

Checklist for a short-term-mobility abroad in the frame of Erasmus+

Before the Mobility

Required Documents	To be submitted to the International Office until
<input type="checkbox"/> Application for chosen short-term programme	According to requirements of programme
<input type="checkbox"/> „Grant Agreement“ <input type="checkbox"/> Signature from student <input type="checkbox"/> Signature Erasmus Coordinator	2 weeks after receiving
<input type="checkbox"/> Letter of Acceptance of programme organiser <input type="checkbox"/> „Learning Agreement“ (via OLA)	Before the Mobility

Attention!!! The existence of these documents is a prerequisite for the payment of the 1. rate (80% of total funding)

After the Mobility

Required Documents	To be submitted to the International Office until
<input type="checkbox"/> „Confirmation of Stay“ / Certificate of Attendance <input type="checkbox"/> Experience Report for the HOST (Word Document)	1 week after the Mobility
<input type="checkbox"/> EU Survey	30 days after receiving

Attention!!! The mobility grant may be eventually reclaimed if the mandatory documents have not been submitted on time to the International Office of the HOST and the required amount of ECTS points per semester has not been reached!