

Checklist & timeline SwissMobility Program

What	When	Submission	Note	Format
You are taking up on the offer (either your 1/2/3 choice)	February	You will receive an email notification, click on the link within 7 days and accept the offer	If you haven't been notified by the beginning of March, contact the outgoing team at WiWi	Moveon form
Nomination period	March/April	We will formally submit your nomination to your host university. Once your host university has accepted your nomination, the incoming team will set in contact with you and send further instructions.		
Registration period at host institution	April/June	Follow the instructions sent by your host university.		
Mobility Agreement (SwissMobility)	May/June	Letter post	Handwritten signature. Download the document from our Moodle group, fill it out, sign it and submit it for approval/signature at WIWI.	International Office School of Business and Economics Spandauer Str. 1 Room 2/3 D-10178 Berlin
Confirmation of registration (SwissMobility)	No later than 3 weeks after the start of the lecture period	Upload your document into Moveon via the link hereto	Download the document from our Moodle group, fill it out, sign it and submit it for approval/signature at your host institution	https://huberlin.moveon4.de/form/5f6dc79f39c2f4603f07d38c/eng
Learning Agreement 1 (Before the mobility)	Before the start of the lecture period in your host institution, no later	Download the document from our Moodle Group, fill it out, sign it, have it signed and email it to the outgoing team at WIWI	We accept digital signatures and scan copies. Both your host and home institutions need to accept your choice of courses	Email: outgoingswiwi@hu-berlin.de
Learning Agreement 2 (during the mobility)	No later than 3 weeks after the start of the lecture period	Reuse the template you already downloaded from our Moodle group and go over the same process again.	We accept digital signatures and scan copies. Both your host and home institutions need to accept your choice of courses	Email: outgoingswiwi@hu-berlin.de
Confirmation of stay (SwissMobility)	No later than 3 weeks after your last exam at your host institution	Upload your document into Moveon via the link hereto	Download the document from our Moodle group, fill it out, sign it and submit it	https://huberlin.moveon4.de/form/5f6dc9ed17084a4783365a68/eng

Alumni report	No later than 3 weeks after your last exam at your host institution	Upload your document into Moveon via the link hereto	Download the document from our Moodle group ("Erfahrungsbericht"), fill it out and submit it	<i>(please upload those 2 documents together)</i>
Confirmation of credit transfer (Anerkennungsnachweis)	As soon as you can and no later than November 30 th	Request transfer of your credits to the examination office. Download the "Anerkennungsnachweis" from our Moodle group	The examination office will forward your document to the outgoing team at wiwi, you don't need to do it yourself	PDF form
Transcript of records	As soon as you can and no later than November 30 th	Upload your document into Moveon via the link hereto	If the International Office receives your transcript we will forward it to you and upload it in your stead.	https://huberlin.moveon4.de/form/5f6dcbad820ac2094247b5c6/eng