

SETTLEMENT OF THE MOBILITY WITHIN THE ERASMUS+ PROGRAMME

DOCUMENTS REQUIRED BY THE INTERNATIONAL RELATIONS

Certificate of Stay (CoS) *	This is a document confirming the exact dates of stay at the receiving university, which should be issued by the receiving university on its headed paper, not earlier than 3 days before the ending date of the mobility. If the receiving university does not have its own template for the CoS, student can use the template available on the International Relations website (section Documents to download).
Transcript of Records (ToR) *	This is a list of learning outcomes (grades) received at the receiving university (including the local grades conversion into ECTS grades). Attention! The student is advised to keep the schedule of the foreign subjects in order to send to the UEKat Dean's Office the number of hours of each studied subject for inclusion in the Diploma Supplement.
Changes to the Online Learning Agreement (OLA)	This is a document required if any changes were made to the subjects previously accepted in the Online Learning Agreement (duly signed by all parties within 4 weeks from the beginning of the mobility).
Online EUSurvey	It shall be completed online after having received a link directly from the Beneficiary Module, European Commission's system. Due to the some technical problems with the system, it is advisable to save the report in Pdf and send it to our office.
Travel documents for the additional co-financing in case of travelling with the ecological means of transportation	Students who applied for additional financing within "Green Travel" are obligated to send the travel documents (tickets/confirmations) of their journey to/from the receiving institution.

* The documents are required either in original (on the headed paper, signed and stamped by the receiving institution) OR sent per e-mail (only if signed with the qualified electronic signature).

Only after having handed over all required documents to the International Relations, the student will receive the second instalment of the Erasmus+ scholarship.