



EVIDENCE STÁŽÍ V SISU

1. Modul naleznete v SISu pod názvem Evidence stáží.

The screenshot shows the SIS (Studijní informační systém) interface. The 'Evidence stáží' link is highlighted with a red box. The interface includes a navigation bar with 'SIS Studijní informační systém (verze jádra: 1866)' and a main menu with categories like 'Výuka', 'Rozvrh', 'Přijímací řízení', 'Pomůcky', 'Nestudijní agendy', and 'Ostatní'. The 'Evidence stáží' link is located in the 'Pomůcky' category.

2. Po vstupu do modulu se zobrazí již zaevidované stáže. Pro zadání nové klikněte na Nová a vyplňte příslušná pole.

The screenshot shows the 'Nová stáž' form in the SIS system. The form contains the following fields and options:

- * Ústav navrhující zaevidování stáže: Biomedicínské centrum (14-560) [dropdown] Včetně externích
- * Typ: program Erasmus+: ostatní [dropdown]
- * Země: Spolková republika Německo [dropdown]
- Zahraniční škola: Universitát Leipzig [dropdown]
- Od: 1.10.2019 [calendar icon] [dd.mm.yyyy]
- Do: 30.12.2019 [calendar icon] [dd.mm.yyyy]
- Poznámka: [text area]
- Motivační dopis: [text area]
- Priorita stáže: [input type="text"]
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A stiskněte Odeslat přihlášku.

TRANSLATION

1. You find the module “Internships” in Student Information System.

The screenshot shows the main interface of the Student Information System (SIS). At the top, it displays 'SIS Student Information System (core version: 1868)'. Below this, there are several navigation bars. The 'Utils' bar contains icons for 'Navigation for 3rd Party Application', 'Internships' (highlighted with a red rectangle), and 'Committees'. Other bars include 'Education', 'Time-table', 'Admission process', 'Noneducational agenda', and 'Others', each with various icons representing different system functions.

2. After choosing the module, you see already registered internships. For submitting a new internship, click on “New” and fill in relevant boxes.

The screenshot shows the 'Internships' module interface. The top bar indicates 'Internships (version: 43) Fellowships'. Below this, there are navigation options for 'Fellowships', 'Fellowship overview', and 'New'. The main section is titled 'New fellowship' and contains a form with the following fields:

- * Department proposing fellowship evidence: Studijní oddělení (14-250) [dropdown] Include external
- * Type: program Erasmus+; ostatní [dropdown]
- * Country: Germany [dropdown]
- Foreign institution: Bremen University [dropdown]
- From: 1.10.2019 [calendar icon] [dd.mm.yyyy]
- Until: 30.12.2019 [calendar icon] [dd.mm.yyyy]
- Note: [text area]
- Motivation Letter: [large text area]
- Priority: [input field]

At the bottom of the form, there are two buttons: 'Submit application' and 'Cancel changes'. The footer of the page reads 'Správce studijních aplikací' and 'Univerzita Karlova | Lékařská fakulta Plzeň'.

Press „Submit application“.