

## WHEN GOING ON ERASMUS, MAKE SURE YOU PROVIDE THE

### ERASMUS+ OFFICE WITH THESE DOCUMENTS:

#### (TRAINEESHIP)

##### Before Mobility:

1. **LEARNING AGREEMENT for Traineeship (to be generated from the IS STAG)**
  - Signature of the faculty coordinator
  - Signature of the host institution
  - Signature of the TUL Erasmus+ coordinator (ERASMUS+ office)
2. **on-line REGISTRATION FOR OUTGOING STUDENTS** (see the TUL website – do not print it)
3. **LETTER OF ACCEPTANCE** (if it is not possible to provide the LEARNING AGREEMENT signed by the host institution)
4. Proof of **INSURANCE** abroad (3 types of insurance according to the financial agreement)
5. **FINANCIAL AGREEMENT** for erasmus+ traineeship (3x)
6. on-line **language test OLS** – online Linguistic support (do not print)

##### During Mobility:

7. **CONFIRMATION OF ARRIVAL** on the document Confirmation of Erasmus+ Study Period (have it signed and stamped immediately after arrival and send a scanned copy to erasmus@tul.cz)
8. ask for the original hard copy of the **Confirmation of the length of stay - AFTER MOBILITY in the LA**   
(within 15 days of the end of stay)

##### After Mobility:

9. fill in the **FINAL REPORT on-line** (EU Survey – do not print)
10. final **on-line language test in the OLS system** (with the exception of students who achieved C2 level in the first test)
11. **Proof of recognition of traineeship abroad** (to be dealt with by the relevant study department at the faculty in the IS STAG)

