

Erasmus+: Steps after your Stay

Step 1: Payment of the last instalment

- Participant Report (EU-Survey)
- Confirmation of Stay
- Green Travel (if applicable)

Deadline: 30 days after the end of your initially planned stay.

After completing this step, the **last instalment of your mobility grant will be transferred.**

Step 2: Return of the Deposit

- Transcript of Records issued by your host university
- Confirmation of recognition and/or Application for Thesis - Part 2 (if applicable)
- Experience Report

Deadline: Within 2 months after the transfer of the second instalment

After submitting the above documents, the **deposit will be returned.** Your Erasmus+ stay abroad is considered complete once you've completed both steps.

1. Participant Report (EU-Survey)

At the end of your stay, you will receive an automatic email-invitation to complete your participant report (EU-Survey). Please complete the report by the deadline (30 days after you have received the email).

2. Confirmation of Stay

Have your host university sign the second part of the confirmation five days before the end of your stay at the earliest. In case your stay is more than 5 days shorter than agreed upon in your grant agreement, the sum will be deducted from the last instalment. In case you stay longer, the grant will not be increased.

Scan your Confirmation of Stay and upload it to Mobility-Online. The original has to be handed in at the International Relations Office (IRO) or sent by post to the IRO. A scanned version of the Confirmation of Stay can only be accepted if your host university sends it directly to the IRO (erasmus.outgoing@uni-graz.at).

3. Green Travel (if applicable)

In case your Top-Up for Green Travel has been approved prior to your mobility, please confirm the data regarding your "green" travels at the end of your mobility once again in Mobility-Online.

Please note: In order to keep the Top-Up, **more than 50 % of the total distance** (both directions) have to be completed with a "green" means of transport. A retroactive granting of this top up (after the end of your stay) is not possible!

4. Transcript of Records issued by your host university

Your host university will prepare a final Transcript of Records for you. This transcript must be signed and stamped. Upload it to Mobility-Online and use it to complete the next step - the recognition of credits.

In case you worked exclusively on your thesis during your mobility and did not receive a Transcript of Records, it does not have to be uploaded.

5. Recognition of Credits

5.1 Request

Request your recognition document (Anerkennungsbescheid). You will find more information regarding this process below.

a) Officially enrolled at Uni Graz

You request your recognition document in UniGrazOnline.

The examination office/Dean's office is responsible for processing your recognition document:

URBI: <https://urbi.uni-graz.at/de/studienservice/anererkennung/>

SOWI: <https://sowi.uni-graz.at/en/studies/>

GEWI: <https://gewi.uni-graz.at/en/study-services/recognitions/>

Teacher training: <https://lehramtsstudien.uni-graz.at/de/das-lehramtsstudium/anererkennungzeugnisnachtrag/anerkenntnisse/>

REWI: <https://rewi.uni-graz.at/de/studieren/waehrend-des-studiums/anerkenntnisse-rewi/>

THEO: <https://theol.uni-graz.at/de/studienservice/anerkenntnisse/>

NAWI: <https://nawi.uni-graz.at/de/studieren/informationen-und-formulare-fuer-studierende/anererkennung/>

b) Main enrollment at TU

Please ask at your Dean's office, where and how you should apply for your recognition of credits.

c) Main enrollment at another institution in the "Verbund Süd-Ost"

Please request your recognition of credits at the institution, where you are officially enrolled.

d) Writing your thesis

In case you worked exclusively on your thesis during your mobility, please have the 2nd part of the form for writing your thesis signed by your supervisor. Your supervisor should also enter the amount of awarded ECTS in the 2nd part.

In case you worked on your thesis and completed additional courses during your mobility, please have your supervisor sign the 2nd part of the form for writing your thesis. Your supervisor should also enter the amount of awarded ECTS in the 2nd part. Additionally, request your recognition document (see points a/b/c) for your completed courses.

5.2 Upload to Mobility-Online

When you've received the approved recognition document and/or the signed form for writing your thesis, upload the document(s) to Mobility-Online. *The signed list of courses to be recognized, will not be accepted.*

6. Experience Report

Download the template for your Experience Report from Mobility-Online and answer the questions. The report must be anonymous (please don't mention names, contact information etc.). Upload the report as a PDF to Mobility-Online.

Your report will be published on our website to help your colleagues with their future mobilities.

If you **do not submit the documents stated above by the set deadlines (Step 1 and Step 2)** or if you **do not achieve the minimal required amount of ECTS**, there is a chance, that you will lose the right to the payment of the last instalment (25 %) or you will have to return the whole grant, you have already received!

If you are unable to meet the deadlines due to exceptional circumstances, please inform the Erasmus+ Outgoing Team immediately.

Contact

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