

Inserting the internship into the SIS



The internships are entered in the *Internships* module. Subsequently, it is necessary to choose the funding method (usually another form of the internship), the country (or even foreign universities) and the term of the internships. Only then can the Department for PhD Study “accept” the relevant internship so that it is available for pairing in the ISP assessment.

The **internships** are matched in the same way. All internships (study and research stays) in SIS are displayed in the application *Internships*, or also in the application *Personal Data* (tab Information about studies and internships – Fellowships) – see picture below. If your internship is not yet in SIS, you have to add it in the application *Internships* and make sure your supervisor approves it (the supervisors have their guidelines how to do so). After that, the Department for PhD Study can include your internship in your studies, it is then displayed as “accepted by the study department”.

Přehled stáží						
Ústav	Typ	Země	Škola v zahraničí	Od	Do	Stav žádosti
Oddělení podpory vědy (6500)	program Erasmus+: Erasmus	Estonská republika	Tartu Ülikool	26.01.2018	30.04.2018	přijata studijním oddělením
Oddělení podpory vědy (6500)	program Erasmus+: Erasmus	Spolková republika Německo	Technische Universität Carolo-Wilhelmina zu Braunschweig	23.01.2019	31.03.2019	přijata studijním oddělením

Overview of the internships in the application *Personal Data*

When adding new requirement to the ISP, you can see all the existing records (accepted by the study department). Internships imported from the Erasmus database already include information about the university abroad (picture below). Other internships usually include only basic information (period and state). Fill in the details in the comments for such internship (click on the editing icon).

Editace povinnosti					
Semestr: <input checked="" type="radio"/> žádný <input type="radio"/> zimní <input type="radio"/> letní <input type="radio"/> oba					
Párování povinnosti					
	Název	Od	Do	Země	Zahraniční škola
<input checked="" type="checkbox"/>	program Erasmus+: Erasmus	26.01.2018	30.04.2018	Estonsko	Tartu Ülikool
<input checked="" type="checkbox"/>	program Erasmus+: Erasmus	23.01.2019	31.03.2019	Německo	Technische Universität Carolo-Wilhelmina zu Braunschweig
<input type="checkbox"/>	nepárovat				
<input type="button" value="Ulož"/> <input type="button" value="Zpět bez uložení změn"/>					

Matching internships with records in SIS

If an internship was already included in the ISP but is matched only now, the original name of the internship gets rewritten with the new information.