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 <u>documents</u> which <u>have to be delivered to the TBU</u> <u>International Office</u> by the given application deadline. The deadlines are as follows:

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

The documents are:

- 1. Student Application Form
- 2. Learning Agreement
- 3. Transcript of Records
- 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".

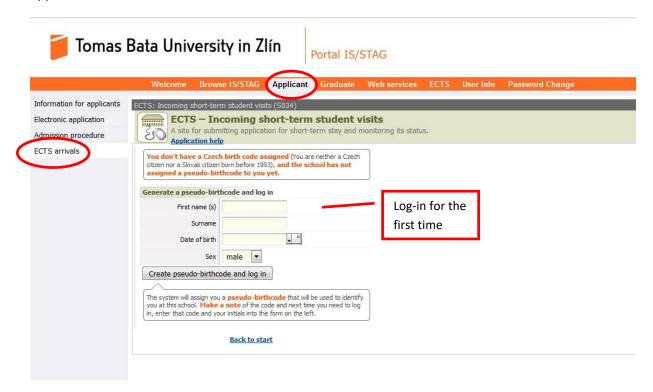
This Manual is here to guide you through the on-line application procedure and to help you find the most suitable courses within the TBU information system Portál. If you face any problems within the Portál, please, contact the TBU International Office – incoming@utb.cz.

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1. Log in

Open the site <u>www.stag.utb.cz</u>. 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.



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:

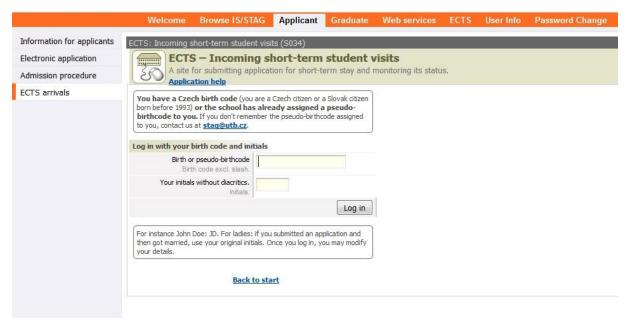
- 1. First name(s),
- 2. Family name(s),
- 3. Date of birth,
- 4. Gender.

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)





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 <u>fill in the personal data table</u> 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			Delivery address					
First name(s) (official passport version)*	Test		Differs from permanent address					
Surname (official passport version)*	Test		Additional contact information Phone	on				
Degree (in front of name)	▼		Email*	test@test.test				
Degree (after name)		▼	Note					
■ Birth surname			Date and place of birth					
Birth code assigned in the Czech Republic*	96022928TT		Birth - date*	29.2.1996				
Sex	male		Birth place – Country*	Cocos (Keeling) Islands (the				
Identity card number			■ Birth place – place*	Place of Birth				
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 ▼							
		Save						
* Mandatory field								

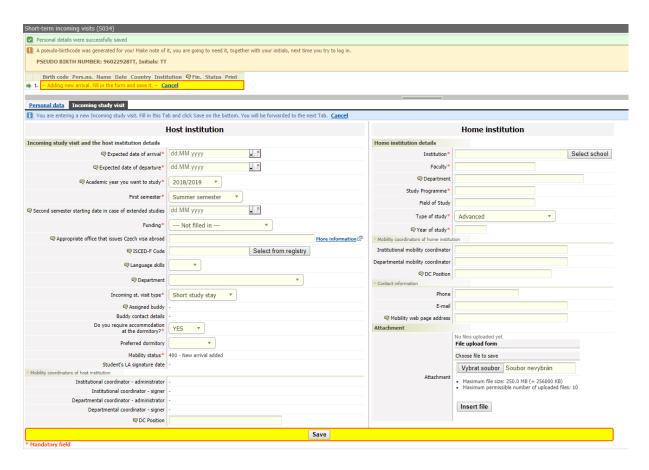
Students who need visa for they stay in the Czech Republic are obliged to fill in the passport number.

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.



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:

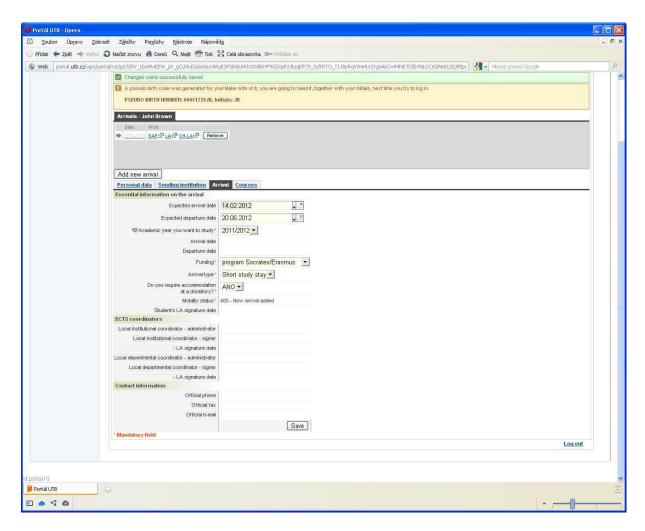
- **51 Erasmus+ programme** will be chosen by the students coming within the Erasmus+ exchange programme; students studying in one of the EU countries, at institutions that have Erasmus+ bilateral agreements with TBU.
- 69 Other form of short term study exchange will be chosen by the students coming 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.



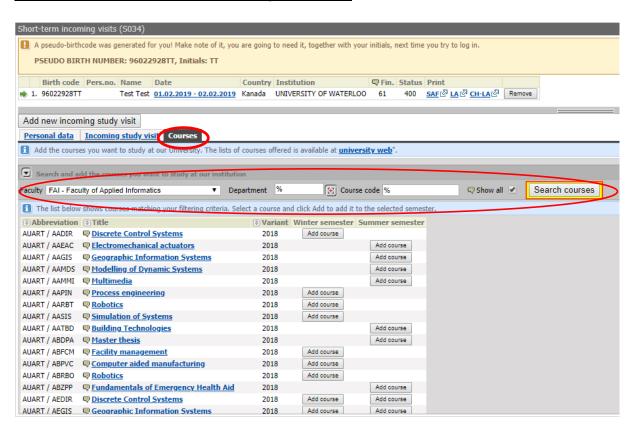
When all information is filled in, click on the "Save" button on the bottom of the page.

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.

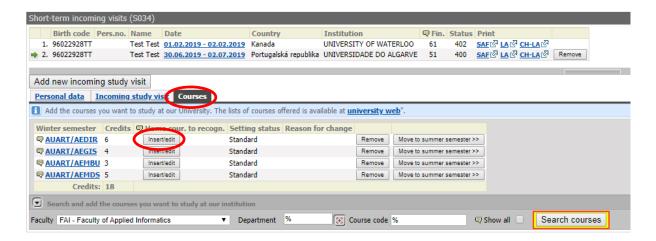
Students coming for the winter semester will be able to create the Learning Agreement only when the courses for the upcoming academic year are uploaded into the system. The upload is usually done by the end of April.

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.

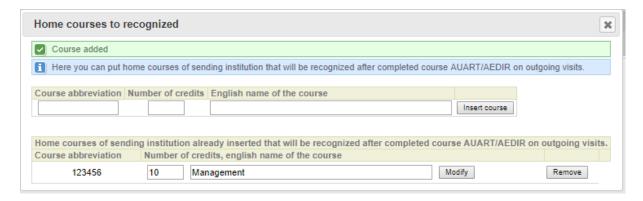


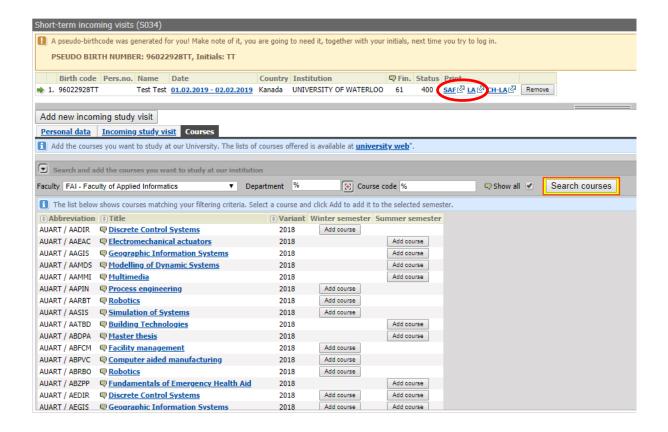
Course list with all available courses for exchange students is posted online on the following link: https://www.utb.cz/en/university/international/students/exchange-students/incoming-students/courses/ (please select courses just from the mentioned link).

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.



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.





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 instituiton, 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 – <u>buckova@utb.cz</u>		
Faculty of Management and Economics	Mr. Zimola – <u>zimola@utb.cz</u>		
Faculty of Multimedia Communications	Mrs. Prokopová – <u>eprokopova@utb.cz</u>		
Faculty of Applied Informatics	Mr. Kubalčík – <u>kubalcik@utb.cz</u>		
Faculty of Humanities	Mrs. Semotamová - <u>semotamova@utb.cz</u>		
Faculty of Logistics and Crisis Management	Mrs. Vargová – <u>vargova@utb.cz</u>		

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 deptartmental coordinator is already stated.

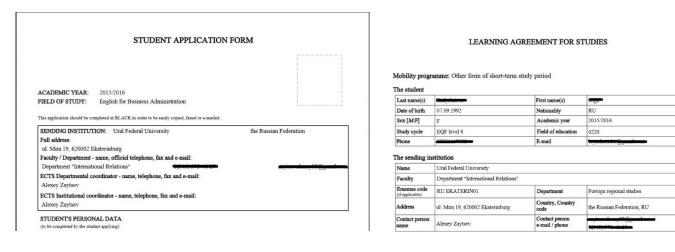
6. Print Student Application Form and Learning Agreement

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 deptartmental coordinator is already stated.

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

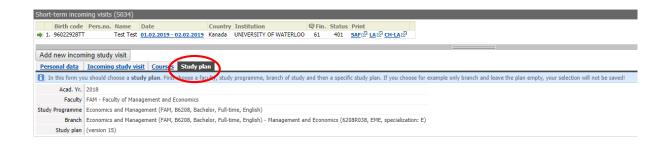


Sign both documents, arrange the signatures of the required representatives at your home instituiton, and send it together with the other required documents:

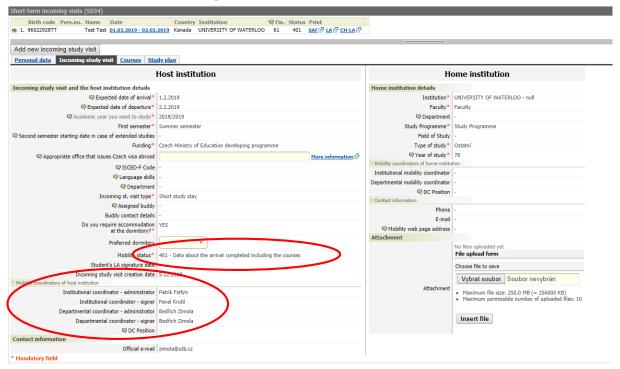
- Copy of the student identity card
- Transcript of Records
- C\
- Portfolio obligatory only for students with specialization in Arts (Multimedia and Design courses)

to the TBU International Office. The address is:

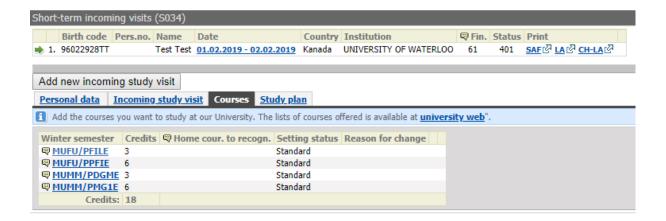
Tomas Bata University in Zlín International Office nám. T. G. Masaryka 5555 76001 Zlín Czech Republic



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.



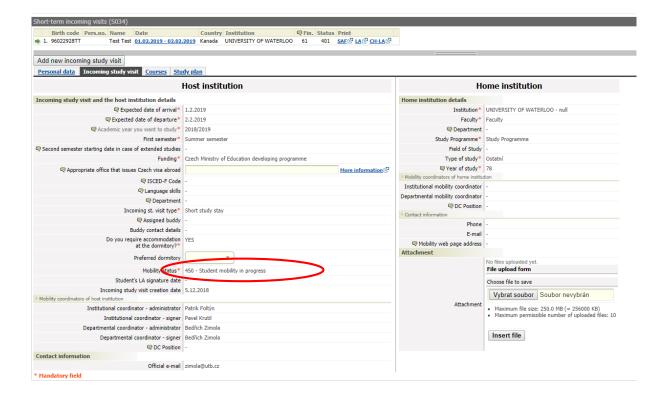
You can also see that the couses in the bookmark "Courses" have the status "Standard". It means that they are listed in your Learning Agreement. If you need to make some changes later, the status will be changed to either "Deleted" if you delete a course or "Added" if you add an additional course to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



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.



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.

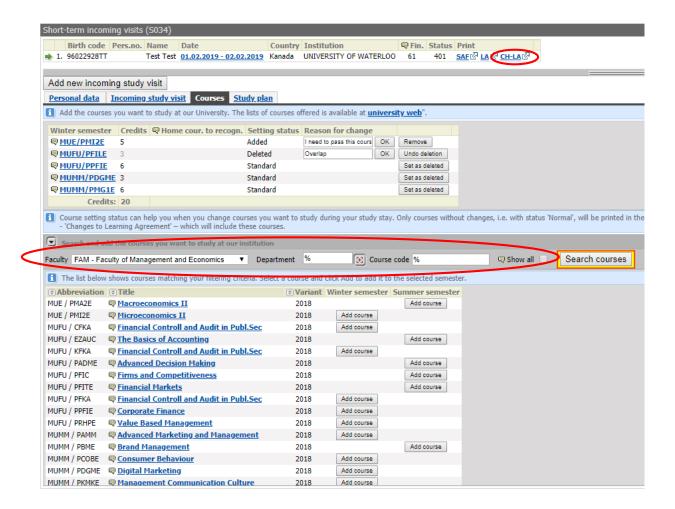
You can delete unsuitable courses and/or add additional courses which you would like to attend. Adding a course has to be done in the same way you did it in the Learning Agreement before.

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 – <u>buckova@utb.cz</u>		
Faculty of Management and Economics	Mr. Zimola – <u>zimola@utb.cz</u>		
Faculty of Multimedia Communications	Mrs. Prokopová – <u>eprokopova@utb.cz</u>		
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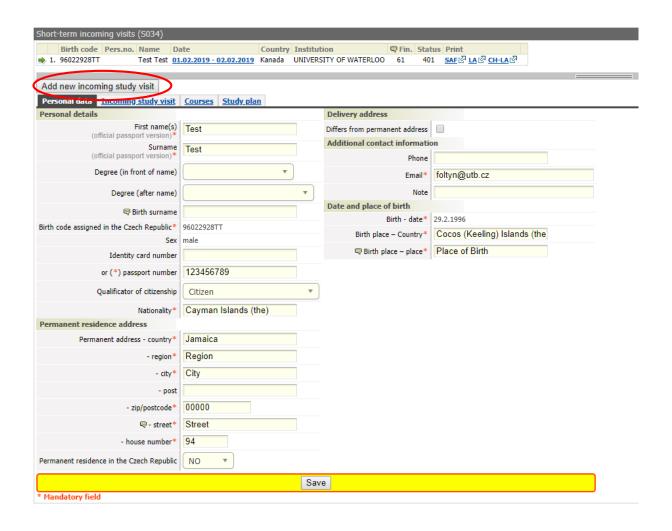
As soon as your changes are approved by both your home University and the receiving Faculty at TBU, print the Learning Agreement Changes Form (CH-LA), sign it, and deliver it in person to TBU International Office.



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.



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).