

DOCUMENTS REQUIRED BY INTERNATIONAL RELATIONS AFTER THE MOBILITY UNDER THE ERASMUS+ PROGRAMME	
CERTIFICATE OF STAY (CoS)	A document confirming the exact dates of stay at the host university. The host university issues the document on their headed paper, the document cannot be issued earlier than 3 days before the ending date of stay (it also refers to online studies). A student shall make sure that the starting and ending date of mobility is correct (the ending date is the last day of the exam session/ the day of the last exam; the re-sit exam session is not included in the Erasmus+ scholarship). If the host university does not have their own template for the Certificate of Stay, a student can use the template available on the International Relations website.
TRANSCRIPT OF RECORDS (ToR)	The list of learning outcomes (grades) received at the host university. Host universities may not have this document prepared before the departure of a student. In this case a student shall ask the host university to send the Transcript of Records by e-mail or by post to the address of International Relations office.
CHANGES TO THE LEARNING AGREEMENT	A document required when there were made some changes in subjects in Learning Agreement, it shall be signed by a student and by home and host university.
FINAL PARTICIPANT REPORT (EU SURVEY)	It shall be completed and submitted online for the European Commission. A student shall open the link which will be given in the e-mail from replies-will-be-discarded@ec.europa.eu . The e-mail will be sent a day after the official end of mobility. The e-mail looks a bit like spam so students shall check the spam box. The survey is sent directly by the European Commission system therefore the International Relations office does not have control over the sending of these e-mails. IMPORTANT NOTICE: in the <i>online EU Survey</i> students are asked to pay attention to the question regarding the recognition of learning outcomes (grades) by home university (UEKat). The answer “no recognition” is only applicable when none of the subjects studied at host university are recognized by UEKat- as obligatory, specialization or elective subjects or surplus of ECTS. Marking this answer also suggests that due to the lack of subjects recognition by UE Katowice a student is obliged to re-take a semester of studies. In case of recognition of subjects by UE Katowice the appropriate answer is “partial recognition” or- in case of recognition of all subjects- “full recognition”.

Only after receiving all required documents and submission of the *online EU Survey* a student can receive the second instalment of the Erasmus+ scholarship.