

**\*\* FACULTY COORDINATOR AUTHORIZED TO SIGN**

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Rectorate	Bc. Markéta Foldynová, foldynova@rektorat.utb.cz



**\* PLEASE NOTE**

- any changes in the dates of the traineeship in comparison to the dates mentioned in the Grant Agreement/Financial Agreement must be reported 4 weeks before the end of the mobility
- AL - Acceptance Letter (no TBU template, the document shall be issued by the institution abroad)
- LAT - Learning Agreement for Traineeship (download the document from the website - TBU-International-Mobility for Placements-Erasmus/Freemover)
- LAM - Learning Agreement After the Mobility (download the document from the website - TBU-International-Mobility for Placements-Erasmus/Freemover)
- CoAD - Confirmation of Arrival/Departure
- ERASMUS+ OLS- Online Linguistic Support (**compulsory language test** to be taken before and after the mobility, **optional language course** to be taken before the mobility)  
<http://erasmusplusols.eu/>


**OFFICE HOURS**

FMC – see Faculty website  
FAME – see Faculty website  
FHS – see Faculty website  
FAI – see Faculty website  
FT – see Faculty website  
FLCM – see Faculty website

Rectorate:  
(U13/327, foldynova@rektorat.utb.cz):  
Mon + Wed: 9 - 11 a.m. and 1 - 3 p.m.  
Tue + Thu: 9 - 11 a.m.  
Friday: closed

- Faculty of Management and Economics - pfefferova@fame.utb.cz
- Faculty of Humanities - krapova@fhs.utb.cz
- Faculty of Logistics and Crisis Management - tuckova@flkr.utb.cz
- Faculty of Multimedia Communications - eprokopova@fmk.utb.cz
- Faculty of Applied Informatics - dsklenarikova@fai.utb.cz
- Faculty of Technology - milickova@ft.utb.cz
- Rectorate - foldynova@rektorat.utb.cz

KONTAKT

 **Univerzita Tomáše Bati ve Zlíně**  
**Tomas Bata University in Zlín**



## BEFORE MOBILITY

### TIMELINE

## "TO DO"



#### 4-5 months before the required start date of the traineeship

1. Contact the institution abroad that you have selected and describe your qualities and skills
2. You can refer to:
  - A group on FB - UTB Zahraniční stáže, stipendia, příležitosti
  - [www.mladiinfo.cz](http://www.mladiinfo.cz)
  - [www.jobcentrum.utb.cz](http://www.jobcentrum.utb.cz)
  - <http://www.zlin.aiesec.cz/>
  - <http://www.iaeste-zlin.org/>

#### The company agrees to your traineeship taking place there

1. Ask the institution abroad to issue the AL\*
2. Download the LAT\* from the website |TBU – International – Mobility for Placements - Erasmus+/Freemover| and complete it in the Word format

#### Instructions for completion of the LAT\*:

Complete all details; the institution abroad shall only check the document for accuracy; write in sentences; beware of grammatical errors.

#### Detailed programme:

- Detailed description of your professional duties at the institution abroad

#### Monitoring plan:

- Frequency and manner of control of the fulfillment of your duties (attendance, surveillance, consulting...)

#### Evaluation plan:

- Your qualities that will be assessed (communication skills, working pace, precision, flexibility...)

## DURING MOBILITY

#### In case of changes to:

- end date of the traineeship
- senior executive
- place of performance of the working tasks
- job description

Contact the Rectorate\*\* without delay

#### After the arrival at the institution abroad

Send the scanned copy of the CoAD\* to the Rectorate\*\*



#### As soon as you receive the signed LAT from the institution abroad:

Go to the Rectorate\*\* during the office hours to have the Grant Agreement/Learning Agreement signed, and bring:

- **LAT\*+AL\*** - both signed and stamped by the institution abroad
- **General insurance** for the duration of the traineeship (it must cover medical expenses, liability for damage and accident insurance.)
- **Confirmation of Study** at TBU

#### As soon as you have carefully completed the LAT\*

1. Sign the LAT\* and insert the date
2. Have the document signed and stamped by the faculty coordinator authorized to sign\*\*
3. Go to the Rectorate\*\* to have the document signed and stamped (Erasmus+ - you will be sent the web link to the OLS language test\*)
4. Send the LAT\* by email to the institution abroad and ask the officers to sign and stamp the document

#### After completion of the traineeship

1. Download the LAM\* from the website |TBU – International – Mobility for Placements - Erasmus+/Freemover| and complete it in the Word format
2. Have the LAM\* signed and stamped by the institution abroad
3. Have the CoAD\* signed and stamped by the institution abroad



## AFTER MOBILITY

#### After completion of the traineeship

1. Send the scanned copy of the CoAD\* and the LAM\* by email to the Rectorate\*\* within 7 days of the end date of the traineeship
2. Complete the Final Report:
  - Erasmus+: you will receive a web link from the EU Survey by email
  - Freemover: complete the feedback at [www.xchange.utb.cz](http://www.xchange.utb.cz)

**Applies to Erasmus+ only:** complete the OLS\* test after the mobility

Submit all the required documents to the Student Affairs Office and ask the officers to terminate the mobility.

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