
Evidence of student mobility (excluding Erasmus+ programmes)

General Information

- **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
- **Before leaving for the mobility**, students must create a new mobility record complete the required information
Records are made in the "Internship Records" module in SIS
- Erasmus+ study abroad mobilities are recorded in a separate system (Charles University Web Applications) and are automatically transferred to SIS
- Students must enter all other study abroad mobilities (hereinafter referred to as "INTERNSHIPS") themselves into the "Internship Records" module in SIS (local trips, internships, and field trips are not recorded here)
- Funds for the internship can only be disbursed once the student has registered the internship

Here You can find detailed instructions on how to record mobilities

[here](#)

Before leaving abroad

- **Students are responsible for registering their internships before departing for the internship**
- The **student** submits an internship application and **notifies the guarantor/supervisor that the internship has been arranged**
- The information entered into SIS must include the start and end dates of the internship, the country, and the name of the host institution (if the institution is not found in the list, enter its name in the notes section)
- The internship at SIS is approved by the guarantor/advisor

After returning from abroad

- The student will enter the exact dates of the internship and upload the required attachments
- The student will update the actual dates and duration of the internship in SIS and upload the Confirmation of Stay
- 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**