

Manual for Exchange Students to Apply for Study/Work Placement at the Tomas Bata University in Zlín

Dear Student,

It is our pleasure that you have decided to realize an exchange study/work placement stay at the Tomas Bata University (TBU) in Zlín.

If you want to study/work at TBU, there are several **documents** which **have to be delivered to the TBU International Office** by the given application deadline. The deadlines are as follows:

1. **June 1st** - for the winter semester or the full academic year
2. **November 1st** - for the summer semester

The documents are:

1. **Student Application Form**
2. **Learning Agreement**
3. **Transcript of Records**
4. **CV**
5. **Copy of the student identity card**

The first two documents mentioned above – the Exchange Student Application Form and the Learning Agreement – have to be filled in within the TBU information system “*Portál*”.

This Manual is here to guide you through the on-line application procedure and to help you find the most suitable courses within the TBU information system Portál. If you face any problems within the Portál, please, contact the TBU International Office – incoming@utb.cz.

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1. Log in

Open the site www.stag.utb.cz. Switch to the English language if necessary – the button is in the top right corner. Now, click on the Applicant or ECTS bookmark in the offer bar. The following screen will appear.

The screenshot shows the website of Tomas Bata University in Zlín, specifically the Portal IS/STAG. The top navigation bar includes links: Welcome, Browse IS/STAG, Applicant (circled in red), Graduate, Web services, ECTS, User Info, and Password Change. On the left sidebar, there are links: Information for applicants, Electronic application, Admission procedure, and ECTS arrivals (circled in red). The main content area is titled 'ECTS – Incoming short-term student visits (S034)' and 'ECTS – Incoming short-term student visits'. It includes a message: 'You don't have a Czech birth code assigned (You are neither a Czech citizen nor a Slovak citizen born before 1993), and the school has not assigned a pseudo-birthcode to you yet.' Below this is a form to 'Generate a pseudo-birthcode and log in' with fields for First name (s), Surname, Date of birth, and Sex (male). A red arrow points from the 'Log-in for the first time' box to the 'First name (s)' field. Below the form is a button 'Create pseudo-birthcode and log in' and a note: 'The system will assign you a pseudo-birthcode that will be used to identify you at this school. Make a note of the code and next time you need to log in, enter that code and your initials into the form on the left.' A 'Back to start' link is at the bottom.


Fill in your personal information in the right part of the window. **This applies to the students from Slovak Republic born before 1. 1. 1993 as well.** You have to fill in your:

1. First name(s),
2. Family name(s),
3. Date of birth,
4. Gender.

Do not use neither punctuation nor any special characters!

Then click on the button “*Create pseudo-birth code and login*”. The system will assign you a pseudo birth code that will be used for your identification at TBU. **Make a note of it and next time you need to log in, enter that code and your initials into the log-in form on the left side of the screen.**

Second login (with pseudo-birth code)


**Tomas Bata University in Zlín**

Portal IS/STAG

WelcomeBrowse IS/STAG**Applicant**GraduateWeb servicesECTSUser InfoPassword Change

Information for applicantsElectronic applicationAdmission procedure**ECTS arrivals**

ECTS: Incoming short-term student visits (S034)

**ECTS – Incoming short-term student visits**
A site for submitting application for short-term stay and monitoring its status.
[Application help](#)

You have a Czech birth code (you are a Czech citizen or a Slovak citizen born before 1993) **or the school has already assigned a pseudo-birthcode to you.** If you don't remember the pseudo-birthcode assigned to you, contact us at stag@utb.cz.

Log in with your birth code and initials

Birth or pseudo-birthcode
Birth code excl. slash.

Your initials without diacritics.
Initials.

Log in

For instance John Doe: JD. For ladies: if you submitted an application and then got married, use your original initials. Once you log in, you may modify your details.

[Back to start](#)

IF YOU HAVE ANY PROBLEM TO LOG IN WITH YOUR PSEUDO-BIRHT CODE AND INITIALS, CONTACT THE INTERNATIONAL OFFICE (incoming@utb.cz). **DO NOT CREATE A NEW PSEUDO-BIRTH CODE AGAIN!**

2. Enter Personal Data

After the first login, the following screen with the personal data request will appear. The fields marked with the asterisk (*) are mandatory and have to be filled in. However, you are strongly recommended and it is extremely important for the future communication to **fill in the personal data table completely!** Please fill in your official passport (or ID) name and surname

Short-term incoming visits (S034)

!

A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.

PSEUDO BIRTH NUMBER: 96022928TT, Initials: TT

Personal data

Personal details

First name(s)
(official passport version)*

Test

Surname
(official passport version)*

Test

Degree (in front of name)

Degree (after name)

Birth surname

Birth code assigned in the Czech Republic*

96022928TT

Sex

male

Identity card number

or (*) passport number

123456789

Qualificator of citizenship

Citizen

Nationality*

Cayman Islands (the)

Delivery address

Differs from permanent address

☐

Additional contact information

Phone

Email*

test@test.test

Note

Date and place of birth

Birth - date*

29.2.1996

Birth place - Country*

Cocos (Keeling) Islands (the)

Birth place - place*

Place of Birth

Permanent residence address

Permanent address - country*

Jamaica

- region*

Region

- city*

City

- post

- zip/postcode*

00000

- street*

Street

- house number*

94

Permanent residence in the Czech Republic

NO

Save

* Mandatory field

Students who need visa for they stay in the Czech Republic are obliged to fill in the passport number.

Other students can fill the Identity card number only.

When all information is filled in, click on the “Save” button on the bottom of the page and afterwards “add incoming study visit”.

3. Enter Sending Institution Information

The next step is to fill in the information about your home (sending) institution. The fields marked with the asterisk (*) are mandatory and have to be filled in. However, you will be asked to fill the table with the complete information and save it for the TBU information system, as well as for your colleagues coming to study at TBU from your home institution in the future.

Short-term incoming visits (S034)

Personal details were successfully saved

A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.
PSEUDO BIRTH NUMBER: 96022928TT, Initials: TT

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1.								

Adding new arrival. Fill in the form and save it. -- Cancel

Personal data **Incoming study visit**

You are entering a new Incoming study visit. Fill in this Tab and click Save on the bottom. You will be forwarded to the next Tab. Cancel

Host institution

Incoming study visit and the host institution details

Expected date of arrival* dd.MM.yyyy

Expected date of departure* dd.MM.yyyy

Academic year you want to study* 2018/2019

First semester* Summer semester

Second semester starting date in case of extended studies dd.MM.yyyy

Funding* --- Not filled in ---

Appropriate office that issues Czech visa abroad

ISCED-F Code Select from registry

Language skills

Department

Incoming st. visit type* Short study stay

Assigned buddy

Buddy contact details

Do you require accommodation at the dormitory? YES

Preferred dormitory

Mobility status* 400 - New arrival added

Student's LA signature date

Mobility coordinators of host institution

Institutional coordinator - administrator

Institutional coordinator - signer

Departmental coordinator - administrator

Departmental coordinator - signer

DC Position

Home institution

Home institution details

Institution* Select school

Faculty*

Department

Study Programme*

Field of Study

Type of study* Advanced

Year of study*

Mobility coordinators of home institution

Institutional mobility coordinator

Departmental mobility coordinator

DC Position

Contact information

Phone

E-mail

Mobility web page address

Attachment

No files uploaded yet.

File upload form

Choose file to save

Vybrat soubor Soubor nevybrán

Maximum file size: 250.0 MB (= 256000 KB)

Maximum permissible number of uploaded files: 10

Insert file

Save

* Mandatory field

When all information is filled in, click on the “Save” button on the bottom of the page.

4. Enter Exchange Stay Information

The next step is to fill in information about your exchange study/work stay at TBU. The fields marked with the asterisk (*) are mandatory and have to be filled in.

In the field “Funding”, the programme within which you are going to stay at the TBU has to be chosen. The following options are available:

- **51 – Erasmus+ programme** - will be chosen by the students coming within the Erasmus+ exchange programme; students studying in one of the EU countries, at institutions that have Erasmus+ bilateral agreements with TBU.
- **69 - Other form of short term study exchange** - will be chosen by the students coming under the interuniversity agreement between TBU and the student home institution (TBU partner institution); this includes mainly the students from non-EU countries (Russia, Taiwan, Korea, Kazakhstan, China, etc.). Kindly visit the following website to see the list of TBU partner institutions - <https://www.utb.cz/en/university/international/partners-and-projects/partners/partnership-agreements/>.
- Other EU programme – for example Tempus for students coming, for example, for the summer school
- Intergovernmental agreement
- AKTION programme

- CEEPUS programme
- DAAD programme
- Erasmus Mundus programme
- EEA Financial Mechanism and Norwegian Financial Mechanism
- Leonardo da Vinci programme
- The Czech Ministry of Education, Youth and Sports Development Programme
- Short exchange stay private payer
- University/Faculty scholarship

In the field “Arrival type” it has to be mentioned whether you are coming for:

- Internship or
- Short study stay.

The field “Mobility status” will be filled in automatically.

Portal UTB - Opera

Changes were successfully saved

A pseudo birth code was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.

PSEUDO BIRTH NUMBER: 00051728JB, Initials: JB

Arrivals - John Brown

Date	Print
14.02.2012	SAF LA CH LA

Add new arrival

Personal data | **Sending institution** | **Arrival** | **Courses**

Essential information on the arrival

Expected arrival date: 14.02.2012

Expected departure date: 20.06.2012

Academic year you want to study*: 2011/2012

Arrival date: -

Departure date: -

Funding*: program Socrates/Erasmus

Arrival type*: Short study stay

Do you require accommodation at a dormitory?: ANO

Mobility status*: 400 - New arrival added

Student's LA signature date: -

ECTS coordinators

Local institutional coordinator - administrator: -

Local institutional coordinator - signer: -

LA signature date: -

Local departmental coordinator - administrator: -

Local departmental coordinator - signer: -

LA signature date: -

Contact information

Official phone: -

Official fax: -

Official e-mail: -

* Mandatory field

Save

Log out

When all information is filled in, click on the “Save” button on the bottom of the page.

5. Select Courses (not for traineeship)

The course selection is done according to the Department of the particular TBU Faculty. Students have to choose courses that correspond with their main field of study and from the TBU Faculty under which they are going to be enrolled. “Studio” courses offered by the Faculty of Multimedia Communications can be taken by the students of art programmes only. Each student can be enrolled in just one studio course. **Choose the courses for one semester only! Each semester has to be managed separately even if you are coming for the whole academic year. See the chapter 8.**

Students coming for the winter semester will be able to create the Learning Agreement only when the courses for the upcoming academic year are uploaded into the system. The upload is usually done by the end of April.

Students are expected to be enrolled in as many courses as to get 30 ECTS per semester! Minimum course selection is worth at least 15 ECTS per semester.

Short-term incoming visits (S034)

A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.

PSEUDO BIRTH NUMBER: 96022928TT, Initials: TT

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96022928TT		Test Test	01.02.2019 - 02.02.2019	Canada	UNIVERSITY OF WATERLOO	61	400	SAF LA CH-LA Remove

Add new incoming study visit

Personal data Incoming study visit Courses

Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Search and add the courses you want to study at our institution

Faculty: FAI - Faculty of Applied Informatics Department: % Course code: % Show all **Search courses**

The list below shows courses matching your filtering criteria. Select a course and click Add to add it to the selected semester.

Abbreviation	Title	Variant	Winter semester	Summer semester
AUART / AADIR	Discrete Control Systems	2018	Add course	
AUART / AAEAC	Electromechanical actuators	2018		Add course
AUART / AAGIS	Geographic Information Systems	2018		Add course
AUART / AAMDS	Modelling of Dynamic Systems	2018		Add course
AUART / AAMMI	Multimedia	2018		Add course
AUART / AAPIN	Process engineering	2018	Add course	
AUART / AARBT	Robotics	2018	Add course	
AUART / AASIS	Simulation of Systems	2018	Add course	
AUART / AATBD	Building Technologies	2018		Add course
AUART / ABDPA	Master thesis	2018		Add course
AUART / ABFCM	Facility management	2018	Add course	
AUART / ABPVC	Computer aided manufacturing	2018	Add course	
AUART / ABRBO	Robotics	2018	Add course	
AUART / ABZPP	Fundamentals of Emergency Health Aid	2018		Add course
AUART / AEDIR	Discrete Control Systems	2018	Add course	Add course
AUART / AEGIS	Geographic Information Systems	2018	Add course	Add course

Course list with all available courses for exchange students is posted online on the following link: <https://www.utb.cz/en/university/international/students/exchange-students/incoming-students/courses/> (please select courses just from the mentioned link).

Portál also allows you to match courses from your home university (which would normally be completed at your home university) with courses at TBU. If you click on the bookmark “Courses” and then click on the button “Insert/edit” you should be able to match courses from both universities.

Short-term incoming visits (S034)

	Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1.	96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	402	SAF LA CH-LA
2.	96022928TT		Test Test	30.06.2019 - 02.07.2019	Portugalská republika	UNIVERSIDADE DO ALGARVE	51	400	SAF LA CH-LA

Add new incoming study visit

Personal data Incoming study visit **Courses**

Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Winter semester	Credits	Home cour. to recogn.	Setting status	Reason for change
AUART/AEDIR	6	Insert/edit	Standard	Remove Move to summer semester >>
AUART/AEGIS	4	Insert/edit	Standard	Remove Move to summer semester >>
AUART/AEMBU	3	Insert/edit	Standard	Remove Move to summer semester >>
AUART/AEMDS	5	Insert/edit	Standard	Remove Move to summer semester >>

Credits: 18

Search and add the courses you want to study at our institution

Faculty FAI - Faculty of Applied Informatics Department % Course code % Show all Search courses

You should fill only the following: "Course abbreviation", "Number of credits" and "English name of the course". Then you should be able to see matched courses.

Home courses to recognized

Course added

Here you can put home courses of sending institution that will be recognized after completed course AUART/AEDIR on outgoing visits.

Course abbreviation	Number of credits	English name of the course	
			Insert course

Home courses of sending institution already inserted that will be recognized after completed course AUART/AEDIR on outgoing visits.

Course abbreviation	Number of credits	English name of the course	
123456	10	Management	Modify Remove

Short-term incoming visits (S034)

! A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.
PSEUDO BIRTH NUMBER: 96022928TT, Initials: TT

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	400	SAF LA CH-LA Remove

Add new incoming study visit

Personal data Incoming study visit Courses

i Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Search and add the courses you want to study at our institution

Faculty **FAI - Faculty of Applied Informatics** Department % Course code % Show all **Search courses**

i The list below shows courses matching your filtering criteria. Select a course and click Add to add it to the selected semester.

Abbreviation	Title	Variant	Winter semester	Summer semester
AUART / AADIR	Discrete Control Systems	2018	Add course	
AUART / AAEAC	Electromechanical actuators	2018		Add course
AUART / AAGIS	Geographic Information Systems	2018		Add course
AUART / AAMDS	Modelling of Dynamic Systems	2018		Add course
AUART / AAMMI	Multimedia	2018		Add course
AUART / AAPIN	Process engineering	2018	Add course	
AUART / AARBT	Robotics	2018	Add course	
AUART / AASIS	Simulation of Systems	2018	Add course	
AUART / AATBD	Building Technologies	2018		Add course
AUART / ABDPA	Master thesis	2018		Add course
AUART / ABFCM	Facility management	2018	Add course	
AUART / ABPVC	Computer aided manufacturing	2018	Add course	
AUART / ABRBO	Robotics	2018	Add course	
AUART / ABZPP	Fundamentals of Emergency Health Aid	2018		Add course
AUART / AEDIR	Discrete Control Systems	2018	Add course	Add course
AUART / AEGIS	Geographic Information Systems	2018	Add course	Add course

When the course selection is ready (you have made your final choice) you have to contact the TBU Faculty departmental coordinator–signer to confirm your course choice. Both documents – Student Application Form (SAF) and Learning Agreement (LA) – can be printed, confirmed at your home institution, and sent to TBU International Office only after receiving the confirmation of your course selection from the TBU Faculty departmental coordinator–signer!

The Faculty departmental coordinators–signers are:

Faculty of Technology	Mrs. Bučková – buckova@utb.cz
Faculty of Management and Economics	Mr. Zimola – zimola@utb.cz
Faculty of Multimedia Communications	Mrs. Prokopová – eprokopova@utb.cz
Faculty of Applied Informatics	Mr. Kubalčík – kubalcik@utb.cz
Faculty of Humanities	Mrs. Semotamová – semotamova@utb.cz
Faculty of Logistics and Crisis Management	Mrs. Vargová – vargova@utb.cz

As a proof of the TBU departmental coordinators – signer confirmation is the fact that when the SAF and LA is printed the name of the TBU departmental coordinator is already stated.

6. Print Student Application Form and Learning Agreement

After completing your personal information, sending institution information, arrival information and finalizing your course selection you can contact the TBU Faculty departmental coordinator–signer to approve your course choice.

New bookmark called “*Study plan*” will appear in your profile when your course choice is approved by the coordinator. It means that the coordinator has matched you with the Faculty, Study programme, Field and Study plan.

Only in this phase are you allowed to print the SAF and LA. As a proof of the TBU departmental coordinators–signer confirmation is the fact that when the SAF and LA is printed out, the name of the TBU departmental coordinator is already stated.

SAF and LA preview (just a part of the first page):

STUDENT APPLICATION FORM

ACADEMIC YEAR: 2015/2016
FIELD OF STUDY: English for Business Administration

This application should be completed in BLACK in order to be easily copied, faxed or e-mailed.

SENDING INSTITUTION: Ural Federal University the Russian Federation
Full address: ul. Mira 19, 620002 Ekaterinburg
Faculty / Department - name, official telephone, fax and e-mail: Department "International Relations"
ECTS Departmental coordinator - name, telephone, fax and e-mail: Alexey Zaytsev
ECTS Institutional coordinator - name, telephone, fax and e-mail: Alexey Zaytsev

STUDENT'S PERSONAL DATA
(to be completed by the student applying)

LEARNING AGREEMENT FOR STUDIES

Mobility programme: Other form of short-term study period

The student

Last name(s)		First name(s)	
Date of birth	07.09.1992	Nationality	RU
Sex [M/F]	F	Academic year	2015/2016
Study cycle	EQF level 6	Field of education	0220
Phone		E-mail	

The sending institution

Name	Ural Federal University		
Faculty	Department "International Relations"		
Erasmus code (if applicable)	RU EKATERIN01	Department	Foreign regional studies
Address	ul. Mira 19, 620002 Ekaterinburg	Country, Country code	the Russian Federation, RU
Contact person name	Alexey Zaytsev	Contact person e-mail / phone	

Sign both documents, arrange the signatures of the required representatives at your home institution, and send it together with the other required documents:

- Copy of the student identity card
- Transcript of Records
- CV
- Portfolio – obligatory only for students with specialization in Arts (Multimedia and Design courses)

to the TBU International Office. The address is:

Tomas Bata University in Zlín
International Office
nám. T. G. Masaryka 5555
76001 Zlín
Czech Republic

Short-term incoming visits (S034)

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1.	96022928TT	Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

Personal data Incoming study visit **Study plan**

In this form you should choose a study plan. First, choose a faculty, study programme, branch of study and then a specific study plan. If you choose for example only branch and leave the plan empty, your selection will not be saved!

Acad. Yr. 2018
Faculty FAM - Faculty of Management and Economics
Study Programme Economics and Management (FAM, B6208, Bachelor, Full-time, English)
Branch Economics and Management (FAM, B6208, Bachelor, Full-time, English) - Management and Economics (6208R038, EME, specialization: E)
Study plan (version 15)

In the bookmark “Incoming study visit” you can see that the Mobility status has been changed and the Local departmental coordinator–administrator and signer was added, same as Institutional Coordinator – administrator and signer.

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1.	96022928TT	Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

Personal data Incoming study visit Courses Study plan

Host institution

Incoming study visit and the host institution details

Expected date of arrival* 1.2.2019

Expected date of departure* 2.2.2019

Academic year you want to study* 2018/2019

First semester* Summer semester

Second semester starting date in case of extended studies -

Funding* Czech Ministry of Education developing programme

Appropriate office that issues Czech visa abroad [More information](#)

ISCED-F Code -

Language skills -

Department -

Incoming st. visit type* Short study stay

Assigned buddy -

Buddy contact details -

Do you require accommodation at the dormitory?* YES

Preferred dormitory -

Mobility status* 401 - Data about the arrival completed including the courses

Student's LA signature date 5.12.2018

Incoming study visit creation date 5.12.2018

Mobility coordinators of host institution

Institutional coordinator - administrator Patrik Foltýn

Institutional coordinator - signer Pavel Krutíl

Departmental coordinator - administrator Bedřich Zimola

Departmental coordinator - signer Bedřich Zimola

DC Position -

Contact information

Official e-mail zimola@utb.cz

Home institution

Home institution details

Institution* UNIVERSITY OF WATERLOO - null

Faculty* Faculty

Department -

Study Programme* Study Programme

Field of Study -

Type of study* Ostatní

Year of study* 78

Mobility coordinators of home institution

Institutional mobility coordinator -

Departmental mobility coordinator -

DC Position -

Contact information

Phone -

E-mail -

Mobility web page address -

Attachment

No files uploaded yet.

File upload form

Choose file to save

Vybrat soubor Soubor nevybrán

Maximum file size: 250.0 MB (= 256000 KB)

Maximum permissible number of uploaded files: 10

Insert file

* Mandatory field

You can also see that the courses in the bookmark “Courses” have the status “Standard”. It means that they are listed in your Learning Agreement. If you need to make some changes later, the status will be changed to either “Deleted” if you delete a course or “Added” if you add an additional course to the previous list of courses in the Learning Agreement.

Short-term incoming visits (S034)

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

Personal data Incoming study visit Courses Study plan

Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Winter semester	Credits	Home cour. to recogn.	Setting status	Reason for change
MUFU/PFILE	3		Standard	
MUFU/PPFIE	6		Standard	
MUMM/PDGME	3		Standard	
MUMM/PMG1E	6		Standard	
Credits: 18				

7. Change Learning Agreement

If you need to make any changes in your Learning Agreement (delete or add a course) inform the TBU institutional coordinator – administrator – International Office – incoming@utb.cz about it.

As soon as your “Mobility status” is changed to “450 - Student mobility in progress” you can make the required course changes.

Short-term incoming visits (S034)

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

Personal data Incoming study visit Courses Study plan

Host institution

Incoming study visit and the host institution details

Expected date of arrival* 1.2.2019

Expected date of departure* 2.2.2019

Academic year you want to study* 2018/2019

First semester Summer semester

Second semester starting date in case of extended studies -

Funding* Czech Ministry of Education developing programme

Appropriate office that issues Czech visa abroad [More information](#)

ISCED-F Code -

Language skills -

Department -

Incoming st. visit type* Short study stay

Assigned buddy -

Buddy contact details -

Do you require accommodation at the dormitory? YES

Preferred dormitory 450 - Student mobility in progress

Mobility status* 450 - Student mobility in progress

Student's LA signature date -

Incoming study visit creation date 5.12.2018

Mobility coordinators of host institution

Institutional coordinator - administrator	Patrik Foltyn
Institutional coordinator - signer	Pavel Krutl
Departmental coordinator - administrator	Bedřich Zimola
Departmental coordinator - signer	Bedřich Zimola
DC Position	-

Contact information

Official e-mail zimola@utb.cz

Home institution

Home institution details

Institution* UNIVERSITY OF WATERLOO - null

Faculty* Faculty

Department -

Study Programme* Study Programme

Field of Study -

Type of Study* Ostatní

Year of study* 78

Mobility coordinators of home institution

Institutional mobility coordinator -

Departmental mobility coordinator -

DC Position -

Contact information

Phone -

E-mail -

Mobility web page address -

Attachment

No files uploaded yet.

File upload form

Choose file to save

Vybrat soubor Soubor nevybrán

Attachment

- Maximum file size: 250.0 MB (= 256000 KB)
- Maximum permissible number of uploaded files: 10

Insert file

Students are allowed to make all necessary changes during the first three weeks from the beginning of semester. After that, the system will be locked for any further changes and no more changes will be possible.

You can delete unsuitable courses and/or add additional courses which you would like to attend. Adding a course has to be done in the same way you did it in the Learning Agreement before.

Before adding a course, please, make sure that it does not overlap with any other course and that the teacher agrees with your attendance.

When all your changes are saved in the system and you are sure that you will not do any more changes, inform the Faculty departmental coordinator about it. The Faculty departmental coordinators – signers are:

Faculty of Technology	Mrs. Bučková – buckova@utb.cz
Faculty of Management and Economics	Mr. Zimola – zimola@utb.cz
Faculty of Multimedia Communications	Mrs. Prokopová – eprokopova@utb.cz
Faculty of Applied Informatics	Mr. Kubalčík – kubalcik@utb.cz
Faculty of Humanities	Ms. Semotamová – semotamova@utb.cz
Faculty of Logistics and Crisis Management	Mrs. Vargová – vargova@utb.cz

As soon as your changes are approved by both your home University and the receiving Faculty at TBU, print the Learning Agreement Changes Form (CH-LA), sign it, and deliver it in person to TBU International Office.

Short-term incoming visits (S034)

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1.	96022928TT	Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

Personal data Incoming study visit Courses Study plan

Add the courses you want to study at our University. The lists of courses offered is available at [university web](#).

Winter semester	Credits	Home cour. to recogn.	Setting status	Reason for change
MUE/PMI2E	5		Added	I need to pass this cours OK Remove
MUFU/PFILE	3		Deleted	Overlap OK Undo deletion
MUFU/PPFIE	6		Standard	Set as deleted
MUMH/PDGME	3		Standard	Set as deleted
MUMH/PMG1E	6		Standard	Set as deleted

Credits: 20

Course setting status can help you when you change courses you want to study during your study stay. Only courses without changes, i.e. with status 'Normal', will be printed in the - 'Changes to Learning Agreement' - which will include these courses.

Search and add the courses you want to study at our institution

Faculty FAM - Faculty of Management and Economics Department % Course code % Show all Search courses

The list below shows courses matching your filtering criteria. Select a course and click Add to add it to the selected semester.

Abbreviation	Title	Variant	Winter semester	Summer semester
MUE / PMA2E	Macroeconomics II	2018		Add course
MUE / PMI2E	Microeconomics II	2018	Add course	
MUFU / CFKA	Financial Controll and Audit in Publ.Sec	2018	Add course	
MUFU / EZAUC	The Basics of Accounting	2018		Add course
MUFU / KFKA	Financial Controll and Audit in Publ.Sec	2018	Add course	
MUFU / PADME	Advanced Decision Making	2018		Add course
MUFU / PFIC	Firms and Competitiveness	2018		Add course
MUFU / PFITE	Financial Markets	2018		Add course
MUFU / PFKA	Financial Controll and Audit in Publ.Sec	2018	Add course	
MUFU / PPFIE	Corporate Finance	2018	Add course	
MUFU / PRHPE	Value Based Management	2018	Add course	
MUMM / PAMM	Advanced Marketing and Management	2018	Add course	
MUMM / PBME	Brand Management	2018		Add course
MUMM / PCOBE	Consumer Behaviour	2018	Add course	
MUMM / PDGME	Digital Marketing	2018	Add course	
MUMM / PKMKE	Management Communication Culture	2018	Add course	

8. Study/Traineeship Prolongation; Repeated Arrival, Stay for the Whole Academic Year

New arrival has to be added in case you want to prolong your study stay at TBU or you come back to Zlín again to study within another academic year, exchange programme, etc.

Press the "Add new incoming study visit" button and a new line with information on a new arrival will appear within the Arrivals. Under the bookmark Arrival, fill in the information on your new arrival. This way, we are able to clearly manage Learning Agreements and Learning Agreement Changes for each semester separately.

Short-term incoming visits (S034)

	Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
➡ 1.	96022928TT		Test Test	01.02.2019 - 02.02.2019	Kanada	UNIVERSITY OF WATERLOO	61	401	SAF LA CH-LA

Add new incoming study visit

Personal data **Incoming study visit** Courses Study plan

Personal details

First name(s) (official passport version)* Test

Surname (official passport version)* Test

Degree (in front of name)

Degree (after name)

Birth surname

Birth code assigned in the Czech Republic* 96022928TT

Sex male

Identity card number

or (*) passport number 123456789

Qualificator of citizenship Citizen

Nationality* Cayman Islands (the)

Permanent residence address

Permanent address - country* Jamaica

- region* Region

- city* City

- post

- zip/postcode* 00000

- street* Street

- house number* 94

Permanent residence in the Czech Republic NO

Delivery address

Differs from permanent address ☐

Additional contact information

Phone

Email* foltyrn@utb.cz

Note

Date and place of birth

Birth - date* 29.2.1996

Birth place - Country* Cocos (Keeling) Islands (the)

Birth place - place* Place of Birth

Save

* Mandatory field

9. FAQ

Q: Do I have to fill information into all fields?

A: Basically all information we ask you to fill in Portál are important and will later appear in the Student Application Form (SAF) and Learning Agreement (LA). Thus, the more information you save in Portál, the less hand filling into the SAF and LA.

Q: Do I have to glue my passport sized photograph on the SAF?

A: Yes, it completes the information on you and makes the work easier.

Q: How can I apply for the Czech Language for Foreigners?

A: Czech Language for Foreigners is not listed in Portál. Thus, it will not appear in your Learning Agreement. If you want to be enrolled in the courses, inform the TBU International Office about it. If you pass the final exam successfully, special certificate proving the 3 ECTS evaluation and your grade will be issued.

Q: Our University has its own SAF and LA. Can I apply for exchange study with these documents only?

A: No. You have to be registered in Portál and send us SAF and LA from Portál if you want to come for exchange studies to TBU. If your home institution requires its own SAF and LA to be filled and confirmed, send us both versions - TBU and your home university SAFs and LAs.

Q: I have registered into Portál and entered all the required information. However, when I got the bookmark "Courses" there is written that "There are no courses registered for this arrival." What did I do wrong?

A: The statement "There are no courses registered for this arrival" in the bookmark Courses means that you have not chosen any course yet. It does not mean that you filled anything incorrectly before. Follow the instructions in Chapter 5 to choose your courses.

Should you have any comments or ideas of improvement of this Manual, do not hesitate to contact the International Office (incoming@utb.cz).