

TO DO after a Joint Study/ISEP/Utrecht Network mobility period:

Checklist:

	What	When
1.	Recognition of academic work	Within 5 weeks after receipt of the transcript from the host university, recognition must be confirmed by the responsible body
2.	Upload to Mobility-Online: <ul style="list-style-type: none"> - Transcript from the host university - Confirmation of Stay (the original must also be submitted at our office) - Recognition Document from the University of Graz - Report on mobility experience 	Within 3 months after the end of the mobility period
3.	<ul style="list-style-type: none"> - Deposit reimbursement and, if applicable, payment of last scholarship rate 	After submission of all documents

More information on the individual steps:

What	When
<p>1. Recognition of academic credentials:</p> <p>(1) After receiving the transcript, your completed courses must be recognised in UNIGRAZonline. To this end, students create a recognition form (type: "Notification (study abroad period)") in UNIGRAZonline. Instructions can be found on the page of your Dean's Office/examinations office:</p> <ul style="list-style-type: none"> • Arts and Humanities and teacher training programmes: https://gewi.uni-graz.at/de/anerkennungen/ • Social and Economic Sciences: http://sowi.uni-graz.at/de/studium/ (under the respective level of studies: bachelor's, master's, doctorate) • Natural Sciences: https://nawi.uni-graz.at/de/studieren/informationen-und-formulare-fuer-studierende/anerkennung/ • Environmental, Regional and Educational Sciences: http://urbi.uni-graz.at/de/studieren/organisatorisches/anerkennungen-und-zeugnisnachtraege/ • Law: https://rewi.uni-graz.at/de/studieren/waehrend-des-studiums/anerkennungen-rewi/anerkennungen-diplom-jus/programmaufenthalte-erasmus-joint-study/nachdem-auslandsaufenthalt-anerkennung/ • Catholic Theology: https://theol.uni-graz.at/de/studieren/anerkennungenzeugnisnachtrag/ <p>PLEASE NOTE: Credit recognition must be completed within 5 weeks after receipt of the transcript. Please note the processing time for generating the Recognition Document and submit your documents as soon as possible! Only positive and completed courses can be recognised.</p>	<p>Within 5 weeks after receiving the transcript</p>

If, **through the fault of the student, the study achievements are not recognised** to the required extent, then you will need to **return payment of all or part of the scholarship you received (where applicable)**.

2. Uploading final documents to Mobility-Online:

Students upload the following documents in Mobility Online:

- (1) **Transcript** from the host university
- (2) **Confirmation of Stay** (the **original** must also be submitted at our office)
- (3) A signed **Recognition Document** from the University of Graz
- (4) **Report on mobility experience**

Information regarding the report on mobility experience:

Students upload a report on their mobility experience (PDF format) in Mobility-Online. **All reports** will be **published on the homepage**. Please consider this when preparing your report and do not include **your name or personal data!**

Please include the following information in your report:

- host institution/host country
- field of study at the University of Graz
- level of studies (BA, MA, diploma, PhD)
- duration of your stay at the host institution (from XXX to XXX)

1. **Description of the host university** (how is the academic year organised, size, location, ...)
2. **Preparation for your stay** (registration at the host university, required language skills, preparation of the Pre-recognition Document, support from the host university before your stay)
3. **Arrival** (tips; did the host university arrange for someone to pick you up?)
4. **Accommodations** (Where did you find accommodation? How satisfied were you? What recommendations would you provide to future students?)
5. **Introductory week or event for incoming students** (If yes, when did it take place? Was attendance mandatory?)
6. **Course offer and courses attended** (information on looking for courses and course offer, ECTS credits, "study workload" per semester, grading system, language of instruction, courses offered in English, special offerings for incoming students, attending courses from other fields of study/faculties)
7. **Recognition** (Which courses were recognised? Were there problems? If so, what were they?)
8. **Costs of living** (rent, books, food, public transportation)
9. **Supervision at the host university and social integration** (buddy system, events for incoming students)
10. **Summary and tips** – What should the next person know for sure?

Exceptions: *If, during your stay, you have submitted reports or similar to the Office of International Relations in a different – previously discussed – manner (e.g. participation in the 'Global Diary'), it is not necessary to write the report on mobility experience again, instead it is sufficient to upload the individual reports in the form of a PDF document.*

Within 3 months after the end of the mobility period

3. Deposit reimbursement and payment of last scholarship rate (where applicable)

Your deposit will be transferred back to you as soon as all required documents have been submitted.

If the documents are not returned on time, then your claim to reimbursement will lapse!

After delivery of all documents