

CERTIFICATE OF ATTENDANCE (Vistelseintyg)

HOST INSTITUTION

Name of institution/company: _____

MOBILITY TYPE

Student mobility for studies

Student mobility for traineeships

CERTIFICATE

"We hereby confirm, that Ms/Mr _____

coming from Örebro University (SE OREBRO01) has been **present for studies/internship**

at our institution/company (not the semester dates) between

First day of studies/internship (dd/mm/yy) ____/____/____

Last day of studies*/internship (dd/mm/yy) ____/____/____"

* For studies – same as last day of regular exam(s) for the student.

Date: ____/____/____

Signature: _____

Name and position of the authorized person at the host

institution/company: _____

Stamp of the institution/company:

**Please note that the certificate of attendance must be signed at the end
of the mobility.**

Signature date cannot be earlier than 3 days to last final exam!

Mejlas till Internationella kontoret vid hemkomst, exchange@oru.se

Instructions:

Your Erasmus+ grant is calculated based on the **number of actual days that you are physically present for studies/internship** at your partner university/company.

If your actual study period ends up to be different than what you wrote in your Grant Agreement before the mobility, your grant will be recalculated. **Only the days that you spent at your partner University for studies can be counted.**

For example, if you leave the host country before Christmas and hand in papers or exams online without actually being in the host country you cannot count that time towards your scholarship.

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 If the actual study period is less than what was stated in the application, the difference will be withdrawn from the 30%.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

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

- 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.

The following activities cannot be counted as part of your study period:

- 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.
- Jury sessions / Grading periods when you are not specifically requested to stay at the host university.
- Re-sits or periods of re-examinations.