Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Card No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

Department/Study Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year the Student was on Exchange/Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Semesters the Student spent on Exchange/Training: Winter/Summer Semester

of the Academic Year **\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_**

Mobility Period (for mobility less than one semester): from **\_\_\_\_\_\_\_\_** to **\_\_\_\_\_\_\_\_**

Receiving/Host Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basis of Exchange/Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In accordance with the Regulations on International Mobility (adopted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ), the School issues the following

**International Mobility**

**Decree on Academic Recognition of the Mobility Period**

Establishing the following:

Courses the student passed at the host institution that fulfil conditions to be recognised in full and replaced with relevant courses at the home institution

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course passed at the host institution  | Number of ECTS credits the student acquired at the host institution  | Number of classes at the host institution  | Grade received at the host institution  | Course at the home institution replacing the exam passed on exchange  | Number of ECTS credits recognised  | Number of classes recognised  | Equivalent Grade  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**EXPLANATION**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and surname) had upon finalisation of the mobility period submitted to the authorised Academic ECTS Coordinator the necessary documentation for recognition of courses passed at the host institution during the mobility period. The authorised Academic ECTS Coordinator has, in accordance with the Regulations on Student Mobility and Academic Recognition of Mobility Periods Abroad (adopted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ), and based on the submitted documentation, reached a decision as in the disposition of this Decree.

**Instructions on Legal Remedy:**

The above named can submit a written complaint to the authorised Academic ECTS Coordinator against this Decree within 7 working days upon receipt of this Decree.

The Academic ECTS Coordinator will decide on the written complaint within 10 working days and there is no possibility for appeal against his decision upon complaint.

Academic ECTS Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Surname)

Appendixes:

1. Document 1

2. Document 2

3. Document 3 …

Deliver to:

1. Student

2. Student Services

3. Archive

NB: *In the case of academic recognition of the mobility period on the principle of exchanging semester for semester, as well as in the case of the process of academic recognition of the student’s training results, the home institution adapts this model of the Decree to the requirements of the given situation.*