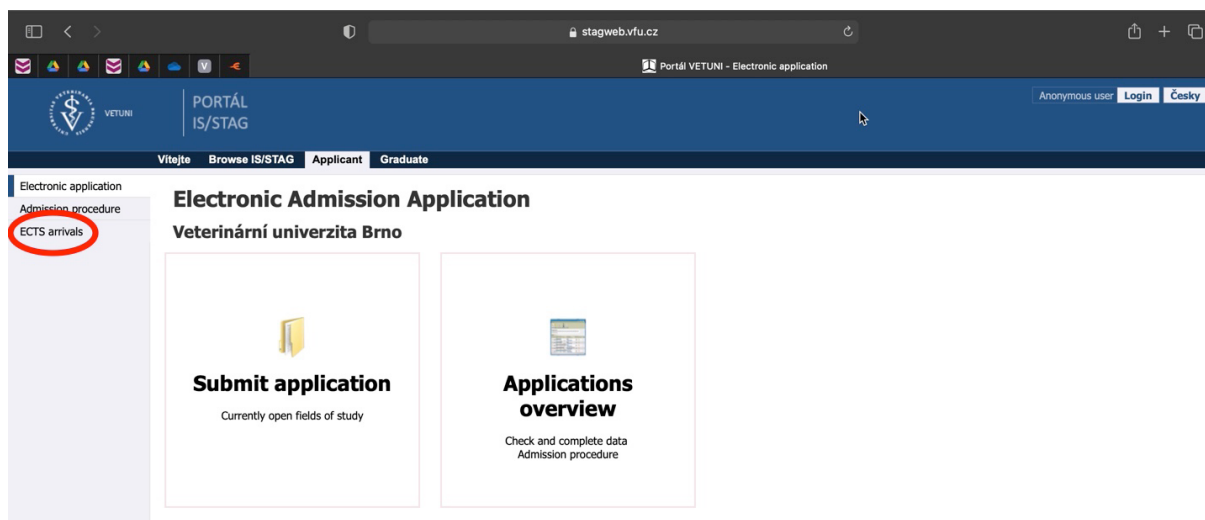
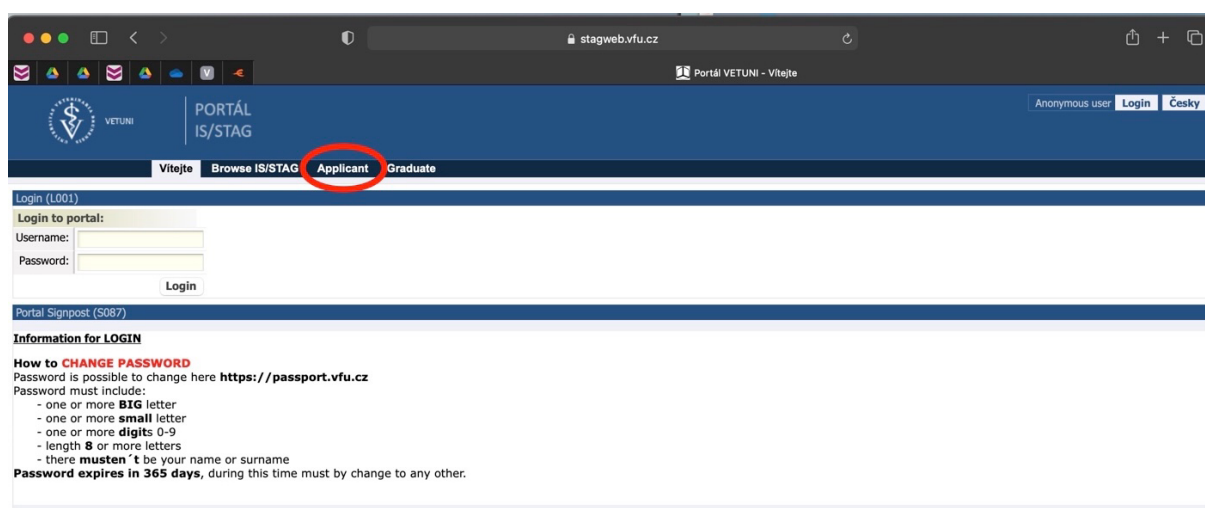


MANUAL SYSTEM STAG

Welcome to our picture manual, which serves for a propriate entering into a school systém STAG. Registration is essential for using this systém and also for obtaining your scholarship. We will show you how to manage it in ten easy steps.

1. Type <https://stagweb.vfu.cz/> to your browser and switch to English language in the upper right corner. Click on „**Applicant**“ and then on „**ECTS Arrival**“ on the left panel.



2. Enter your e-mail address, click on „Continue“ and then on „Send a login link by e-mail“.

Electronic application
Admission procedure
ECTS arrivals

ECTS – Incoming short-term student visits
A site for submitting application for short-term stay and monitoring its status.
[Application help](#)

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

There is no password set for your account. Log in using an access link that was sent to you by e-mail, or have a new link sent out.

ENTER YOUR E-MAIL ADDRESS

Send a login link by email

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:

Rodné nebo pseudorodné číslo
Birth code exact alias

Your initials without diacritics.
Initials

Find out e-mail address

3. Log in to your e-mail inbox, where you should receive a message from VETUNI and click on the link „Incoming short-term student visits – e-mail address verification“.

Hledat e-mail, přílohu či kontakt

Zpět Přesunout Označit Spam Smazat Odpovědět Odpovědět všem Přeposlat

VU Veterinární univerzita Brno stagweb@vfu.cz 26. 11. 2021, 9:41
Komu [redacted]

Přihláška ke krátkodobému pobytu - ověření e-mailové adresy / Incoming short-term student visits - e-mail address verification

English version follows.

--- Česká verze ---

Veterinární univerzita Brno vyžaduje ověření Vaší e-mailové adresy, kterou jste zaregistroval(a).
Kliknutím na uvedený odkaz potvrzujete, že jste tuto e-mailovou adresu zadal(a) skutečně Vy a že je tato adresa platná. Odkaz otevře Vaši elektronickou přihlášku ke studiu, je platný do 26.5.2022. Platnost si můžete případně prodloužit.

[Přihláška ke krátkodobému pobytu - ověření e-mailové adresy](#)

Oznámení vzniklo 26.11.2021 v 09:41:01.

--- English version ---

University of Veterinary Sciences Brno requires verification of the email address you have registered.
Click the link to confirm that this email address was entered by you and that it is valid.
The link will open your electronic application for admission. The link remains valid until 26.5.2022. You can extend the validity if necessary.

[Incoming short-term student visits - e-mail address verification](#)

Oznámení vzniklo 26.11.2021 v 09:41:01.
Tento e-mail byl automaticky vygenerován systémem studijní agentury IS/STAG. Neodpovídejte na něj.

- After opening the link, please fill up all of the mandatory fields marked * and your phone number. Then click on „Save“.

Note: If you are not automatically redirected to the next step, in the left upper corner there should be a „Add new incoming study visit“ button. Confirm it by clicking on „Ok“.

The screenshot shows the 'ECTS – Incoming short-term student visits' application form. The 'Add new incoming study visit' button is highlighted with a red circle. The form contains several sections: 'Personal details' (First name(s), Surname, Degree, Maiden name, Nationality, Assigned pseudo-birthcode, Sex, Passport number, Qualifier of citizenship, Special needs or disabilities), 'Delivery address' (Differs from permanent address), 'Additional contact information' (Phone, Email, Note), 'Birth' (Birth - date, Birth place - Country, Birth place), and 'Permanent residence address' (Permanent address - country, - region, - city, - post).

The screenshot shows the same ECTS application form, but with a confirmation dialog box overlaid. The dialog box asks 'Do you really want to add another incoming study visit?' and has two buttons: 'Zruš' (Cancel) and 'OK'. The 'OK' button is highlighted with a red circle. A green message at the top indicates 'Personal details were successfully saved'. The name 'ROVĀNOVÁ Natálie' is visible in the list of visits.

5. In the next step fill all the mandatory fields marked *, which you can find on the left side named „**Host institution**“.

Field „**Funding**“ choose according to your programme, under which is your mobility organized.

ISCED-F code is differing according to your faculty

- **veterinary medicine** – code **0841**
- **veterinary hygiene and ecology** – code **0721**

If you require an accommodation at the dormitory, choose „**YES**“

1. Adding new arrival. Fill in the form and save it. Cancel

Personal data Incoming study visit

You are entering a new Incoming study visit. Fill in this Tab and click Save on the bottom. You will be forwarded to the next Tab. Cancel

Host institution

Incoming study visit and the host institution details

Expected date of arrival* 01.11.2021

Expected date of departure* 30.11.2021

Academic year you want to study* 2021/2022

First semester* Winter Semester

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

Funding* CEEPUS programme

Typ mobility* Short-term doctoral mobility / Virtual component (only if applic...)

Virtual mobility* NO

ISCED-F Code 0841 Select from registry

Language skills

Department

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

Emergency contact

Note on visit duration

Mobility coordinators of host institution

Institutional coordinator - administrator

Home institution

Home institution details

Institution* Select school

Faculty*

Department

Study Programme*

Field of Study

Type of study* Bachelor

Year of study*

Mobility coordinators of home institution

Institutional mobility coordinator

Departmental mobility coordinator

DC Position

Contact information

Phone

E-mail

Mobility web page address

- Fill up all the mandatory fields marked * on the right side named „Home institution“. Choose your university with a button „Select school“ (see previous picture). Type your country and city, where is your university located and click on button „Search“. Then select it from the list.

The screenshot shows the 'Incoming study visit' form with a search modal open. The modal is titled 'Search universities/institutes' and contains the following fields and data:

- University country*: the Slovak Republic (Slovakia)
- City: Košice
- Search button: circled in red

School name	Country	City	Street	zip/postcode	School acronym
TECHNICKÁ UNIVERZITA V KOŠICIACH	the Slovak Republic (Slovakia)	Košice			SK KOSICE03
UNIVERZITA PAVLA JOZEFA SAFARIKA V KOŠICIACH	the Slovak Republic (Slovakia)	Košice			SK KOSICE02
UNIVERZITA VETERINÁRSKEHO LEKÁRSTVA	the Slovak Republic (Slovakia)	Košice			SK KOSICE01

- After filling all the necessary information, click on „Save“ down below.

The screenshot shows the 'Incoming study visit' form with all fields filled out. The 'Save' button at the bottom is circled in red.

Incoming study visit and the host institution details

- Expected date of arrival*: 01.11.2021
- Expected date of departure*: 30.11.2021
- Academic year you want to study*: 2021/2022
- First semester*: Winter Semester
- Second semester starting date in case of extended studies: dd.MM.yyyy
- Funding*: CEEPUS programme
- Typ mobility*: Short-term doctoral mobility / Virtual component (only if applic...)
- Virtual mobility*: NO
- ISCED-F Code: 0841
- Language skills: [dropdown]
- Department: [dropdown]
- Incoming st. visit type*: Short study stay
- Assigned buddy: -
- Buddy contact details: -
- Do you require accommodation at the dormitory?: NO
- Preferred dormitory: [dropdown]
- Mobility status*: 400 - New arrival added
- Student's LA signature date: -
- Emergency contact: [text field]
- Note on visit duration: -
- Mobility coordinators of host institution:
 - Institutional coordinator - administrator: -
 - Institutional coordinator - signer: -
 - Departmental coordinator - administrator: -
 - Departmental coordinator - signer: -
 - DC Position: [text field]

Home institution details

- Institution*: UNIVERZITA VETERINÁRSKEHO LEKÁRS
- Change school: [button]
- Faculty*: Veterinary medicine
- Department: [text field]
- Study Programme*: General Veterinary medicin
- Field of Study: [text field]
- Type of study*: Doctoral
- Year of study*: 3
- Mobility coordinators of home institution:
 - Institutional mobility coordinator: [text field]
 - Departmental mobility coordinator: [text field]
 - DC Position: [text field]
- Contact information:
 - Phone: [text field]
 - E-mail: [text field]
 - Mobility web page address: [text field]

* Mandatory field

- After redirecting to another page, type the course codes in the field „**course code**“ to add your subjects, which are approved by your **Learning Agreement**.

E.g. course General Surgery and Anesthesiology has code VACHA

Click on „**Search courses**“ and then „**Add course**“

The screenshot shows the 'PORTÁL IS/STAG' interface for 'ECTS – Incoming short-term student visits'. A table lists existing study visits. Below it, the 'Courses' tab is active, showing search filters for Faculty, Department, and Course code. The 'Course code' field is highlighted with a red circle, and the 'Search courses' button is highlighted with a yellow circle.

The screenshot shows the 'Courses' tab with search results. The 'Search courses' button is highlighted with a red circle. Below the search results, the 'Add course' button is highlighted with a green circle.

Abbreviation	Title	Variant	Winter semester	Summer semester
1660 / VACHA	General Surgery and Anesthesiology	2021/2022		

9. Your courses will appear above the fields after your successful addition.

The screenshot displays the 'ECTS – Incoming short-term student visits' application interface. At the top, there's a navigation bar with 'Browse IS/STAG', 'Applicant', and 'Graduate' tabs. The main content area shows a 'Course added' confirmation message above a table with columns: Name, Date, Country, Institution, Fin., Status, and Print. Below this, there's a section for 'Add new incoming study visit' with tabs for 'Personal data', 'Incoming study visit', and 'Courses'. The 'Courses' tab is active, showing a table with columns: 'Winter semester', 'Credits', 'Loc. Crs. to rcgn.', 'Setting status', and 'Reason for change'. A red circle highlights the entry '(FVL) 1660/VACHA 5' with 'Credits: 5' and 'Standard' status. Below the table, there's a search section with filters for 'Faculty', 'Department', and 'Course code' (set to 'VACHA'). A 'Search courses' button is present. The search results show a table with columns: 'Abbreviation', 'Title', 'Variant', 'Winter semester', and 'Summer semester'. The first result is '1660 / VACHA General Surgery and Anesthesiology 2021/2022' with an 'Add course' link.

10. **Congratulation** to your successful registration to STAG system! 😊

Please, send an e-mail to VETUNI Erasmus coordinator to finish your application.

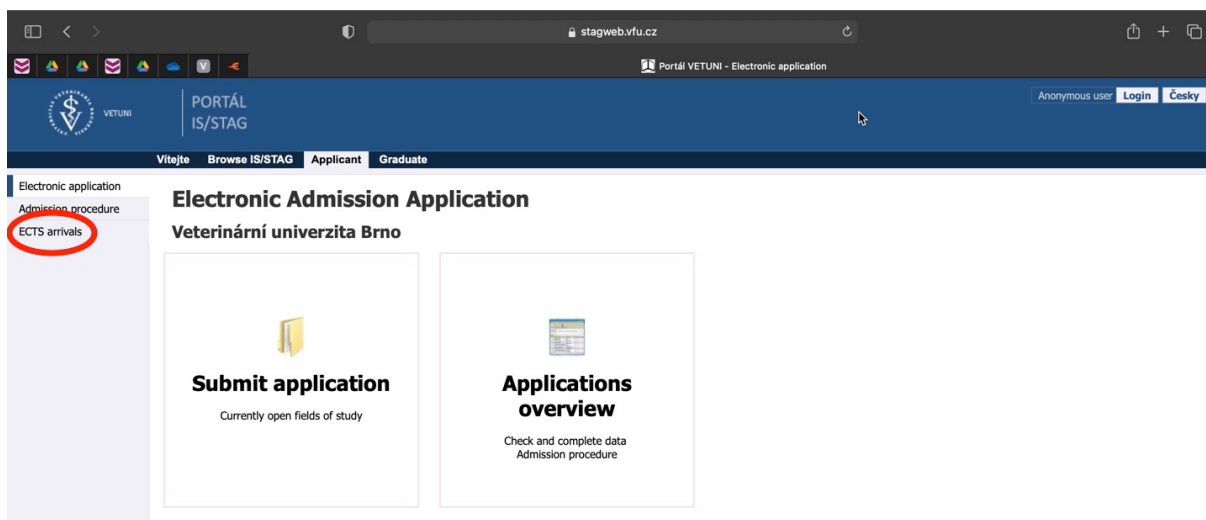
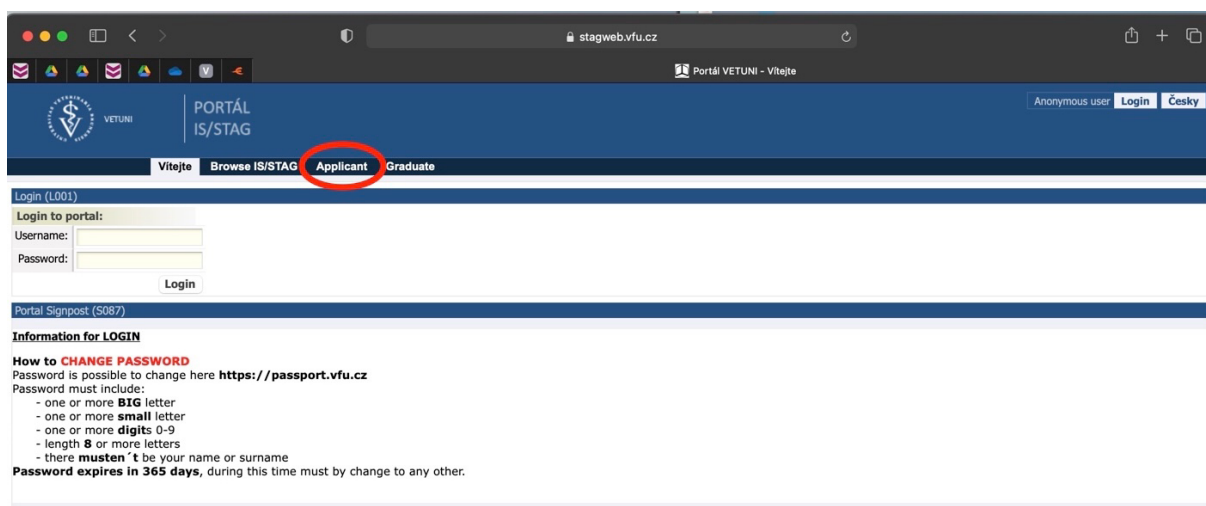
Authors: Sára Bieliková, Lukáš Blaho, Monika Lišková

In Brno 11/20/2021

MANUÁL SYSTÉMU STAG

Vítáme Vás při tomto obrázkovém manuálu, který slouží pro přihlášení do portálu STAG VETUNI. Registrace je zásadní pro využívání tohoto systému a následně pro obdržení stipendia. Celý postup se Vám pokusíme vysvětlit v deseti jednoduchých krocích.

1. Do svého internetového prohlížeče zadejte webovou adresu <https://stagweb.vfu.cz/>. Vyberte v horním panelu záložku „Uchazeč“ a následně vlevo vyberte kolonku „ECTS příjezdy“.



- Zadejte e-mailovou adresu, stiskněte tlačítko „**Pokračovat**“ a poté „**Odeslat odkaz na přihlášení do e-mailu**“

- Přihlaste se do své e-mailové schránky, kde obdržíte zprávu od Veterinární univerzity Brno a kliknete na odkaz „**Přihláška ke krátkodobému pobytu – ověření e-mailové adresy**“.

4. Po otevření odkazu na stránce vyplňte všechna povinná políčka označená * a telefonní číslo s předvolbou. Klikněte na tlačítko „Uložit“.

Pozn. Pokud Vás systém automaticky nepřesměruje na další krok, v levém horním rohu by se Vám mělo objevit tlačítko „Přidat příjezd“ a potvrďte pomocí „Ok“. Dále pokračujte podle návodu.

The screenshot shows the 'ECTS - Incoming short-term student visits' application form. The 'Add new incoming study visit' button is highlighted with a red circle. The form contains several sections:

- Personal details:** First name(s) (official passport version) *, Surname (official passport version) *, Degree (in front of name), Degree (after name), Maiden name, Nationality *, Assigned pseudo-birthcode, Sex (female), Passport number *, Qualifier of citizenship (Citizen of), Special needs or disabilities.
- Delivery address:** Differs from permanent address, Additional contact information (Phone, Email *, Note), Birth (Birth - date *, Birth place - Country *, Birth place *).
- Permanent residence address:** Permanent address - country *, - region *, - city *, - post.

The screenshot shows the same application form, but with a confirmation dialog box overlaid. The dialog box asks: "Do you really want to add another incoming study visit?". The 'OK' button is highlighted with a red circle. The form fields are dimmed in the background.

5. V dalším kroku vyplňte kolonky označené *, které se nachází v levém sloupci „**Hostitelská škola**“.

Kolonku „**Financování**“ vyplňte podle programu, pod kterým je Vaše mobilita organizována.

Kód ISCED-F se liší podle fakulty

- **veterinární lékařství** má číslo **0841**
- **veterinární hygiena a ekologie** má číslo **0721**

Pokud chcete zažádat o koleje, v příslušné kolonce zadejte „**ANO**“.

The screenshot shows a web browser window with the URL 'stagweb.vfu.cz' and the page title 'Portál VETUNI - ECTS arrivals'. The page displays a form for adding a new arrival. The form is divided into two main sections: 'Host institution' and 'Home institution'. The 'Host institution' section contains fields for 'Expected date of arrival' (01.11.2021), 'Expected date of departure' (30.11.2021), 'Academic year you want to study' (2021/2022), 'First semester' (Winter Semester), 'Second semester starting date in case of extended studies' (dd.MM.yyyy), 'Funding' (CEEPUS programme), 'Typ mobility' (Short-term doctoral mobility / Virtual component (only if applic...)), 'Virtual mobility' (NO), 'ISCED-F Code' (0841), 'Language skills', 'Department', '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', 'Emergency contact', and 'Note on visit duration'. The 'Home institution' section contains fields for 'Institution' (Select school), 'Faculty', 'Department', 'Study Programme', 'Field of Study', 'Type of study' (Bachelor), 'Year of study', 'Mobility coordinators of home institution', 'Institutional mobility coordinator', 'Departmental mobility coordinator', 'DC Position', 'Contact information', 'Phone', 'E-mail', and 'Mobility web page address'. A red circle highlights the 'Institution' field in the 'Home institution' section.

6. Vyplňte všechna povinná políčka označená * v pravém sloupci „Vysílající škola“. Svou univerzitu vyberte pomocí tlačítka „Vybrat školu“ (viz předchozí obrázek). Zadejte stát a město, kde se Vaše univerzita nachází, klikněte na tlačítko „Hledat“. Následně vyberte z nabídky.

The screenshot shows the 'Incoming study visit' form in the 'Host institution' section. A modal window titled 'Search universities/institutes' is open, allowing the user to search for a university. The search criteria are set to 'the Slovak Republic (Slovakia)'. The 'Search' button is circled in red. Below the search criteria, there is a table of search results:

School name	Country	City	Street	zip/postcode	School acronym
TECHNICKÁ UNIVERZITA V KOSICIACH	the Slovak Republic (Slovakia)	Kolice			SK KOSICE03
UNIVERZITA PAVLA JOZEFA SAFARIKA V KOSICIACH	the Slovak Republic (Slovakia)	Kolice			SK KOSICE02
UNIVERZITA VETERINÁRSKEHO LEKÁRSTVA	the Slovak Republic (Slovakia)	Kolice			SK KOSICE01

7. Po vyplnění veškerých potřebných údajů stiskněte tlačítko „Uložit“, které se nachází na konci stránky.

The screenshot shows the 'Incoming study visit' form in the 'Home institution' section. The form is filled out with the following details:

- Expected date of arrival: 01.11.2021
- Expected date of departure: 30.11.2021
- Academic year you want to study: 2021/2022
- First semester: Winter Semester
- Second semester starting date in case of extended studies: dd.MM.yyyy
- Funding: CEEPUS programme
- Typ mobility: Short-term doctoral mobility / Virtual component (only if applic...)
- Virtual mobility: NO
- ISCED-F Code: 0841
- Language skills: [empty]
- Department: [empty]
- Incoming st. visit type: Short study stay
- Assigned buddy: [empty]
- Buddy contact details: [empty]
- Do you require accommodation at the dormitory?: NO
- Preferred dormitory: [empty]
- Mobility status: 400 - New arrival added
- Student's LA signature date: [empty]
- Emergency contact: [empty]
- Note on visit duration: [empty]
- Mobility coordinators of host institution: [empty]
- Institutional coordinator - administrator: [empty]
- Institutional coordinator - signer: [empty]
- Departmental coordinator - administrator: [empty]
- Departmental coordinator - signer: [empty]
- DC Position: [empty]

The 'Save' button at the bottom of the form is circled in red.

8. Po přesměrování na další stránku zadejte do okénka „Zkratka předmětu“ kódy všech Vašich navolených předmětů dle Vaší Learning Agreement.

Např. předmět *Obecná Chirurgie a Anesteziologie* má zkratku VACHA.

Klikněte na „Hledat předmět“ a po objevení nabídky „Zapsat předmět“

The screenshot shows the 'ECTS – Incoming short-term student visits' portal. The 'Courses' tab is active. A search bar is visible with the following fields: Faculty (dropdown), Department (dropdown), and Course code (text input). The 'Course code' field is highlighted with a red circle. A yellow 'Search courses' button is to its right. Below the search bar, there is a table with columns: Name, Date, Country, Institution, Fin., Status, and Print. A single entry is visible in the table. Below the table, there is a section for 'Add new incoming study visit' with tabs for 'Personal data', 'Incoming study visit', and 'Courses'. The 'Courses' tab is selected. A message states: '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.'

The screenshot shows the search results for the course code 'VACHA'. The 'Search courses' button is highlighted with a red circle. Below the search bar, there is a table with columns: Abbreviation, Title, Variant, Winter semester, Summer semester. A single entry is visible in the table: '1660 / VACHA General Surgery and Anesthesiology 2021/2022'. The 'Add course' button is highlighted with a green circle.

9. Po úspěšném přidání, se Vám předměty objeví nad zapisovací lištou.

The screenshot shows the 'ECTS – Incoming short-term student visits' portal. The 'Courses' tab is active, displaying a table with columns: Name, Date, Country, Institution, Fin., Status, and Print. A single course entry is visible, circled in red, with 'Winter semester' and 'Credits: 5' highlighted. Below the table, there are search filters for Faculty, Department, and Course code (set to 'VACHA'). A search results table shows '1660 / VACHA' with the title 'General Surgery and Anesthesiology 2021/2022' and an 'Add course' button.

10. **Gratulujeme** k úspěšnému zápisu do portálu STAG! 😊

Pro úplné dokončení Vaší přihlášky prosím zašlete e-mail Erasmus koordinátorovi VETUNI.

Autoři: Sára Bieliková, Lukáš Blaho, Monika Líšková

V Brně dne 20. 11. 2021