
After Return

Documents to submit

Two documents that interns are obliged to submit after returning from a study stay are:

1. **Confirmation of Erasmus+ Period** = document confirming when you actually were on your Erasmus+ mobility
 - 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**. Information on the specific amount and the procedure for its return will be sent by e-mail from the European Office of the CU Rectorate after the end of the Erasmus+ stay.
 - Confirmation of Erasmus+ Period 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's Erasmus + coordinator to 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**.
 - The European office will upload **scans of documents** to your application in the CU Web Application.
2. **Transcript of records** = complete list of grades and overview of courses completed at the foreign institution
 - This document is issued by foreign institutions after **all courses you have taken abroad** have been completed and assessed.
 - **Within 60 days** after the end of the Erasmus+ stay, **send the Erasmus+ transcript of records** to the Erasmus + coordinator at your home faculty and also to erasmus.outgoing@ruk.cuni.cz
 - If you **fail to reach the minimum number of credits** during your stay (unless stipulated otherwise by your home faculty – 20 for bachelor's and 15 for master's courses), it is the faculty's responsibility to evaluate the Erasmus+ stay as not fulfilled, with the obligation to return a proportional amount of the scholarship.
 - It is the duty of every student to apply for the **recognition of study results** according to the conditions set by their home faculty. **The method of recognition must fully comply with the Learning Agreement**. Refusal to recognise obligations under the conditions set out in the?Learning Agreement (or Changes to the Learning Agreement) is a breach of the rules of Erasmus+. If your home faculty rejects to recognize your study results accordingly, contact erasmus.outgoing@ruk.cuni.cz immediately .
 - Apply for recognition of results **even if you do not necessarily need the credits** and courses for your studies at Charles University. The fulfilment and recognition of study obligations is one of the main concepts behind the Erasmus+ programme and a key criterion for evaluation by the European Commission.
 - The results achieved during the Erasmus+ stay will be 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@esncuprague.cz .
- Come to the regular [International Wednesday, 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](#) .