
After Return

Documents to submit

Two documents that interns are obliged to submit after returning from a traineeship are:

1. **Confirmation of Erasmus+ Period** = document confirming when you actually were on your Erasmus+ Traineeship
 - A template that will be accepted by Charles University can be downloaded [here](#). You can also download the document template in your application in the CU Web Applications. Click on the blue text "Printed Participation Agreement" (in Czech: "Vytisknuta účastnická smlouva"), you will then find the form on the last page.
 - If the length of stay specified in the document is **more than 5 days shorter** than the original length under the Participation Agreement, the intern is obliged to return a proportional part of the scholarship. You will be informed about the specific amount and return process by the Erasmus+ Coordinator of the European Office, International Relations Office of the Charles University Rectorate.
 - How to submit the Confirmation of Erasmus+ Period to the European Office:
 - 1/ Bring the **original of the CEP document** to the European Office, International Relations Office at the Charles University Rectorate (address: Ovocný trh 3, Prague 1. Go right at the reception, up the stairs to the 1st floor, office 109).
 - 2/ CU also accepts a scan of the CEP **sent directly by the Erasmus+ Coordinator of the foreign institution** to erasmus.outgoing@ruk.cuni.cz An e-mail forwarded by the student is not acceptable.
 - 3/ **An electronically signed CEP** is accepted via e-mail from both the Erasmus+ Coordinator of the foreign institution and the students themselves.
 - Remember to send a copy of the document to your home faculty as well. The European Office will also upload a scan of the document to your application in the CU Web Applications, where it will be available to view and download.
 - You must submit the document **30 days after the end** of your traineeship at latest.
 - **NOTE: The document must be issued on the last day of the mobility or later!**
2. **Traineeship Certificate** = document describing the content of your completed internship
 - A template accepted by Charles University can be downloaded [here](#).
 - The document must be filled in and confirmed by the **contact person of the foreign institution** responsible for evaluating the content of your traineeship.
 - How to submit the Traineeship Certificate:
A copy sent to erasmus.outgoing@ruk.cuni.cz and to your home faculty via e-mail is sufficient.
 - Depending on the terms set by your home faculty, apply for **recognition of the internship as part of your study plan** at Charles University. If the traineeship is not a compulsory or compulsory elective subject within your curriculum, apply for recognition of the traineeship as an optional subject, which will then be recorded in the Addendum to your **Diploma**.

TRAVEL GRANT - If you're traveling sustainably:

If you chose a sustainable way of travel to and from your mobility, you will also need to submit travel documents according to the rules outlined in the section **Funding of Erasmus+ Mobilities**.

Evaluation reports

- 1/ A further obligation after returning is to fill in the final "**Erasmus+ Participant Report**" for the European Commission.
 - This report is the **most important** source of feedback for the European Commission.
 - Based on the results of these reports, universities **are evaluated and allocated total funds for the Erasmus+ programme**.
 - A link to the report is automatically sent after the end of the Erasmus+ mobility.
 - Look for a link in your e-mail (also check your spam) and the keyword "Erasmus+ Participant Report".
- 2/ We kindly ask you to also fill out a **Returnee Survey** on the [Charles Abroad](#) website.
 - This platform contains hundreds of returnee surveys that, in addition to useful information about different traineeships, also share practical information about life in a specific foreign country, which is very valuable for other students.

- In the toolbar at the top, click on “I Want to Share My Experiences” and then “Returnee Student Survey”.
- You do not need to fill out everything, sharing a couple tips with other students is enough. Trust us, they will appreciate it!
- To find inspiration for your next mobility, competitions or other international opportunities, follow Charles Abroad on **Instagram**.

Stay in touch with the international environment

- Join the **Erasmus Student Network Charles University Prague** ([ESN CU Prague](#)), which organises numerous meetings with international students, over 2,000 of whom come to Charles University every year! You can fill out a non-binding application form via this [link](#) . You can find more information on [Instagram](#) or [Facebook](#) . If you have any queries, you can also contact the association at info@esncuprague.cz .
- Come to the regular [International středa, Mezinárodní Wednesday](#) events. As the name suggests, these are meetings of Czech and international students of Charles University that take place every Wednesday as part of this initiative, with a wide range of activities taking place!
- **Become a Buddy:** act as a guide for an international student to help them navigate their new environment. For further information and a link to register, see [here](#) .
- If you **live in a dormitory**, become a Housing Assistant and help your international roommates with orientation and communication. For further information, see [here](#) .