

## Online Application for Erasmus+ Student Mobility Traineeships Manual (Europe, outside Europe, short-term PhD mobility)

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

### Registration and account

If a student is not registered in the ISOIS system, they need to set up an account. As soon as a student is registered, a password is sent to the email address provided. After signing in to the system, it is important to fill in the personal info section in the profile section. The student can also change their password there. They can also use the **MUNI Unified Login**.

### Create a new application

The student will find a list of all the mobility programs, links to the applications and deadlines on the intro page. **Important!** It is necessary to choose “**Erasmus+ SMP (Traineeships)**”, a relevant activity (Europe, outside Europe, short-term PhD mobility), and then click “apply”.

### Filling in the Application

Select a faculty, department, and field of study through which you want to apply for the mobility.

Application for MU outgoing students, teaching staff and non-academic staff  
Erasmus+ SMP (Traineeships) 2026/2027  
I. cycle 2026

Create new application

Your current faculty at MU\*: not selected

Your current department at MU\*:

Your current study program and plan\*: not selected

Do you plan to go abroad in the follow-up study level?\*:  yes  no

Continue >>

If you plan to carry out the mobility in your current studies, choose “no”.

Click on “continue”.

If you are in your final year of studies and plan to go abroad **during your first year of the following study level** (Master's or PhD), select „yes“ for „Do you plan to go abroad in the follow-up study level?“ and specify the faculty, department and level of your follow-up study programme.

**Application for MU outgoing students, teaching staff and non-academic staff**  
 Erasmus+ SMP (Traineeships) 2026/2027  
 I. cycle 2026

[Create new application](#)

**Your current faculty at MU\*:** not selected

**Your current department at MU\*:**

**Your current study program and plan\*:** not selected

**Do you plan to go abroad in the follow-up study level?\***  yes  no

**Faculty at MU during traineeship\*:** not selected

**Department at MU during traineeship\*:** not selected

**Level of study during traineeship\*:** not selected

[Continue >>](#)

If you plan to carry out the mobility in your follow-up study, choose “no” and select the faculty, department and study level of the future study programme.

Click on “continue”.

The application does not have to be completed in one go; it is saved as a draft after the first step is completed.

## Step 1: Personal information

Personal data which you have saved in your profile is automatically entered into the application. However, they can be changed if necessary. Mandatory data are marked with \*.

The screenshot shows a web form with three main sections: 'Personal data', 'Permanent address', and 'Address for correspondence'. The 'Personal data' section contains fields for First name\*, Last name\*, Gender\*, Citizenship\*, Date of birth\*, Private e-mail, Phone\*, and UČO. The 'Permanent address' section contains fields for Street, City, Postal code, and Country. The 'Address for correspondence' section contains fields for Street, City, Postal code, and Country. At the bottom, there is a checkbox for confirming qualification requirements and a 'Save step' button. Callouts provide instructions: 'Fill in information if necessary. The rest you can edit in your profile.' points to the 'Private e-mail' field; 'Tick.' points to the checkbox; and 'Click on "save step".' points to the 'Save step' button. A legend indicates that red asterisks denote required fields.

**Personal data**

First name\*: Karel  
Last name\*: Test Novotný  
Gender\*: male  
Citizenship\*: Cuba  
Date of birth\*: 1st January 1980  
Private e-mail:   
Phone\*: +420 123 456 789  
Include country code.  
UČO: 999999999

**Permanent address**

Street: Ulice 123  
City: Brno  
Postal code: 63500  
Country: Czech Republic

**Address for correspondence**

Street:  
City:  
Postal code:  
Country:

I confirm that I meet the [Qualification requirements of the Erasmus+ traineeship program](#) and that the information provided in this application is true and accurate. I also give Masaryk University consent to process my personal data.

Red asterisks (\*) denote required fields.

Save step Save draft

Tick that you meet the Qualification requirements of the Erasmus+ programme (traineeships or short-term PhD mobilities) and save the step.

## Step 2: Previous study

Fill in the information about your current study at MU and the study programme under which you plan to carry out the mobility. Also, whether you plan to carry out the mobility as a recent graduate (this does not concern short-term PhD mobilities), your academic interests and professional aspirations and your previous participation in the Erasmus+ programme.

Education

**Years of university studies at any degree prior to the application\*:**

**Do you plan to realize the traineeship as recent graduate\*:**  yes  no

**Current study programme/plan at Masaryk University**

**MU faculty\*:** Faculty of Arts

**MU department\*:** Department of Information and Library Studies

**Study programme and plan (in English)\*:** Information and Library Studies / Information and Library Studies

**Level of study\*:** Bachelor (BA)

**Study year\*:** 1

**Expected date of final state examination\*:**  /

**Grade average\*:** 0

**Study programme/plan at Masaryk University during traineeship**

**MU faculty\*:** Faculty of Arts

**MU department\*:** Department of Information and Library Studies

**Study programme and plan (in English)\*:** Information and Library Studies / Information and Library Studies

**Subject code\*:**

**Level of study\*:** Bachelor (BA)

**List academic interests and career or professional aspirations\*:**

Select the total number of completed years of university study prior to submitting your application.

Select „yes“ if you plan to carry out the mobility as a recent graduate.

Select the expected date of the final state examination.

Select your subject code—you may consult with your placement guarantor.

If you plan to carry out the mobility in the follow-up study level, please also provide the following information:

Education

**Years of university studies at any degree prior to the application\*:** ?? ▾

**Current study programme/plan at Masaryk University**

**MU faculty\*:** Faculty of Arts

**MU department\*:** Department of Information and Library Studies

**Study programme and plan (in English)\*:** Information and Library Studies / Information and Library Studies

**Level of study\*:** Bachelor (BA)

**Study year\*:** 1

**Expected date of final state examination\*:** ?? ▾ / ??? ▾

**Grade average\*:** 0

**Study programme/plan at Masaryk University during traineeship**

**MU faculty\*:** Faculty of Arts ▾

**MU department\*:** Department of Information and Library Studies ▾

**Study programme and plan (in English)\*:**

**Subject code\*:** not selected ▾

**Level of study\*:** Master (MA)

**Expected enrolment date\*:** ?? ▾ / ??? ▾

**List academic interests and career or professional aspirations\*:**

Fill in the name of the future study programme.

Select your expected enrolment date—you must be enrolled in the follow-up study programme for the entire duration of your mobility!

Previous stays, i.e. Erasmus and other

Have you ever participated in Erasmus LLP 2007-2013 for study or placement, Erasmus+ (2014-20 or 2021-27) or Erasmus Mundus program in the past?\*:

List all other mobility programmes you have participated in in the past:

Specify whether you participated in the Erasmus+ programme before.

Save the step.

Red asterisks (\*) denote required fields.

### Step 3: Host institution

Fill in the contact details about the host institution and select your placement guarantor at MU. Then save the application.

Host institution

Country\*:

Host institution\*:

Department:

Department:

Number and street\*:

City\*:

Postal code\*:

WWW\*:

Short characteristic of organisation\*:

(max 200 words)

Fill in details about the host institution.

Contact person at host institution

**Name and surname\*:**

**Position\*:**

**E-mail\*:**

**Phone\*:**

Fill in contact details about the contact person from the host institution. If the contact person, supervisor and mentor are the same person, enter their details in all three fields.

Supervisor at host institution

This person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. It may be the contact person or another person.

**Name and surname\*:**

**Position\*:**

**E-mail\*:**

**Phone:**

A supervisor is the person who fills in and signs your Learning Agreement.

Mentor at host institution

**Name and surname\*:**

**Position\*:**

**E-mail\*:**

**Phone\*:**

Placement guarantor from a faculty at MU - responsible person

[Click here to find your placement guarantor...](#)

**Name and surname\*:** not selected

Select your placement guarantor at MU.

Red asterisks (\*) denote required fields.

Save the step.

## Step 4: Learning Agreement

A Learning Agreement is a compulsory part of the application which you create directly in the application. The only required fields are the **mobility dates**. If you already have other **information from your host institution** regarding the detailed programme, etc., **you can pre-fill it**, save it and then click on “Send to supervisor at host institution” (**otherwise, just click on the button**).

Your supervisor from the host institution will receive an email request to fill out, review and edit the data of the mobility (planned dates, programme, number of hours, etc.). Once the supervisor has filled in the details and signed the document, an email will be automatically sent to your placement guarantor at MU to fill in their part, specifying how the mobility will be recognised for your studies at MU, and sign it.

**Traineeship programme**

If you already have the required information from the host institution, you can insert it below. When approving the Learning Agreement, the supervisor will have the opportunity to modify the information you have entered.  
Fill in this section in English.

**Planned period of physical mobility\*:**  -

**Traineeship title:**

**Number of working hours per week:**

**Detailed programme of the traineeship:**

Min. 150 words including time table. Please do not bypass the minimum number of words with duplicate texts. We will not be able to accept the Learning Agreement completed in this way.

**Traineeship in digital skills:**  yes  no  
Any traineeship where trainees receive training and practice in at least one of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

**Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**

**Monitoring plan:**

**Evaluation plan:**

The minimum number of hours is 35 per week.

A detailed programme, at least 150 words long.

If you do not know this information, you do not need to fill it in.

Status

Status: Inactive

Actions: [Send to supervisor at host institution](#)

By clicking on this, you will send a request to the supervisor at the host institution.

You can see the Learning Agreement's approval status in your application.

The request for the supervisor to complete the Learning Agreement is sent from the email address [slozilova@czs.muni.cz](mailto:slozilova@czs.muni.cz). If the supervisor cannot find the email using the sender's address and it is not in the spam folder, please contact the CZS coordinator at the address above.

Once you have the document filled in and approved by the host institution and the placement guarantor at MU, review it, and complete the Learning Agreement by accepting it and signing it (you can either a. upload your signature as a file or b. sign it directly in the window). Then save the step.

If there is a mistake in the document, you can reject it and resubmit it for approval abroad. Please be sure to inform the host institution and your placement guarantor of the requested change. Both parties will need to re-approve the document.

Assessment by placement guarantor at MU: Accepted

Submitted by placement guarantor at MU: 2026-05-13 15:44:56

Student decision\*:  Not entered yet  **Accepted**  Declined

Signature of the student\*: Choose one of the options:

1. Sign with an image signature - upload only a horizontal cut-out of your signature:  
 Soubor nevybrán

2. Sign directly below:

a) Upload a file with your (scanned) signature from your computer, adjust the picture if necessary (do not upload the entire A4 with blank space).

b) Here you can sign it directly on the screen.

In case you need to fix your signature, click on "clear" and sign it again.

Click on "save step".

Red asterisks (\*) denote required fields.

## Step 5: Special needs

If you have any specific health restrictions that could affect your mobility, please indicate them at this step. This information has no impact on the selection process.

## Step 6: Upload files

In this step, you can download the completed Learning Agreement (for example, if the host institution requires a PDF version).

Also, you have to upload a motivation letter, which must include your signature. The letter is addressed to the Centre for International Cooperation and in which you request financial support for your mobility. The maximum length is one A4 page.

The letter should include:

- addressee CZS, signed by the student
- request for financial support from the Erasmus+ programme
- the field of study, level and the year in which the applicant is registered
- the reason for the host institution selection
- what the content of the traineeship will be and why
- direct relation to the student's field of study
- benefits of the traineeship for the student – academic benefits, job opportunity benefits
- benefits for Masaryk University
- benefits for the host institution
- the period of the traineeship for which the student is asking for the financial support
- in the case of selection of agencies and public institutions from the student's country of origin, i.e. cultural institution, Czech centres, region/school representation, etc., it is necessary to justify the selection of the institution considering the internationality of the traineeship

In addition to the motivation letter, you can upload one more document.

Supporting documents

Learning agreement for Traineeships\*: [Download](#)

Motivation letter\*:    
This document must include your signature.

Any other document:

Red asterisks (\*) denote required fields.

Here you can download the Learning Agreement.

Please upload the motivation letter here.

Save the step.

## Step 7: Additional comments and submitting the application

The last step is to submit the application. In this step, you can write any additional comments to the application in the field below.

If you are sure that the application is complete, click on “save and submit”. After that you will not be able to edit the application.

Comments

Write any additional comment you have:

Application status

The application is COMPLETE.

Applying for a mobility is binding. Cancellation of the stay for reasons other than serious health or personal reasons may influence future possibilities of being selected for this programme.

Red asterisks (\*) denote required fields.

Save Save and submit Delete

Please, read the highlighted information and click on “save and submit”.

Applications that are not submitted by the given deadline, or which do not have properly uploaded documents, will not be evaluated.

The final results of the selection process will be announced to applicants by email within four weeks after the application submission deadline.

**IMPORTANT! Submitting your application does not mean that it will automatically be approved and granted financial support – a proper selection process must take place.**