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# During Mobility

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- At the beginning of your stay, we recommend that you do not skip the **orientation period**, which can take the form of an hour-long meeting, an individual consultation, or even an entire orientation week. At these events you receive important information and methods that will allow you to make the most of all opportunities and benefits open to students. Some universities also offer a language course during the orientation period; this must also be written into the Learning Agreement if you wish it to be recognised it as one of your study outcomes.
- At the beginning of the semester, you may have to change the original selection of subjects in the Learning Agreement (e.g. due to the subject not being listed, the course being full, or because you had different expectations of the subject). In this case it is possible to change the Learning Agreement, depending on the conditions set by your home faculty and the foreign institution.
  - **To make changes to your application** in the CU Web Applications, mark the courses you want to delete, then add new courses.
  - **Generate** an updated list of courses (Changes to Learning Agreement) in pdf and e-mail it to the Erasmus+ coordinator of your **home faculty at Charles University** for approval.
  - Next, have the Changes to the Learning Agreement signed by the foreign institution and again e-mail it to the Erasmus+ coordinator of your home faculty at Charles University and to [erasmus.outgoing@ruk.cuni.cz](mailto:erasmus.outgoing@ruk.cuni.cz).

## Extension

- Proceed in **accordance with the conditions** described on the website of your home faculty or basic unit, or contact the Erasmus+ coordinator of your home faculty at Charles University.
- The extension of the mobility must be **approved** by the Erasmus+ coordinator of your home faculty at Charles University and then also by the foreign university.
- Once you have received preliminary approval of the extension of the stay, compile a **list of courses** for the prolonged period and have it approved by your home faculty at CU and the foreign university)
- After completing the steps mentioned above, you will be invited to sign the **Addendum to the Participation Agreement**.
- The **Addendum to the Participation Agreement** must be signed in person at 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). The addendum must be signed before the originally planned end of the study stay according to the Participation Agreement. It can also be signed by proxy (with power of attorney ).
- After signing the Addendum to the Participation Agreement, you will be sent the scholarship for **the next semester**.

## Shortening

- **Shortening a mobility for serious reasons** (illness, deterioration of the security situation at the place of the mobility abroad...): If you are considering a significant shortening of your mobility for serious reasons, **contact** the Erasmus + coordinator of your home faculty and also the European Office of the International Relations Department of the Rectorate of Charles University at [erasmus.outgoing@ruk.cuni.cz](mailto:erasmus.outgoing@ruk.cuni.cz) . In the case that a mobility is shortened for serious reasons, the principle of "**force majeure**" may be applied and the reimbursement of costs already incurred may be assessed.
- **Shortening of mobility for other reasons:** Shortening your stay is possible, but imposes an obligation on the intern to return a proportional part of the scholarship calculated from the difference in the number of days of the shortened length of the stay compared to the original length enshrined in the Participation Agreement.  
**NOTE:** In the event of non-compliance with the minimum length of stay (60 days), the doctoral student is obliged to **return the total amount of the scholarship**.
- **Shortening by up to five days** compared to the original length of the traineeship: This is possible and there is no obligation to return a proportional part of the scholarship. **NOTE:** If you shorten your internship by 6 days, you are obliged to return the proportional part of the scholarship for 6 days, and not for only 1 day.