly visit the following [website](#) to see the list of TBU partner institutions.
 - iii. **Other EU programme** – for example, Tempus for students coming, for example, for the summer school.
 - iv. **Intergovernmental agreement** - students who applied for the special Czech governmental program.
- f) In the field “**Virtual mobility**” please select option **NO** since TBU does not offer any kind of virtual mobility.
- g) The fields “**ISCED-F Code**”, “**ISCED studies code explanation**”, “**Language skills**”, and “**Department**” can be left **empty**.
- h) 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.
- i) In the field “**Do you require accommodation at the dormitory?**” please select between options YES or NO, based on your personal preferences.
- j) The field “**Preferred dormitory**” can be left **empty** since it has no real influence on accommodation.
- k) 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

- a) The field “**DC Position**” should be left **empty**.

Home institution

Home institution details

- a) 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.
- b) In the field “**Faculty**” please write down the name of your faculty or school at the home university.
- c) In the field “**Department**” you can specify your department at the home university. If you do not know, leave it empty.

- d) In the field “**Study Programme**” please specify the name of your study program at your home university.
- e) In the field “**Specialization**” you can specify further your study program, i.e. if the study program has some specialization, etc.
- f) In the field “**Type of Study**” please select the relevant option from the ones below:
 - i. **Bachelor** – if you are studying bachelor’s degree at your home university.
 - ii. **Postgraduate Master** – if you are studying master’s degree for two, or three years, and you have graduated with a bachelor’s before.
 - iii. **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.
 - iv. **Doctoral** – if you are studying Ph.D. study program at your home university.
- g) In the field “**Year of study**” please indicate the year of studies at your home university.

Mobility coordinators of home institution

- a) 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.
- b) In the field “**Departmental mobility coordinator**” please write the name of the responsible vice-dean of faculty/school coordinator at your home university.
- c) In the field “**DC Position**” please indicate the correct job title of your Departmental mobility coordinator.

Contact information

- a) In the field “**Phone**” please indicate the phone number with the international prefix for your Departmental mobility coordinator.
- b) In the field “**E-mail**” please indicate the email address for your Departmental mobility coordinator.
- c) In the field “**Mobility web page address**” you can input the link for your home university exchange program website.

Attachment

- a) 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. Select Courses (not for traineeship)

Students have to choose courses that correspond with their main field(s) of study and from the TBU Faculty under which they are going to be enrolled. **Studio courses** offered by the Faculty of Multimedia Communications (FMC) can be taken by the students of **art programs with a relevant portfolio**. Each student can be enrolled in just **one studio course**. Send us your relevant Portfolio before you create your Learning Agreement (LA) to the following email addresses: foltyn@utb.cz and eprokopova@utb.cz. The head of the course must agree to accept you for the course prior the making the LA.

Choose the courses for one semester only! Each semester has to be **managed separately** even if you are coming for the whole academic year. Applications for the winter (fall) semester can be submitted in spring. The applications for the summer (spring) semester can be submitted in autumn. For further information, please see chapter 8.

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 published [online](#). **You can only select courses from the mentioned link.** Any courses that you might find in the Portal and are not published online on the list, will not be approved on our side.

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 / 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	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 can 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

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/PMGIE	6		Standard	
Credits: 18				

5. 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	
			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

6. Course approval on the TBU side

When the course selection is ready and you 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 (FT)	Mrs. Miličková – milickova@utb.cz
Faculty of Management and Economics (FaME)	Mrs. Pfefferová – pfefferova@utb.cz
Faculty of Multimedia Communications (FMC)	Mrs. Prokopová – eprokopova@utb.cz
Faculty of Applied Informatics (FAI)	Mr. Hromada – hromada@utb.cz
Faculty of Humanities (FHS)	Mrs. Býmová – international@fhs.utb.cz
Faculty of Logistics and Crisis Management (FLCM)	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 (9034)

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 home institution

Institutional coordinator - administrator	Patrik Foltýn
Institutional coordinator - signer	Pavel Krutl
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

7. 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)

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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**

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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	██████████

The applicant signs **both documents (SAF & LA)** on their last pages in the section **“Student’s signature”**. The **LA** must be also signed by the coordinator(s) from the applicant’s home university in the section **“The sending institution signature”**:

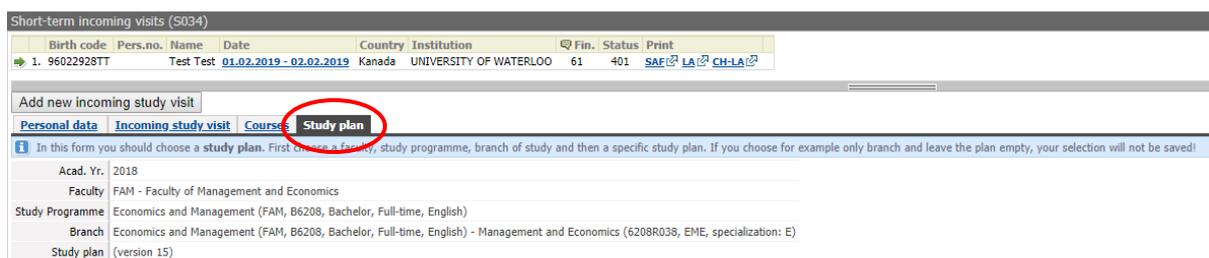
Additionally, after registration in the Portal, you should send us the **SAF**, the **LA**, an **academic Transcript**, a **CV (resumé)**, and a **scanned version of the student card (or student's certificate)** by e-mail to incoming@utb.cz. Please send them as **separate files** in the attachment.

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

8. 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 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	SAF LA CH-LA

Add new incoming study visit

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

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)

9. 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. **This option will become available once you arrive at TBU and the teaching period of your exchange studies will start.**

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

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

Host institution		Home institution	
Incoming study visit and the host institution details			
Expected date of arrival*	1.2.2019	Institution*	UNIVERSITY OF WATERLOO - null
Expected date of departure*	2.2.2019	Faculty*	Faculty
Academic year you want to study*	2018/2019	Department	-
First semester	Summer semester	Study Programme*	Study Programme
Second semester starting date in case of extended studies	-	Field of Study	-
Funding	Czech Ministry of Education developing programme	Type of study*	Ostatní
Appropriate office that issues Czech visa abroad	<input type="text"/>	Year of study*	78
ISCED-F Code	-	Mobility coordinators of home institution	
Language skills	-	Institutional mobility coordinator	-
Department	-	Departmental mobility coordinator	-
Incoming st. visit type*	Short study stay	DC Position	-
Assigned buddy	-	Contact information	
Buddy contact details	-	Phone	-
Do you require accommodation at the dormitory?*	YES	E-mail	-
Preferred dormitory	<input type="text"/>	Mobility web page address	-
Mobility status*	450 - Student mobility in progress	Attachment	No files uploaded yet.
Student's LA signature date	-	File upload form	
Incoming study visit creation date	5.12.2018	Choose file to save	<input type="text"/>
Mobility coordinators of host institution		Vybrat soubor	Soubor nevybrán
Institutional coordinator - administrator	Patrik Foltýn	Attachment	<ul style="list-style-type: none"> Maximum file size: 250.0 MB (= 256000 KB) Maximum permissible number of uploaded files: 10
Institutional coordinator - signer	Pavel Krutl	Insert file	<input type="button" value="Insert file"/>
Departmental coordinator - administrator	Bedřich Zimola		
Departmental coordinator - signer	Bedřich Zimola		
DC Position	-		
Contact information			
Official e-mail	zimola@utb.cz		

Students are allowed to make all necessary changes during the first three (3) weeks from the beginning of the teaching period 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 (FT)	Mrs. Miličková – milickova@utb.cz
Faculty of Management and Economics (FaME)	Mrs. Pfefferová – pfefferova@utb.cz
Faculty of Multimedia Communications (FMC)	Mr. Prokopová – eprokopova@utb.cz
Faculty of Applied Informatics (FAI)	Mr. Hromada – hromada@utb.cz
Faculty of Humanities (FHS)	Mrs. Býmová – international@fhs.utb.cz
Faculty of Logistics and Crisis Management (FLCM)	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 (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

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 cours OK Remove
MUFU/PFILE	3		Deleted	Overlap OK Undo deletion
MUFU/PPFIE	6		Standard	Set as deleted
MUMM/PDGME	3		Standard	Set as deleted
MUMM/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

10. Study/Traineeship Prolongation; Repeated Arrival

The new arrival has to be added in case you want to prolong your study stay at TBU (or you were originally nominated for the whole academic year) 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

First name(s) (official passport version)* Test

Surname (official passport version)* Test

Degree (in front of name) [dropdown]

Degree (after name) [dropdown]

Birth surname [input]

Birth code assigned in the Czech Republic* 96022928TT

Sex male

Identity card number [input]

or (*) passport number 123456789

Qualificator of citizenship Citizen [dropdown]

Nationality* Cayman Islands (the)

Permanent residence address

Permanent address - country* Jamaica

- region* Region

- city* City

- post [input]

- zip/postcode* 00000

- street* Street

- house number* 94

Permanent residence in the Czech Republic NO [dropdown]

Delivery address

Differs from permanent address

Additional contact information

Phone [input]

Email* foltyn@utb.cz

Note [input]

Date and place of birth

Birth - date* 29.2.1996

Birth place - Country* Cocos (Keeling) Islands (the)

Birth place - place* Place of Birth

[Save]

* Mandatory field

11. 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 put my photograph on the SAF?

A: Yes, it is recommended.

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, expect the information about it from the International Office of TBU at the beginning of the teaching period of the semester. 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 or LA to be filled and confirmed, send us both versions.

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.

Q: My university nominated me for the whole academic year. How can I apply?

A: You can only apply for one semester at the time. In spring, you can submit the application only for the winter (fall) semester. In autumn, you can apply only for the summer (spring) semester.

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