
During Mobility

Extension

- There is a possibility, **in justified cases**, to extend the mobility by several days, weeks or months.
- Proceed in **accordance with the conditions** described on the website of your home faculty or basic unit, or contact the Erasmus+ coordinator of your home faculty at Charles University.
- The extension of the mobility must be **approved** by the Erasmus+ coordinator of your home faculty at Charles University and then also by the foreign institution.
- After the extension of your traineeship has been approved by both parties, you will be invited to **sign the Addendum to the Participation Agreement**.
- The **Addendum to the Participation Agreement** must be signed in person at the European Office of the International Relations Department of the Rectorate of Charles University (Ovocný trh 3, Prague 1. Go up the stairs to the right of reception – 1st floor, office 109). The addendum must be signed at least **1 day before the originally planned end of the mobility according to the Participation Agreement**. It can also be signed by proxy (with power of attorney).

Shortening

- **Shortening a mobility for serious reasons** (illness, deterioration of the security situation at the place of the mobility abroad...): If you are considering a significant shortening of your mobility for serious reasons, **contact** the Erasmus + coordinator of your home faculty and also the European Office of the International Relations Department of the Rectorate of Charles University at erasmus.outgoing@ruk.cuni.cz . In the case that a mobility is shortened for serious reasons, the principle of "force majeure" may be applied and the reimbursement of costs already incurred may be assessed.
- **Shortening of mobility for other reasons**: Shortening your stay is possible, but imposes an obligation on the intern to return a proportional part of the scholarship calculated from the difference in the number of days of the shortened length of the internship compared to the original length enshrined in the Participation Agreement.
NOTE: In the event of non-compliance with the minimum length of stay (60 days), the student is obliged to **return the total amount of the scholarship**.
- **Shortening by up to five days** compared to the original length of the traineeship: This is possible and there is no obligation to return a proportional part of the scholarship. **NOTE**: If you shorten your internship by 6 days, you are obliged to return the proportional part of the scholarship for 6 days, and not for only 1 day.