**DURING YOUR MOBILITY**

1. It might happen that not all subjects chosen by you will be available at the receiving institution after your arrival. Usually they launch new subjects instead.

In this case, go to the Erasmus + office in the receiving institution to determine any possible changes within the list of your subjects - Changes to the Learning Agreement, page 3 in OLA, if, for example, one of the subjects you have chosen have not been launched.

**Do it within 2-3 weeks, report it to us and your dean.**

2. In order to determine substitutes for subjects, consult your Dean, send the Dean's new launched subjects, inform us about the situation and wait for the Dean to decide what new subject/-s you can add instead of this/those that have not been launched.

3. After the dean approves the replacement subjects, make changes to your OLA at https://www.learning-agreement.eu/

4. After entering the replacement subjects and signing the Changes to the Learning Agreement, inform us by e-mail about the change of the document in the system.

You need to wait for our confirmation and checking your Changes to the Learning Agreement -OLA

5. After receiving confirmation from our Erasmus + office that your Changes to the Learning Agreement-OLA are correct, send your updated OLA in pdf to your dean (ADVISABLE), ask for a signature in the "Responsible person at the sending institution" on page 4

6. After obtaining the dean's signature on your updated OLA, please send us a copy / scan of the document, and the second scan / copy to your receiving institution

7. Ask the receiving institution to sign your Changes to the Learning Agreement

8. Once they sign it, send by email to our Erasmus+ office a PDF with all three signatures- yours one, your dean’s, and the receiving institution’s

9. Try to find friends using different Facebook groups, eg. Erasmus students in (name of the city you are in), Foreigners in (name of the city where you are) or websites, eg ESN. If your university organizes workshops and so-called Orientation Week, take an active part in them!

10. Before returning to the country, you should obtain from the host university abroad:

- TRANSCRIPT OF RECORDS (list of your subjects and your final marks)

- CONFIRMATION OF STAY - certificate with exact dates of your Erasmus+ stay at the receiving institution (the dates should match the dates on your Financial Agreement)

MAKE SURE YOU TAKE 3 COPIES OF EACH DOCUMENT - for yourself, the dean's office and our Erasmus + office.