

Dear PhD students,

According to the [Dean's Measure No. 10/2017](#), it is compulsory to record all internships abroad in SIS (internship is understood as a study-research stay abroad that the student carries out in the course of his / her studies at the Faculty in accordance with the requirements of the study programme). Internships must be registered in SIS at least one week before your departure, but it will be highly appreciated if you do it much earlier.

What are the steps?

- ▶ On the main page of SIS, select *Internships*, then click *New* in the top bar and fill in all required fields.
- ▶ If you find the particular programme you are part of in the *Type* section, select it (e.g. DAAD, CEEPUS, or Cotutelle). If you have received a grant from the Mobility Fund, choose the option *fakultní/univerzitní stipendium*. For all other stays, select *jiná forma stáže* (like PROGRES and GA UK etc.).
- ▶ Click on *Save*, the application will be recorded.
- ▶ From this moment on, you will be able to download the *Confirmation of Study / Research Period* template – it will download after you click on the PDF icon next to your name in the *Internship overview* section. The *Confirmation* is absolutely essential in terms of recognising **every** internship.
- ▶ As soon as the internship information is complete (we would like to ask you to fill in all the information at once), depending on the type of internship, the application will be approved (or rejected) in the system either by the PhD Office or the International Office.
- ▶ After you have returned, we will need the signed and stamped *Confirmation of Study / Research Period*. You have to get the document signed at the very end of your stay because it serves as a confirmation that you have been physically present at the institution for the entire duration of the planned stay (see the data you entered in SIS).
- ▶ On the basis of *Confirmation*, the actual length of the internship will be recorded. If the data in *Confirmation* don't match with those you have entered in the internship information, we will adjust your length of stay accordingly.
- ▶ Please, upload the *Confirmation* in SIS (click *Edit* – the notepad with pencil symbol - *Upload attachments* – click on the magnifying glass, a new window will pop up, click *Vybrat soubor- Save – Upload a file*) It is ideal to do so immediately upon your return, but no later than one month after the end of your stay. If you are for some reason unable to upload the document, email it to [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz).
- ▶ If your internship has been administered or funded through a scholarship (or other) programme, the rules of the particular programme are also applicable to you.

If you have any questions regarding the internship offers, scholarship programmes, bilateral agreements, the Erasmus + traineeships or the financing of free-mover and Cotutelle, don't hesitate to contact the [International Office](#).

If you would like to consult internships in terms of their eligibility or content, please refer to the [PhD Office](#).

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