

ACADEMIC RESPONSIBILITIES & MOBILITY EXECUTION

Mobility Period of Stay: From / To

- **Date of arrival** – The first day the student is present at the host institution for academic reasons (e.g., first course or welcoming event organized by the host institution).
 - **Date of departure** – The last day the student is present at the host institution for academic reasons (e.g., the last exam passed).
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1. Introductory Academic Meetings

SMS Students – Study

📖 Lectures / Classes

- ✓ **Lecture timetables** will be emailed to students by the ECTS coordinator.
 - ✓ **Final thesis consultation** will be arranged with the host HEI co-mentor.
 - ✓ **Consultative class schedules** will be arranged with individual subject teachers.
 - ✓ **Students are solely responsible** for ensuring timely completion of academic obligations to achieve the required learning outcomes according to the study program and agreed-upon mobility program.
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→ Meet with the ECTS Coordinator (SMS)

- Get general information about studying at VEVU and your program.
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📄 Learning Agreement & Changes

- **Review ISVU System** – Ensure registered courses align with the Learning Agreement for Study (before arrival/receiving HEI).
- **Check Course Feasibility** → Modify courses if needed via **LA Table -During Mobility**.
- **Learning Agreement Verification**
 - ✓ Must be approved and verified by **all three parties** (Sending HEI, Receiving HEI, and Mobility Participant).
 - ✓ Submit a **verified copy of the LA Table- During Mobility** to the VEVU Erasmus+ coordinator.

- ✓ **Register changes** at the **Student Affairs Office** with the verified LA - during mobility copy.
- ✓ Review ISVU system to ensure changes are reflected correctly.

⚠ **Note:**

- Courses **can be modified/changed within 30 days** from arrival.
- Keep in mind the approval and verification period from the host and sending HEIs.

2. Contact Course Leaders

- ✓ **Confirm syllabus and requirements** with course instructors.
- ✓ If working on a **final thesis**, confirm arrangements with the host HEI co-mentor.

✉ **Once you receive your vevu.hr email address:**

- Send an email to **each course instructor** based on your study plan (Agenda).
- **Email subject:** *Incoming Student - Request for Consultation Appointment*
- **Email content:**
 - Introduce yourself.
 - Mention the course you have selected.
 - Request a consultation appointment.

• 3. Academic Responsibilities & Mobility Execution

✦ **To receive your Transcript of Records, you must fulfill all agreed obligations from the Learning Agreement.**

- ✓ **Attend Courses** → Follow Learning Agreement instructions.
- ✓ **Complete Academic Work** → Assignments, research, projects.
- ✓ **Monitor Deadlines** → Register for exams via ISVU.
- ✓ **Take Exams** → Fulfill academic requirements.
- ✦ **After the exam period ends** → Check within a few days if your results have been entered into the ISVU system.
 - ⚠ **If results are missing, contact the course instructor.**

[SMT – Students \(Traineeship Program\)](#)

→ **Meet your Host Department's SMT Incoming Student Supervisor**

✓ They will provide general information about your traineeship at VEVU, including:

- **SMT Accreditation Card**
- **Traineeship Schedule**



- **Instructions on how to record your traineeship and complete the Traineeship Diary (if required)**

✓ **Schedule & Contact**

- **All instructions regarding traineeship schedule, locations, timing, and mentor contact must be arranged with your Supervisor.**
- **If your traineeship takes place at multiple partner organizations or institutions, coordination is essential.**

■ **Learning Agreement (Traineeship) – Changes**

✓ **Changes to period, training hours, or learning outcomes require modification of the Learning Agreement Table During Mobility.**

✓ **LA verification must be obtained from all three parties (Sending HEI, Receiving HEI, and Mobility Participant).**

✓ **Deadline for Learning Agreement changes: 30 days from arrival.**

✓ **Minor schedule changes that do not affect duration, total hours, or learning outcomes do not require LA modifications.**

✦ **Submit the Verified Learning Agreement Table During Mobility copy to the VEVU Erasmus+ Coordinator.**

✦ **Traineeship Responsibilities & Mobility Execution**

✓ **Attend your traineeship according to the agreed schedule & Learning Agreement.**

✓ **Complete required training hours.**

✓ **Monitor feedback from your host mentor.**

⚠ **Request the necessary feedback for validating your logbook or records in time.**

✓ **Keep in mind that your Supervisor requires time to evaluate your traineeship and to complete and validate the Learning Agreement After Mobility.**

✦ **Addressing Academic & Administrative Issues**

→ **Exam Registration Issues?** → Contact **Course Instructor & Student Affairs Office.**

→ **Administrative Concerns?** → Contact **VEVU Erasmus+ Coordinator.**

→ **Program & Academic Questions?** → Contact **ECTS Coordinator (SMS) or Supervisor (SMT)**