

CERTIFICATE OF ATTENDANCE

Confirmation after the mobility.

This form should be completed by the exchange coordinator at the Host University with the assistance of the student at the end of the study period. The student will upload this in MoveON no earlier than 1 week before and no later than 1 month after the last day of studies.

Details of the Exchange

Name of student	
Start semester	Total number of semesters
Start date of study period (YY-MM-DD)	End date of study period (YY-MM-DD)
Did the student physically attend a language course before the start of the semester that was part of the studies at the university? <div style="margin-left: 40px;">Yes</div> <div style="margin-left: 40px;">No</div>	
If yes: Start date of language course (YY-MM-DD)	If yes: End date of language Course (YY-MM-DD)
If relevant: periods that should not be counted towards the study period (see page 2*)(YY-MM-DD to YY-MM-DD separate different periods with comma)	

The Host Coordinator Confirmation

To be signed by the exchange coordinator at the Host University

(digital signatures are accepted).

Name
Date, Signature

Instructions

The grant is calculated based on the number of days in the study period that student is physically present in the host country. If the actual study period ends up different from what was stated in the grant application before the mobility, the grant will be recalculated. Only days when the student are physically present in the host country can be counted. For example, if the student leaves the host country before Christmas and hand in papers or exams online without actually being in the host country these days cannot be counted towards your grant.

When the exchange period, according to your grant application, has ended you will get an email with a personalized link to an *Erasmus Participant Survey*. Once you have submitted the *Erasmus Participant Survey*, the *Certificate of Attendance*, and the *Learning Agreement*, you will get the remaining 30 % of your Erasmus grant, provided that your study period has not changed. If the actual study period is less than what was stated in the application, the difference will be withdrawn from the 30 %. If the study period is longer than what was stated in the application, you will receive the 30 % plus an additional 100 % for the added days.

If the student has physically attended a language course before the start of the studies not arranged by the host university (but by another organisation/school/university etc.) the student will be asked to submit proof thereof separately. Exchange coordinators are only requested to state dates of language courses arranged by the host university where the student was physically present in the host country.

The following activities may be counted as part of a study period:

- Language courses in the host country given shortly before the start of your first semester.
- Mandatory welcome weeks/days.
- Examination periods if you will sit exams during this time.
- Sick days not exceeding several weeks.
- Christmas holiday or other days off if you stay in your host country and continue your studies afterwards.
- Time when there are no mandatory lectures if you are studying for exams or writing papers as long as this has been sanctioned by the teacher and you remain in the host country. For example, if you have a paper due January 15 even though lectures ended before Christmas.



***If known that the study period contains any of the following activities that cannot be counted as part of a study period, these should be stated on page 1:**

- The weekend (Saturday and Sunday) if your study period ends on Friday.
- Summer holiday (or any holiday lasting longer than 3 weeks)
- Early arrival to look for a place to live.
- Distance studies not conducted in the host country.
- Jury sessions / Grading periods when you are not specifically requested to stay at the host university.
- Re-sits or periods of re-examinations.