

TO DO after your iStudy/ISEP/Utrecht Network stay:

Checklist:

	What	When
1.	Recognition of completed coursework	Recognition must be confirmed by the respective authority within 5 weeks of receiving the transcript from the host university
2.	Upload to Mobility-Online: - Transcript from the host university - Confirmation of stay (the original must also be submitted to our office!) - Recognition decision issued by the University of Graz - Experience report	Within 3 months after the end of the stay
3.	Where applicable, payment of the final scholarship instalment	After all documents have been submitted

Detailed information on the individual steps:

What	When
1. <u>Recognition of completed coursework:</u> 1. After receiving the transcript, the courses completed must be recognised in UNIGRAZonline. To do this, students create a recognition application in UNIGRAZ-online. Instructions are available on the website of your dean's office/examinations office: Humanities and teacher training programmes: https://gewi.uni-graz.at/en/study-services/recognitions/ Social and Economic Sciences: https://sowi.uni-graz.at/de/studienservice/anerkennungen/ German only! Natural Sciences: https://nawi.uni-graz.at/en/study-service/questions-about-recognition/ Environmental, Regional and Educational Sciences: https://urbi.uni-graz.at/en/study-services/recognition/ Law: https://rewi.uni-graz.at/en/student-services/recognitions/ Catholic Theology: https://theol.uni-graz.at/de/studienservice/anerkennungen/ German only! PLEASE NOTE: The recognition process must be completed within 5 weeks of receiving the transcript. Please allow for the processing time required to issue the decision and submit the documents as soon as possible. Only successfully completed courses can be recognised. If, through the student's fault, coursework is not recognised to the required extent, the scholarship may be reclaimed in full or in part.	Within 5 weeks of receiving the transcript

2. **Uploading the final documents to Mobility-Online:**

Students upload the following documents to Mobility-Online:

1. **Transcript** from the host university
2. **Confirmation of stay (iStudy and UN only)**
3. Signed **recognition document** issued by the University of Graz
4. **Experience report**

Information about the experience report:

Students upload an experience report in PDF format to Mobility-Online. **All reports are published on the website.** Please keep this in mind when writing the report and do **not include any names or personal data.**

Please include information on the following points in your experience report:

- Host institution/host country
 - Degree programme at the University of Graz
 - Level of study (BA, MA, diploma, doctorate)
 - Duration of stay at the host institution (from XXX to XXX)
1. **Description of the host university** (academic calendar, size, location, etc.)
 2. **Preparing for the stay** (registration at the host university, required language skills, preparation of the pre-recognition, support provided by the host university before the stay)
 3. **Travel and arrival** (tips; did the host university arrange a pick-up?)
 4. **Accommodation** (How did you find accommodation? How satisfied were you? What would you recommend to future students?)
 5. **Orientation week or event for incoming students** (If applicable, when did it take place? Was attendance mandatory?)
 6. **Courses offered and courses attended** (information on finding courses and the course catalogue, credits, study workload per semester, grading system, language of instruction, courses taught in English, special courses for incoming students, and options for attending courses in other degree programmes/faculties)
 7. **Recognition** (Which courses were recognised? Were there any problems? If so, what were they?)
 8. **Cost of living** (accommodation, books, food, public transport)
 9. **Support at the host university and social integration** (buddy system, events for incoming students)
 10. **Conclusion and tips** – what is essential to know?

Exception: *If, during your stay, you have already submitted reports or similar material to the Office of International Relations in another previously agreed format (e.g. participation in the 'Global Diary'), you do not need to write a separate experience report. Uploading the individual reports combined into one PDF document is sufficient.*

3. **Payment of the final scholarship instalment (not applicable to ISEP stays)**

The final scholarship instalment will be paid once all required documents have been submitted. If the documents are not submitted by the deadline, entitlement to the payment will lapse.

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