



## MOBILITY RECOGNITION PROCEDURE

MVNIA offers the possibility to all students to participate in the Erasmus programme without disrupting their studies through the implementation of the rules set by the ECTS system. Thus, all mobilities which take place within the Erasmus+ framework along with the students and trainees' achievements are recognized automatically and "in full" by our university, by awarding the students the total number of credits achieved in the host institution.

In what concerns the study mobilities, our institution keeps records of the mobile participant's academic achievements for a statutory period, providing information whenever requested by the participant or official bodies involved. Incoming students are provided with a Transcript of Records which is the document that synthesizes the results and achievements obtained. The information contained in the Transcript should ensure a transparent recognition of the study period abroad, providing details such as: the title of the courses followed, the topics covered, the duration of the course, local grade, marking scale and ECTS credits. This Transcript is signed, stamped and dated in order for it to be considered a legally valid document and it will be accompanied by a clear explanation of the institutional grading system. The preparation of Transcripts is the responsibility of the International Relations Department and the Erasmus coordinator of the Faculty in which the student was enrolled. Along with this Transcript, a Europass mobility document will also be provided to the students, as another means of recognizing the study mobility. Outgoing students receive a transcript from the partner university which is automatically recognized by our university. The recognition is performed at faculty level, by the Recognition Board (the dean, the coordinator of the study programme and the Erasmus faculty coordinator), and validated at institutional level. Additional credits are shown in the Diploma Supplement.

Traineeships will be recognized following a similar procedure. Thus, upon the successful completion of a training programme, the trainee will receive a certificate of stay and a transcript of work attesting to the mobile participant's traineeship activities in terms of duration, tasks and competencies developed. The completion of this document is the responsibility of the International Relations Department and the supervisor/mentor of the programme. A Europass document will also be provided to the trainees as further proof of the successful completion of the programme. Our university will also recognize the Certificates of Stay and the Transcripts of work issued by partner universities and institutions.