



GENERAL INSTRUCTIONS FOR ERASMUS + STAFF MOBILITY

OUTGOING

1. On the basis of a communication academy with the receiving institute, that institution shall make out **an invitation letter**.
2. The academic shall obtain the approval of the director of the Institute of the Faculty of Social Sciences of Charles University (FSV UK).
3. The academic completes and signs the Application Form – **Training Agreement** (*Mobility Agreement – Staff Mobility for Training*), sends it to the host institution for signature and sends it together with **the letter of invitation** to the International Office (e-mail: outgoing@fsv.cuni.cz).
4. The Internal Office coordinator signs the application form for the sending institution and prepares the mobility agreement and the academic signs it.
5. The Dean of FSV UK will sign the Mobility Agreement.
6. Before returning, the academic gets **Erasmus + Program Confirmation** signed by the host university (coordinator, academic or head of the department) and completes the **Final Report**. Both documents will be handed over to the Internal Office and the Economic Department for final billing. The academic also fills in an online **EU Mobility Tool Survey**.