

## Stay at the 2nd university, Research track, Internship – ECTS Departures in STAG

If you go for your 2nd semester at your 2nd university, for Research Track or Internship for your 3rd semester, and/or you spend your last semester not in Olomouc, you will be required to fill in your courses in STAG in ECTS Departures.

Below you can find how to do it (I used my own study stay in STAG to walk you through the process, so please ignore the information filled in there 😊).

### Step 1: Where to find ECTS Departures

ECTS Departures are can be found when you log in to STAG, under *My Study – ECTS Departures*.

The screenshot shows the STAG system interface. The top navigation bar includes 'Welcome', 'My teaching', 'My study', 'Browse IS/STAG', 'IS/STAG', 'Quality of teaching', 'Applicant', 'STAG Info', and 'Portal UP'. The left sidebar lists various user options, with 'ECTS departures' selected. The main content area is titled 'Information about user and his IS/STAG roles' and shows user details for Mgr. Tereza Lyčková, Student: F160552 - FIF. Below this, there are tabs for 'Outgoing visits', 'Outgoing visits available', and 'My applications for outgoing visits'. A table titled 'Outgoing visits details' shows one visit: 1. 15.08.2018 - 15.12.2018, Valid, LYČKOVÁ Tereza, FIF, Doktorský, Spojené státy americké, UNIVERSITY OF NEBRASCA, 122 / 121, 62, 300. Below the table, there are sections for 'Basic data' (Courses) and 'Basic information on the trip', which includes fields for visit validity (Valid), type (Short study stay), target institute (UNIVERSITY OF NEBRASCA - Lincoln), academic year (2018/2019), first semester (Fall Semester), visit date (15.8.2018), inc. st. visit date (15.12.2018), funding (62 - University/Faculty scholarship), virtual mobility (NO), and financial agreement No. (Czech History). The 'Home institution Mobility Coordinators' section lists various roles like Departmental coordinator - administrator, Institutional coordinator - signer, etc., with corresponding fields for signatures and dates. An 'Attachment' section at the bottom right shows a file upload area with a 'Choose file to save' button and a 'Vybrat soubor' button.

There you will see your Outgoing visits. When you click in the date next to the green sign, you will see Basic information – those will be filled in by the coordinator.

## Step 2: Adding courses

You will have to fill in courses from your other university. This also includes Internships.

The screenshot shows a user interface for managing outgoing study visits. On the left is a navigation menu with items like 'Course of study', 'Visualization of study', 'Remaining obligations', 'Registration for examinations', 'My data', 'Semestral works', 'Student's files', 'Study resources', 'Pre-registration', 'Graphical pre-registration', 'Study group pre-registration', 'Thesis topics', 'Final thesis', 'Plagiarism checking', 'Practices', 'ECTS departures', 'LCIS arrivals', 'Quality evaluation', 'Student application forms', 'Automatic messages', 'Reminder', and 'Viewing files'. The main content area is titled 'Information about user and his IS/STAG roles' and shows user details for Mgr. Tereza Lyčková, Student: F100552 - FIF. Below this, there's a section for 'short-term outgoing study visits (5035)' with tabs for 'Outgoing visits', 'Outgoing visits available', and 'My applications for outgoing visits'. The 'Outgoing visits details' table shows one entry for a visit to the USA in 2019, with a status of 'Valid'. At the bottom, the 'Courses' section displays a warning: 'There are no courses registered for this outgoing study visit' and a message: 'No course has been selected. Select the required course from the list or click the 'add button' to add another.' with an 'Add another course' button.

Outgoing study visit date	Pers.no.	Status	Outgoing study visit – country	Outgoing study visit – institution	No. of days	Fin. Status	Print	
Year	validity	Name	Faculty	Type	Prev. vsrs.			
1. 15.06.2019	15.12.2019	F160352	studuje		122 / 121	62		
2018/2019	Valid	LYČKOVÁ Tereza	FIF	Doktorský	Spojené státy americké	UNIVERSITY OF NEBRASKA	0/C	300

You need to go to *Courses* and then to *Add another course*. Then you will see the following:

2018/2019 Valid LYČKOVÁ Tereza FIH Doktorový Společné studium zahraničí UNIVERSITY OF MEDICINE 0/0 300 24.10.2018 14:57:44 11.10.2018 14:57:44

Basic data Courses

Abbreviation | Title Semester | Number of ECTS credits | Setting status | Courses and credits accepted | Our classification | Already transferred?

-- New course --

Enter the necessary data to add a new course. [Add another course](#)

**Basic information on the course**

Course abbreviation \*  Search

Course title in the language of instruction \*

Title in English \*

Semester \* Fall Semester

Language of Instruction Czech

Type of study \* Bachelor's studies

Reason for change

Number of ECTS credits \*

Number of credits recognized at our institution -

Total number of instruction hours within semester

**Information on a completed exam in this course**

Passed? \* NO

Type of completion \* Exam

Exam date dd.MM.yyyy

Foreign classification

ECTS classification

Assessment není

Attempt

**Additional Information**

Note

**\* Mandatory field** Save

Course abbreviation: use the first letters from the other university's course name. It is important that you use **KHI/** before the actual abbreviation!!! E.g. in Göttingen you will have Interdisciplinary Research Seminar/Kolloquium für Abschlussarbeiten, so you use **KHI/IRS**.

Course title in the language of the institution: those are usually in English anyway. Those can be shorter than the following, but are usually the same. For example with the above mentioned Research Seminar in Göttingen, you use the German title in the Course Title, and English one in Title in English.

Semester: depends when you are going to be there.

Type of Study: Master's studies

Number of ECTS credits: based on the information from the other university. In case of the Internship, number of ECTS credits is 25.

Passed: you DO NOT change anything here, it should stay at NO.

Type of completion: Leave exam here.

***You must save it everytime! Or you will have to do it again...***

### Step 3: Attachements

After you will have your Learning Agreements signed, you should upload them to the system.

If you are doing Internship for your 3rd semester, you should appload your agreement with the institution, and after the completion the report you will receive and also certificate/confirmation that you finished your internship.

***Please always upload everything right after you receive it!***

Palacky University information system

Welcome My teaching My study Browse IS/STAG IS/STAG Quality of teaching Applicant STAG info Portal UP

Course of study Information about user and his IS/STAG roles

Mgr. Tereza Lycková, Student: F160552 - FIF

Tuition fees Not related to this attempt  
Deadline for study: 4.3.2023 (still outstanding 652 days remaining)

Short-term outgoing study visits (5035)

Outgoing visits Outgoing visits available My applications for outgoing visits

Outgoing visits details

Year	Validity	Name	F160552	studuje	Faculty	Type	Outgoing study visit - country	Outgoing study visit - institution	No. of days	Fin.	Status	Print
15.08.2018 - 15.12.2018	Valid	LYCKOVÁ Tereza	FIF	Doktorský	Spojené státy americké	UNIVERSITY OF NEBRASCA	122 / 121	62	0/0	300	SAF RoR LA CH-LA ToRBH SIToR	

Basic data Courses

Basic information on the trip

Visit validity Valid

Outgoing study visit type\* Short study stay

Target institute type\* School

Outgoing study visit - institution\* UNIVERSITY OF NEBRASCA - Lincoln

Academic Year\* 2018/2019

First semester of the visit\* Fall Semester

Outgoing study visit date\* 15.8.2018

Inc. st. visit date 15.12.2018

Funding\* 62 - University/Faculty scholarship

Funding programme -

Virtual mobility\* NO

Financial agreement No. -

Branch Czech History

ISCED-F Code 0222

Main course language -

Language skills -

Native language -

Outgoing study visit status\* 300 - New short-term departure added

Home institution Mobility Coordinators

Department Department of History

Institutional coordinator - administrator -

Institutional coordinator - signer -

LA signature date -

CHLA signature date -

Departmental coordinator - administrator -

Departmental coordinator - signer -

DC Position -

LA signature date -

CHLA signature date -

Official phone -

Official fax -

Official e-mail -

Attachment

No files uploaded yet.

Choose file to save

Vybrat soubor Soubor nevybrán

Attachment

**I am always checking the ECTS Departures, so in case there would be any problem, I will contact you to fix it, or will fix it myself – this usually concerns course abbreviations etc.**