

Instruction how to check the OLA in the IS STAG system used by the University of Pardubice

Please FILL IN all mandatory fields marked *

1. **ECTS arrival:** Enter your email address (which you will be using for all the communication with our university) for your verification. Go to the weblink sent to your email afterwards and then you are already on the Portal and can fill in the registration:

Portal IS STAG

My info Study

Browse IS STAG Applicant Graduate Courseware

Electronic application ECTS – Incoming short-term student visits
Admission procedure A site for submitting application for short-term stay and monitoring its status.
Application help

ECTS arrivals

Course catalog

Warning: The way you sign in / register for the app has changed. Instead of entering the pseudo-birth code, please register via e-mail. If you have recently logged in to the application (using a pseudo-birth code), use the same email address you last used as a contact to log in / register. Follow the instructions below:

Log in to electronic application for study

Enter your email address to enter the Electronic Application.

Continue

Have you been to this app recently? Did you log in the old way with pseudo-birth code? You can find out the e-mail address you used before:

Birth or pseudo-birthcode
Birth code and slash

Your initials without diacritics
Initials

Find out e-mail address

2. complete the section **Personal data** and click on „Add incoming study visit“

Browse IS STAG Applicant Graduate

Electronic application ECTS – Incoming short-term student visits
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Application help

ECTS arrivals

Course catalog

My account

ID	Name	Date	Country	Institution	Fin.	Status	Print
1.	BANDERAS Antonio	(12.05.2027) - (16.02.2028)	Španělské království	UNIVERSIDAD DE VIGO	51	400	SM: LA: CH: LA: Remove

Add new incoming study visit

Personal data Incoming study visit Courses

Personal details

First name(s) Antonio

Surname BANDERAS

Degree (in front of name)

Degree (after name)

Maiden name

Nationality The Kingdom of Spain (Spain)

Assigned pseudo-birthcode 93020923AB

Sex male

Passport number

Qualifier of citizenship Citizen of

Special needs or disabilities

Delivery address

Differs from permanent address

Additional contact information

Phone

Email ekotouc@rek.zcu.cz

Note

Birth

Birth - date 9.2.1993

Birth place - Country the Kingdom of Spain (Spain)

Birth place Santiago de Compostela

Permanent residence address

Permanent address - country the Kingdom of Spain (Spain)

Permanent address - region Vigo

Permanent address - city Vigo

Permanent address - post 51233

Permanent address - street avenida

Permanent address - house number 5

Permanent residence in the Czech Republic NO

Save

* Mandatory field

IP-CC

Please, do remember your assigned Birth Code, you will need it during your stay in Pardubice.

3. Click on the section **Incoming study visit** and complete it:

Expected date of arrival/departure: **13. 5. 2024 – 17. 5. 2024**
Academic year: **2023/2024**
Funding: **Erasmus+: Erasmus**
Travel type: **Blended mobility with short-term physical mobility**
Incoming study visit type: **Short study stay**
Accommodation: **YES**

Complete the data about your Home institution + upload:

- **the Certificate of English language competence**
- **Passport photo**

Add new student | Add new incoming study visit

Personal data | **Incoming study visit** | Courses | Virtual segments | Study plan

LA has not been signed. There were modifications and the student's signature is now pending.

Host institution

Incoming study visit and the host institution details

Handled through EWP

Expected date of arrival: 13.05.2024

Expected date of departure: 17.05.2024

Inc. st. visit date: dd.MM.yyyy

Departure date: dd.MM.yyyy

Academic year you want to study*: 2023/2024

First semester*: Summer Semester

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

Funding: Erasmus+ Erasmus

Travel type: Blended mobility with short-term physical mobility

Virtual mobility*: NO

Appropriate office that issues Czech visa abroad: Embassy of the Czech Republic in Accra, Ghana. [More information](#)

ISCED-F Code: Select from registry

ISCED studies code explanation:

Language skills: B2

Department: FES - Faculty of Economics and Adminis...

Incoming st. visit type*: Short study stay

Assigned buddy:

Buddy contact details:

Do you require accommodation at the dormitory?*: YES

Preferred dormitory: Information about dormitories

Mobility status*: 400 - New arrival added

Student's LA signature date: dd.MM.yyyy

The date the CHLA has been signed by the student: dd.MM.yyyy

Emergency contact:

Home institution

Home institution details

Institution*: University of Kara - Kara [Change school](#)

Faculty*: Faculty of Business and Adr

Department:

Study Programme*: Business and Administrator

Specialization:

Type of study*: Bachelor

Year of study*: 2

Mobility coordinators of home institution

Institutional mobility coordinator:

LA signature date: dd.MM.yyyy

Departmental mobility coordinator*: Dr. Martin Novák

DC Position:

LA signature date: dd.MM.yyyy

CHLA signature date: dd.MM.yyyy

Contact information

Phone:

E-mail*: martin.novak@gmail.com

Mobility web page address:

Visit attachments

Attachments related to this arrival:

List of files already uploaded:

1. Screenshot_20230814-074546.png (263 KB, submitted 14.08.2023 09:48)

Choose file to save

Zvolit soubor | Nevybrán žádný soubor

Attachment

Insert file

Maximum file size: 250.0 MB (= 256000 KB)
Maximum permissible number of uploaded files: 99

Mobility coordinators of host institution

Institutional coordinator - administrator: Albrechtová Věra [Change coordinator](#)
Email: vera.albrechtova@upce.cz

Institutional coordinator - signer: Albrechtová Věra [Change coordinator](#)
- LA signature date: dd.MM.yyyy
Email: vera.albrechtova@upce.cz

Departmental coordinator - administrator: Pašková Barbora [Change coordinator](#)
Email: barbora.paskova@upce.cz

Departmental coordinator - signer: Komárková Jitka [Change coordinator](#)

DC Position: více-dean

LA signature date: dd.MM.yyyy

CHLA signature date: dd.MM.yyyy
Email: barbora.paskova@upce.cz

Contact information

Get the phone number and e-mail from the coordinator

Official phone:

Official fax:

Official e-mail: barbora.paskova@upce.cz

Save

4. Click on the section **Courses** and complete it:

Click on the Faculty of Economics and Administration -> there you will see all our courses, choose the course **BIP/DIGI** and click on ADD COURSES. You do not use any „save“ button in this step, it is saved automatically.

Add new student | Add new incoming study visit

Personal data | Incoming study visit | **Courses** | Virtual segments | Study plan | Studies

Here you can select the courses, which you wish to study during your study stay, from the institution menu. You can still modify that course selection until the final closing of the application.

Summer semester | Credits | Loc. Crs. to rcgn. | Setting status | Reason for change

Insert/edit | Standard | Set as deleted | Remove

Credits:

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

Faculty: % | Department: % | Course cod: %DIGI | 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
FES / DIGI	Digitalisation of Business and Society	2023/2024		<input type="button" value="Add course"/>

5. Move to the sheet **Virtual Segments** and add the dates for **online part** of the BIP 20. 5. – 7. 6. 2024:

Add new student | Add new incoming study visit

Personal data | Incoming study visit | Courses | **Virtual segments** | Studies

No virtual segments have been found for this visit.

Virtual segment definition form

Date from*: 20.05.2024

Date until*: 07.06.2024

Add new student | Add new incoming study visit

Personal data | Incoming study visit | Courses | **Virtual segments** | Studies

Segments wherein the visit is carried out virtually

	Date from	Date until	
1.	20.05.2024	07.06.2024	Remove

Please, let me know if you have any additional questions.

Barbora Pašková
Faculty coordinator for Erasmus+
barbora.paskova@upce.cz