

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). **This document is required in ORIGINAL (scans will not be accepted!)**

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). **This document is required in ORIGINAL (scans will not be accepted!)** 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 Online Learning Agreement

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 EU Survey

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

All students are obligated to send the travel documents (tickets/confirmations) of their journey to/from the receiving institution.