

# My mobility application has been approved... what next?

Exact instructions on how to get the mobility you want 😊



# 1.

## INFOMAIL

- Your mobility application has been approved by the faculty ?AWESOME! Congratulations!!! 😊
- Once the faculty has approved your application, it and its attachments will go directly to the Erasmus+ institutional coordinator at TUKE
- You will receive an information email from the Erasmus+ institutional coordinator at TUKE, in which he/she will officially confirm the approval of your application

## 2.

# NOMINATION

- The institutional coordinator will send your nomination to the foreign university you listed in your application
- The foreign university will send you an email with instructions on how to proceed
- Read the instructions from the foreign university carefully and send them all the required documents by the deadline

### 3.

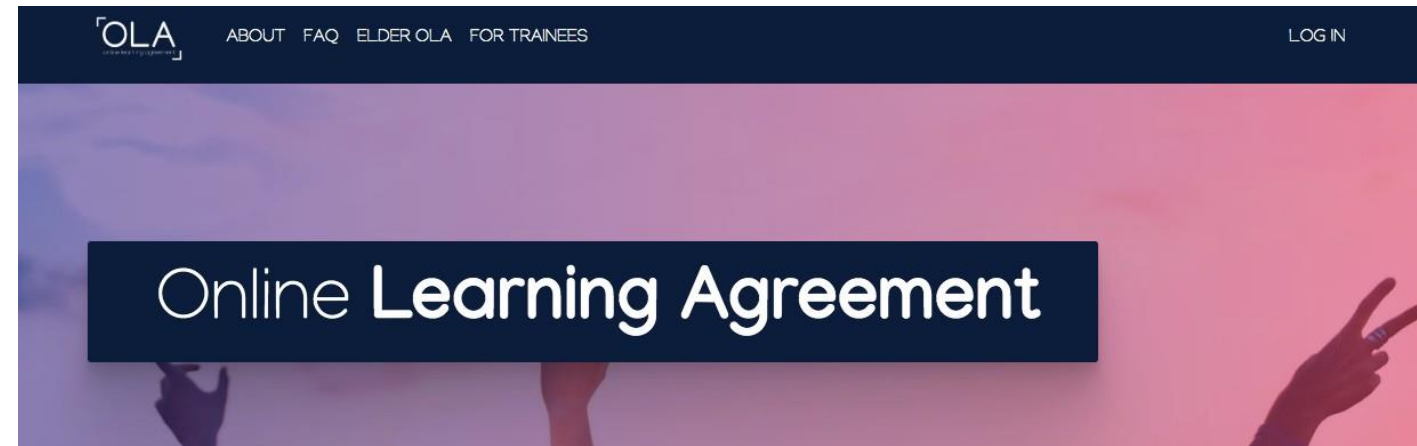
## REGISTRATION at a foreign university

- Each university has a slightly different way, so you need to read the instructions in the email sent to you by the international coordinator
- Some universities require the student to register on an online platform - in this case, the foreign university will send you a [link to the platform](#) and you have to register there
- Other universities require your documents to be sent to them by email - in this case, they will explain in an instructional email exactly what you need to send them and by what deadline.

## 4.

# Preparation of the LEARNING AGREEMENT

- One of the documents you need to send to the university as an attachment to your registration is the **Learning Agreement**
- The Learning Agreement should be prepared online at: <https://www.learning--agreement.eu/>



The Learning Agreement is a form in which you fill in the details of the sending institution (TUKE) and the receiving institution (the foreign university where you will carry out your mobility) and specify the subjects you want to study during your mobility and the number of credits you can earn for them.

# 4.

## Preparation of the LEARNING AGREEMENT

- The Learning Agreement (LA) has 3 parts after the introductory table:
  - BEFORE mobility
  - DURING mobility
  - AFTER mobility
- When you create your LA, you only need to fill in the **introductory table** and the **BEFORE mobility section**

# 4.

## Preparation of the LEARNING AGREEMENT

- **The introductory section** contains information about you, the sending institution (TUKE) and the receiving institution (the university where you will carry out your mobility)
- You need the name and contact details of two persons on the sending institution's side and two persons on the receiving institution's side

**Responsible Person** = faculty coordinator

**Administrative Contact Person** = institutional coordinator

Example of the online LA form:

Receiving Responsible Person

Receiving Administrative Contact Person

# 4.

## Preparation of the LEARNING AGREEMENT

- In the **Before Mobility** section, fill in the mobility period (from-to) and all the subjects you want to study at the foreign university
- As the Learning Agreement has to be signed (= approved) by your Erasmus+ faculty coordinator, you need to discuss with them in advance which courses they recommend



# 5.

## LETTER OF ACCEPTANCE

- Once you have properly registered with the foreign university and sent them all the required documents (especially the Learning Agreement), the coordinator at the foreign university will contact you to confirm your acceptance for mobility and
  - will send you your Learning Agreement already signed by the foreign faculty coordinator together with a **Letter of Acceptance**
  - at the same time, they will send you information about the **academic year**, i.e. when exactly the winter/summer semester will start and when exactly it will end

# 6.

## PREPARATION FOR MOBILITY

- Once you have the **Acceptance Letter** from the foreign university, contact the Erasmus+ Institutional Coordinator at TUKE

The institutional coordinator at TUKE will provide you with all the necessary information regarding:

- Preparation of the Grant Contract
- Date of signature of the Grant Contract
- Further information about mobility

And then...Your mobility can begin! 😊

