

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.

Special instructions due to Covid -19: Students are only entitled to the Erasmus grant for the days when they have been physically present in the host country (regardless of the form of teaching). Therefore, the exchange coordinator is requested to state dates of physical presence, if you simply are unable to confirm the student's physical presence in the host country: just tick no to this question. The student will then be requested to submit an alternative proof of physical presence in the host country. For detailed instructions see page 2 of this document.

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	
If different from above: Start date of physical presence in host country YY-MM-DD		If different from above: End date of physical presence in host country YY-MM-DD	
Are you able to confirm the student's physical presence in the host country?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Did the student physically attend a language course before the start of the semester that was part of the studies at the university?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
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 as part of 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 (regardless of the teaching method). Due to Covid-19 students are allowed to study remotely from another country however, these days does not entitle the student to a grant. So any days when students have taken part in remote learning from another country than the host country will be deducted from the total grant sum.

If the exchange coordinator at the host university is not able to confirm the student's physical presence in the host country the student will be able to submit proof of physical presence. Such alternative proof of physical presence could be tickets or boarding cards showing arrival and departure date in the host country or a lease agreement/payments.

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 the grant.

If the student has physically attended a language course before the start of the studies not arranged by the host university (but another organisations/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 the first semester.
- Mandatory welcome weeks/days.
- Examination periods if there will be sit exams during this time.
- Sick days not exceeding several weeks.
- Christmas holiday or other days off if the student stays in the host country and continue your studies afterwards.
- Time when there are no mandatory lectures if the student are studying for exams or writing papers as long as this has been sanctioned by the teacher and the student remains in the host country. For example if the student 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 the study period, these should be stated on page 1:

- Days inbetween a language course and the official start of the semester/welcome week
The weekend (Saturday and Sunday) if the 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 the student is not specifically requested to stay at the host university.
- Re-sits or periods of re-examinations.