

## How to fill in the TA

### BEFORE THE MOBILITY

Before submitting the application documents student fills in, together with the receiving organisation, the **administrative data** on the first page of the TA as well as the **"Before the Mobility"** part (table A and C).

Then, the TA (in an editable form, without signatures) is to be sent by e-mail to the following address: [monika.ostrowska@ue.katowice.pl](mailto:monika.ostrowska@ue.katowice.pl) for verification. After approval from the International Office, the document is handed over to the student, who is to make recognition arrangements with the dean (table B) and to collect all signatures\*. **The student is obliged to present a duly signed TA at least 10 days prior to mobility start.** If no original is available, a **good quality scan** of the TA can be accepted.

*In the case of graduates, in table B option 3 should be chosen (ECTS credits are not awarded, a Europass Mobility Document is issued); on the side of the sending institution the document should be signed by the head of International Office.*

### PLEASE NOTE:

1. The document is to be filled in electronically. Handwriting is unacceptable.
2. The TA should contain data of the receiving organisation, not intermediary organisation. The TA should be signed by the representative of the receiving organisation, not intermediary organisation.

### DURING THE MOBILITY

If the earlier agreed traineeship programme contains some significant changes (e.g. change in the traineeship duration, scope of the traineeship, change in the responsible person), the student/graduate together with the receiving organisation should fill in the part **"During the Mobility"**, which is then sent by e-mail to the International Office (in an editable form, without signatures).

After verification by the International Office and approval by the dean\*\*, the student shall collect the signatures of all parties involved and send a scanned copy of the document to the International Office.

*\*\*In the case of graduates, the changes to the TA shall be accepted by the head of International Office.*

### AFTER THE MOBILITY

After completing the traineeship, the student/graduate submits to the International Office the part **"After the Mobility"**, filled in, stamped (if applicable) and originally signed by the responsible person in the receiving organisation (hard copy).