

How to record a stay abroad in the IS

Steps to create a record of your stay:

1. Open the [Internships and Stays](#) application in the IS MU Student > During Studies.

is > Student

Student

STUDENT / MY COURSES | START OF TERM | TEACHING | END OF TERM | **DURING STUDIES** | END OF STUDIES

Days of interrupted studies remaining **1316 / 1460**

- Check my studies
 - Course-field association
 - Study Planner
- IS reminders
- E-Transcripts
 - Confirmation of Studies
 - Transcript of records
 - Syllabi of completed courses
 - Scholarships
- Document Office
 - My documents - application status
- Internships and Stays**
- Tuition Fees
 - Calculated fees
 - History of my studies and fee calculation
 - Study fees calculator
 - View tuition fees

2. In the upper right corner, check that you are creating the record under the correct faculty. Click on the **Create new internship or a stay for the purpose of studying (working)** button.

MUNI

is > Personal data > Internship and Stays

Internship and Stays

The application enables its users to record and keep track of journeys abroad (e.g. stays for the purpose of studying or working, stints, etc.). The information can be used for the purpose of evaluating doctoral studies or it can be attached to and displayed with CVs.

Some stays are required to be recorded by Student Registry.

Faculty of Arts

Create new internship or a stay for the purpose of studying (working)

Check that you are creating the record under the correct faculty.

3. Fill in the details of your stay. Under **Stay type**, select whether it is a study, work, or other stay. Then select the **mobility programme** through which you carry on the mobility, the country of stay, the city, and the name of the institution (listed by its original name—the English name is in parentheses). If the institution is not listed, you can enter a new one.

Enter information about a stint or a stay for the purpose of study/work

The information marked with an asterisk (*) is required.

*Stay type:

Programme:

*Country of institution of the stay:

--- Add all countries

City:



Name of

The institution is missing. I want to enter a new one.

If the institution is not listed, you can request to add a new one.

If you cannot find the country in the selection, click on "Add all countries."

4. Enter **dates of stay** and select the **study mode abroad** (in person or virtual).
5. Depending on the settings at your faculty, select the correct **foreign stays administrator**, i.e., the person who will check your application for recognition of courses from a formal point of view after your return (usually the study advisor).

Stay time:
*Stay from:  Stay to: 

*Study mode abroad:

Virtual mobility means that the student completes the content of the mobility through online means and it is therefore not necessary for the student to be physically present at the institution.

Foreign stays administrator of faculty/department at MU:

In case you do not see the correct list of administrators, please check the faculty you have selected in the upper-right corner.

6. Find the name of the **authorized representative** of the department/faculty signing the *Learning Agreement for Studies / Learning Agreement for Traineeships / Traineeship Certificate* (according to [MU Directive No. 2/2024](#)). The list of authorized representatives can be found [here](#).

Contact person at the home institution:
*Person 1:
Person authorized by the department/faculty to sign Learning Agreement for Studies/Training Agreement for Traineeships/Traineeship Certificate (in compliance with MU Directive No. 2/2024). The list of coordinators can be found in the instructions of your faculty or department.
Find učo

Person 2:
Find učo

7. Enter the **contact person at the institution of the stay** – this is usually the person who signs the *Learning Agreement for Studies / Learning Agreement for Traineeships*.

Contact people at the institution of the stay:
Please enter for example a name or an email address.


Person 1:

Person 2:

8. Enter a **description of your stay**. You can also add **related research intentions and projects**, or whether you want to add the stay to your CV.

Description of stay:

Related research intentions and projects:
Provided the stay represented part of a research intention or project, please specify this. If it cannot be found in the menu, please enter its code and specify its type.

Permissible identification numbers of research and development intentions MU , intentions

Add new intentions:
 fulfillment of research intention

Place to display information about this stay:
 add to CV

Select whether you want to display your stay in your CV.

9. Before departure, upload the *Learning Agreement for Studies / Learning Agreement for Traineeships* (select the document from the drop-down menu). If you are approved to work on your thesis/dissertation, also upload the *Foreign activity plan*.

Stint-related documentation: ?

Document type: --- select ---

Document: Vyb --- select ---

- Learning Agreement for Studies
- Changes to Learning Agreement
- Transcript of Records/Certificate
- Confirmation of Study Period
- Learning Agreement for Traineeships
- Traineeship Certificate
- Application for Extension
- Foreign activity plan (before mobility)
- Foreign activity report (after mobility)

Save

10. Save your entry. Your request will be processed by the relevant Office for Studies and then linked to your study record in IS MU (if you meet all the requirements).

Changes during the stay:

1. Open the existing stay record that you want to edit/add to.
2. Make the intended adjustments:
 - a. Insert the *Changes to Learning Agreement* document (select the document from the drop-down menu).

Stint-related documentation: ?

Document type: --- select ---

Document: Vyb --- select ---

- Learning Agreement for Studies
- Changes to Learning Agreement**
- Transcript of Records/Certificate

- b. In case of a change in dates, adjust the length of your stay and inform your Office for Studies.

Stay time:

*Stay from: Stay to:

3. Click the Save button.