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# After Return

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## Documents to Submit

**Two documents that students are obliged to submit after returning from a study stay are:**

1. **Confirmation of Erasmus+ Period (CEP)** = document confirming when you actually were on your Erasmus+ mobility
  - A template 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](mailto: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.
  - You must submit the document **30 days after the end** of your traineeship **at latest**.
  - 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.
  - **NOTE: The document must be issued on the last day of the mobility or later!**
2. **Transcript of records** = complete list of grades and overview of courses completed at the foreign institution
  - This document is issued by foreign institutions after **all courses** you have taken abroad **have been completed** and assessed.
  - **Within 60 days** after the end of the Erasmus+ stay, send your transcript of records to the Erasmus+ Coordinator at your home faculty as well as to [erasmus.outgoing@ruk.cuni.cz](mailto:erasmus.outgoing@ruk.cuni.cz)
  - **How to submit the Transcript of Records:**  
Please **e-mail a copy to [erasmus.outgoing@ruk.cuni.cz](mailto:erasmus.outgoing@ruk.cuni.cz)** as well as your home faculty. The European Office will upload the copy to your application in the CU Web Applications, where it will be available to view and download.
  - If you fail to meet the minimum number of credits during your stay (20 for bachelor's and 15 for master's students – unless stipulated otherwise by your home faculty), it is the faculty's responsibility to evaluate the Erasmus+ stay as unfulfilled. You will then be obligated to return a **proportional amount of your scholarship**.
  - It is the duty of every student to apply for the **recognition of study results** according to the conditions set by their home faculty. **The method of recognition must fully comply with the Learning Agreement. Refusal to recognise obligations under the conditions set out in the Learning Agreement is a breach of the Erasmus+ rules.** If your home faculty rejects to recognize your study results accordingly, contact [erasmus.outgoing@ruk.cuni.cz](mailto:erasmus.outgoing@ruk.cuni.cz) immediately.
  - Apply for recognition of your results even if you do not necessarily need the credits and courses for your studies at Charles University. **The fulfilment and recognition of study obligations** is one of the main concepts behind the Erasmus+ programme and a **key criterion for evaluation by the European Commission**.
  - The results achieved during the Erasmus+ stay will 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 the link for the online form **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 .