

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

The documents are:

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

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

This Manual is to help you going through the on-line application procedure and searching for the most suitable courses for you within the TBU informational system Portál. If you face any problems within the Portál, please, contact the TBU International Office – bycek@rektorat.utb.cz.

Content:

1. Log in	3
2. Enter Personal Data.....	5
3. Enter Sending Institution Information	5
4. Enter Exchange Stay Information	6
5. Select Courses	8
6. Print Student Application Form and Learning Agreement.....	12
7. Change Learning Agreement.....	16
8. Study/Work Placement Prolongation; Repeated Arrival	18
9. FAQ.....	19

1. Log in

Open the site www.stag.utb.cz. Switch to 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 interface for Tomas Bata University in Zlín. The top navigation bar includes links for Welcome, Browse IS/STAG, Applicant (circled in red), Graduate, Web services, ECTS, User Info, and Password Change. The left sidebar contains links for 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" and 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 titled "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 "Date of birth" field. A "Create pseudo-birthcode and log in" button is present, along with a "Back to start" link.

Fill 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 characteristics!

Then click on the button “*Create pseudo-birth code and login*”. The system will assign you a pseudo birth code that will be used to identify you 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.**

Login for the second time (with pseudo-birth code)

The screenshot shows the Tomas Bata University in Zlín Portal IS/STAG. The header includes the university logo and name, and the portal name. The navigation bar contains links: Welcome, Browse IS/STAG, Applicant, Graduate, Web services, ECTS, User Info, and Password Change. The left sidebar lists: Information for applicants, Electronic application, Admission procedure, and ECTS arrivals. The main content area is titled "ECTS: Incoming short-term student visits (S034)" and "ECTS – Incoming short-term student visits". It includes a sub-header "A site for submitting application for short-term stay and monitoring its status." and a link for "Application help". A warning box states: "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." Below this is a login section titled "Log in with your birth code and initials" with two input fields: "Birth or pseudo-birthcode" (with subtext "Birth code excl. slash.") and "Your initials without diacritics." (with subtext "Initials."). A "Log in" button is positioned to the right of the second field. A note below the login fields reads: "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." At the bottom of the login section is a "Back to start" link.

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

2. Enter Personal Data

After the first log in, the following screen with the personal data request will appear. The fields marked with the * sign 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!**

The screenshot shows the 'Portál UTB' website interface. The main content area is titled 'ECTS – Students arriving for short-term stays'. A message states: 'A pseudo birth code was generated for you! Make note of it, together with your initials, next time you try to log in. PSEUDO BIRTH NUMBER: 80051728JB, Initials: JB'. Below this is the 'Personal data' form. The form is divided into several sections: 'Personal data', 'Delivery address', 'Additional contact information', 'Date and place of birth', and 'Permanent residence'. The 'Personal data' section includes fields for 'First name (s)*', 'Family name (s)*', 'Title before name', 'Title after name', 'Birth code assigned in the Czech Republic*' (circled in red), 'Gender', 'Marital status', 'Identity card number', 'Passport number', and 'Qualificator of citizenship'. The 'Delivery address' section includes a checkbox for 'Differs from permanent residence' and a 'Phone' field. The 'Additional contact information' section includes 'Fax', 'Email', and 'Note' fields. The 'Date and place of birth' section includes 'Birth - date*', 'Birth place - Country*', and 'Birth place - Town*'. The 'Permanent residence' section includes 'Permanent residence - country*', 'Permanent residence - region', 'Permanent residence - city', 'Permanent residence - post', 'Permanent residence - zip/postcode', 'Permanent residence - street', and 'Permanent residence - house number'. A 'Save' button is located at the bottom of the form. A 'Log out' link is visible in the bottom right corner of the form area.

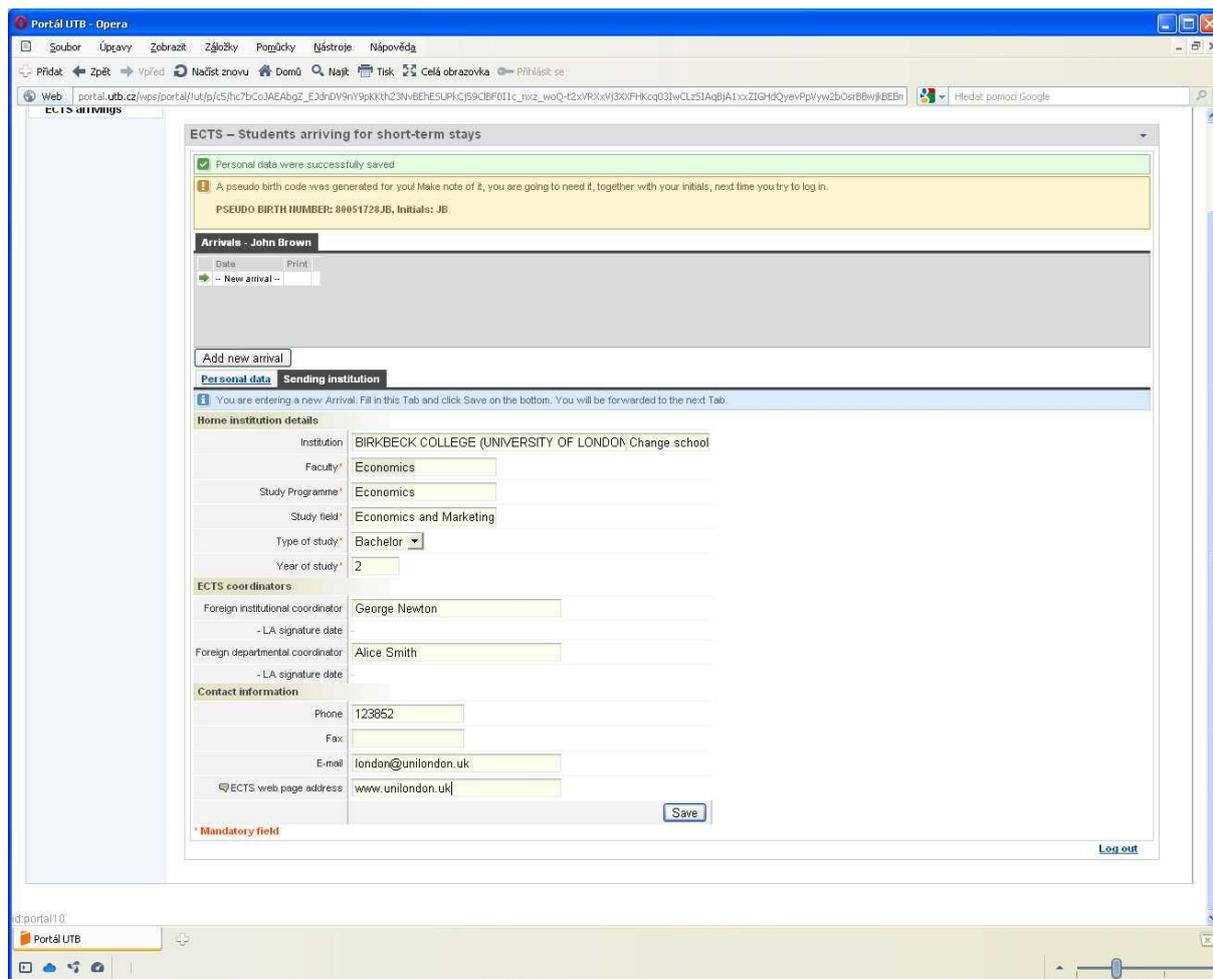
Students who need for they stay in the Czech Republic visa are obligatory to fill the passport number.

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.

3. Enter Sending Institution Information

The next step is to fill in the information on your home (sending) institution. The fields marked with the * sign are mandatory and have to be filled in. However you are asked to feed 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 on your exchange study/work stay at TBU. The fields marked with the * sign 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 at one of the EU countries, from the institutions with which TBU has Erasmus+ bilateral agreements.
- **69 - Other form of short term study exchange** - will be chosen by the students coming within the interuniversity agreement between TBU and the student home institution (TBU partner institution); regards 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 - <http://www.utb.cz/mezinarodni-spoluprace/partnerske-institute?lang=1>.
- **Other LLP programme** – for students coming for example for the summer school
- Other EU programme – for example Tempus

- 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.

The screenshot shows a web browser window titled 'Portal UTB - Opera'. The address bar shows the URL 'portal.utb.cz/wps/portal/utb/p/ks/hy_lbo/mwEEW_pj_gCU9yJGaznUjAhUEP5BGIARhcdXf6hVf9SGzazP3JzqER79_KofRTO_T1J0pRqW/mhLKIYgAKm4KcM4HETDZkYlLOc62WwEU9QMtp'. The page content includes a success message: 'Changes were successfully saved' and a warning: '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: 88051729JB, Initials: JB'. Below this is a table with one row: 'Arrivals - John Brown'. The table has columns for 'Date' and 'Print'. Below the table is an 'Add new arrival' button. The main form is titled 'Personal data' and has tabs for 'Personal data', 'Sending institution', 'Arrival', and 'Courses'. The 'Arrival' tab is active. The form contains the following fields: '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), and 'Student's LA signature date'. There are also sections for 'ECTS coordinators' and 'Contact information'. A 'Save' button is located at the bottom right of the form. A 'Logout' link is at the bottom right of the page.

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

5. Select Courses (not for placement)

The course selection is done according to the Department of the particular TBU Faculty. **Students have to choose courses to correspond to 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 just in 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 prepare 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!

The screenshot shows the 'Portál UTB' web application. The main content area is titled 'ECTS – Students arriving for short-term stays'. It displays a message: 'Course was added' and '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: 00051720JB, Initials: JB'. Below this, there is a section for 'Arrivals - John Brown' with a table showing the date '14.02.2012 - 20.06.2012' and a 'Remove' button. The 'Courses' tab is selected, and a search filter is shown with 'Department: MUMM' and 'Course abbreviation: %'. A table of available courses is displayed below, with columns for Abbreviation, Name, Variant, Winter semester, and Summer semester. The table contains the following data:

Abbreviation	Name	Variant	Winter semester	Summer semester
MUMM / EBM3	Brand Management	2011	<input type="checkbox"/>	<input type="checkbox"/>
MUMM / ECKO1	Communication Skills	2011	<input type="checkbox"/>	<input type="checkbox"/>
MUMM / ECKO2	Communication Skills 2	2011	<input type="checkbox"/>	<input type="checkbox"/>
MUMM / EHRM	Human resources management	2011	<input type="checkbox"/>	<input type="checkbox"/>

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

List of department acronyms according to TBU faculties:

Faculty of Technology

English Name	Czech Name	Acronym
Dept. of Chemistry	Ústav chemie	TUCH
Dept. of Environmental Protection Engineering	Ústav inženýrství ochrany živ. prostředí	TUIOZP
Dept. of Fat, Surfactant and Cosmetics Technology	Ústav technologie tuků, tenzidů a kosmetiky	TUTTK
Dept. of Food Analysis and Chemistry	Ústav potravinářského inženýrství a chemie	TUPICH
Dept. of Food Technology and Microbiology	Ústav technologie a mikrobiologie potravin	TUTMP
Dept. of Physics and Materials Engineering	Ústav fyziky a mater. Inženýrství	TUFMI
Dept. of Polymer Engineering	Ústav inženýrství polymerů	TUIP
Dept. of Production Engineering	Ústav výrobního inženýrství	TUVI

Faculty of Management and Economics

English Name	Czech Name	Acronym
Dept. of Management and Marketing	Ústav managementu a marketingu	MUMM
Dept. of Economics	Ústav ekonomie	MUE
Dept. of Enterprise Economics	Ústav podnikové ekonomiky	MUPE
Dept. of Industrial Engineering and Information Systems	Ústav průmyslového inženýrství a informačních systémů	MUPI
Dept. of Finance and Accounting	Ústav financí a účetnictví	MUFU
Dept. of Regional Development, Public Sector Administration and Law	Ústav regionálního rozvoje, veřejné správy a práva	MURVP
Dept. of Statistics and Quantitative Methods	Ústav statistiky a kvantitativních metod	MUSKM
Dept. of Physical Training	Ústav tělesné výchovy	MUTV

Faculty of Multimedia Communications

English Name	Czech Name	Acronym
Animation Studio	Ateliér animace	KAAT
Glass Design Studio	Ateliér designu skla	KADS
Shoe Design Studio	Ateliér designu obuvi	KAOB

Fashion Design Studio	Ateliér designu oděvu	KAOD
3D Design Studio	Ateliér 3D Designu	KA3D
Digital Design Studio	Ateliér digitálního designu	KADD
Advertising Photography Studio	Ateliér reklamní fotografie	KARF
Graphic Design Studio	Ateliér grafického designu	KAGD
Spatial Design Studio	Ateliér prostorového designu	KAPT
Industrial Design Studio	Ateliér průmyslového designu	KAPD
Audiovisual Arts Studio	Ateliér Audiovize	KAAV
Department of Theoretical Studies	Kabinet teoretických studií	KKTS
Department of Marketing Communications	Ústav marketingových komunikací	KUMK

Faculty of Applied Informatics

English Name	Czech Name	Acronym
Dept. of Security Engineering	Ústav bezpečnostního inženýrství	AUBI
Dept. of Computer and Communication Systems	Ústav počítačových a komunikačních systémů	AUPKS
Dept. of Informatics and Artificial Intelligence	Ústav informatiky a umělé inteligence	AUIUI
Dept. of Electronics and Measurements	Ústav elektrotechniky a měření	AUEM
Dept. of Automation and Control Engineering	Ústav automatizace a řídicí techniky	AUART
Dept. of Mathematics	Ústav matematiky	AUM
Dept. of Process Control	Ústav řízení procesů	AURP

Faculty of Humanities

English Name	Czech Name	Acronym
Dept. of Modern Languages and Literatures	Ústav moderních jazyků a literatur	UMJL
Dept. of Pedagogical Sciences	Ústav pedagogických věd	UPV
Dept. of School Education	Ústav školní pedagogiky	USP
Dept. of Health Care Sciences	Ústav zdravotnických věd	UZV

Faculty of Logistics and Crisis Management

All courses are held in Uherské Hradiště; approx. 30 km from Zlín.

English Name	Czech Name	Acronym
Dept. of Logistics	Ústav logistiky	LULO
Dept. of Crisis Management	Ústav krizového řízení	LUKR
Dept. of Environmental Security	Ústav environmentální bezpečnosti	LUEB

The screenshot shows the 'Portál UTB' interface. The main content area is titled 'ECTS – Students arriving for short-term stays'. It includes a message: 'Course was added' and 'A pseudo birth code was generated for you! Make note of it, together with your initials, next time you try to log in. PSEUDO BIRTH NUMBER: 80051728JB, Initials: JB'. Below this, there is a section for 'Arrivals - John Brown' with a table showing arrival dates and course codes. A red circle highlights the 'SAF' and 'LA' buttons next to the date '14.02.2012 - 20.06.2012'. Below the arrivals table, there is a section for 'Personal data', 'Sending institution', 'Arrival', and 'Courses'. The 'Courses' section shows a list of courses with their credits and settings. A red circle highlights the search filters: 'Department: MUMM' and 'Course abbreviation: %'. Below the filters, there is a table of available courses for selection, including 'Brand Management', 'Communication Skills', and 'Human resources management'.

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 you 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	Mr. Čermák – cermak@ft.utb.cz
Faculty of Management and Economics	Mr. Zimola – zimola@fame.utb.cz
Faculty of Multimedia Communications	Mr. Vodička – vodicka@fmk.utb.cz
Faculty of Applied Informatics	Mr. Kubalčík – kubalcik@fai.utb.cz
Faculty of Humanities	Ms. Machová - machova@fhs.utb.cz
Faculty of Logistics and Crisis Management	Mr. Tomašík – tomastik@flkr.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 you are 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)	[REDACTED]	First name(s)	[REDACTED]
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	[REDACTED]	E-mail	[REDACTED]

The sending institution

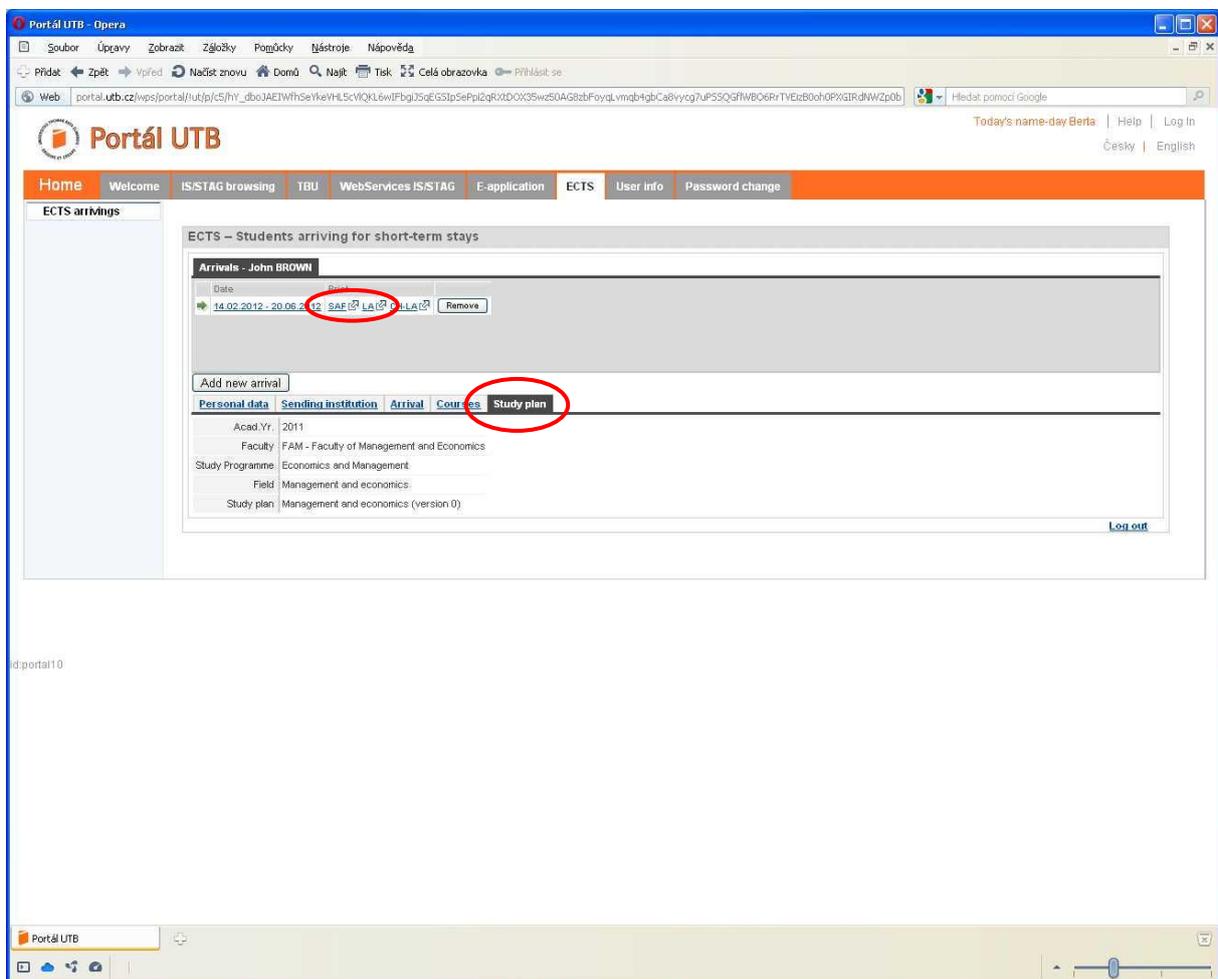
Name	Ural Federal University		
Faculty	Department "International Relations"		
Erasmus code (if applicable)	RU EKATERIN01	Department	Foreign regional studies
Address	ul. Mira 19, 620002 Ekaterinburg	Country, Country code	the Russian Federation, RU
Contact person name	Alexey Zaytsev	Contact person e-mail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

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



In the bookmark "Arriva!" you can see that the Mobility status has been changed and the Local departmental coordinator-administrator and signer was added.

The screenshot shows the 'Portál UTB' website interface. The main content area is titled 'ECTS - Students arriving for short-term stays'. Underneath, there is a section for 'Arrivals - John BROWN' with a table showing arrival details for the period 14.02.2012 - 20.06.2012. Below this, there are tabs for 'Personal data', 'Sending institution', 'Arrival', 'Courses', and 'Study plan'. The 'Arrival' tab is selected, showing 'Essential information on the arrival' with fields for 'Expected arrival date', 'Expected departure date', 'Academic year you want to study', 'Arrival date', 'Departure date', 'Funding', 'Arrival type', 'Do you require accommodation', 'Mobility status', and 'Student's signature date'. The 'Mobility status' field is circled in red and contains the text '401 - Data about the arrival completed including the courses'. Below this, there is a section for 'ECTS coordinators' with fields for 'Local institutional coordinator - administrator', 'Local institutional coordinator - signer', 'Local departmental coordinator - administrator', and 'Local departmental coordinator - signer'. The 'Local departmental coordinator - administrator' and 'Local departmental coordinator - signer' fields are also circled in red and contain the name 'Bedřich Zimola'. At the bottom of the page, there is a 'Log out' button.

You can also see that the courses in the bookmark “Courses” have the status “Normal”. It means that they are listed in your Learning Agreement. Later if you need to make some changes 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.

The screenshot shows the Portál UTB interface in a browser window. The main content area is titled "ECTS – Students arriving for short-term stays" and is for a student named "John BROWN".

Arrivals - John BROWN

Date	Print
24.02.2012 - 20.06.2012	SAE LA CH LA Remove

Buttons: Add new arrival

Navigation tabs: Personal data, Sending institution, Arrival, Courses, Study plan

Summer semester	Credits	Setting status
MUMM/EBM3	4	Normal
MUMM/ECKG2	3	Normal
MUMM/VEHRM	4	Normal
MUMM/PMN1E	5	Normal
MUMM/PMN2E	5	Normal
Credits:		21

Informational text: Course setting status can help you in case when during your study stay you change courses you want to study. In the Learning agreement will always be printed courses without changes e.i. With status Normal. If you have deleted or added any course during your study stay, you have an option to change their status to Added or Deleted. Then you can print amendment with those changes - Changes to Learning Agreement.

Logout

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, Mr Býček – bycek@rektorat.utb.cz about it.

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

The screenshot shows the Portál UTB web application interface. The main content area is titled "ECTS – Students arriving for short-term stays" and displays details for a student named John BROWN. The "Arrivals" table shows a record for the period 14.02.2012 - 20.06.2012. Below the table, there are tabs for "Personal data", "Sending institution", "Arrival", "Courses", and "Study plan". The "Arrival" tab is active, showing "Essential information on the arrival" with fields for "Expected arrival date", "Expected departure date", "Academic year you want to study", "Arrival date", "Departure date", "Funding", "Arrival type", "Do you require accommodation?", and "Mobility status". The "Mobility status" field is highlighted with a red circle and contains the value "450 - Student mobility in progress". Other sections include "ECTS coordinators" and "Contact information".

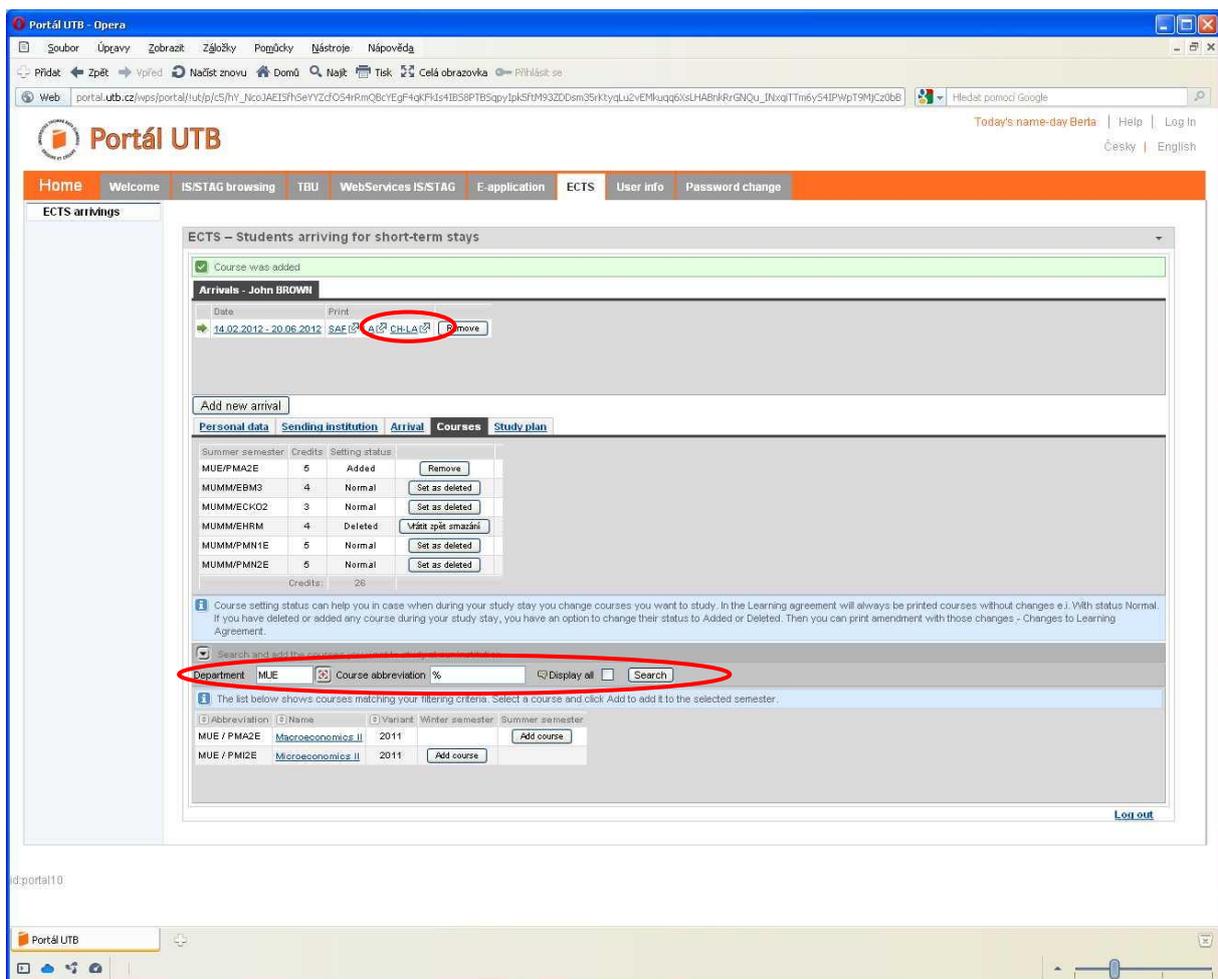
You can delete unsuitable courses and/or add additional courses which you would like to attend. Adding a course has to be done in the same way as you did it in the Learning Agreement before.

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 there will not be any more changes, inform the Faculty departmental coordinator about it. The Faculty departmental coordinators – signers are:

Faculty of Technology	Mr. Čermák – cermak@ft.utb.cz
Faculty of Management and Economics	Mr. Zimola – zimola@fame.utb.cz
Faculty of Multimedia Communications	Mr. Vodička – vodicka@fmk.utb.cz
Faculty of Applied Informatics	Mr. Kubalčík – kubalcik@fai.utb.cz
Faculty of Humanities	Ms. Machová – machova@fhs.utb.cz
Faculty of Logistics and Crisis Management	Mr. Tomašík – tomastik@flkr.utb.cz

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



Students are allowed to make all necessary changes during the first 30 days from the beginning for semester. After that the system will be locked for any further changes and no more changes will be possible.

8. Study/Work Placement Prolongation; Repeated Arrival

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 arrival” button and within the Arrivals a new line with information on a new arrival will appear. Under the bookmark Arrival fill in the information on your new arrival. In this way we are able to clearly manage Learning Agreements and Learning Agreement Changes for each semester separately.

The screenshot shows the 'Portál UTB' interface in an Opera browser. The main content area is titled 'ECTS arrivals' and contains a sub-section 'ECTS – Students arriving for short-term stays'. A green message bar at the top indicates 'Course was added'. Below this, the 'Arrivals - John BROWN' section shows a table with one entry: '14.02.2012 - 20.06.2012' for 'SEF' and 'CHLA'. A red circle highlights the 'Add new arrival' button. Below the button are tabs for 'Personal data', 'Sending institution', 'Arrival', 'Courses', and 'Study plan'. The 'Courses' tab is active, displaying a table of current course settings:

Summer semester	Credits	Setting status	
MUE/PM2E	5	Added	Remove
MUMM/EBM3	4	Normal	Set as deleted
MUMM/ECKO2	3	Normal	Set as deleted
MUMM/EHRM	4	Deleted	Vrátit zpět smazání
MUMM/PMN1E	5	Normal	Set as deleted
MUMM/PMN2E	5	Normal	Set as deleted
Credits:		28	

Below the table is a search section for adding new courses. It includes a department filter set to 'MUE', a course abbreviation filter set to '%', and a search button. The search results show a list of courses matching the criteria:

Abbreviation	Name	Winter semester	Summer semester	
MUE / PM2E	Macroeconomics II	2011		Add course
MUE / PM2E	Macroeconomics II		2011	Add course

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 later will 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 me 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 I did wrongly?

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 wrongly 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, Pavel Býček (bycek@rektorat.utb.cz).