

Erasmus+ Certificate of Attendance 2018/19

This form should be completed at the end of the study period. The form should be signed and stamped by the exchange coordinator at the host university and should be signed and uploaded by the student in the [Erasmus+ portal](#) no earlier than 2 week before and no later than 4 weeks after the last day of studies in the host country. Thank you for your assistance!

| | |
|--------------------------------------|--------------------------------------|
| Name | |
| Date of birth (YYYY/MM/DD) | |
| Home institution | Stockholms universitet (S STOCKH001) |

Has been a full-time exchange student within the Erasmus+ programme

| | |
|---|--|
| At host institution | |
| Start date study period* (YYYY/MM/DD) | |
| End date study period* (YYYY/MM/DD) | |
| Start date of language course (YYYY/MM/DD – if attended before the study period) | |
| End date of language course (YYYY/MM/DD - if attendet before the study period) | |

The student

| | |
|---------------------------|--|
| Name | |
| Date and signature | |

Confirmation by the host coordinator

| | |
|----------------------------------|--|
| Name | |
| Date, signature and stamp | |

Student Services

Instructions

The scholarship is calculated based on the number of days of the study period. If the actual study period ends up to be different than what you wrote in your scholarship application before the mobility, your scholarship will be recalculated. **Only days when you are in the host country 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.

The start date is the first day you are expected to be present at the host institution for academic reasons (i.e. official start date or welcome/introduction/orientation). The end date is the last day you are expected to be present at the host country for academic reasons (i.e. final exam or last day of the course).

When the exchange period, according to your scholarship application, has ended you will get an email with a personalized link to an *Erasmus Participant Survey*. Once you have submitted both this *Certificate of Attendance* and the *Erasmus Participant Survey* and taken the second *OLS language test* (if applicable) you will get the remaining 30 % of your Erasmus scholarship, 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 %.

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

- Language courses in the host country given shortly before the start of your first semester.
- Mandatory welcome weeks/days.
- Examinations.
- Sick days not exceeding several weeks.
- Christmas holiday or other days off if you 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 host university 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 a 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.