

# HOW TO PREPARE A LEARNING AGREEMENT AND A “PRE-RECOGNITION FORM” (VORAUSBESCHEID)

## What are the “Learning Agreement” and the “pre-recognition form” (Vorausbescheid)?

A **Learning Agreement (LA)** is mandatory for every student going abroad through Erasmus+. The template of the European Commission includes the following parts:

- “Before the Mobility” (information about students, home and host institutions, list of courses at host institution, pre-recognition at the home institution)
- “During the Mobility” (changes to the study plan during the mobility)
- “After the Mobility” (confirmation of stay and finished courses)

In addition to the Learning Agreement, all students in Austria must prepare a **pre-recognition form (Vorausbescheid)**. This represents a legal basis for the transfer of credits from the host institution to the University of Graz. You can prepare this form in your UNIGRAZonline account.

For more information on how to prepare your pre-recognition form, please contact your Dean's Office. Note that it can take up to 6 weeks for your pre-recognition forms to be prepared.

An example of a pre-recognition form (Vorausbescheid):

**UNI GRAZ**

Eingelangt  
14. Juni 2013  
Büro für internationale Beziehungen

Vorsitzende der Curricula-Kommission für das Studium  
Anglistik/Amerikanistik

Dekanat der Geisteswissenschaftlichen Fakultät  
Universitätsplatz 3  
8010 Graz

Matrikelnummer:  
Studienkennzahl: B 033 612  
Studienbezeichnung: Bachelorstudium; Anglistik/Amerikanistik  
Geschäftszahl:

Auslandsaufenthalt: von 27.08.2013 bis 01.02.2014  
Gasthochschule: NLD Rijksuniversiteit Groningen  
Datum: 05.06.2013

**Vorausbescheid**

Rechtsgrundlage: § 78 Universitätsgesetz 2002

Reihenfolge	Uni Graz Beurteilung	SSt	ECTS Credits	Fremd-Beurteilung
<b>Position 1</b>				
LEL 008B05 Shakespeare & Early Mod. Engl. Literature; SE (Kursdauer: Semester) 2013/14 <b>wird als gleichwertig festgestellt mit</b> 511253 Literary Studies Seminar (Shakespeare: Select Comedies); SE W 2012/13		2,00	5,00	
<b>Position 2</b>				
LHF010B10 Language, Variation and Change; VS (Kursdauer: Semester) 2013/14 <b>wird als gleichwertig festgestellt mit</b> 511141 Linguistics Proseminar (Sociolinguistics); PS W 2012/13		2,00	10,00	
<b>Position 3</b>				
LEO020B05 History & Development English Language; SE (Kursdauer: Semester) 2013/14 <b>wird als gleichwertig festgestellt mit</b> 511110 Forms of English Past and Present; VO W 2012/13		2,00	5,00	
<b>Position 4</b>				

The minimal amount of ECTS that must be recognized in Graz for you to receive the Erasmus+ mobility grant is **3 ECTS per month of your stay**.

Note that this is the minimal amount of ECTS. It is advisable to earn **30 ECTS per semester**.

You should also include free elective subjects into your pre-recognition form.

## JOINT PROGRAMME STUDENTS

This form is compulsory for an additional mobility.

For your obligatory mobility, you do not need a pre-recognition form.

In terms of ECTS, you must **earn 30 ECTS** during your obligatory mobility semester.

## HOW TO PREPARE YOUR LEARNING AGREEMENT

On the next pages, we will take a look at how you should complete individual sections of the LA. We will go through it according to the specific steps in the LA.

You can download your LA from Mobility Online. Some of the information is already filled out.

**Before the mobility - Step 4: Uploading learning agreement (LA) and pre-recognition document (VB)** 0 / 10

LA printed ☐ [Print LA](#)

Select this item in case you cannot upload your LA and VB in time before the deadline.

I have uploaded my LA and VB at a later time (after the deadline) ☐ [I have to upload my LA and VB at a later time \(after the deadline\)](#)

Upload your LA with your signature and that of the relevant body of recognition at the University of Graz. The detailed instructions for this process (completing the form incl. relevant signatures, ...) is included in the document "Procedure for LA VB" of your faculty.

LA signed by student and body of recognition at University of Graz uploaded ☐ [Upload LA signed by student and body of recognition at University of Graz](#)

## PERSONAL DATA

### LEARNING AGREEMENT FOR STUDIES

#### Erasmus+

##### The Student

Last name (s)	Mustermann	First name (s)	Max Friedrich
Date of birth	17.09.1970	Nationality <sup>a</sup>	Österreich
Sex [M/F]	Männlich	Academic year	2019/20
Study cycle <sup>a</sup>	Second Master	Subject area Code <sup>a</sup>	0231
Phone	+43	E-mail	max.mustermann@edu.uni-graz.at

##### The Sending Institution

Name	University of Graz	Faculty	Arts und Humanities
Erasmus code <sup>a</sup> (if applicable)	A GRAZ01	Department	
Address	Universitätsplatz 3, 8010 Graz	Country	Austria
Contact person <sup>a</sup> name	Joachim Ninaus	Contact person e-mail / phone	erasmus.outgoing@uni-graz.at +43 316 380 2212

##### The Receiving Institution

Name	University of Groningen	Faculty	
Erasmus code <sup>a</sup> (if applicable)	NL GRONING01	Department	
Address		Country	Schweden
Contact person <sup>a</sup> name		Contact person e-mail / phone	

Check and correct the form (if necessary)

In case of questions regarding this page, contact:

[erasmus.outgoing@uni-graz.at](mailto:erasmus.outgoing@uni-graz.at).

Teacher Training students: please, enter your main faculty.

In case you do not have the contact information of your host university, please leave this part blank.

## BEFORE THE MOBILITY

### Section to be completed BEFORE THE MOBILITY

#### I. Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] .....XXXX..... till [month/year] .....XXXX.....

**Table A: Study programme abroad**

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue) <sup>2</sup>	Semester [autumn / spring] [or term]	Number of ECTS credits (or equivalent) <sup>1</sup> to be awarded by the Receiving Institution upon successful completion
LHF010B10	Language Variation & Change	Autumn	10
LE0020B05	History & Development English Language	Autumn	5
LEL008B05	Shakespeare & Early Modern Literature	Autumn	5
LAX024P10	Theories of culture I	Autumn	10
			Total: ...30.....

**Web link to the course catalogue at the receiving institution describing the learning outcomes:**

[Web link(s) to be provided.]

In case of questions regarding Table A, please contact your academic advisor.

Do not forget that the minimal amount of ECTS that must be recognized in Graz for you to receive the Erasmus+ mobility grant is **3 ECTS per month of your stay**. For example: If your Erasmus+ exchange last for 5 months, this means that you have to earn at least 15 ECTS which must all be recognized in Graz. Nevertheless, the goal should be **30 ECTS per semester abroad**.

When you have filled out this part (page 1 and Table A), send it to the host university for them to approve it. Depending on the response from the host university, you leave the Learning Agreement as it is or adapt it accordingly. Then prepare your pre-recognition form.

At this point, the Learning Agreement must not be signed. It can happen that you do not receive a response from the host university. In this case, please, prepare your pre-recognition form anyway.

**JOINT PROGRAMME STUDENTS:** You **must earn 30 ECTS** during your obligatory mobility semester. Joint Programme students going on their obligatory mobility do not have to prepare a pre-recognition form. You only need a **Learning Agreement**. Joint Programme students going on their additional mobility must prepare a pre-recognition form as well. The obligatory mobility is the mobility that is part of your studies and that must be completed for you to be able to graduate (in the majority of cases, this is the first mobility you go on). An additional mobility is each mobility that goes beyond the mobility that must be completed according to your study plan. If you are going on your obligatory mobility, you can ignore the parts regarding the pre-recognition form in this handout. However, you still **have to complete and submit your Learning Agreement**.

Examples for Table B:

For regular students

Table B: Recognition at the Sending Institution

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [autumn / spring] [or term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	See Attachment - Vorausbescheid		
			Total: .....27.....

The amount of ECTS on the pre-recognition form must be the **same** as the amount of ECTS in Table B. Students in the teacher training programme can have several pre-recognition forms.

If the student does not successfully complete some educational components, the following provisions will apply:

Only successfully completed courses can be recognised.

## Joint Programme students

Web link to the course catalogue at the receiving institution describing the learning outcomes:

[Web link(s) to be provided.]

Table B: Recognition at the Sending Institution

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [autumn / spring] [or term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	Mobility Window		
			Total: 30

The obligatory mobility is part of your curriculum. Because of this, you can state “**Mobility window**” and the total amount of ECTS, which must be **at least 30**. The total amount of ECTS in Table B **must be the same** as the total amount of ECTS in Table A.

If the student does not successfully complete some educational components, the following provisions will apply:

Only successfully completed courses can be recognised.

## NOT ALL ECTS ARE RECOGNISED

If the University of Graz recognizes fewer ECTS points than you plan to achieve at your host institution (fewer ECTS than the total amount in Table B/pre-recognition form than in the Table A of the Learning Agreement), you have to fill out the following part:

**To be completed in case not all ECTS points are recognised:**

Due to the following reason(s) not all ECTS points achieved at the Receiving Institution can be recognized:

- ☐ The student follows additional educational components beyond those required for his/her programme.
- ☐ The courses do not meet the academic objectives of the study programme.
- ☐ The workload of the courses offered at the Receiving Institution is not equal to the workload of the courses recognized at the Sending Institution.
- ☐ Information about the course content has not been available
- ☐ Others (please specify):

If the host university demanded of you a different Learning Agreement and there is no part to be filled out in case not all ECTS are recognized, you need an "Annex to Learning Agreement". You can receive the template in the Office of International Relations. This form must be signed by the body responsible for transfer of credits of your respective study programme and it has to be added to the Learning Agreement and the pre-recognition form.

KARL-FRANZENS-UNIVERSITÄT GRAZ  
UNIVERSITY OF GRAZ



**Annex to Learning Agreement**

(If the Host University has its own LA template, but it does not have the part "To be completed in case not all ECTS points are recognized", this Annex must also be completed!)

Name of student: **Anna Musterfrau** .....

Host University: **University of Örebro** .....

Due to the following reason(s) not all ECTS points achieved at the host university can be recognised

- ☐ The student follows additional educational components beyond those required for his/her degree programme
- ☐ The courses do not meet the academic objectives of the study program
- ☐ The workload of the courses offered at the host university is not equal to the workload of the courses recognized at the home university
- ☐ Information about course contents has not been available
- ☐ Others: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Responsible Person at University of Graz

## LANGUAGE AND RESPONSIBLE PERSONS

### Language competence of the student

The level of language competence<sup>9</sup> in **English** [the main language of instruction at the Receiving Institution] that the student already has or agrees to acquire by the start of the study period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native Speaker ☐

The LA and the pre-recognition form will be reviewed and signed by the person responsible for recognition of credits. The person that you state here must be the same person that signs the pre-recognition form.

### II. RESPONSIBLE PERSONS

#### Responsible person<sup>10</sup> at the Sending Institution:

Name: **Prof. Dr. Maria Löschnigg** Function: **Body of recognition**  
Phone number: **+43 316 3380 2491** E-mail: **maria.loeschnigg@uni-graz.at**

#### Responsible person<sup>11</sup> at the Receiving Institution:

Name: \_\_\_\_\_ Function: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

In case you do not have the information, please leave this part blank.

### III. COMMITMENT OF THE THREE PARTIES

By signing this document, the Student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the Student should also commit to what is set out in the Erasmus+ Grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the Student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The Student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

#### The Student

Student's signature \_\_\_\_\_ Date: \_\_\_\_\_

#### The Sending Institution

Responsible person's signature \_\_\_\_\_ Date: \_\_\_\_\_

If you cannot sign the Learning Agreement at the moment, please, upload it without your signature. In this case, kindly submit a signed version of the Learning Agreement as soon as possible. The same applies to the "responsible person at the sending institution". In this case, please, add an email in which this person confirms that the Learning Agreement is valid without a signature.

**IMPORTANT: Please do not sign any documents by drawing your signature using a mouse or uploading an image of your handwritten signature!**

Teacher Training Programme: The Learning Agreement must be signed by the head of the curricula committee of the respective subject area. The pre-recognition form with the list of courses that you wish to have recognized and the information about the courses must be submitted to the Dean's Office.

## STEPS TOWARDS LEARNING AGREEMENT AND PRE-RECOGNITION – BEFORE THE MOBILITY

1. Print out the Learning Agreement from Mobility Online, fill it out and ask the host institution for their feedback.
2. Prepare a pre-recognition form (Vorausbescheid) in UNIGRAZonline.
3. Save the list of subjects to be recognized as a PDF-file.
4. This step depends on the programme you are in:

GEWI studies: The students talk about the subjects with the head of the body of recognition of their respective study programmes and ask them to sign the form. If this is not possible, please, ask for a confirmation per email. For this, you will need the list of subjects to be recognized (UGO), completed learning agreement (pages 1-3) and information on the content of the courses as well as the amount of ECTS.

Send the confirmed list of courses to be recognized to the GEWI Dean's Office.

Teacher training programme:

- BA/MA: send the list of courses to be recognized and information about the courses to the GEWI Dean's Office ([gewi.erkennung@uni-graz.at](mailto:gewi.erkennung@uni-graz.at) and [lehramtsstudien@uni-graz.at](mailto:lehramtsstudien@uni-graz.at)); send the Learning Agreement to the head of the curricula committee of your respective subject
- old diploma programme: you need 2 signatures or confirmations (first the head of the curricula committee of the respective subject and then the head of the curricula committee of the teacher training programme)

URBI studies: The list of the courses you wish to have recognized, information about the courses and the ECTS as well as the LA must be sent to the URBI examination office: [urbi.erkennung@uni-graz.at](mailto:urbi.erkennung@uni-graz.at) (they will send it to the curricula committee).

5. The Dean's Office informs you when the pre-recognition form is signed and when you can pick it up or they send it to you to your university email account.
6. Upload the Learning Agreement and the pre-recognition form (if this form has not been issued yet, use the signed list of courses to be recognized) to Mobility Online.
7. Answer the question in Mobility Online on who should send the LA and the pre-recognition form to the host institution.
8. Confirm the upload in Mobility Online.
9. The Office of International Relations or the student sends the LA and the pre-recognition form to the host university for them to sign it.



Deadlines for uploading the LA and the pre-recognition in Mobility Online:

**26. June** for stays starting in the winter semester

**13. November** for stays in the summer semester

**IMPORTANT:** If you do not upload the LA and the pre-recognition form to Mobility Online, your nomination and your mobility **will be cancelled**.

## DURING YOUR MOBILITY

### Section to be completed DURING THE MOBILITY

#### CHANGES TO THE ORIGINAL LEARNING AGREEMENT

##### The Student

Last name (s)	Mustermann	First name (s)	Max Friedrich
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#### I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to table A or additional components in case of extension of stay abroad

Component code (if any) at the receiving institution	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>2</sup>	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
LAY024P10	Theories of Culture I	X	<input type="checkbox"/>	A1)	10
LMIJ05B10	Film and Visual Culture	<input type="checkbox"/>	X	B1)	10
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Table D: Exceptional changes to table B

Component code (if any)	Component title at the sending institution (as indicated in the course catalogue)	Semester [autumn / spring] (or term)	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	See attachment - Vorausbescheid		10

The Student, the Sending and the Receiving Institutions confirm that they approve the proposed amendments to the mobility programme.

Approval by e-mail or signature of the Student and of the Sending and Receiving Institution responsible persons.

Once the “Before the Mobility” part (Table A and B) has been submitted, you will not be able to change it any longer.

If some changes happen in the **first 5 weeks** of studying at the host university, you have to fill out the “**During the Mobility**” part of your LA. The changes to Table A should be entered in Table C. It can happen that you will have to do this more than just once, depending on how many changes are there when classes at the host institution start.

If changes must be entered for Table B (adding new courses), please, enter these into Table D. Since this is the part connected to the pre-recognition, you must create a new pre-recognition form for the classes that you have added.



## II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

<b>New responsible person in the sending institution:</b>	
Name:	Function:
Phone number:	E-mail:

<b>New responsible person in the receiving institution:</b>	
Name:	Function:
Phone number:	E-mail:

## III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

<b>The student</b>	
Student's signature or approval by e-mail	Date:

<b>The sending institution</b>	
Responsible person's signature or approval by e-mail	Date:

<b>The receiving institution</b>	
Responsible person's signature or approval by e-mail	Date:

The changed LA **must be signed by all 3 parties** (the student, the sending institution, the receiving institution). Please, consider the information about your mobility which you will receive before you set on your mobility.

## STEPS AFTER THE MOBILITY – CHANGES IN TABLE C AND TABLE D + PRE-RECOGNITION

### STEPS FOR STUDENTS IN GEWI STUDIES

1. Complete the corresponding part of the LA and have it signed by the host institution.
2. Prepare a pre-recognition in your UNIGRAZonline account.
3. Send the original LA, the part of your LA where you entered the changes and the course descriptions and information about the ECTS per email to the head of the curricula committee.
4. Send the list of courses to be recognized and the course description as well as information on ECTS to the Dean's Office ([gewi.erkennung@uni-graz.at](mailto:gewi.erkennung@uni-graz.at)).
5. The head of the curricula committee sends the signed LA per email to the student.
6. The Dean's Office sends the student a completed pre-recognition form.
7. Students upload the LA and the pre-recognition form to Mobility Online.

8. Confirm the upload in Mobility Online.

### **STEPS FOR STUDENTS IN THE TEACHER TRAINING PROGRAMME**

1. Complete the corresponding part of the LA and have it signed by the host institution.
2. Prepare one pre-recognition per subject area in your UNIGRAZonline account.
3. Send the original LA, the part of your LA where you entered the changes and the course descriptions and information about the ECTS per email to the head of the curricula committee of the respective subject area.
4. Send the list of courses to be recognized and the course description as well as information on ECTS to the Dean's Office ([gewi.anerkennung@uni-graz.at](mailto:gewi.anerkennung@uni-graz.at)) and [lehramtsstudien@uni-graz.at](mailto:lehramtsstudien@uni-graz.at).
5. The head of the curricula committee of the respective subject area sends the signed LA per email to the student.
6. The Dean's Office sends the student a completed pre-recognition form.
7. Students upload the LA and the pre-recognition form to Mobility Online.
8. Confirm the upload in Mobility Online.

### **STEPS FOR STUDENTS IN URBI STUDIES**

1. Complete the corresponding part of the LA and have it signed by the host institution.
2. Prepare a pre-recognition in your UNIGRAZonline account.
3. Send the LA, the part of your LA where you entered the changes and the new pre-recognition with all the necessary documents to the URBI examination office from your university email account to [urbi.anerkennung@uni-graz.at](mailto:urbi.anerkennung@uni-graz.at).
4. Wait and regularly check your university email account.
6. The URBI examination office sends the student a confirmed changed LA (and a new pre-recognition, if necessary) to the university email account.
7. Students upload the LA and the pre-recognition form to Mobility Online.
8. Confirm the upload in Mobility Online.

### **EXTENDING YOUR STAY**

If you wish to extend your stay at the host institution, you have to request this in Mobility Online (there is a special field to do so). The application for extension must be completed and uploaded to Mobility Online at least 1 month before the end of the originally planned mobility stay. This

includes the Learning Agreement (part “During the Mobility”) and a completed “Pre-recognition” (Vorausbescheid).

The extension of your stay is possible only until 30.09.2021. If you wish to extend your stay from the summer semester 2021 to the winter semester 2021/2022, you have to submit a new application for Erasmus+ (no automatic extension is possible from the summer term to the winter term).

If you at any time interrupt your mobility stay, you must **immediately inform** the Office of International Relations and the Austrian exchange service OeAD.

## AFTER THE MOBILITY

**Section to be completed AFTER THE MOBILITY**

**RECOGNITION OUTCOMES**

**The Student**

Last name (s)	<b>Musterfrau</b>	First name (s)	<b>Anna</b>
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**I. MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS**

Start and end dates of the study period: from **25.08.2016** [day/month/year] till **20.01.2017** [day/month/year].

Table E: academic outcomes at receiving institution

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Component completed the [Yes/No]	Number of ECTS credits	Receiving institution grade
<b>IH 1049</b>	<b>Learning in Multilingual Settings</b>	<b>Yes</b>		<b>Pass</b>
<b>IH 1024</b>	<b>Outdoor Education in Science</b>	<b>Yes</b>	<b>7,5</b>	
<b>IH 1012</b>	<b>The Swedish Education System</b>	<b>No</b>	<b>7,5</b>	<b>Fail</b>
	<b>Swedish Language Course</b>	<b>Yes</b>	<b>7,5</b>	<b>Pass</b>
			<b>Total: 22,5</b>	

[Signature of responsible person in receiving institution and date]

**II. MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS**

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table F: recognition outcomes at the sending institution

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
		<b>Total:</b>	

This part does not have to be completed.

The period of stay will be confirmed by the host institution.

Within 5 weeks after the end of exams, the host institution issues a **transcript of records** for all courses you completed at the host institution.

Sometimes, the host institution only sends your LA where they fill out the “**After the Mobility**” section. Table F stays empty.

The transcript of records or the “After the Mobility” part of the LA (depending on which you receive) must be **uploaded to Mobility Online**.

Within 5 weeks after you receive your transcript of records, you should **get your credits transferred to the University of Graz** (a so-called “recognition”) according to Table B (and Table D, if applicable) and the pre-recognition form.

### **STEPS “AFTER THE MOBILITY” – TRANSCRIPT OF RECORDS AND RECOGNITION**

1. You receive your transcript of records from your host institution.
2. Submit a “Notification (Exchange semester)” in your UNIGRAZonline account.
3. Submit the Transcript of records in the GEWI Dean’s Office (URBI: submit the list of courses you would like to have recognized and the transcript to the URBI examination office per email).
4. The GEWI Dean’s Office informs the students when the documents are ready to be picked up. (URBI: the URBI examination office sends the approved confirmation of recognition to the student’s university email account)
5. Upload the confirmation of recognition and the transcript of records (or the after the mobility part of the LA) to Mobility Online.

### **AFTER YOUR ERASMUS+ STAY**

After your stay abroad, you will have to submit a few documents.

#### **One month after your stay**

- submit the original confirmation of stay at OeAD (Zinzendorfgasse 19)
- upload a copy of your confirmation of stay to Mobility Online
- complete the EU survey in the mobility tool

#### **5 weeks after receiving your transcript**

You have to have your credits transferred from your host university (Anerkennung). After completing this step, you will receive a confirmation of credit transfer (Anerkennungsbescheid) which is an official confirmation that your credits have been transferred to the University of Graz.

The following documents must be uploaded to Mobility Online:

- confirmation of credit transfer (Anerkennungsbescheid)
- transcript of the host university or your Learning Agreement with a completed “After the mobility” part
- experience report

After uploading all the necessary documents, you will get your deposit (100 EUR) reimbursed.

**Fall 2021**

Students will be randomly selected by OeAD to provide them with their confirmations of credit transfer (Anerkennungsbescheid).



Contact information

ERASMUS+: Joachim Ninaus or Katherin Saldías Sánchez per email ([erasmus.outgoing@uni-graz.at](mailto:erasmus.outgoing@uni-graz.at)) or at (0316) 380 2212 / 1239.

Pre-recognition and recognition: respective Dean's Office

Joint Programmes: Ulrike Krawagna or Vanja Novak per email or at (0316) 380 1217 / 1242

Useful links:

Office of International Relations: <https://international.uni-graz.at/de/auslandsaufenthalte/studienaufenthalte/erasmus-studienaufenthalte/> (only in German)

GEWI: <https://gewi.uni-graz.at/en/anerkennungen/> (general information) and <https://gewi.uni-graz.at/en/dekanatmitarbeiter/> (contact information)

Teacher Training: <https://lehramtsstudien.uni-graz.at/de/das-lehramtsstudium/anererkennungzeugnisnachtrag/anerkennungen/> (only in German)

URBI: <https://urbi.uni-graz.at/en/studying/organizational/recognition-and-transferral-of-credits-for-certifications/>