

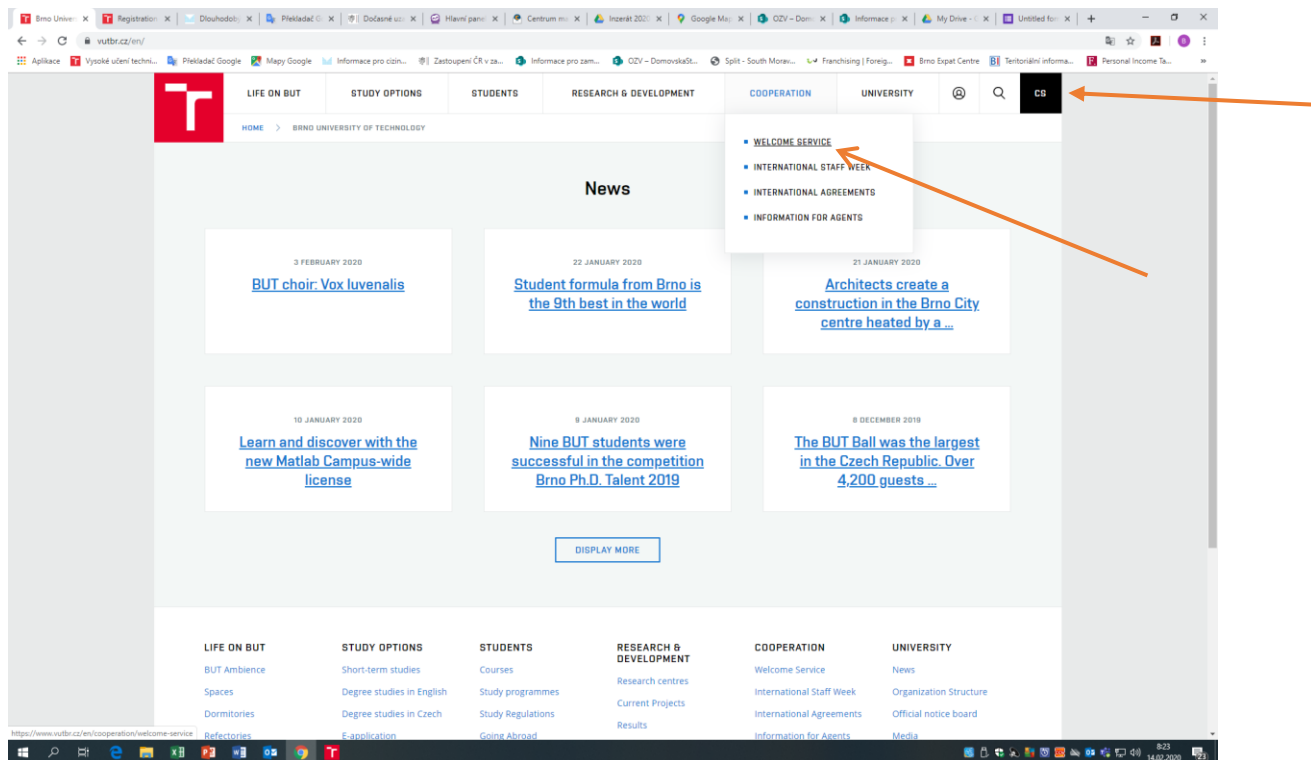
eRegistration for researchers, external partners, future employees and incoming staff = Registrace přijíždějících výzkumníků, vědců a zaměstnanců

<https://www.vutbr.cz/en/cooperation/welcome-service>

eRegistrace je uložena na webu Welcome servisu.

1. Jak eRegistraci najít?

- Úvodní obrazovku webu VUT přepněte do angličtiny – **EN**.
- Jděte do záložky **COOPERATION** a po rozbalení vyberte první možnost v pořadí – **WELCOME SERVICE**



Registrace se nachází v pravé části v červeném obdélníku – ONLINE REGISTRATION

The screenshot shows the 'WELCOME SERVICE' page on the BUT website. The navigation menu includes 'LIFE ON BUT', 'STUDY OPTIONS', 'STUDENTS', 'RESEARCH & DEVELOPMENT', 'COOPERATION', and 'UNIVERSITY'. The main content area has a sub-menu with 'INTRODUCTION', 'FORMALITIES', 'PRACTICAL GUIDE', 'CHECK-LIST', and 'CONTACT'. The 'FORMALITIES' section is active, displaying text about the mission of the BUT Welcome Service and a list of issues they assist with. Below this list are buttons for 'DOWNLOAD GUIDE FOR EMPLOYEE', 'WS BROCHURE (EN)', and 'WS BROCHURE (CZ)'. On the right side, under the heading 'Planning to stay or work at BUT', there is a red button labeled 'ONLINE REGISTRATION' with an orange arrow pointing to it from the right.

Po kliknutí se ukáže následující obrazovka, kde je třeba kliknout na „New registration“

The screenshot shows the 'Registration - BUT' page. The navigation menu is the same as in the previous screenshot. The main heading is 'Registration form for researchers, external partners, future employees and incoming staff'. Below the heading, there is a paragraph of text and a link labeled 'New registration' with an orange arrow pointing to it from the left. The page also features a grid of links for various university services and a footer with the university's name, address, and social media icons.

Poté se zobrazí samotná registrace s první možností – Purpose of stay at BUT = Důvod příjezdu na VUT

Registration form for researchers, external partners, future employees and incoming staff

Select the reason for your arrival at BUT

Purpose of stay at BUT*
- choose -

- Alumni Internship
- Conference Lecture
- Consultation
- Employment
- Excursion - No Mobility Programme
- Excursion via Mobility programme
- Final Exam, Doctoral Exam, Thesis Opponent
- Lecture in Teaching

Responsibility: Tomáš Dula

BRNO UNIVERSITY OF TECHNOLOGY
Antonínská 548/1 601 90 Brno
www.vut.cz
vut@vutbr.cz

2. Výběr důvodu příjezdu

Purpose of stay at BUT – povinné pole, je třeba vybrat jednu z následujících možností:

- **Alumni Internship** – Absolventská stáž (pracovní)
- **Conference lecture** – přednáška na konferenci
- **Consultation** – konzultace, poradenství
- **Employment** – uzavření pracovního poměru na VUT
- **Excursion – No Mobility Program** – Exkurze mimo mobilitní programy
- **Excursion via Mobility Program** – Exkurze v rámci mobilitního programu, např. Staff week
- **Final Exam, Thesis Exam, Doctoral Opponent** – účast v komisi u závěrečných zkoušek, u oponentury apod.
- **Lecture in Teaching** – Přednáška ve výuce
- **Negotiation about Cooperation** – Jednání o spolupráci
- **Others** – jiné důvody
- **Participation in the Conference** – Účast na konferenci
- **PhD Study** – Doktorské studium
- **Research including Scientific Mobility and Projects** – Vědecký výzkum včetně vědeckých mobilit a projektů
- **Summer school – No Mobility Program** – Účast na letní škole mimo mobilitní programy
- **Summer school via Mobility Program** – Účast na letní škole v rámci mobilitního programu
- **Teaching - Výuka**
- **Training – Employee from HEI** – Školení – zaměstnanec ze zahraniční univerzity
- **Training – Expert from Enterprise** – Školení – expert z komerční sféry
- **Workshop – Participant** – Účastník workshopu
- **Workshop – Leader Workshop** – Vedení workshopu

3. Vyplňování eRegistrace

I. INTRODUCTORY INFORMATION – zadání informací o zemi, univerzitě nebo instituci, ze které cizinec přijíždí

Country of your home institution – je třeba vybrat zemi, ze které cizinec přijíždí, tzn. kde aktuálně studuje, pracuje, žije apod. Jedná se o povinné pole.

Registration form for researchers, external partners, future employees and incoming staff

Selected the purpose of your stay: "Employment" ([Change the purpose of your stay](#))

Introductory information

Country of your home institution*
↓ choose -

- Afghanistan
- Alandy
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla

- choose -

Contact person 1)
Contact person from BUT

Stay information

First day of employment

Last day of employment

Date of arrival*

CS

Name of your home university/company/other – v seznamu jsou vloženy všechny univerzity, podniky apod., se kterými VUT dosud spolupracuje, příp. je v nějakém kontaktu. Pokud je instituce v seznamu, vyberte ji. Toto pole je povinné.

The screenshot shows the registration form for researchers, external partners, future employees, and incoming staff. The purpose of the stay is set to "Employment". Under the "Introductory information" section, the "Name of your home university/company/other" dropdown menu is open, displaying a list of institutions. An orange arrow points to this dropdown menu.

Country of your home institution*
- choose -

Name of your home university/company/other*
- choose -

- Aalborg University (AAU) (DK)
- Aalto University (aalto.fi) (FI)
- Aalto University School of Science (sci.aalto.fi) (FI)
- Aarhus School of Architecture (DK)
- Abdullah Gül University (TB)
- Aberystwyth University (GB)
- Académie royale des Beaux-Arts de Bruxelles (BE)
- Academy of Fine Arts (HR)

Contact person from BUT

Stay information

First day of employment

Last day of employment

Date of arrival*

I COULD NOT FIND MY UNIVERSITY/ENTERPRISE - pokud instituce není v seznamu, je třeba zaškrtnout toto políčko a rozbalí se další, kde je možné název instituce vepsat. Jedná se o povinné pole.

The screenshot shows the registration form with the "I COULD NOT FIND MY UNIVERSITY/ ENTERPRISE" checkbox selected. An orange arrow points to this checkbox. Below it, the "Name of your home university/company/other" text input field is visible.

Country of your home institution*
- choose -

I COULD NOT FIND MY UNIVERSITY/ ENTERPRISE.

Name of your home university/company/other*

Cooperation established

Are you cooperating on a specific project with a specific person from BUT?*

YES NO

Faculty you will/would like to work at*
- choose -

Contact person 1)
Contact person from BUT

Stay information

First day of employment

Last day of employment

Date of arrival*

U následujících důvodů příjezdu je ještě volba PROGRAMME OF PROJECT/MOBILITY:

- Excursion via Mobility Program
- Summer school via Mobility Program
- Teaching
- Training - Employee from HEI
- Training – Expert from Enterprise

Programme of Project/Mobility – je třeba vybrat v rámci kterého programu cizinec přijíždí (Erasmus, CEEPUS etc.).

Pole je povinné.

The screenshot shows a web browser window displaying the registration form for researchers, external partners, future employees and incoming staff. The form is titled "Registration form for researchers, external partners, future employees and incoming staff". Below the title, it says "Selected the purpose of your stay: 'Excursion via Mobility programme'" with a link to "Change the purpose of your stay".

The form is divided into several sections:

- Introductory information:** A dropdown menu for "Programme of project/mobility*" is shown with "CEEPUS" selected. An orange arrow points to this dropdown. Other options include "AKTION", "ERASMUS PLUS ICM - employee mobility for educations", "ERASMUS PLUS - employee mobility for trainings", and "ERASMUS PLUS ICM - employee mobility for trainings".
- Cooperation established:** A dropdown menu for "Faculty you will/would like to work at*" is shown with "- choose -" selected.
- Stay information:** Two date fields are shown: "Date of arrival*" and "Date of departure*", both with calendar icons.

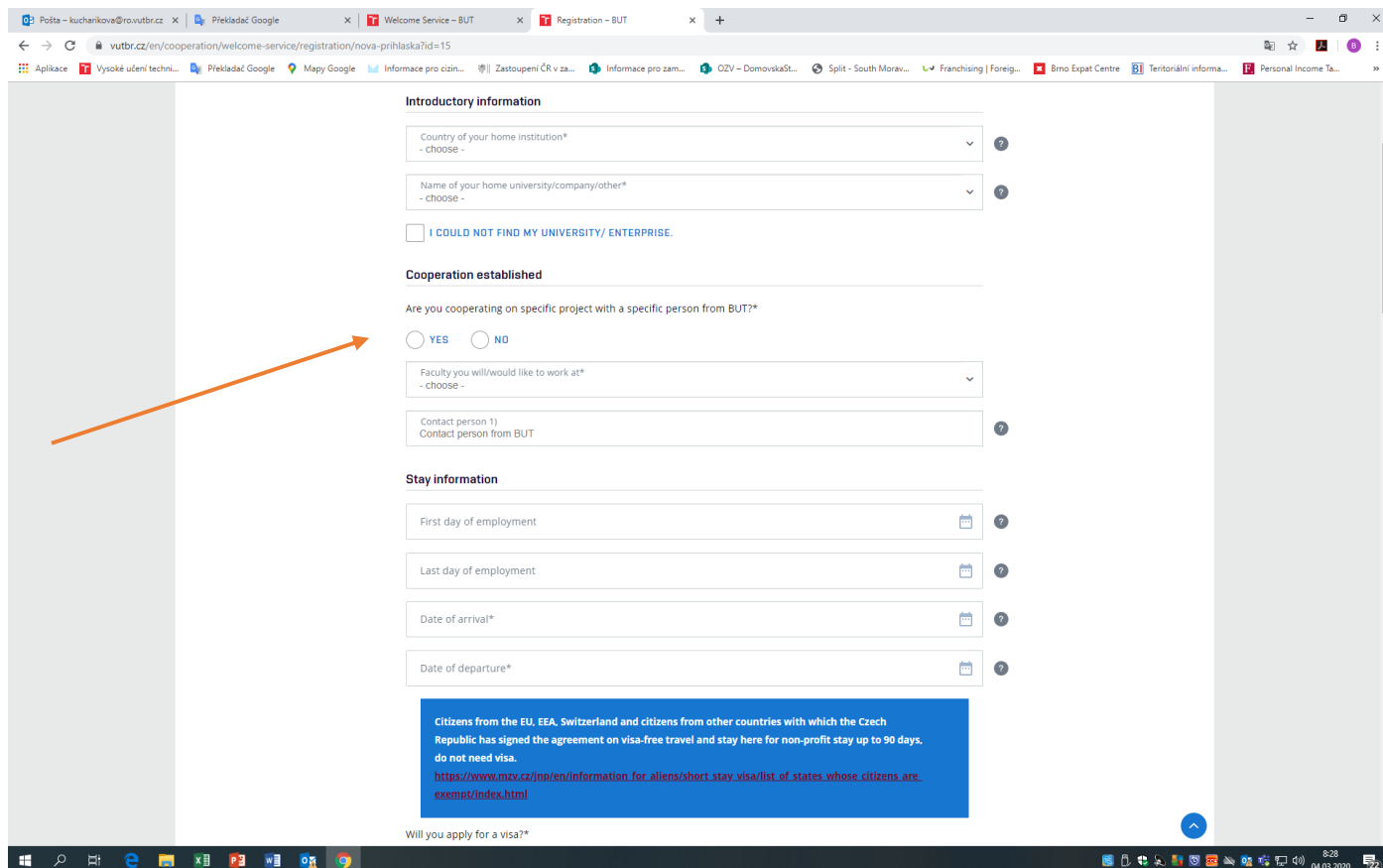
At the bottom of the form, there is a blue banner with the text: "Citizens from the EU, EEA, Switzerland and citizens from other countries with which the Czech Republic has signed the agreement on visa-free travel and stay here for non-profit stays up to 90 days".

II. COOPERATION ESTABLISHED – zadání informací o součásti VUT, na kterou cizinec přijíždí, a o osobě, se kterou je na příjezdu domluven

U následujících důvodů příjezdu je ještě otázka **Are you cooperating on specific project with a specific person from BUT? YES/NO:**

- **Alumni Internship**
- **Employment**
- **PhD study**
- **Research including Scientific Mobility and Projects**

Zde je třeba odpovědět, zda je cizinec předem domluven na svém příjezdu/spolupráci s nějakou konkrétní osobou z VUT. Je třeba vybrat ANO nebo NE. Toto pole je povinné.



The screenshot shows a web browser window with the URL vutbr.cz/en/cooperation/welcome-service/registration/nova-prihlaska?id=15. The form is titled "Introductory information" and "Cooperation established".

Introductory information

- Country of your home institution* - choose -
- Name of your home university/company/other* - choose -
- I COULD NOT FIND MY UNIVERSITY/ ENTERPRISE.

Cooperation established

Are you cooperating on specific project with a specific person from BUT?*

YES NO

Faculty you will/would like to work at* - choose -

Contact person 1) Contact person from BUT

Stay information

- First day of employment
- Last day of employment
- Date of arrival*
- Date of departure*

Citizens from the EU, EEA, Switzerland and citizens from other countries with which the Czech Republic has signed the agreement on visa-free travel and stay here for non-profit stay up to 90 days, do not need visa.
https://www.mzv.cz/jnp/en/information_for_alien/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html

Will you apply for a visa?*

An orange arrow points to the "Are you cooperating on specific project with a specific person from BUT?*" question.

Faculty you will/would like to work at – je třeba vybrat součást, na které bude/chce cizinec působit. Toto pole je také povinné.

The screenshot shows a web browser window with the URL vutbr.cz/en/cooperation/welcome-service/registration/nova-prihlaska?id=19. The page is titled "Registration - BUT" and contains the following sections:

- Introductory information**
 - Programme of project/mobility* (Dropdown menu: CEEPUS)
 - Country of your home institution* (Dropdown menu: - choose -)
 - Name of your home university/company/other* (Dropdown menu: - choose -)
 - I COULD NOT FIND MY UNIVERSITY/ ENTERPRISE.
- Cooperation established**
 - Faculty you will/would like to work at* (Dropdown menu: - choose -)
 - Open list of faculties:
 - CFSA - Centre of sports activities
 - FA - Faculty of Architecture
 - FEFC - Faculty of Electrical Engineering and Communication
 - FCH - Faculty of Chemistry
 - FIT - Faculty of Information Technology
 - FBM - Faculty of Business and Management
 - FCF - Faculty of Civil Engineering
 - FME - Faculty of Mechanical Engineering
 - Blue information box: Citizens from the EU, EEA, Switzerland and citizens from other countries with which the Czech Republic has signed the agreement on visa-free travel and stay here for non-profit stay up to 90 days, do not need visa. https://www.mzv.cz/jnp/en/information_for_alliens/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html
 - Will you apply for a visa?* (Radio buttons: YES, NO)
- Personal details**
 - Academic titles (Text input field)

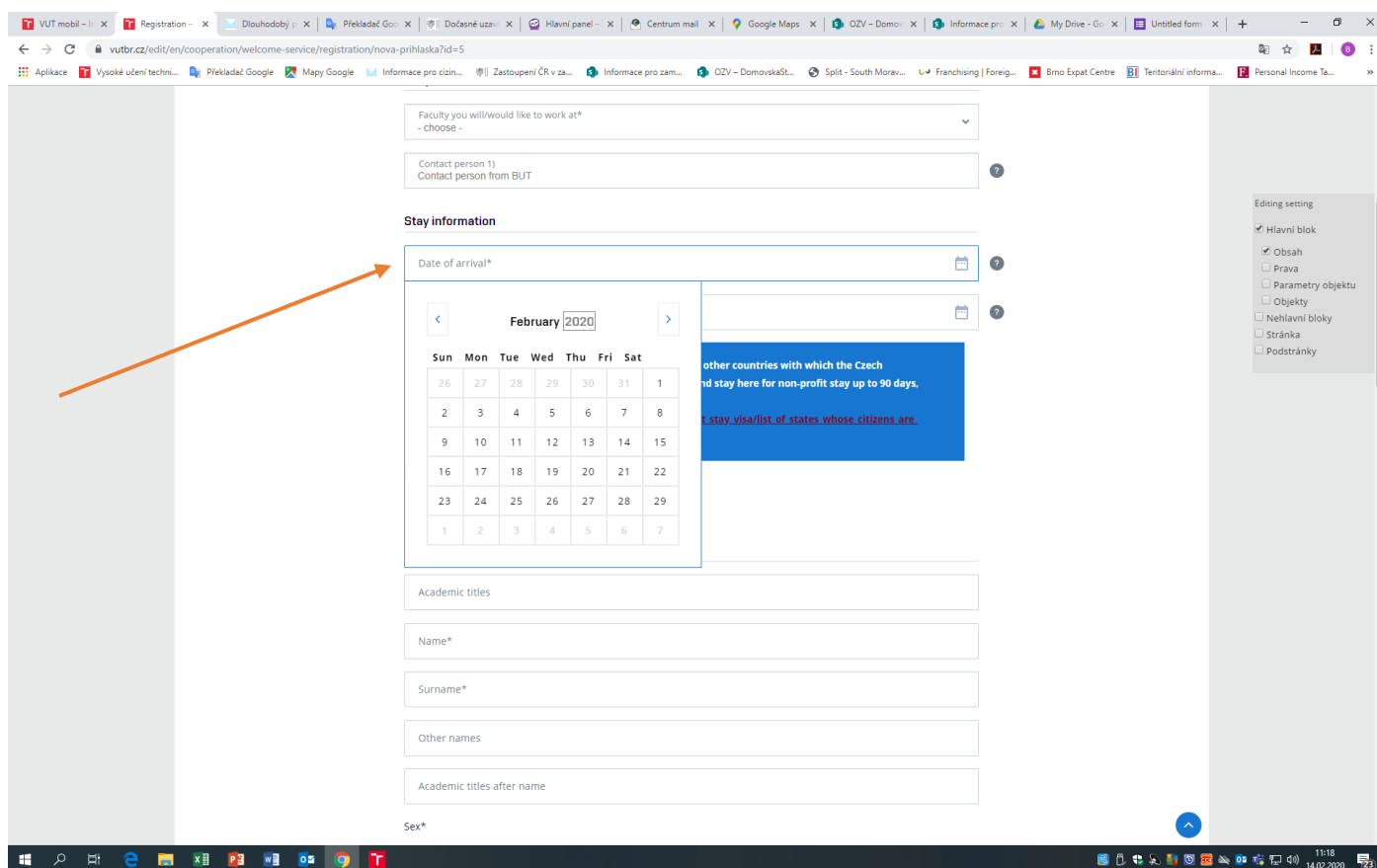
Contact person – pokud cizinec přijíždí za konkrétní osobou, tzn. je předem domluven, je třeba uvést jméno osoby. Pole je nepovinné. Vyplnit pouze v případě dohodnuté spolupráce.

The screenshot shows a web browser window with the URL vutbr.cz/en/cooperation/welcome-service/registration/nova-prihlaska?id=15. The page is titled "Registration - BUT" and contains the following sections:

- Introductory information**
 - Country of your home institution* (Dropdown menu: - choose -)
 - Name of your home university/company/other* (Dropdown menu: - choose -)
 - I COULD NOT FIND MY UNIVERSITY/ ENTERPRISE.
- Cooperation established**
 - Are you cooperating on a specific project with a specific person from BUT? (Radio buttons: YES, NO)
 - Faculty you will/would like to work at* (Dropdown menu: - choose -)
 - Contact person 1) Contact person from BUT (Text input field)
- Stay information**
 - First day of employment (Calendar icon)
 - Last day of employment (Calendar icon)
 - Date of arrival* (Calendar icon)
 - Date of departure* (Calendar icon)
 - Blue information box: Citizens from the EU, EEA, Switzerland and citizens from other countries with which the Czech Republic has signed the agreement on visa-free travel and stay here for non-profit stay up to 90 days, do not need visa. https://www.mzv.cz/jnp/en/information_for_alliens/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html
 - Will you apply for a visa?* (Radio buttons: YES, NO)

III. STAY INFORMATION – zadání informací o datech příjezdů a odjezdů a povinnosti žádost o vízum

Day of arrival – jedná se o povinné pole. Je třeba zadat den příjezdu. Pokud přesné datum příjezdu není známo, vyplnit přibližné a později ho lze upravit v Apollu dle skutečnosti.



Faculty you will/would like to work at*
- choose -

Contact person 1)
Contact person from BUT

Stay information

Date of arrival*

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

other countries with which the Czech
and stay here for non-profit stay up to 90 days,
stay visa/list of states whose citizens are

Academic titles

Name*

Surname*

Other names

Academic titles after name

Sex*

Editing setting

- Hlavní blok
- Obsah
- Prava
- Parametry objektu
- Objekty
- Nehlavní bloky
- Stránka
- Podstránky

11:18
14.02.2020

Day of departure – taktéž povinné pole. Vyplnit dle reality nebo v případě dlouhodobých pobytů alespoň předpokládané datum odjezdu. Je to důležité kvůli určování a dělení pobytů na krátkodobé a dlouhodobé.

Faculty you will/would like to work at*
- choose -

Contact person 1)
Contact person from BUT

Stay information

Date of arrival*

Date of departure*

Citizens from the EU, EEA, Switzerland and citizens from other countries with which the Czech Republic has signed the agreement on visa-free travel and stay here for non-profit stay up to 90 days, do not need visa.
https://www.mzv.cz/jep/en/information_for_alien/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html

Will you apply for a visa?*

YES NO

Personal details

Academic titles

Name*

Surname*

Other names

Academic titles after name

Sex*

U následujících důvodů příjezdu je ještě volba FIRST DAY OF EMPLOYMENT a LAST DAY OF EMPLOYMENT:

- **Alumni Internship**
- **Employment**
- **PhD study**
- **Research including Scientific Mobility and Projects**

I COULD NOT FIND MY UNIVERSITY/ENTERPRISE.

Cooperation established

Are you cooperating on specific project with a specific person from BUT?*

YES NO

Faculty you will/would like to work at*

FCH - Faculty of Chemistry

Contact person 1)
Contact person from BUT

Stay information

First day of employment

Last day of employment

Date of arrival*

Date of departure*

Citizens from the EU, EEA, Switzerland and citizens from other countries with which the Czech Republic has signed the agreement on visa-free travel and stay here for non-profit stay up to 90 days, do not need visa.
https://www.mzv.cz/jnp/en/information_for aliens/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html

Will you apply for a visa?*

YES NO

Personal details

Academic titles

First day of employment – je třeba zadat první den zaměstnání, pokud ho cizinec zná a pokud bude na VUT pracovat. Pole je nepovinné.

Last day of employment – je třeba zadat poslední den zaměstnání, pokud ho cizinec zná a pokud bude na VUT pracovat. Pole je nepovinné.

I COULD NOT FIND MY UNIVERSITY/ ENTERPRISE.

Cooperation established

Are you cooperating on specific project with a specific person from BUT?*

YES NO

Faculty you will/would like to work at*

FCH - Faculty of Chemistry

Contact person 1)
Contact person from BUT

Stay information

First day of employment

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

other countries with which the Czech
and stay here for non-profit stay up to 90 days.
stay visa/list of states whose citizens are.

Will you apply for a visa?*

YES NO

Personal details

Academic titles

Will you apply for visa? YES/NO

V modrém rámečku jsou vypsány informace k vízovým povinnostem včetně odkazu na stránky MZV, kde jsou uvedeny bezvízové státy.

V případě, že cizinec spadá do bezvízové kategorie, označí NE. Jedná se o povinné pole.

Pokud spadá do vízové kategorie, označí ANO (taktéž povinné pole) a zobrazí se mu další volba:

Will you apply for:

SHORT-TERM STAY (UP TO 90 DAYS) - jedná o krátkodobý pobyt (90 dnů)

LONG-TERM STAY (EXCEEDING 90 DAYS) – jde o dlouhodobý pobyt (nad 90 dnů).

Jedno nebo druhé pole je povinné, pokud se jedná o cizince s vízovou povinností.

Je třeba vybrat jednu z nabízených možností.

Date of departure*

Citizens from the EU, EEA, Switzerland and citizens from other countries with which the Czech Republic has signed the agreement on visa-free travel and stay here for non-profit stay up to 90 days, do not need visa.
https://www.mzv.cz/jpp/en/information_for_alien/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html

Will you apply for a visa?*

YES NO

Will you apply for?*

SHORT-TERM STAY (UP TO 90 DAYS) LONG-TERM STAY (EXCEEDING 90 DAYS)

Country*
- choose -

Embassy*
- choose -

Country where you will apply for a visa.

Personal details

Academic titles

Name*

Surname*

Other names

Academic titles after name

Sex*

MALE FEMALE

Country – je třeba vybrat stát, kde bude cizinec žádat o vízum. Nemusí být stejný, jako stát narození. Záleží, kde cizinec momentálně pobývá. Pole je povinné, pokud se jedná o cizince s vízovou povinností.

exempt/index.html

Will you apply for a visa?*

YES NO

Will you apply for?*

SHORT-TERM STAY (UP TO 90 DAYS) LONG-TERM STAY (EXCEEDING 90 DAYS)

Country*
| choose -

- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Antigua and Barbuda
- Argentina
- Armenia

Surname*

Other names

Academic titles after name

Sex*

MALE FEMALE

Nationality*
- choose -

Date of birth*

Place of birth*

Embassy – po vybrání státu se cizinci zobrazí seznam zastupitelských úřadů v dané zemi. Je třeba zvolit ten, kde bude cizinec žádat o vízum. Pole je povinné, pokud se jedná o cizince s vízovou povinností.

exempt/index.html

Will you apply for a visa?*

YES NO

Will you apply for?*

SHORT-TERM STAY (UP TO 90 DAYS) LONG-TERM STAY (EXCEEDING 90 DAYS)

Country*
- choose -

Embassy*
| choose -

- Embassy in Kabul
- Embassy in Islamabad
- Embassy in Tirana
- Embassy in Algeria
- Embassy in Madrid
- Embassy in Pretoria
- Embassy in Washington
- Embassy in Buenos Aires

Other names

Academic titles after name

Sex*

MALE FEMALE

Nationality*
- choose -

Date of birth*

Place of birth*

IV. PERSONAL DETAILS – zadání osobních údajů cizince

Academic titles – je třeba uvést akademické tituly před jménem cizince – nepovinné.

Name – je třeba uvést křestní jméno cizince – povinné.

Surname – je třeba uvést příjmení cizince – povinné.

Other names – je třeba uvést další jména cizince – nepovinné.

Academic titles after name – je třeba uvést tituly za jménem cizince – nepovinné.

The screenshot shows a web browser window with a registration form. The form is titled "Registration" and has a "YES" radio button selected. The form asks "Will you apply for*" and has two options: "SHORT-TERM STAY (UP TO 90 DAYS)" and "LONG-TERM STAY (EXCEEDING 90 DAYS)". The "LONG-TERM STAY" option is selected. Below this are two dropdown menus for "Country*" and "Embassy*", both with "-choose-" as the selected value. The "Personal details" section includes five text input fields: "Academic titles", "Name*", "Surname*", "Other names", and "Academic titles after name". Below these are "Sex*" with "MALE" and "FEMALE" radio buttons, "Nationality*" with "-choose-" selected, "Date of birth*" with a calendar icon, "Place of birth*", and "Email*" with a question mark icon. A blue button at the bottom says "Fill the phone number with a country prefix". The Windows taskbar at the bottom shows the date and time as 11:03 14.02.2020.

Sex – je třeba vybrat pohlaví cizince – povinné

Email – je třeba uvést emailový kontakt na cizince – povinné pole. Je to pro případ další možné spolupráce apod.

Phone – je třeba uvést telefonní kontakt na cizince vč. národní předvolby – povinné pole. Je to pro případ další možné spolupráce apod.

Will you apply for a visa?*

YES NO

Personal details

Academic titles

Name*

Surname*

Other names

Academic titles after name

Sex*

MALE FEMALE

Email*

Fill the phone number with a country prefix

Phone*

*) This item is required
1) The item is required if you have an established cooperation

Information about processing of personal data of foreign employees and visitors of BUT related to providing services of „Welcome service“

Information about the controller of personal data

Editing setting

- Hlavní blok
- Obsah
- Prava
- Parametry objektu
- Objekty
- Nehlavní bloky
- Stránka
- Podstránky

1131
14.02.2020

U následujících důvodů příjezdu je ještě třeba vyplnit NATIONALITY, DATE OF BIRTH, PLACE OF BIRTH:

- **Employment**
- **PhD study**
- **Research including Scientific Mobility and Projects**

Other names

Academic titles after name

Sex*

MALE FEMALE

Nationality*
- choose -

Date of birth*

Place of birth*

Email*

Fill the phone number with a country prefix

Phone*

Do you plan to stay in the Czech Republic with your family?*

YES NO

*) This item is required
1) The item is required if you have an established cooperation

Information about processing of personal data of foreign employees and visitors of BUT related to providing services of „Welcome service“

Information about the controller of personal data

The controller of personal data, Brno University of Technology, Antonínská 548/1, 601 90 Brno, ID: 00216305, VAT ID: CZ00216305, is a public University established by law. During his activities, Brno University of Technology processes personal data according to Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the repeal of the Directive 95/46/ES

Nationality – je třeba vybrat národnost cizince, je to povinné pole např. kvůli objednání k registraci po příjezdu na OAMP

Other names

Academic titles after name

Sex*

MALE FEMALE

Nationality*
choose -

- Afghanisian
- Alandy
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla

Phone*

Do you plan to stay in the Czech Republic with your family?*

YES NO

*) This item is required
1) The item is required if you have an established cooperation

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Information about the controller of personal data

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Date of birth – je třeba doplnit datum narození cizince. Jedná se o povinné pole, opět může být třeba při objednání na OAMP.

Other names

Academic titles after name

Sex*

MALE FEMALE

Nationality*
- choose -

Date of birth*

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

1) The item is required if you have an established cooperation

Information about processing of personal data of foreign employees and visitors of BUT related to providing services of „Welcome service“

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Place of birth – je třeba doplnit místo narození. Je to povinné pole ze stejného důvodu jako NATIONALITY a DATE OF BIRTH.

The image shows a screenshot of a web browser displaying a registration form. The browser's address bar shows the URL: `vutbr.cz/edit/en/cooperation/welcome-service/registration/nova-prihlaska?id=17`. The form contains several input fields and options:

- Academic titles
- Name*
- Surname*
- Other names
- Academic titles after name
- Sex* with radio buttons for MALE and FEMALE
- Nationality* - choose - (dropdown menu)
- Date of birth* (calendar icon)
- Place of birth* (highlighted by an orange arrow)
- Email* (with a help icon)
- A blue button with the text: "Fill the phone number with a country prefix"
- Phone* (with a help icon)
- Do you plan to stay in the Czech Republic with your family?* with radio buttons for YES and NO

At the bottom of the form, there is a note: ***) This item is required**
1) The item is required if you have an established cooperation

The Windows taskbar at the bottom shows the time as 14:34 on 14.02.2020.

U následujících důvodů příjezdu je třeba odpovědět na dotaz **Do you plan to stay in the Czech republic with your family? YES/NO**

- **Employment**
- **PhD study**
- **Research including Scientific Mobility and Projects**

Je třeba odpovědět, zda cizinec bude v ČR pobývat i s rodinnými příslušníky nebo ne a zvolit buď ANO nebo NE. Otázka je povinná.

Pokud je odpověď **ANO**, zobrazí se ještě podotázka:

Who will stay with you in the Czech republic?

Opět povinná otázka. Zde je volba mezi **HUSBAND/WIFE/COMPANION**, tedy manžel/manželka/druh(žka) a **CHILDREN** = DĚTI. Lze zvolit jednu nebo obě varianty.

V případě zaškrtnutí pole CHILDREN se vypíše věk dětí.

Tyto informace jsou důležité kvůli žádosti o dlouhodobý pobyt za účelem sloučení rodiny.

Date of birth*

Place of birth*

Email*

Fill the phone number with a country prefix

Phone*

Do you plan to stay in the Czech Republic with your family?*

YES NO

Who will stay with you in the Czech Republic ?

HUSBAND/WIFE/COMPANION

CHILDREN

Children - age

*) This item is required
1) The item is required if you have an established cooperation

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Dále je třeba se seznámit s pravidly GDPR, která jsou níže uvedena.

The screenshot shows a web browser window with the URL vutbr.cz/edit/en/cooperation/welcome-service/registration/nova-prihlaska?id=17. The page content includes:

- Information about the period of processing of personal data**
Personal data of foreign employees or visitors of BUT acquired in this Application form will be stored in paper form and in electronic IT systems of BUT for a period of 10 years from the date of applicant's submission. Subsequently paper documents will be shredded and electronic documents will be erased from IT systems. After the conclusion of work contract or work agreement, the employee will be given the standard information about the processing of personal data of BUT employees.
- Legality of processing of personal data**
The legal reason for above-mentioned processing of personal data is a contract based on acceptance of application by BUT.
- Rights of data subject**
The data subject has the right to request from the controller the access to his personal data (he can request the information which personal data are processed), the right to rectification or erasure, eventually restriction of processing. The data subject can lodge a complaint against the processing and has the right to data portability.
Requests, where the data subject will exercise his rights mentioned in the previous sentence, can be delivered personally to the registry of BUT, Antonínská 548/1, 601 90 Brno, or by email to epodatelna@vutbr.cz. All submissions will be assessed and dealt according to GDPR Regulation and other legislation.
The data subject has the right to lodge a complaint at the supervisory authority who is the Office for Personal Data Protection, that the processing of his personal data causes the infringement of GDPR Regulation. Contact data of the supervisory authority are: Úřad pro ochranu osobních údajů (the Office for Personal Data Protection), Pplk. Sochora 27, 170 00 Praha 7, e-mail: posta@uouu.cz.

A blue button labeled "SUBMIT APPLICATION" is located at the bottom of the main content area, with an orange arrow pointing to it from the left. Below the button, the text "Responsibility: Tomáš Dula" is visible. At the bottom of the page, there is a navigation menu with categories: LIFE ON BUT, STUDY OPTIONS, STUDENTS, RESEARCH & DEVELOPMENT, COOPERATION, and UNIVERSITY.

Registrace končí odesláním přihlášky zmáčknutím tlačítka **SUBMIT APPLICATION**.

Poté již nelze do přihlášky vstoupit ani ji opravit.

To je možné následně v Apollu osobou, která má na tyto úpravy přidělená práva.