



SPECIAL MOBILITY STRAND GUIDELINES FOR NOMINATED STUDENTS/STAFF IN PROJECT NATRISK

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

PROJECT INFO

Project title	Development of master curricula for natural disasters risk management in Western Balkan countries
Project acronym	NatRisk
Project reference number	573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP
Funding scheme	Erasmus+ Capacity building in the field of higher education
Web address	www.natrisk.ni.ac.rs
Coordination institution	University of Nis
Project duration	15 October 2016 – 14 October 2019

DOCUMENT CONTROL SHEET

Work package	WP7 Exploitation
Ref. no and title of activity	7.3 Realization of student and staff mobilities between WB and EU partners
Title of deliverable	Special mobility strand guidelines for nominated students/staff in project NatRisk
Lead institution	University of Nis
Author(s)	Vesna Stankov Jovanovic
Document status	Final
Document version and date	v.01, 03/19/2018
Dissemination level	Internal

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision description	Partner responsible
v.01	03/19/2018	Final version	UNI

Contents

I. General information.....	5
II. Documents to be submitted.....	9

List of abbreviations

BOKU	University of Natural Resources and Life Sciences, Vienna
EACEA	Education, Audiovisual and Culture Executive Agency
HEI	Higher Education Institution
KPA	Academy of Criminalistics and Police Studies
MUHEC	Middlesex University Higher Education Corporation
NatRisk	Development of master curricula for natural disasters risk management in Western Balkan countries
OE	Óbuda University
TCASU Leposavic	Technical College of Applied Sciences Urosevac with temporary seat in Leposavic
TUC	Technical University of Crete, Chania, Greece
UBL	University of Banja Luka
UNI	University of Nis
UNID	University of Defence in Belgrade
UNIME	University of Messina
UNSA	University of Sarajevo
UPKM	University of Pristina in Kosovska Mitrovica

I. General information

Registration and enrolment at the host university

After successfully applying to the call for mobility within SMS NatRisk, and being nominated by the sending institution, participant must register at host university before certain deadlines. Information can usually about this be found on host university's website or it may be sent to the participant by e-mail. Participant needs to submit registration forms before the certain deadlines. If registration deadline is missed, it cannot be guaranteed that participant will be able to take part in the Erasmus programme. Participant need to stay in contact with the host university in order to clarify any questions regarding arrival dates, deadlines, accommodation, course selection, enrolment, orientation, programs, etc.

Accommodation

Participant in the Erasmus programme cannot be guaranteed accommodation. He/she must look for his/her own accommodation, either in host university student accommodation or private accommodation in the city where she/he will be staying. Information about this usually can be found on the host university website. Lots of tips can be found in the reports by other students/staff who have taken part in the Erasmus programme. Please note that rooms are usually leased on a first come, first served basis and that there is a severe lack of accommodation in large cities and it is therefore important to start looking for accommodation as early as possible.

Insurance

The Erasmus mobility grant does **not** include any kind of insurance. Neither the EU nor sending/host institution shall be held liable for damages resulting from illness, death, accident, injury, or loss or damage of possessions which occur during time spent abroad. Participants are responsible for making sure that they have sufficient insurance cover. Participant should **make sure** that he/she has the following types of insurance: travel insurance, liability insurance, insurance for accident and severe illness, life insurance which covers appropriate risks (including repatriation).

In addition, participant must have valid health insurance for the host country.

Contact details and spam folder

Participants are strongly recommended to inform the International Relation offices at sending/home institutions immediately of any changes to their personal contact data (address, phone, e-mail, emergency contact, bank account), even if their mobility period is over but they have not submitted all the required documents or they are still being processed by the International Relation offices at sending/home institutions. It is of essential importance to check their spam e-mail folder regularly as important e-mails from the International Relation offices at sending/home institutions or the EU may be there.

Funding

Participant will receive 70% of total mobility grant for a whole period of mobility before or at the beginning of mobility (after they have submitted all documents requested in article 4.1 of the grant agreement) to the bank account stated in their grant agreement. The remaining 30% will be transferred to the participant once he/she has completed their stay abroad and submitted all of the documents required according to article 4.2 of the grant agreement. In addition, they must also submit a transcript of records/ report of stay, and fulfill EU online survey in order to avoid a request to return the grant.

Approximate grant amounts:

Grant amounts are defined in the Call for mobility in SMS Natrisk.

Grants can only be given for the period of time which is officially confirmed by the host university. This means that the final length of stay can only be determined after participant have returned from the host country (see confirmation of stay). However, the grant period does not have to be the same as the official stay period, it may be shorter. If participant receives too much grant money, there are required to return the excess and must return it immediately after they have been requested to do so.

According to EU regulations, for the purposes of grants, one month is taken to mean 30 days.

Unfortunately, participant cannot receive a grant for any time spent abroad before and after the study period (e.g. while looking for accommodation or attending language courses before the start of the semester).

If participant does not submit the documents listed under point II of Grant agreement, before the deadline, he/she will no longer be eligible for an Erasmus grant and may be required to return any grant money which she/he has already received.

Students who receive funding from other organizations (funding for gifted students, academic foundations, etc.), must find out from the organization which provides the funding whether they are also allowed to accept an Erasmus mobility grant.

Shortening or extending periods spent studying abroad with the Erasmus programme

Shortening

A SMS Erasmus stay must last a minimum of days as it stated in the call for mobility, but if participant for any reason needs to shorten his/her stay, he/she must inform International Relation officers from both host/sending institution, about further procedure.

Withdrawal or discontinuation of studies

If participant want to or have to withdraw from the Erasmus programme before departure, he/she must inform the International Relation office immediately and in writing, state his/her reasons.

If participant terminate his/her SMS Erasmus stay **without stating a reason**, he/she must return the full amount of Erasmus grant which he/she has received up until this time. Participant will not be required to return his/her grant if terminates stay due to illness, on the condition that he/she provides a doctor's certificate, or due to a natural disaster, terrorist attack or other situation that puts his/her safety at risk.

Taking part in the Erasmus programme multiple times

Participant may go abroad with the Erasmus programme (for study and/or placements/internships, teaching, training activities) during phase of study stated in call for mobility in Natrisk SMS.

Accreditation (recognition) of course and examination achievements

The Erasmus program is designed to ensure that course and examination achievements which are obtained at host university can be accredited at participant home university. Participant must apply for accreditation him/her self. The relevant chairs/departments in conjunction with the relevant academic committees are responsible for accreditation. We strongly recommend participants to discuss what they intend to study with their Erasmus subject coordinator, the accreditation commissioner and all affected professors and clarify in advance which achievements should be obtained while they are abroad. Agreements must be documented in writing in the learning agreement. More information is available at

University of Nis, Nis, Serbia (UNI)

<https://www.ni.ac.rs/dokumenti/aktuelni-pravni-propisi-univerziteta-u-nisu/category/118-aktuelni-pravni-propisi-univerziteta-u-nisu>

<https://www.ni.ac.rs/en/university>

University of Defence, Belgrade, Serbia, (UNID)

<http://www.uo.mod.gov.rs/en/#.WqjxkXwh270>

University of Criminologic and Police Studies, Belgrade, Serbia (KPA)

<http://kpa.edu.rs/en/>

Technical college of applied Sciences in Urosevac with temporary seat in Leposavic, Kosovo, (TCASU)

<http://www.vtsurosevac.com/AktaSkole.php>

<http://www.vtsurosevac.com/Istorijat.php>

University of Pristina with temporary seat in Kosovska Mitrovica, Kosovo (UPKM)

<https://en.pr.ac.rs/university/>

University of Sarajevo, Sarajevo, Bosnia and Herzegovina (UNSA)

<http://www.unsa.ba/en/istrazivanje-i-saradnja/international-cooperation/mobility>

University of Banja Luka, Banja Luka, Bosnia and Herzegovina (UBL)

<http://www.unibl.org/en/>

University of Messina (UNIME)

<http://www.unime.it/en/study/international-mobilities>

University of Natural Resources and Life Science (BOKU)

www.boku.ac.at/en

<http://www.boku.ac.at/int-in-boku-howtolookforcourses-en.html>

Óbuda University, Bánki Donát Faculty of Mechanical and Safety Engineering, Budapest, Hungary (OE)

<http://erasmus.uni-obuda.hu/en>

Technical University of Crete, Chania, Greece (TUC)

<https://www.tuc.gr/index.php?id=504>

Middlesex University, London, UK (MUHEC)

<http://www.mdx.ac.uk/>

Re-registration and leave

Participants are strongly advised not to forget to re-register at home institution for the semesters which they will be spending abroad. Students must be enrolled at their home university in order to take part in the Erasmus programme. In addition, students can request leave for the appropriate semester/year. The Student Records Office is responsible for this.

Helping other Erasmus students

If participants would like to meet and help newly-arrived international students at home institution once they have returned, they need to register for ESN member or other buddy network

UNI

<http://nis.esn.rs/>

University of Messina

<http://www.esn-messina.it/>

II. Documents to be submitted

If you lose your documents, you can download new copies at:
<http://natrisk.ni.ac.rs/mobility-strand/compulsory-documents>

All documents are to be submitted to the International Relation Office at sending institution. Documents that have to be submitted via e-mail should be sent to the International Relation office at sending institution. Documents that have to be submitted as original versions must be submitted in person or sent via post (see contact details at the end of these guidelines).

All participants are strongly advice to make and keep a copy of all completed and signed forms for themselves.

If participant does not submit the documents listed below before the deadlines, IRO/SMS coordinator will not be able to accept their Erasmus place and may have to return any grant money which they have already received.

1. Grant agreement

This document confirms the sum of Erasmus grant and the conditions involved. Participant must sign this document. The International Relation Office at each consortium member institution will obtain the signature from the institutional Erasmus Institutional Coordinator/ authority and will send to the participant a scanned copy for his/her records afterwards. If participant's bank details change during his/her stay abroad, they are asked to inform IRO immediately.

DEADLINE: as stated in the call

2. Learning/Teaching/Training agreement

This document lists what participant will be studying/teaching/training at host university. Students need to find out about the courses on offer at host university before they go and discuss this with their Erasmus subject coordinator and/or the accreditation commissioner at sending institution. If Erasmus subject coordinator or student's host university requires to take more ECTS credits, student must choose additional courses from those on offer which amount to the required additional credits. The learning agreement must be completed before student's departure (links to the procedures for each consortium member institution)

Participants need to be sure they have obtained the required signatures and stamps from all parties, because incomplete documents will not be accepted and will not be forwarded to host institution.

DEADLINE: as stated in the call

3. Confirmation of stay-part 1: "arrival sheet"

This document must be completed immediately after registering at host university (International office, Registration office or Erasmus coordinator) and confirms the official start of mobility. The dates of orientation courses/days may be used as the start date of the mobility period.

DEADLINE: immediately after issue; submit a good quality copy by e-mail. Participant should keep the original which will be completed at a later date.

4. Confirmation of stay-part 2: "departure sheet"

This document must be completed immediately before participant last official day at host university (International office, Registration office or Erasmus coordinator) and confirms the official end of mobility. Participant will either be given the approved original document immediately by host university (this is the preferred option) or host university will send the original document to the IRO of sending institution by post.

DEADLINE: no later than 3 weeks after the confirmed last day; submit the original document.

5. European Union online survey

After the end of participant stay, he/she will receive an e-mail from the EU asking to complete an online survey. This will take approximately 15 minutes.

DEADLINE: Participants are kindly asked to follow any differing instructions given in the e-mail from the EU and preferably complete the survey online immediately after they have received the e-mail. They do not need to submit a copy of this survey to the IRO. If participant receives an invitation for an additional survey, she/he is kindly advised to answer the questions within the given deadline.

6. Detailed report

Please use the NatRisk template and answer the questions for publication. The reports will be published online with your consent at: natrisk.ni.ac.rs.

DEADLINE: within 3 weeks after the confirmed last day; submit the document by e-mail in Word/Open Office format (no PDFs)

7. Transcript of records

Proof of achievements obtained abroad. This is required from **all** Erasmus students, regardless of whether achievements are to be accredited or not.

DEADLINE: 6 weeks after the end of mobility

Any questions? Here are the contact details for the responsables from Natrisk SMS and International Relation Offices:

University of Nis, Nis, Serbia (UNI)

Postal address: Univerzitetski trg 2, 18000 Nis, Serbia **Visiting address:** Univerzitetski trg 2, Nis, Serbia

E-mail: smsnatrisk@gmail.com, civljak@junis.ni.ac.rs, ivica.manic@elfak.ni.ac.rs

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours: Mon, Tue, Wed, Thu, Fri: 9 a.m. to 14 p.m.

Administrative advice and consultation (general questions, document approval before departure):
smsnatrisk@gmail.com, civljak@junis.ni.ac.rs

Administrative advice and consultation (administration of documents after the start of stay and grant administration):
smsnatrisk@gmail.com, civljak@junis.ni.ac.rs

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department

smsnatrisk@gmail.com, civljak@junis.ni.ac.rs

University of Defence, Belgrade, Serbia, (UNID)

Postal address: 1 Pavla Jurisica-Sturma St, 11000 Belgrade

Visiting address: 1 Pavla Jurisica-Sturma St, 11000 Belgrade

E-mail: vladimir.ristic@mod.gov.rs

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours:

Administrative advice and consultation (general questions, document approval before departure):

vladimir.ristic@mod.gov.rs

Administrative advice and consultation (administration of documents after the start of stay and grant administration): vladimir.ristic@mod.gov.rs

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department

vladimir.ristic@mod.gov.rs

Academy of Criminalistic and Police Studies, Belgrade, Serbia (KPA)

Postal address: 196 Cara Dušana Street, 11080 Zemun, Belgrade

Visiting address: 196 Cara Dušana Street, 11080 Zemun, Belgrade

E-mail: dekanat@kpa.edu.rs

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours:

Administrative advice and consultation (general questions, document approval before departure):

Ms. Biljana Simeunovic-Patic, PhD, Acting Vice Dean for Scientific and Research Work, Academic ECTS Coordinator for Mobility

Administrative advice and consultation (administration of documents after the start of stay and grant administration):

Ms. Irina Milasinovic, Administrative Coordinator for Mobility

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department

- Ms. Biljana Simeunovic-Patic, PhD, Acting Vice Dean for Scientific and Research Work, Academic ECTS Coordinator for Mobility
- Mr. Aleksandar Boskovic, PhD, Acting Vice Dean for International Cooperation
- Mr. Nikola Stanisavljevic, Secretary of the Academy

Links to the procedures for mobilities for students and staff:

<http://www.kpa.edu.rs/cms/data/akademija/akta/pravilnik%20o%20mobilnosti.pdf>

Technical college of applied Sciences in Urosevac with temporary seat in Leposavic, Kosovo, (TCASU)

Postal address: 24. Novembar, 38218 Leposavic, Kosovo **Visiting address:** 24. Novembar, 38218 Leposavic, Kosovo

E-mail: vts.uros@sezampro.rs stanojevicpredrag@yahoo.com

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours: Mon, Tue, Wed, Thu, Fri from 09:30 a.m. to 14:00 p.m.

Administrative advice and consultation (general questions, document approval before departure):

stanojevicpredrag@yahoo.com nen.mark74@yahoo.com

Administrative advice and consultation (administration of documents after the start of stay and grant administration):

stanojevicpredrag@yahoo.com gvozdena2001@yahoo.com nen.mark74@yahoo.com

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department

stanojevicpredrag@yahoo.com

University of Pristina with temporary seat in Kosovska Mitrovica, Kosovo (UPKM)

Postal address: Knjaza Milosa 7, Kosovska Mitrovica, 38220, Kosovo **Visiting address:** Knjaza Milosa 7, Kosovska Mitrovica, 38220, Kosovo

E-mail: office@ftn.pr.ac.rs

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours: Mon, Tue, Wed, Thu, Fri from 7:30 a.m. to 14:30 p.m.

Administrative advice and consultation (general questions, document approval before departure):
office@ftn.pr.ac.rs

Administrative advice and consultation (administration of documents after the start of stay and grant administration):
office@ftn.pr.ac.rs

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department
office@ftn.pr.ac.rs

University of Sarajevo, Sarajevo, Bosnia and Herzegovina (UNSA)

Postal address: Obala Kulina bana 7/II, 71000 Sarajevo, Bosna and Herzegovina
phone: +387 33 56 51 00

Visiting address: Faculty of Civil Engineering, Patriotske lige 30, 71000 Sarajevo
E-mail: hata_bandic@gf.unsa.ba (Hata Milišić), ammar.saric@hotmail.com (Ammar Šarić)

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours: Mo-Fri **Office hours: 12:00 - 14:00**

Administrative advice and consultation (general questions, document approval before departure): hata_bandic@gf.unsa.ba (Hata Milišić)
ammar.saric@hotmail.com (Ammar Šarić)

Administrative advice and consultation (administration of documents after the start of stay and grant administration): hata_bandic@gf.unsa.ba (Hata Milišić)
ammar.saric@hotmail.com (Ammar Šarić)

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department
Emina Hadžić (emina_hadzic@gf.unsa.ba ; eminahd@gmail.com)
Jasna Bošnjović (jasna.bosnjovic@unsa.ba)
Adnan Rahimić (adnan.rahimic@unsa.ba), erasmus@unsa.ba

University of Banja Luka, Banja Luka, Bosnia and Herzegovina (UBL)

Postal address: Bulevar Zivojina Misica 10A, 78000 Banja Luka, **Visiting address:** Bulevar Zivojina Misica 10A, 78000 Banja Luka

E-mail: darko.paspalj@fbn.unibl.org

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours: Mon, Tue, Wed, Thu, Fri from 8:00 a.m. to 16:00 p.m.

Administrative advice and consultation (general questions, document approval before departure):

radoslav.ivanis@fbn.unibl.org

Administrative advice and consultation (administration of documents after the start of stay and grant administration):

radoslav.ivanis@fbn.unibl.org, slavica.maksimovic@fbn.unibl.org

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department

slavica.maksimovic@fbn.unibl.org

University of Messina, Messina, Italy (UNIME)

Postal address: Piazza Pugliatti 1, 98122 Messina, Italy **Visiting address:** piazza Pugliatti 1, 98122 Messina, Italy

E-mail garonica@unime.it, euprog@unime.it

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours: Mon and Wed from 9 am to 11 am

Administrative advice and consultation (general questions, document approval before departure): garonica@unime.it, euprog@unime.it

Administrative advice and consultation (administration of documents after the start of stay and grant administration): garonica@unime.it, euprog@unime.it

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department garonica@unime.it, euprog@unime.it

University of Natural Resources and Life Science (BOKU)

Postal address: Peter- Jordanstr. 82a 1190 Vienna- Austria- Europe **Visiting address:**
Peter- Jordanstr. 82a 1190 Vienna- Austria- Europe

E-mail: andre.hackelberg@boku.ac.at,

Office hours: Student enquiries: Wednesday 10-12 am and 2-4 pm, Thursday 10-12 am

Administrative advice and consultation (general questions, document approval before departure):

andre.hackelberg@boku.ac.at

Administrative advice and consultation (administration of documents after the start of stay and grant administration):

andre.hackelberg@boku.ac.at

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department

andre.hackelberg@boku.ac.at

Óbuda University, Bánki Donát Faculty of Mechanical and Safety Engineering, Budapest, Hungary (OE)

Postal address: 1034 Budapest, Bécsi út 96/B

Visiting address: 1081 Budapest, Népszínház utca 8. (Bánki Donát Faculty of Mechanical and Safety Engineering, OE)

E-mail: incoming@uni-obuda.hu (for student mobility), dregelyi.agota@bgk.uni-obuda.hu (for teacher and staff mobility)

Office hours: Mobility Office (1034 Budapest, Bécsi street 94-96., Building C, 1st floor, room 105)

From **Monday** to **Thursday**: 10:00-11:30 and 14:00-15:30 **Friday**: the office is closed

Administrative advice and consultation (general questions, document approval before departure):

For Visa: <http://konzuliszolgalat.kormany.hu/en>

For residence permit: <http://www.bmbah.hu/jomla/index.php?lang=en>

For

insurance: http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.pdf

For accommodation: <http://erasmus.uni-obuda.hu/en/accommodation>

1) The signed form should be sent by e-mail together with the compulsory attachment:

- a) Learning Agreement
- b) Transcript of records of the home university (in English)
- c) Motivation letter (only in case of project or diploma work)
- d) Health insurance (latest upon the arrival)
- e) Obligatory confirmation of the home institution
- f) Certificate of language exam
- g) A copy of identity card or international passport
- h) CV with passport-sized photo

2) Please all documents mentioned above to scan and send by email to the following address: incoming@uni-obuda.hu (only in case of students)

For teachers and staff: Ágota Drégelyi-Kiss, dregelyi.agota@bgk.uni-obuda.hu, Erasmus coordinator at Banki Faculty, OE

Administrative advice and consultation (administration of documents after the start of stay and grant administration)

Ágota Drégelyi-Kiss, dregelyi.agota@bgk.uni-obuda.hu, Erasmus coordinator at Banki Faculty, OE

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department

Ágota Drégelyi-Kiss, dregelyi.agota@bgk.uni-obuda.hu, Erasmus coordinator at Banki Faculty, OE

Technical University of Crete, Chania, Greece (TUC)

Postal address: University Campus, Chania, Greece
Campus, Chania, Greece

Visiting address: University

E-mail: gestavr@dpem.tuc.gr

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours: Mon and Wed from 9 am to 16 am

Administrative advice and consultation (general questions, document approval before departure): erasmus@isc.tuc.gr

Administrative advice and consultation (administration of documents after the start of stay and grant administration): erasmus@isc.tuc.gr

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department erasmus@isc.tuc.gr

Middlesex University, London, UK (MUHEC)

Postal address: Hendon campus The Burroughs London, NW4 4BT

Visiting address: Hendon campus The Burroughs London, NW4 4BT

E-mail: s.mccarthy@mdx.ac.uk

Participants will not receive a confirmation of receipt; please do NOT send the same e-mail multiple times.

Office hours: Mon and Wed from 9 am to 16 am

Administrative advice and consultation (general questions, document approval before departure): s.mccarthy@mdx.ac.uk

Administrative advice and consultation (administration of documents after the start of stay and grant administration): s.mccarthy@mdx.ac.uk

Subject-specific advice: Erasmus coordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department
s.mccarthy@mdx.ac.uk

Check list: documents and deadlines

Grant agreement (Erasmus)/letter of acceptance (original version; deadline:...) submitted on.....

Certificate of enrolment at host institution (e-mail; max. 3 weeks after the start of stay) submitted on.....

Learning agreement (Erasmus) (fax/scan; right at beginning of stay) submitted on.....

Confirmation of stay: 'arrival sheet' (fax/scan; immediately after registering in person at your host university) submitted on.....

Edited learning agreement (Erasmus, if applicable) (fax/scan; before departure) submitted on.....

Second certificate of enrolment at host institution and/or second learning agreement (if applicable) submitted on.....

Confirmation of stay: 'departure sheet' (original version; max. 3 weeks after the end of stay) submitted on.....

EU online survey (Erasmus) (online; after request from the EU) submitted on.....

Report (e-mail, max. 3 weeks after the end of stay) submitted on.....

Transcript of records (Erasmus and SEMP) / fax/scan; 6 weeks after mobility end)