

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 left sidebar has 'ECTS departures' highlighted. The main content area is titled 'Outgoing visits details' and shows a table of study visits. Below the table is a form for 'Basic information on the trip' with various fields for visit details and mobility coordinators.

Year	Validity	Name	Faculty	Type	Outgoing study visit – country	Outgoing study visit – institution	No. of days	Fin.	Print
1. 15.08.2018 - 15.12.2018	Valid	F160552 LYČKOVÁ Tereza	FIF	stудuje	Spojené státy americké	UNIVERSITY OF NEBRASCA	122 / 121	62	SAF RoR LA CH-LA ToRBM SIToR
2018/2019							0/0	300	

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	<input type="text"/>
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

• Maximum file size: 10.0 MB (= 10240 KB)
• Maximum permissible number of uploaded files: 10

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.

Information about user and his IS/STAG roles

Mgr. Tereza Lyčková, Student: F100552 - 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	Pers. no.	Status	Family	Type	Outgoing study visit - country	Outgoing study visit - institution	No. of days	Fir.	Print
1.	15.06.2018 - 15.12.2019	Valid	F160352	studyje	LYČKOVÁ Tereza	Doktorský	Spojené státy americké	UNIVERSITY OF NEBRASKA	122 / 121	62	SAF ROH LA CH-LA IORBH SIIOR

Basic data | Courses

There are no courses registered for this outgoing study visit

No course has been selected. Select the required course from the list or click the 'add button' to add another. [Add another course](#)

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 Spojené státy americké UNIVERSITY OF MEDICINA 0/0 300 DALŠÍ PRÁCE NA ÚSTAVU VĚDEK O LIDSKÉM ZDRAVÍ

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!

The screenshot displays the 'Palacky University information 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 like 'Course of study', 'My data', and 'Attachments'. The main content area shows 'Information about user and his IS/STAG roles' for Mgr. Tereza Lycková, Student: F160552 - FIF. Below this, there's a table for 'Short-term outgoing study visits (5035)'. The table has columns for 'Outgoing study visit date', 'Pers.no.', 'Status', 'Faculty', 'Type', 'Outgoing study visit - country', 'Outgoing study visit - institution', 'No. of days', 'Fin.', and 'Print'. A row is highlighted for the visit from 15.08.2018 to 15.12.2018 at the University of Nebraska. Below the table, there are sections for 'Basic information on the trip' and 'Home institution Mobility Coordinators'. The 'Attachment' section at the bottom right shows a file upload interface with a red circle around the 'Vybrat soubor' button and the text 'No files uploaded yet.'.

Outgoing study visit date	Pers.no.	Status	Faculty	Type	Outgoing study visit - country	Outgoing study visit - institution	No. of days	Fin.	Print
15.08.2018 - 15.12.2018	F160552	stудuje	stудuje	Doktorský	Spojené státy americké	UNIVERSITY OF NEBRASCA	122 / 121	62	SAF RoR LA CH-LA ToRBM SIToR

Basic information on the trip		Home institution Mobility Coordinators	
Visit validity	Valid	Department	Department of History
Outgoing study visit type*	Short study stay	Institutional coordinator - administrator	-
Target institute type*	School	Institutional coordinator - signer	-
Outgoing study visit - institution*	UNIVERSITY OF NEBRASCA - Lincoln	- LA signature date	-
Academic Year*	2018/2019	- CHLA signature date	-
First semester of the visit*	Fall Semester	Departmental coordinator - administrator	-
Outgoing study visit date*	15.8.2018	Departmental coordinator - signer	-
Inc. st. visit date	15.12.2018	DC Position	-
Funding*	62 - University/Faculty scholarship	- LA signature date	-
Funding programme	-	- CHLA signature date	-
Virtual mobility*	NO	Official phone	-
Financial agreement No.	-	Official fax	-
Branch	Czech History	Official e-mail	-
ISCED-F Code	0222		
Main course language	-		
Language skills	-		
Native language	-		
Outgoing study visit status*	300 - New short-term departure added		

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.