

Erasmus+

Incoming employees

Incoming guests follow the instructions of their home university regarding the necessary administrative steps and documents.

Please inform the **faculty coordinator** (Markéta Karlasová, marketa.karlasova@ff.cuni.cz) about the arrival of your colleagues.

All documents required from an academic by their university must be signed by the **faculty coordinator** (Markéta Karlasová).

- If necessary (in the event of time constraints), the documents can also be signed by the departmental Erasmus+ coordinator.
- The specific form of the documents varies, as do the conditions for trips.

If an **invitation letter** is needed, please get in touch with the faculty coordinator as well.