



Evidence of student mobility (excluding Erasmus+ programmes)

• **Doctoral studies**

- all mobilities abroad must be registered
- mobility must be approved by the supervisor

• **Pregraduate studies**

- all mobilities abroad lasting longer than 30 days are recorded
- mobility is approved by the guarantor of the study programme

Guidelines

Before departing for a study abroad program (hereinafter referred to as "INTERNSHIP"):

Students are responsible for registering their internships before departing for the internship

- I. The **student** submits an internship application and **notifies the guarantor/supervisor that the internship has been arranged**
- II. The guarantor/supervisor assess the request
 - If the request is declined, the student gets an e-mail which includes explanation.
 - The employee of the Department of Study Affairs gets an e-mail the day when a student leaves for the internships and the internship gets registered.
 - Funds for the internship can only be disbursed once the student has registered the internship.

After the end of internship:

The student will enter the exact dates of the internship and upload the required attachments

- The student must inform the Student's Office of their return without undue delay, **no later than 60 days after the end of the internship**

- III. The guarantor/supervisor approves the internship/requests additional information/declines.
 - The student gets an e-mail.
 - The guarantor will receive an email if the request is approved

The internship is marked as realised by an employee of the Department of Study Affairs.



Before leaving for internship:**I. The student makes a request for an internship.**

- signs in in SIS and chooses the module Internships (fig.1)

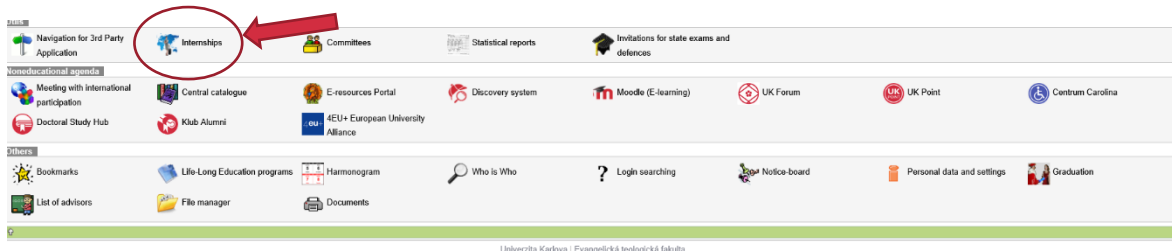


Fig 1

- The student clicks on “new” and fills in the information required.

Fig 2

Obligatory information (fig.2) is:

1. The department proposing the internship registration – this is the sending institution (simply enter the ETF faculty) – Check ONLY ACADEMIC
2. Type of internship
3. Country of internship
4. Zahraniční škola The school abroad – if it is not included in the list, it is necessary to write the name of the school in “Note” (point 1)
5. From (the beginning of the internship)
6. Until (the end of the internship)

Optional information is:

7. Note – e.g. name of the school that is not in the list (see point 3)
8. Motivation letter -
9. Priority – not filled in

- The request is sent by clicking on **“Submit application”**.

After the end of internship

II. The student fills in the actual dates of the internship and uploads all the documents necessary.

A. **The actual date of the beginning and the end of the internship** ((even when it is the same as the dates stated before) (fig. 3))

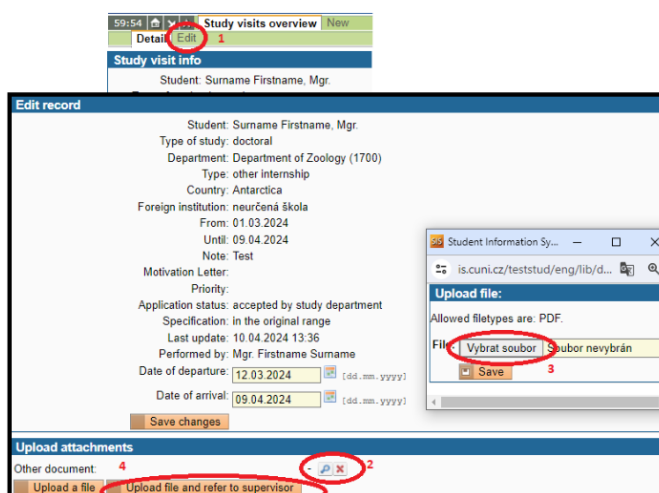
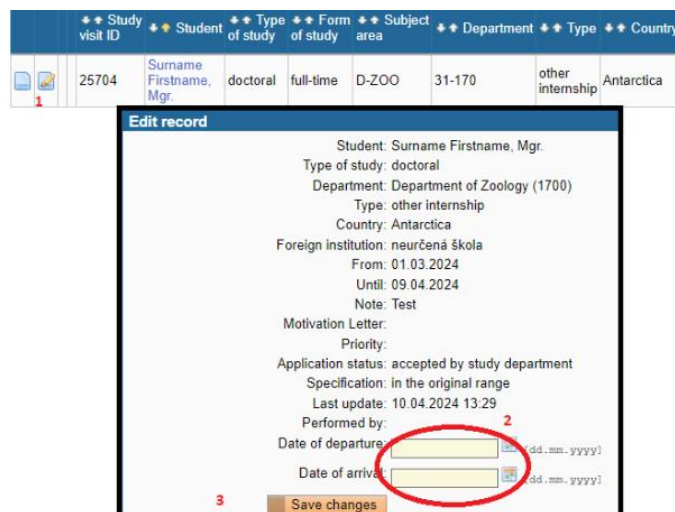


Fig 3

1. In the list of the requests, the student chooses “Edit”
2. Writes down the dates
3. Saves the changes.

B. **The student uploads the documents.**(Fig. 4)

1. The student chooses “Edit”.
2. Chooses uploading of documents.
3. Selects files from their computer.
4. And then submits those to the supervisor/guarantor. (Upload file and refer to supervisor)



III. The internship is marked as realised by an employee of the Department of Study Affairs.

- Such internship can be included in the ISP of doctoral students.
