



GENERAL INSTRUCTIONS FOR ERASMUS + STAFF MOBILITY

INCOMING

1. The competent academic from the Institute of the Faculty of Social Sciences of Charles University (FSV UK) shall issue **an invitation letter** on the basis of communication with the incoming academic in agreement with the Director of the Institute. He/she will send a copy to the International Office (email: outgoing@fsv.cuni.cz).

2. The incoming academic fills in the application form **Training Agreement** (*Mobility Agreement – Staff Mobility for Training*) and ensures the signatures of all parties involved.

The host institution (FSV UK) is signed by the coordinator of the International Office (or an employee or academic or head of the department from the institute of FSV UK).

3. At the end of the mobility, the International Office coordinator (eventually an employee / academic of the institute or the head of the department) signs the **Confirmation of Erasmus + Training**.