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# After Return

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## Documents to submit

**Two documents that interns are obliged to submit after returning from a traineeship are:**

1. **Confirmation of Erasmus+ Period** = document confirming when you actually were on your Erasmus+ Internship
  - A template that will be accepted by Charles University can be downloaded [here](#) . You can also download the document template in your application in the CU Web Applications.
  - The document must not be signed **before the end** of the stay.
  - If the length of stay specified in the document is **more than 5 days shorter** than the original length under the Participation Agreement, the intern is obliged to return a proportional part of the scholarship.
  - Confirmation of the length of stay is submitted **in the original to the European Office** of the International Relations Department of the Rectorate of Charles University (Ovocný trh 3, Prague 1. Go up the stairs to the right of reception – 1st floor, office 109).
  - We strongly recommend that you have the original document issued before departure. However, it is also possible to send an electronically signed document or a scanned one **directly from the foreign institution** to [erasmus.outgoing@ruk.cuni.cz](mailto:erasmus.outgoing@ruk.cuni.cz) .
  - A copy of the document may also be required by your **home faculty** (check on the website or with the faculty's Erasmus+ coordinator).
  - The maximum time limit for the submission of the document is **30 days from the end of the mobility**.
2. **Traineeship Certificate** = document describing the content of the completed internship
  - A template that will be accepted by Charles University can be downloaded [here](#) .
  - The document must be filled in and confirmed by the **contact person of the foreign institution** responsible for evaluating the content of your traineeship.
  - Depending on the conditions set by your home faculty, apply for **recognition of the internship** as part of your curriculum at Charles University. If the internship is not a compulsory or compulsory elective subject within your curriculum, apply for recognition of the internship as an optional subject, which is then recorded in the? **Addendum to the Diploma**.

## Evaluation reports

A further obligation after returning is to fill in the final "**Erasmus+ Participant Report**" for the European Commission.

- This report is the **most important** source of feedback for the European Commission.
- Based on the results of the questionnaires, universities **are evaluated and allocated total funds for the Erasmus + programme**.
- A link to the questionnaire is automatically sent after the end of the Erasmus+ mobility.
- Look for the link for the online form in your e-mail (also check your spam) and the keyword "Erasmus+ Participant Report".

Let **other students** on [Charles Abroad](#) know about your mobility.

- The platform contains hundreds of final reports that, in addition to useful information about studies, also share practical information about life in the country, which is very valuable for other students.

## Stay in touch with the international environment

- Join the **Erasmus Student Network Charles University Prague** ( [ESN CU Prague](#) ), which organises numerous meetings with international students, over 2,000 of whom come to Charles University every year! You can fill out a non-binding application form via this [link](#) . You can find more information on [Instagram](#) or [Facebook](#) . If you have any queries, you can also contact the association at [info@esnucuprague.cz](mailto:info@esnucuprague.cz) .
- Come to the regular **International Wednesday** events. As the name suggests, these are meetings of Czech and international students of Charles University that take place every Wednesday as part of this initiative, with a wide range of activities taking place!
- **Become a Buddy**: act as a guide for an international student to help them navigate their new environment. For further information and a link to register, see [here](#) .
- If you **live in a dormitory**, become a Housing Assistant and help your international roommates with orientation and communication. For further information, see [here](#) .

