
Before Mobility

1. Soon after you have been informed by the faculty's Erasmus+ coordinator or the coordinator of the basic unit that you **have passed the selection procedure**, you will be **ominated** by the faculty coordinator for your chosen foreign institution.
2. After you have been nominated, the **foreign institution will contact** you about the administrative steps required for the Erasmus+ stay. These steps are under the control of the foreign institution and it **is the responsibility of the student to comply with all formalities and deadlines**.
3. We recommend dealing with the issue of **accommodation** as soon as possible after the nomination. Many universities have dormitories with a reserved capacity for Erasmus+ students. However, this capacity fills up very quickly, so the sooner you secure a place, the better. Some universities do not have their own accommodation capacities, but work with trusted agencies and offer high-quality advice.
 - You can also get tips on housing or shared accommodation from the Erasmus Student Network at the foreign institution.
 - You can get recommendations from the foreign institution or draw inspiration from the experiences of doctoral students on Charles Abroad. If you are going to a university, please check if it is possible to utilise the university's accommodation options.
 - **NOTE:** We have, especially in recent years, observed an **increased risk of scams** on the private market. Therefore, please be careful when choosing your accommodation. In case of questions, feel free to use CU Legal counselling services.
4. In the application you set up via the CU Web Applications, **enter the courses** that you plan to take at the foreign institution (while the information you give should be as accurate as possible, you will be able to update the list after arrival at the foreign institution).
 - When compiling the curriculum, fill in **two tables of courses – Table A and B**. Table A (Proposed study programme abroad) is for the courses you plan to take **at the foreign institution**. A list of these courses is usually available on the website of the foreign institution or on request from the Erasmus+ coordinator there.
 - Most institutions have not yet published an **updated list of courses** for the period of your Erasmus+ stay at the time you compile your curriculum, so you will make an estimate based on the previous period.
 - Since the main idea of the Erasmus+ programme is recognising study abroad as an integral part of studies at one's home university, we recommend primarily taking courses that will be recognised at Charles University as **equivalents of compulsory or compulsory elective courses**. Depending on the conditions of your home faculty or basic unit, verify the recognition of compulsory and compulsory elective courses with the guarantors of the courses. Courses that do not have a recognisable equivalent in your degree programme will be recognised as **elective courses**.
 - **Any subjects** at Charles University that you want to have recognised as courses taken abroad should be listed in Table B (Educational components in the student's degree which will be replaced by the subjects taken abroad). If some of the subjects completed abroad are optional, enter them in Table B as well.
5. Generate the **Learning Agreement for Studies** (application + curriculum) from the CU Web Applications in pdf format, sign it, have it signed by the responsible person at Charles University (most often an Erasmus+ Coordinator or Vice-Dean for International Affairs) and send it to the Erasmus+ coordinator of the foreign institution. If required by the foreign institution, fill out the Online learning agreement (OLA) using this link: <https://learning-agreement.eu/>.
6. The foreign university issues you a **Letter of Acceptance/Admission Letter** confirming the final dates of your Erasmus+ stay (including the indicative period and the examination period). Your scholarship will be calculated precisely according to these data. The Letter of Acceptance can be also issued in a form of an official acceptance e-mail.
7. After you have sent the signed Learning Agreement for Studies and the Letter of Acceptance to the Erasmus+ faculty coordinator, your online application will be moved to "accepted" status. In the online form, you will then be able to fill in **your euro account and planned mode of transport** to and from your mobility. At this point, you can already count on **guaranteed funding** for your mobility.
8. Open a **euro account** with any Czech Republic-based bank (Revolut is not permitted) and enter the account number in the appropriate field in the online application. The scholarship will be sent to this account in euros after the Erasmus + Participant Agreement has been signed. When entering your bank details into the UK Web Applications, please

check the information carefully. If the account number is entered incorrectly, you will not be entitled to a resend of the scholarship.

- You will usually receive your scholarship within **7–14 days** after signing the Participation Agreement (max. 30 days).
- If your stay lasts for **180 days or less**, the scholarship is paid to you at once.
- For stays of **over 180 days**, the amount will be split into 2 instalments.

9. After entering the euro account and planned mode of transport details, you will be asked to **conclude a Participation Agreement**, which 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 Participant Agreement may also be signed by proxy (with power of attorney). The participant agreement is prepared approximately one month prior to the commencement of the mobility. Participant agreement template

- The condition for signing the Participation Agreement is the submission of a **Learning Agreement for Studies** signed by the student, the home faculty, and the foreign university (originals are not required, copies are sufficient).
- **NOTE:** If you are planning to go on mobility in **less than two weeks'** duration and you have not been invited for signing the Erasmus+ Participant Agreement, please check in the online application whether your contract has not already been printed. If it has and you have not received an invitation to sign the Participant Agreement by e-mail, please contact us at: erasmus.outgoing@ruk.cuni.cz.

• **The Participation Agreement must be signed at least 1 day before your departure!**

10. Before your departure, make sure that you arrange appropriate **travel insurance** with regard to the type of mobility and planned activities (e.g. if you plan to take part in adrenaline sports at your destination, it is advisable to consider appropriate additional insurance). **NOTE:** Insurance through the European Health Insurance Card in the EU may not be sufficient for all situations, e.g. in the event of repatriation or special medical intervention.

11. Useful information on support in emergency situations and crises within the framework of student mobility can be found [here](#).