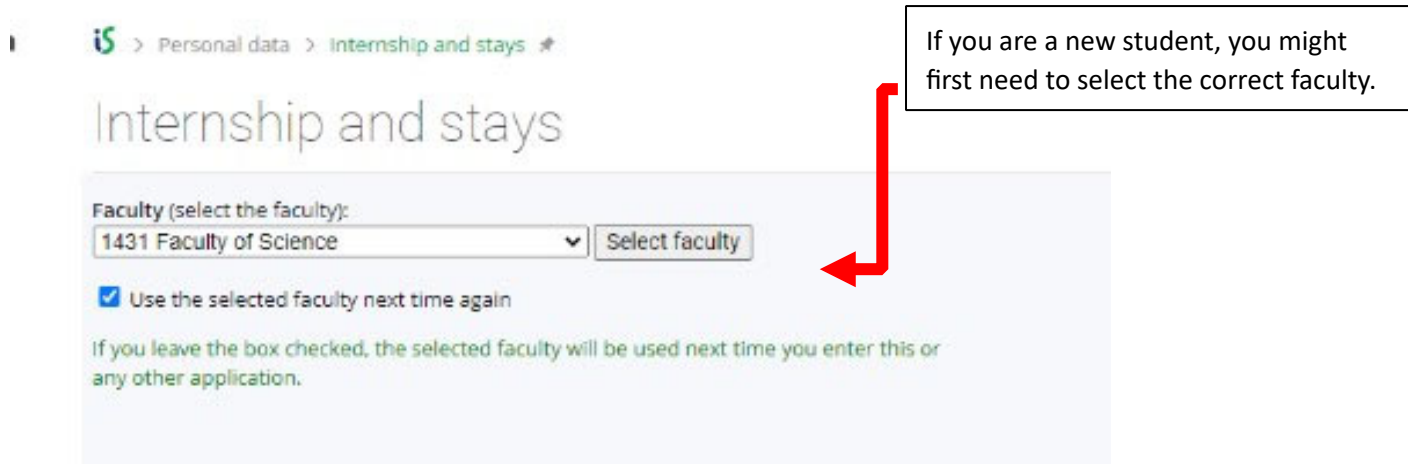


## I. BEFORE GOING ABROAD

### 1. CREATE A RECORD OF YOUR STAY IN IS MUNI

IS > „Personal Data“ > „Internships and stays“ ([https://is.muni.cz/auth/pers/studijni\\_pobyt](https://is.muni.cz/auth/pers/studijni_pobyt))



IS > Personal data > Internship and stays

## Internship and stays

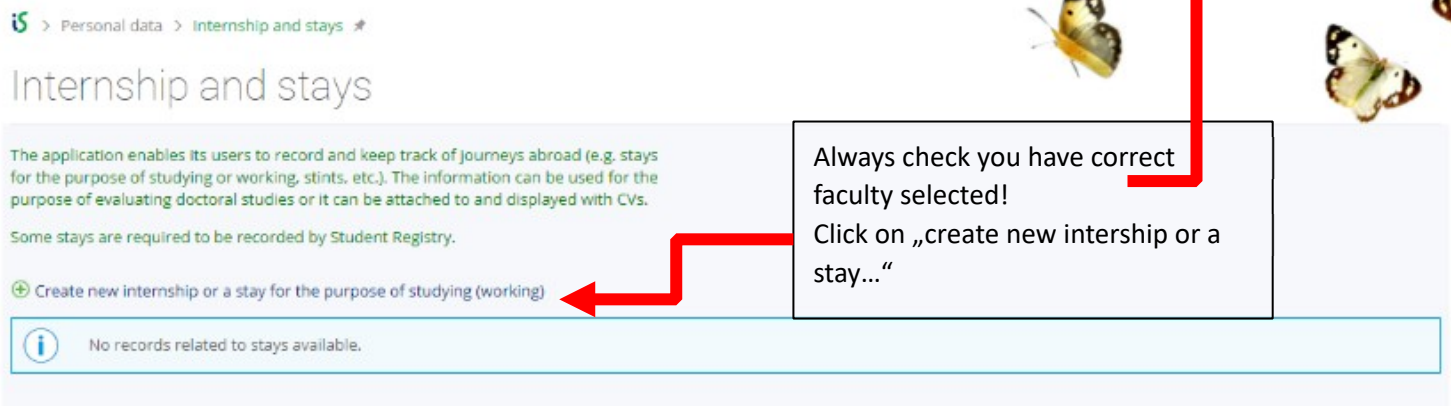
Faculty (select the faculty):  
1431 Faculty of Science ▼ Select faculty

Use the selected faculty next time again

If you leave the box checked, the selected faculty will be used next time you enter this or any other application.

If you are a new student, you might first need to select the correct faculty.

# 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.

[+ Create new internship or a stay for the purpose of studying \(working\)](#)

Faculty of Science ▼

Always check you have correct faculty selected!  
Click on „create new intership or a stay...“

No records related to stays available.

### 2. FILL IN ALL THE DETAILS ABOUT YOUR STAY

# Internship and stays

Back to the list of stays

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

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

\*Stay type:  
Placement abroad

\*Programme:  
---  
AIESEC  
AKTION  
CEEPUS  
Česko-německý fond budoucnosti  
Erasmus+  
Freemover  
Fulbrightova stipendium  
IADS  
IFMSA  
ISEP  
Mezivládní dohody  
Norské fondy a fondy EHP  
Ostatní  
Partnerské instituce fakult  
Partnerské instituce MU  
Stipendia DAAD  
Stipendia Paul Robitschek  
Stipendia Visegradského fondu

\*Person 1:  
Person authorized by the department/faculty to sign Agreement/Training Agreement/Confirmation of Placement Period (in compliance with MU Directive No. 8/2011). The list of coordinators can be found in the instructions of your faculty or department.  
Find učo  
Person 2:  
Find učo

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

1. Choose whether you are going to a study stay or a placement abroad (= internship).  
If you applied for Erasmus+/Freemover/ISEP or have scholarship such as DAAD/AKTION ... > please, choose this option.  
If you are not going through any of these mobility programmes, chose „ostatní“ (=“other“).

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

\*Stay type:  
Placement abroad

\*Programme:  
Ostatní

\*Country of institution of the stay:  
--- Add all countries

City:  
---

Name of institution:  
---  
 The institution is missing. I want to enter a new one.

Stay time:  
\*Stay from: Stay to:

Foreign stays administrator of faculty/department at MU:  
---  
Bc. Valeriia Denysenko - Administrátorka pro doktorské studenty PFF  
Alena Doupovcová - Administrátorka pro studenty Bc. a Mgr. programů PFF  
Mgr. Mirka Gečuková - Administrátorka pro studenty Bc. a Mgr. programů PFF  
Marie Halasová - Administrátorka pro studenty Bc. a Mgr. programů PFF  
Mgr. Anisa Kabarová - Administrátorka pro doktorské studenty PFF  
Ing. Simona Kainerová - Administrátorka pro doktorské studenty PFF  
Iva Klímová - Administrátorka pro doktorské studenty PFF  
Pavčina Ondráčková, DIS. - Administrátorka pro studenty Bc. a Mgr. programů PFF  
Ing. Tereza Špalková - Administrátorka pro studenty Bc. a Mgr. programů PFF

Person 2:  
Find učo

Contact people at the institution of the stay:  
Please enter for example a name or an email address.  
Person 1:  
Person 2:

Means of contacting you during the stay:  
State your contact details that can be used by MU staff to contact you during the stay, for example in case of changes or unexpected events.  
Address:  
Phone number:  
\*Email: 529792@mail.muni.cz

2. Stay administrator at the faculty:

- your study assistant
- All international PhD students = Valeriia Denysenko  
If you are not sure, you can let us know at [int@sci.muni.cz](mailto:int@sci.muni.cz)

3. Contact person at MU:

- your departmental coordinator (see their list [here](#))

4. Write a short description of your stay.  
If your stay is connected with some project (for example, GAČR), you can add it – IT IS NOT MANDATORY!
5. Choose whether you want to show the stay in your CV, not mandatory.

**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, projects, internal MU codes.

Add new intentions:  fulfillment of research intention

**Place to display information about this stay:**

add to CV  
 add to the materials used for evaluating doctoral studies

**Scint-related documentation:**

Document type: --- SELECT ---  
Document: Vybrat soubor Soubor nevybrán

The document may only be in the PDF format. Provided you upload a file in some other format than PDF, it is usually converted automatically within a day.

**Completed courses:**  
This section is used for recording information about the courses completed during the stay. Please enter the information regarding only those that have been certified as completed by both the faculty the student comes from and the hosting school. That is, the courses must be certified as completed in, for instance, Learning Agreement and, at the same time, Transcript of Records.  
No courses yet  
The courses cannot be added at the moment. Please upload the documents certifying their completion first.

Save

Back to the list of stays

### Other applications

#### 3. UPLOAD YOUR LEARNING AGREEMENT (LA)/ LA for TRAINEESHIPS

Select correct type of document.  
Find the document in your storage.

Click on save (uložit).

Typ dokumentu: --- vybrat ---

Dokument: Vybrat --- vybrat ---

- Dokument smí být PDF bude provedeno
- Absolvované předměty, které jsou v hostitelskou školu
- Agreement a zápis
- PřF:XX\_1560300
- zrušení předmětu
- 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)

Uložit



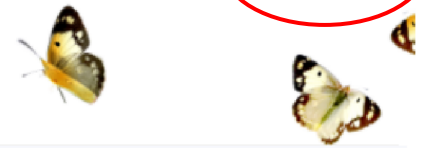
## Completed Courses from Studies Abroad

Placement abroad at the institution McMaster University (from 31/10/2021 to 30/11/2021)  
Term of the studies: autumn 2021

Enter the exact name of the course:

You can enter the name in the original language or in English. It can be searched for only from among the courses of the selected faculty and term.

Internship and stays



Fill in the exact name of the course = XD110  
Placement abroad  
(Or another code and name, it always depends what you have in your LA filled in by your department coordinator!)

Do NOT enter a course you do NOT have in your LA!  
Click on „specify“, then the next screen should appear:

3

- PFF:XX\_1420636 XD110 Zahraniční pracovní pobyt (UNIQA Insurance Group), 15 credit(s)
- PFF:XX\_768138 XD110 Zahraniční pracovní pobyt (Università Degli Studi di Cagliari), 10 credit(s)
- PFF:XX\_768139 XD110 Zahraniční pracovní pobyt (Università Degli Studi di Cagliari), 10 credit(s)
- PFF:XX\_768891 XD110 Zahraniční pracovní pobyt (Universität Salzburg), 15 credit(s)
- PFF:XX\_768907 XD110 Zahraniční pracovní pobyt (Universität Salzburg), 15 credit(s)
- PFF:XX\_778793 XD110 Zahraniční pracovní pobyt (UniCredit Group AG), 27 credit(s)
- PFF:XX\_826231 XD110 Zahraniční pracovní pobyt (Università degli Studi di Cagliari), 10 credit(s)
- PFF:XX\_826232 XD110 Zahraniční pracovní pobyt (Università degli Studi di Cagliari), 10 credit(s)
- PFF:XX\_827173 XD110 Zahraniční pracovní pobyt (Centro de Investigação em Antropologia e Saúde), 30 credit(s)
- PFF:XX\_827613 XD110 Zahraniční pracovní pobyt (Teradata GmbH), 27 credit(s)
- PFF:XX\_827642 XD110 Zahraniční pracovní pobyt (Université Montpellier 1), 15 credit(s)
- PFF:XX\_886153 XD110 Zahraniční pracovní pobyt (Friedrich-Schiller-Universität Jena), 10 credit(s)
- PFF:XX\_886693 XD110 Zahraniční pracovní pobyt (University of Glasgow), 8 credit(s)
- PFF:XX\_888876 XD110 Zahraniční pracovní pobyt (Queen's University of Belfast), 20 credit(s)
- PFF:XX\_888989 XD110 Zahraniční pracovní pobyt (ELARD - the European LEADER Association for Rural Development), 10 credit(s)
- PFF:XX\_888992 XD110 Zahraniční pracovní pobyt (ELARD - the European LEADER Association for Rural Development), 10 credit(s)
- PFF:XX\_901461 XD110 Zahraniční pracovní pobyt (Université Joseph Fourier), 15 credit(s)
- PFF:XX\_949182 XD110 Zahraniční pracovní pobyt (Karolinska Institutet), 15 credit(s)
- PFF:XX\_1244337 XD110 Zahraniční pracovní pobyt (INSERM U1232) (Institut National de la Santé et de la Recherche Médical U1232), 10 credit(s)
- PFF:XX\_1347320 XD110 Zahraniční pracovní pobyt (Universidade do Porto), 15 credit(s)
- PFF:XX\_827017 XD110 Zahraniční pracovní pobyt (Universität Greifswald) (Ernst-Moritz-Arndt-Universität Greifswald), 10 credit(s)

Evaluation:

The course cannot be found or it has a different credit value; I will file a new one.

Enter the exact name of the course:

You can enter the name in the original language or in English. It can be searched for only from among the courses of the selected faculty and term.

Internship and stays

If you can find the exact course (same amount of credits, same university) – choose it and „save“.

**Otherwise, continue with „the course cannot be found or it has a different credit value, ...“**

# Completed Courses from Studies Abroad

Placement abroad at the institution McMaster University (from 31/10/2021 to 30/11/2021)  
Term of the studies: autumn 2021



Note: The course must be entered according to the rules for recording course information at MU.

You can find the conversion table between the assessment system of the foreign institution and MU in the Learning Agreement or in the Transcript of Records. The system of evaluation at MU corresponds to the ECTS and you can view it in the following application: [Types of Completion and Grades](#). In case you need more information about the transfer of grades or course completion, please contact the authorized person of the given department or faculty. **It is forbidden to enter courses which have not been successfully completed!**

Name of the course in the language in which it is taught (mandatory, max. 128 characters, enter using the Latin alphabet):

Zahraniční pracovní pobyt

Name of the course in English (required for D5, max. 100 characters):

Placement abroad

Number of credits: Type of Completion: Evaluation: Language of instruction:

5 z Z cze Czech

Teachers' names:

Title (preceding the name) Name Surname Degrees (following the name)

The higher education institute of the course:

McMaster University

Common note on the subject (max. 254 characters):

Save Do not save

← Internship and stays

Fill in:

1. name in Czech (Zahraniční pracovní pobyt) and in English (Placement abroad) - if you enter a different course than XD110, name will correspond to what is stated in the LA.
2. Number of credits – based on the Training Agreement/Learning Agreement
3. Type of completion = Z
4. Evaluation = Z
5. Language = Czech/English/Spanish/French -> depends on the stay
6. Teacher – not mandatory

Check the data is correct and „save and confirm“:

is > Personal data > Completed Courses from Studies Abroad #

## Completed Courses from Studies Abroad

Placement abroad at the institution Eesti Roheline Liikumine (from 18/10/2021 to 31/12/2021)  
Term of the studies: autumn 2021



Note: The course must be entered according to the rules for recording course information at MU.

You can find the conversion table between the assessment system of the foreign institution and MU in the Learning Agreement or in the Transcript of Records. The system of evaluation at MU corresponds to the ECTS and you can view it in the following application: [Types of Completion and Grades](#)

In case you need more information about the transfer of grades or course completion, please contact the authorized person of the given department or faculty. **It is forbidden to enter courses which have not been successfully completed!**



Data has not been saved yet.

Check that the data are correct before saving them.

Name of the course in the language in which it is taught (mandatory, max. 128 characters, enter using the Latin alphabet):  
Zahraniční pracovní pobyt

Name of the course in English (required for DS, max. 100 characters):  
Placement abroad

Number of credits:	Type of Completion:	Evaluation:	Language of instruction:
5	2	Z	cze Czech

Teachers' names:

Title (preceding the name)	Name	Surname	Degrees (following the name)
not provided	not provided	not provided	not provided
not provided	not provided	not provided	not provided

The higher education institute of the course:  
Eesti Roheline Liikumine

Common note on the subject (max. 254 characters):  
not provided

**Save and Confirm** Do not save

Internship and stays

M U N I

PfF D-VZP\_VZP

autumn 2021

is > Personal data > Completed Courses from Studies Abroad #

## Completed Courses from Studies Abroad

Placement abroad at the institution Eesti Roheline Liikumine (from 18/10/2021 to 31/12/2021)  
Term of the studies: autumn 2021



Saved successfully.

Enter the exact name of the course:  Specify

You can enter the name in the original language or in English. It can be searched for only from among the courses of the selected faculty and term.

Internship and stays

**You are almost done!**  
**ONE LAST step is needed -> return back to „Internship and stay“.**

### 6. SUBMIT A REQUEST FOR COURSE RECOGNITION

Return back to „internship and stays“ and in the record of your stay, apply for a recognition:

Add new intentions:  
 fulfillment of research intention ▾

**Place to display information about this stay:**

- add to CV
- add to the materials used for evaluating doctoral studies

**Stint-related documentation:** ⓘ

- Elektronická verze dokumentu Training Agreement
  - Elektronická verze dokumentu Confirmation of Placement Period
- remove documents ▾

Document type: ▾ --- select --- ▾

Document:

The document may only be in the PDF format. Provided you upload a file in some other format than PDF, it is usually converted automatically within a day.

**Completed courses:**

This section is used for recording information about the courses completed during the stay. Please enter the information regarding only those that have been certified as completed by both the faculty the student comes from and the hosting school. That is, the courses must be certified as completed in, for instance, Learning Agreement and, at the same time, Transcript of Records.

PřF:XX\_B27017 XD110 Zahraniční pracovní pobyt (Universität Greifswald) (Ernst-Moritz-Armdt-Universität Greifswald), 10 credit(s)

remove courses ▾

[Document Office](#) > [Submit requests for course recognition from different studies](#) ⚡

## Submit requests for course recognition from differ

Doktorské - Žádosti o uznání předmětu z Masarykovy univerzity do studia na Přírodovědecké fakultě

**Informace pro studenty**

**Žádosti z neúspěšně ukončených studií**

Zpravidla není vyhověno:

- a) předmět byl úspěšně ukončen až s využitím druhého opravného termínu nebo
- b) předmět byl ukončen s hodnocením „D“ nebo „E“.

**Žádosti z úspěšně ukončených studií**

Povinné předměty z předchozího řádně ukončeného studia se v novém studiu uznávají pouze s nulovou kreditovou hodnotou. Povinně volitelné předměty z předchozího studia je možné uznat i s kredity pouze do výše, o kterou počet získaných kreditů v daném povinně volitelném bloku překročil povinně předepsanou minimální hodnotu daného bloku v předchozím studiu a současně o kterou počet získaných kreditů v tomto studiu překročil hodnotu získanou jako třicetinásobek doby ukončeného studia vyjádřené v semestrech. Žádosti doporučujeme podávat v době: registrace a zápisu předmětů.

Předměty C7777 Zacházení s chemickými látkami a G0101 Školení BOZP a PO pro geology nelze uznat vzhledem k tomu, že je povinnost absolvovat tento předmět v každém roce studia.

Agenda je určena pro uznávání v rámci doktorských studií.

podzim 2021

- PřF:XX\_B27017 XD110 Zahraniční pracovní pobyt (Universität Greifswald), z (credit), Z, 10 kr.

[Overview of all my requests](#)

Choose the course and „continue to submit the request“ (Name of institution and amount of credits should match the information in your Learning Agreement)

### Other applications

- [Document Office](#)



Agenda je určena pro uznávání v rámci doktorských studií.

## Submitting the request

PřF:XX\_827017 XD110 Zahraniční pracovní pobyt (Universität Greifswald), details

The request to recognize the new course will be made with the following attributes of the original course:

- Term: autumn 2021
- Type of Completion: z (credit)
- Evaluation: Z
- The number of originally completed credits: 10
- with credits  without credits

The course I wish to recognize on the basis of PřF:XX\_827017 XD110 Zahraniční pracovní pobyt (Universität Greifswald)

I do not want to search for another course as I wish to recognize the original course

Write a word from the course name or the course code:

PřF XD110 Find course

★ PřF:XD110 Zahraniční pracovní pobyt (podzim 2021) podrobně

prof. RNDr. Luděk Bláha, Ph.D.

30 kr. Ukončení: zápočet. PřF MU

Include the course among selective courses

Since you have completed the course PřF:XX\_827017 XD110 Zahraniční pracovní pobyt (Universität Greifswald), do you wish to recognize other, related courses? Once you complete the request for the first course, you can then add other courses.

Additional note to the request (will be printed on the request)

Provide additional facts or particularities; e.g., specify if you are asking to recognize the course for a different credit value than suggested above.

Submit request to course

Last step:

- 1) write „XD110“, then „find course“
- 2) the term is not important (IS will select it automatically, you can't change it) and choose it \*
- 3) click on „submit the request“
- 4) You see a green confirmation!
- 5) **DONE!**

nulovou kreditovou hodnotou. Povinně volitelné předměty z předchozího studia je možné uznat i s kredity pouze do výše, o kterou počet získaných kreditů v daném povinně volitelném bloku překročil povinně předepsanou minimální hodnotu daného bloku v předchozím studiu a současně o kterou počet získaných kreditů v tomto studiu překročil hodnotu získanou jako třicetinásobek doby ukončeného studia vyjádřené v semestrech. Žádosti doporučujeme podávat v době: registrace a zápisu předmětů.

Předměty C7777 Zacházení s chemickými látkami a G0101 Školení BOZP a PO pro geology nelze uznat vzhledem k tomu, že je povinnost absolvovat tento předmět v každém roce studia.

Agenda je určena pro uznávání v rámci doktorských studií.

## Podání žádosti

PřF:XX\_1420658 Zahraniční pracovní pobyt, podrobně



Vaše žádost o uznání předmětu XX\_1420658 Zahraniční pracovní pobyt za předmět XD110 Zahraniční pracovní pobyt byla úspěšně uložena. Nyní se začne žádost zpracovávat. Vyčkejte do jejího vyřízení, po kterém Vás studijní oddělení vyzve e-mailem k jejímu podpisu a převzetí rozhodnutí. Podat další žádost k témuž předmětu (např. v případě, že chcete předmět uznat za více předmětů). Po kliknutí na odkaz se ztratí případný neuložený obsah stránky nepodané žádosti.

Zpět na výběr předmětů

Přehled všech mých žádostí

