

CERTIFICATE OF ATTENDANCE

Important Information

Form Completion

The student from the University of Gothenburg must complete this form and have it signed by the Exchange Coordinator (or equivalent) at the host university. It confirms physical presence during the study period abroad.

Submission Deadline

The completed form must be sent to the Exchange Coordinator at your Home (GU) Department and uploaded in Mobility Online no later than two weeks after your studies end.

Study Period & Scholarship

Your scholarship is based on a daily rate and only covers the scheduled study period during which you are physically present in the host country. Only study days should be reported; travel days are not included. The dates in this form must reflect your active, on-site studies. If you leave for holidays (e.g., Christmas) and do not return, absent days will not be funded and you may have to repay part of your scholarship.

What Counts as Part of Your Study Period?

- ✓ Welcome Week/Day
- ✓ Mandatory quarantine (if required by the host country)
- ✓ Examination periods (if you have exams during this time)
- ✓ Preparatory language courses (immediately before the semester starts)
- ✓ Short sick leave (not exceeding several weeks)
- ✓ Holidays (e.g. Christmas) count if you stay in or return to the host country and complete your studies there.
- ✓ Study breaks (teacher approved, for exams/papers, in host country)

What Does Not Count?

- ✗ Weekends if your study period ends on a Friday
- ✗ Summer holidays or any break longer than 3 weeks
- ✗ Arriving early to find housing
- ✗ Distance studies outside the host country
- ✗ Jury sessions/grading periods unless required to stay
- ✗ Re-sits or re-exam periods

DETAILS OF THE EXCHANGE

Name of the host university

Study period at campus in the hosting country

Start date (actual) (yyyy/mm/dd)

End date (actual) (yyyy/mm/dd)

THE STUDENT

Printed name

THE HOST COORDINATOR CONFIRMATION (To be filled in, signed and stamped by the hosting coordinator)

I confirm that the student has been physically present at the hosting university and has participated in their studies during the stated study period. This confirmation determines the number of days eligible for funding.

☐ Yes, the student has been physically present and studying at the hosting university.

☐ No

NOTE: This document must be signed with **either a handwritten** or an **approved digital signature**. Typed or inserted signature images are not accepted. The signature date must not be earlier than five days before the actual end date of the study period.

Printed name and title

Date

Signature