

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:

The screenshot shows the 'Log in to electronic application for study' page. A green arrow points to the email input field. Below the input field is a 'Continue' button. There is also a section for finding an email address based on birth or pseudo-birth code.

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

The screenshot shows the 'Add new incoming study visit' form. A green box highlights the 'Assigned pseudo-birthcode' field, which contains the value '93020923AB'. A green arrow points to this field. A text box on the right says: 'Please, do remember your assigned Birth Code, you will need it during your stay in Pardubice.' The form includes fields for personal details, delivery address, and permanent residence address. A 'Save' button is at the bottom.

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 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: 12.05.2025

Expected date of departure: 16.05.2025

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

Departure date: dd.MM.yyyy

Academic year you want to study*: 2024/2025

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*: Latvia

ISCED-F Code: 0413

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?: NO

Preferred dormitory:

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:

Note on visit duration:

Incoming study visit creation date: 23.10.2024

Mobility coordinators of host institution

Institutional coordinator - administrator: Albrechtová Věra

Institutional coordinator - signer: Albrechtová Věra

Departmental coordinator - administrator: Pašková Barbora

Departmental coordinator - signer: Komárková Jitka

DC Position: více-dean

Contact information

Official phone:

Official fax:

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

Home institution

Home institution details

Institution*: Riga Technical University - Riga

Faculty*: Engineering Economics and

Department:

Study Programme*: Management of Internations

Specialization:

Type of study*: Bachelor

Year of study*: 2

Mobility coordinators of home institution

Institutional mobility coordinator:

Departmental mobility coordinator*: Sabine Mikelsone

DC Position:

Contact information

Phone: +37124501970

E-mail*: outgoingexchange@rtu.lv

Mobility web page address:

Other

Omobility ID:

Visit attachments

Attachments related to this arrival:

No files uploaded yet.

Choose file to save:

Zvolit soubor

Attachment:

Insert file

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 Incoming study visit **Courses** Virtual segments Study plan

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.

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

Faculty % Department % Course code **%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	2024/2025		<input type="button" value="Add course"/>

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

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

No virtual segments have been found for this visit.

Virtual segment definition form

Date from* 19.05.2025

Date until* 06.06.2025

Add a virtual segment to visit

Segments wherein the visit is carried out virtually

	Date from	Date until	
1.	19.05.2025	06.06.2025	<input type="button" value="Remove"/>

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

Barbora Pašková

Faculty coordinator for Erasmus+

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