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 <u>https://stagweb.vfu.cz/</u> to your browser and switch to English language in the upper right corner. Click on **"Applicant"** and then on **"ECTS Arrival"** on the left pannel.

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

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	• Log in to electronic application for study											
	There is no password	set for your account. Log	in using an access link the	at was sent to you by e-mail, o	r have a new link sent out.							
	Send a login link by email											
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			Find out e-mai	laddress								

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

Hledat e-	mail, přílohu či kont	akt		٩				
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4. 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".

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	Assigned pseudo-birthcode		Birth place – Country*		
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	- city*				
	- post				



5. In the next step fill all the mandatory fileds 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 accomodation at the dormitory, choose "YES"

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	incoming study visit and the nost institution details		nome institution details	
	© Expected date of arrival*	01.11.2021	Institution*	
	Repected date of departure*	30.11.2021	<u> </u>	Select school
	Academic year you want to study*	2021/2022 🔻	Faculty*	
	First semester*	Winter Semester	R Department	
	Second semester starting date in case of extended studies	dd.MM.yyyy	Study Programme*	
	Funding*	CEEPUS programme	Field of Study	
	Typ mobility*	Short-term doctoral mobility / Virtual component (only if applic	Type of study*	Bachelor 🔹
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	@ ISCED-F Code	0841 Select from registry	Mobility coordinators of home institution	1
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	Note on visit duration Mobility coordinators of host institution			
	Institutional coordinator - administrator			

6. 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.

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7. After filling all the necessary information, click on **"Save"** down below.

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	First semester*	Winter Semester	@ Department	
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	Funding*	CEEPUS programme	Field of Study	
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		Save		

8. 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"

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	Search and add the courses you v	want to study at our institution	-			
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	The list below shows courses mat	rching your filtering criteria. Select a c	ourse and click Add to add it I	the selected semester	Search course		
	C The field body solution if Title 1660 / VACHA S General Sur	gery and Anesthesiology 2021	/2022 Add cares	ummer seneste			

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

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	Abbreviation Title 1660 / VACHA General Su	argery and Anesthesiology 20	Variant Winter semester 21/2022 Add course	Summer semester			
				۲			

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 Líšková

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 využívaní 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**".

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2. Zadejte e-mailovou adresu, stiskněte tlačítko "Pokračovat" a poté "Odeslat odkaz na přihlášení do e-mailu"

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3. 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.

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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".

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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.

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

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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"

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

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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