



UNIVERZITA KOMENSKÉHO
REKTORÁT
ODDELENIE PRE EURÓPSKE PROGRAMY A ERASMUS+
Šafárikovo námestie 6, P.O.BOX 440, 81499 Bratislava 1
Tel: 02- 592 44 238, Fax: 02-592 44 550
www.uniba.sk, erasmusplus@rec.uniba.sk

Instructions for the end of the mobility - calculation of the grant

Dear students,

The COVID-19 situation has a strong impact on all aspects of our lives. It also influenced the Erasmus+ programme and its realization. It was especially hard for those of you who were abroad at the time of the outbreak of the pandemic. We would like to assure, you we understand that this time period was very complicated for you, and we would like to help you deal with the consequences. In questions concerning the adaptation of the mobility to the current situation caused by the pandemic, questions concerning the acceptance of studies / internship and right for grant / compensation of extra expenses we are bound by the decisions of the European Commission and regulations of the National Agency. Read the following instructions carefully, so that we would be able to close this chapter of the Erasmus+ programme for everyone included.

A few basic instructions:

- The student is obliged to deliver all necessary documents at the same time, including the **Declaration about the status of the Erasmus+ Mobility** to the employees of the Department of European Programmes and Erasmus+ (OEPaE+).
- Study the instructions for electronic signature. If you are not able to sign the document online, you have to print, sign, scan it, and send the scan to the employees of the OEPaE+ via email. Documents that are not signed will not be accepted.
- Read the **Contract about financial support** carefully and take notice of your responsibilities. If you do not meet the conditions, you may be penalized.
- Make a copy of all the documents you send.
- If you have problems obtaining the Transcript of Records or Certificate from the foreign university where you spent your mobility, contact your faculty coordinator. It is an institution that has a contract and usually long-lasting cooperation with your faculty, intervention of your faculty coordinator may help to speed the process up.
- The current situation impedes your documentation to be processed immediately. The employees of the OEPaE+ live through extreme situations in connection with COVID-19 and apart from worsened conditions they also have more work with the new regulations concerning calculation of grants. The 45-day-long period, **Article 5 – Payment Conditions, Point 5.5 Contracts**, is only indicative, cannot be enforced, and the responsibilities of the parties do not cease to exist after the end of this time period.
- Any compensations or balance payments of the grant from the side of the OEPaE+ and you alike can be realized only after a call from the OEPaE+ (also in a case if you did not travel abroad and you do not have any extra expenses).



DOCUMENTS NEEDED FOR THE END OF THE MOBILITY / CALCULATION

1. You received the grant but did not go abroad

- a) **Declaration about the status of the Erasmus+ Mobility** – ASAP, based on the call from the OEPaE+. We suggest you use the document also to inform the Study Department of our faculty about the real status of your mobility (AIS, remote education at the CU),
- b) **Application for determination of a rightful part of the grant for a mobility**, if you have some extra expenses (deposit for accommodation, insurance that cannot be cancelled),
- c) **Documents verifying the items listed in the Application**

2. You travelled abroad and you continue with the mobility abroad / in Slovakia also during the pandemic (in person or online)

- a) **Declaration about the status of the Erasmus+ Mobility** – ASAP, based on the call from the OEPaE+. We suggest you use the document also to inform the Study Department of our faculty about the real status of your mobility (AIS, remote education at the CU),
- b) **Certificate** from the foreign university verifying time period spent at the mobility. In the case of internship, verification of the 3rd part of the Learning Agreement – After Mobility
- c) **Transcript of Records (ToR)**. The CU will not impose any sanctions in the Summer Term 2019/2020.
- d) **OLS** (second online testing after the mobility)
- e) **Mobility report** (online)

3. You suspended your mobility (it is not possible to study online at your foreign university), but you will continue with the mobility once the restrictions are over:

- a) **Declaration about the status of the Erasmus+ Mobility** – ASAP, based on the call from the OEPaE+. We suggest you use the document also to inform the Study Department of our faculty about the real status of your mobility (AIS, remote education at the CU),
- b) By sending the Application for calculation of the mobility together with relevant documents (after ending the mobility abroad) you may ask for a refund of extra expenses:
 - One return ticket (to Slovakia because of COVID-19 and back to continue with the mobility),
 - Unavoidable fees for accommodation,



UNIVERZITA KOMENSKÉHO
REKTORÁT
ODDELENIE PRE EURÓPSKE PROGRAMY A ERASMUS+
Šafárikovo námestie 6, P.O.BOX 440, 81499 Bratislava 1
Tel: 02- 592 44 238, Fax: 02-592 44 550
www.uniba.sk, erasmusplus@rec.uniba.sk

- Expenses for quarantine accommodation in one of the facilities of the Ministry of Interior of the Slovak Republic
 - c) If you want to change the duration of the mobility you are required to ask the OEPaE+ in written form, as stated in the Contract about financial support, Article 3 – duration of the mobility, no less than one month before expiration of the planned duration of the mobility.
 - d) **Certificate** from the foreign university verifying time period spent at the mobility. In the case of internship, verification of the 3rd part of the Learning Agreement – After Mobility
 - e) **Transcript of Records (ToR)**. The CU will not impose any sanctions in the Summer Term 2019/2020.
 - f) **OLS** (second online testing after the mobility)
 - g) **Mobility report** (online)
- 4. You travelled abroad and stayed there when the pandemic started but you are unable to continue with your studies / internship**
- a) **Declaration about the status of the Erasmus+ Mobility** – ASAP, based on the call from the OEPaE+. We suggest you use the document also to inform the Study Department of our faculty about the real status of your mobility (AIS, remote education at the CU),
 - b) **Document issued by the government of the said country banning international travel** (meaning anyone is forbidden to leave the country).
 - c) **Document about circumstances that make it impossible for you to study online**,
 - d) If your foreign university does not offer remote online education, your mobility is considered as terminated and the foreign university will issue a **Certificate about the real duration of the mobility**.
- 5. You returned to Slovakia when the pandemic started and you do not continue with studying online at your foreign university (principle of force majeure)**
- e) **Declaration about the status of the Erasmus+ Mobility** – ASAP, based on the call from the OEPaE+. We suggest you use the document also to inform the Study Department of our faculty about the real status of your mobility (AIS, remote education at the CU),
 - f) **Document(s) allowing “force majeure”**, i.e. confirmation of closure of the foreign university or transit to remote education
 - g) **Statutory declaration** about the date when you left the foreign university or arrived in Slovakia, if this date is not obvious from travel documents (e. g. while travelling by car), or if the foreign university does not issue a Certificate confirming the real duration of your mobility abroad
 - d) Documents confirming the date of your return to Slovakia in pursuance of **repatriation**



UNIVERZITA KOMENSKÉHO
REKTORÁT
ODDELENIE PRE EURÓPSKE PROGRAMY A ERASMUS+
Šafárikovo námestie 6, P.O.BOX 440, 81499 Bratislava 1
Tel: 02- 592 44 238, Fax: 02-592 44 550
www.uniba.sk, erasmusplus@rec.uniba.sk

- e) If you want to have your extra expenses that originated outside of your real mobility reimbursed (such as pre-paid accommodation for the whole duration of the mobility), you have to provide the communication (emails) between you and the provider proving you were trying to get some of the money back (due to the shortened mobility). It must be obvious that the provider refused your demand. The OEPaE+ will accept correspondence in English, Czech, German, Polish, French or Russian. In case of other languages, you must highlight and translate the relevant part of the communication.
- f) **Application for calculation of the mobility**
- g) **Documents proving the expenses you listed in the Application**

TRAVEL TICKETS:

- Student has a right for a refund of a ticket back to Slovakia due to the suspension or the end of a mobility
- In the case of suspension of the mobility, the student has a right for a refund of a return ticket (to Slovakia because of COVID-19, back abroad to continue with the mobility), that will correspond with the Certificate about the end of the mobility in the terms of date.
- It is not possible to ask for a refund for a ticket used to return to Slovakia if the date on the ticket is earlier than the date stated on the Certificate issued by the foreign university
- It is not possible to ask for a refund of a travel ticket connected to the return of the student to the foreign country with the aim of collecting student's personal belongings from their accommodation facility,
- If you used a taxi to get to the airport / train station / bus station, it has to be clear that in was in a situation where you had no other option (you have to add a comment)
- If you came by the means of a private vehicle, you may ask for a refund equaling the price of a public transport ticket for the same distance (plane, train, bus), maintaining economical and effective attitude using ISIC discounts.

ACCOMMODATION (possibilities):

- Document stating a deposit
- Document stating monthly payments
- Document stating a one-time complex payment
- Document stating cancellation fees caused by shortening of the mobility

QUARANTINE ACCOMMODATION in one of the facilities of the Ministry of Interior of the Slovak Republic in connection with repatriation,

- Paid expenses / fees in such a facility accompanied by an invoice.



UNIVERZITA KOMENSKÉHO
REKTORÁT
ODDELENIE PRE EURÓPSKE PROGRAMY A ERASMUS+
Šafárikovo námestie 6, P.O.BOX 440, 81499 Bratislava 1
Tel: 02- 592 44 238, Fax: 02-592 44 550
www.uniba.sk, erasmusplus@rec.uniba.sk

NON-ELIGIBLE ITEMS:

- Local transport (apart from the transport continuing the transport to Slovakia)
- food,
- insurance,
- fuel / gas,
- sanitary items ...

Your Erasmus+ team