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:

	My info Study	
	Browse IS/STAG Applicant Graduate Courseware	
Electronic application	ECTS - Incoming short-term student visits A site for submitting application for short-term stay and monitoring its status.	
Admission procedure	Application help	
ECTS arrivals		
Course catalog >>	Warnings: The way you sign in / register for the app has changed. Instead of entering the passub-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 excl. slash.	
	Your initials without diacritics.	
	Find out e-mail address	

2. complete the section Personal data and click on "Add incoming study visit"

lectronic application demonstration CTS arrivals	ECTS Excoming sl A site for submitting applicat Application help	hort-term student visits tion for short-term stay and monitoring its status.			
ourse catalog		e Čountry Institut 2022) - (10.02.2023) Španělské království UNIVERSID		Pent @ Status: () Ourge (menue)	
	Add new incoming study visit Personal data Incoming study visit	Courses			
	Personal details		Delivery address		
	First name(s) (official passport version)*	Antonio	Differs from permanent address		
	Surname	BANDERAS	Additional contact information		
	(official passport version)* Degree (in front of name)		Phone		
			Email*	kotouc@rek.zcu.cz	
	Degree (after name)		Note		
	@ Maiden name		Birth		
		the Kingdom of Spain (Spair	Birth - date*	e Kingdom of Spain (Spair	
	Assigned pseudo-birthcode	93020923AB			
	Passport number*	The	49 Birth place*	antiago de Compostela	
	Qualificator of citizenship	Citizen of			
	Special needs or disabilities Permanent residence address				
		the Kingdom of Spain (Spain			
	- region *	Vigo	Disease	de versersher verve estimated Dirth Cade	
	- city*		Please,	do remember your assigned Birth Code,	
		Vigo	Vou wi	need it during your stay in Pardubice.	
	- post		you wi	need it during your stay in Pardubice.	
	 zip/postcode* 	51233			
	@ - street*	avenida			
	- house number*	5			
	Permanent residence in the Czech Republic	NO *			
		S	ave		
	* Mandatory field				

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

Expected date of arrival/departure:	12. 5. 2025 – 16. 5. 2025
Academic year:	2024/2025
Funding:	Erasmus+: Erasmus
Travel type:	Blended mobility with short-term physical mobility
Incoming study visit type:	Short study stay
Accommodation:	NO

Complete the data about your Home institution + upload:

• the Certificate of English language competence

Personal data Incoming study visit Courses Virt 1 LA has not been signed. There were modifications and the signed. Incoming study visit Virt			
has not over argress. There were mountaidons and th	Host institution		Home institution
	Host institution		Home institution
Incoming study visit and the host institution details Handled through EWP	Q .1	Home institution details	Riga Technical University - Riga Change school
R Expected date of arriva	12.05.2025	Institution*	
Repected date of departure	16.05.2025	Faculty*	Engineering Economics and
Inc. st. visit date		@ Department	
		Study Programme*	Management of Internationa
Departure date		Specialization	
Academic year you want to study*	2024/2025 •	Type of study*	Bachelor
First semester*	Summer Semester × •	Year of study*	2
$\ensuremath{\mathbb{Q}}$ Second semester starting date in case of extended studies	dd.MM.yyyy	> Mobility coordinators of home instituti	on
Funding*	Erasmus+-Fraction	Institutional mobility coordinator	
Travel type	Blended mobility with short-term physical mobility	- LA signature date	dd.MM.yyyy
Virtual mobility*	NO V	Departmental mobility coordinator*	Sabine Mikelsone
Appropriate office that issues Czech visa abroad*		R DC Position	
		- LA signature date	dd.MM.yyyy
R ISCED-F Code	0413 Select from registry		
ISCED studies code explanation		- CHLA signature date Contact information	dd.MiM.yyyy
	B2 × ▼		+37124501970
🔍 Language skills		E-mail*	outgoingexchange@rtu.lv
🖓 Department	FES - Faculty of Economics and Adminis × •	R Mobility web page address	
Incoming st. visit type*	Short study stay	- rhobing web page address	
Resigned buddy			Other
Buddy contact details		P Omobility ID	
Do you require accommodat on at the dormitory.*	NO		Visit attachments
Preferred dormitory	Information about dormitories	Attachments related to this arm	Visit attachments
♀ Mobility status*	400 - New arrival added		No files uploaded yet.
Student's LA signature date			Choose file to save
The date the CHLA has been signed by the student			Zvolit soubor Nevybrán žádný soubor
		SQ Attachment	Maximum file size: 250.0 MB (= 256000 KB) Maximum permissible number of uploaded files: 99
R Emergency contact		-	Insert file
Note on visit duration			
Incoming study visit creation date	23.10.2024		
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			
	vera.albrechtova@upce.cz		
Departmental coordinator - administrator			
	barbora.paskova@upce.cz		
Departmental coordinator - signer			
R DC Position			
- LA signature date			
– CHLA signature date			
Email Contact information	barbora.paskova@upce.cz Get the phone number and e-mail from the coordinato	1	
Official phone	Cost the phone number and e-mail from the coordinato		
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 **FES/DIGI** and click on ADD COURSES. You do not use any "save" button in this step, it is saved automatically.

Personal data Inc	coming study visit Courses Virtual segm	ents Stud	<u>y plan</u>		
1 Here you can selec	ou 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.				
Search and add th	he courses you want to study at our institution				
Faculty %	· · · · · · · · · · · · · · · · · · ·	Department	%	😢 Course code %DIGI	Show all 💟 Search courses
1 The list below sho	ws courses matching your filtering criteria. Select	t a course and	l click Add to add it	to the selected semester.	
Abbreviation	Title	Variant	Winter semester	Summer semester	
FES / DIGI 🔍	Digitalisation of Business and Society	2024/2025		Add course	

5. Move to the sheet Virtual Segments and add the dates for online part of the BIP 19. 05. – 06. 06. 2025:

	Pers	sonal data	Incoming st	udy visit	<u>Courses</u>	Virtua	l segments	<u>Study plan</u>
		lo virtual seg	ments have be	en found fo	r this visit.			
	Virtu	al segment	t definition fo	m				
		-	05.2025		•			
	Date	until* 06.	06.2025	-	•			
1	Add a virtual segment to visit							
1			Terretor		6	15-1	1t-	<u>Study plan</u>
			Incoming s				il segments	<u>Study plan</u>
	Seg	ments wh	erein the vis	it is carrie	ed out virt	ually		
		Date from	Date	until				
	1.	19.05.202	5 06.06	2025	Remove			

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

Barbora Pašková Faculty coordinator for Erasmus+ <u>barbora.paskova@upce.cz</u>