

**Principles of settling
mobility within ERASMUS+ programme
for Tourism & Hospitality students**

1. **By the end** of mobility student must obtain from the receiving institutions the following documents:
 - A) **Confirmation of Stay**
 - B) **Transcript of Records**

The contents of Transcript of records must be compliant with the previously accepted Learning Agreement.

2. **Within 30 days** after returning to the sending institution, students must **submit signed and stamped** originals of the above documents **to the Dean's Office** and also sent their scanned copies to the Erasmus+ Coordinator (email attachments). The Transcript of Records is the base for the completion of semester, while the Confirmation of Stay is required for the settlement of the mobility scholarship.

3. **Changes to Learning Agreement**, accepted by the Erasmus+ Coordinator at the receiving institution, need to be presented for the approval of the Erasmus+ Coordinator at the sending institution **within 30 days** from the beginning of stay at the receiving institution.

4. ECTS:
 - ECTS for master thesis preparation and participation in research seminars cannot be replaced with ECTS obtained at the receiving institution– these elements of programme must be realised at the sending institution
 - **In case of obtaining fewer than 30 ECTS** student does not complete the semester (a maximum deficit of 6 ECTS must be covered in the next semester)
 - In case of obtaining more than 30 ECTS, the ECTS in excess cannot be accepted in the next semester at the sending institution.

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