

P. PORTO



**INTERNATIONAL  
CREDIT MOBILITY  
INCOMING  
STUDENT  
GUIDE**



Erasmus+

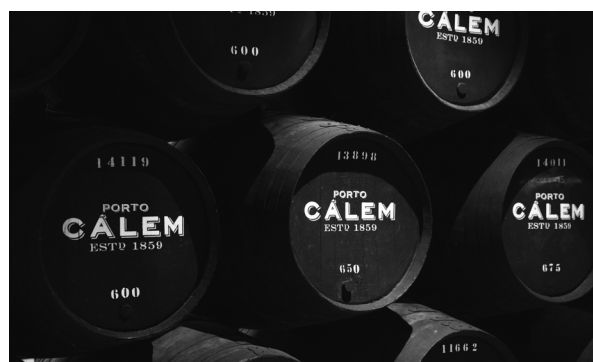


## WHAT IS ERASMUS+ PROGRAMME INTERNATIONAL CREDIT MOBILITY?

For over 25 years, Europe has funded the Erasmus programme, which has enabled over 3 million European students to spend part of their studies in another higher education institution (HEI) elsewhere in Europe. Erasmus+ now opens up these opportunities to students and staff from other parts of the world. Under international credit mobility, a HEI in a Partner Country can send its students, doctoral candidates or staff to a partner HEI in a Programme Country, and vice versa. Students or doctoral candidates are able to study abroad for a limited period of 3 to 12 months for which credits are obtained. After the mobility phase, the students return to their sending institution to complete their studies.

### GENERAL INFO ABOUT THE STUDENT ERASMUS + MOBILITY

Erasmus mobility: 12 months of mobility available for each study cycle (bachelor, masters and doctoral studies)



Vitorpinto©

#### ***Mobility minimum period***

Mobility for studies:

minimum of 3 months (90 consecutive days)

Mobility for traineeships:

minimum of 2 months (60 consecutive days)

#### **\*Important note:**

- 1<sup>st</sup> year bachelor students cannot do Erasmus mobility for studies.
- Mobilities that have a shorter duration, than the minimum required, will imply the full return of the scholarship.



DiogoPalhais©

## Scholarship amounts

The amounts for individual support (values for this academic year) are set as follows:

From	To	Amounts
Partner Countries	Portugal	850€
Portugal	Partner Countries	700€

In addition, students going to/coming from Partner Countries will receive the following top-up amounts, to support them in covering their travel costs:

<sup>1</sup> Travel distances	Amount
Between 0 and 99 KM	20 EUR per participant
Between 100 and 499 KM	180 EUR per participant
Between 500 and 1999 KM	275 EUR per participant
Between 2000 and 2999 KM	360 EUR per participant
Between 3000 and 3999 KM	530 EUR per participant
Between 4000 and 7999 KM	820 EUR per participant
8000 KM or more	1500 EUR per participant

<sup>1</sup> Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

### \* Important note: The scholarship will be paid in parcels (50%+30%+20%)

1. 50% after the signature of the financial contract at GCRI – P.PORTO International Office at the Presidency Services - (25% in cash + 25% once you open your bank account here in Portugal);
2. 30% in the middle of your mobility;
3. the remaining 20% of the scholarship will only be paid three weeks before the end of the mobility proven that you have academic success.

Requests for mobility extension have to be sent to your School's International Office and to GCRI ([gcri@sc.ipp.pt](mailto:gcri@sc.ipp.pt)) at least a month before the estimated end of the ongoing mobility.

### **Additional financial support for students with special needs)**

A person with special needs as “a potential participant whose state of physical or mental of health implies that their participation in the project / mobility action is not possible without additional financial support.”

- Original and readable medical statement, describing in detail the type and / or the degree of special needs, its impact on mobility.

Form to be filled: <https://erasmusmais.pt/candidaturas/depois-candidatura#documentacao-contratual>

Any participant in these conditions must communicate the situation to the P.PORTO International Office to: [gcri@sc.ipp.pt](mailto:gcri@sc.ipp.pt).



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SimonCoubail©



## WHAT ABOUT YOUR APPLICATION?

Students must contact their university's international office and request detailed information about this type of mobility. All students must take part in a selection process managed by their university. After this process, the nomination will be made to the host institution and the application procedure starts.

Your host institution will contact you with the application procedures and information about the deadlines to be followed. Here are a few general steps:

### **Learning agreement**

This document is the 'contract of studies' (list of courses you are planning to do) established between you, your home university and the host university.

#### *Steps to fill in the Learning agreement*

##### **Before the Mobility**

- Provide study programme
- Identify Responsible persons
- Commitment of the three parties with original / scanned/ digital signatures
- An agreement by the three parties on the changes is possible via email/digital signatures.

##### **During the mobility**

If modifications are needed:

- A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request.
- Request for extension of the duration has to be made at the latest one month before the foreseen end date.



Valvesaa©

REASONS FOR EXCEPTIONAL CHANGES TO STUDY PROGRAMME:	
Reasons for exceptional changes to study programme abroad (choose an item number from the table below): Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the host Institution	5. Replacing a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	



AlexFolguera©

### After the mobility

- The Host Institution provides a Transcript of Records to the student and Home Institution normally within 5 weeks after publication of the results.
- The Home Institution recognizes the activities successfully completed by the student during the mobility, counts them towards the student's the degree and registers them in the student's Transcript of Records normally within 5 weeks.

## **YOU HAVE BEEN ACCEPTED FOR MOBILITY. NOW WHAT?**

After you receive your acceptance letter, with the dates of your mobility, you can start taking care of your departure/arrival procedures. You can book your flights, take care your accommodation, etc.

### **Insurance**

Please note that insurance is mandatory covering all eventualities, including illness, travel, accidents and repatriation. It is your responsibility to ensure that you are fully covered. By signing your contract you are confirming this.

If you are covered by your university's insurance, please provide an email from the relevant officer confirming that you are fully covered for all eventualities.

### **VISA**

Visa: long term visa (e.g., Erasmus students) must be requested at the Portuguese Embassy (or the embassy of place of residence of the applicant), being required the presentation of a valid passport. The visa has a cost of about 90€. Further information can be found [here](#).

### **Once you end your mobility**

Before leaving you must deliver your mobility certificate at the P.Porto International Office.

Deadline to finish the Erasmus process at your home institution: within two weeks after the mobility end.

Documents to present and mandatory steps:

- Mobility Certificate (duly filled in with the exact dates and signed by the host institution);

\* Important note: This document will serve to confirm the mobility period. If the dates are different from the originally agreed, the scholarship might be recalculated.

- Travel proofs (e.g. Boarding passes)
- Submission of the Final Report at the Mtool+ (Mobility Tool) platform (You will receive and email



with an online report sent by the European Commission ) [You must also verify the Spam box e-mail, as sometimes this e-mail address is recognised as Spam]

\* Important note: A month after the mobility end participants will receive a notification to submit a new report concerning the Academic Recognition. This submission is mandatory.

#### Reasons for the full return of the Erasmus Scholarship

- Does not meet the minimum required mobility period (3 months minimum for studies and 2 months for traineeships)
- Have no school performance
- Does not submit the final report



KingaCichewicz©



## **ARRIVAL AT PORTUGAL. WHAT TO DO?**

Once you arrive to Portugal, you should, within a few days, report to your host School and inform GCRI of your arrival.

GCRI will then contact you for the signature of the mobility contract and payment of the first 25% of your scholarship.

In the meantime you should take care of the procedures to open a bank account:

- Get a provisory tax number (NIF – Número de Identificação Fiscal), issued at Loja do Cidadão, here, in the Autoridade Tributária e Aduaneira department;
- Go to any bank to open the account: we suggest Santander-Totta or Caixa Geral de Depósitos (you will need the acceptance letter and the provisory Tax number);
- Send GCRI the bank account and provisory tax number information.

### **Reasons of force majeure**

«Force majeure»: is any situation or unforeseeable and exceptional event, beyond the control of the parties and not attributable to the fault or neglect of one of them or of the entities subcontracted, of the affiliated entities or third parties who receive financial support, that prevents any of the Parties to perform one of the its obligations under the Convention and that could not be resolved despite the steps taken. Cannot be invoked as force majeure: labor disputes, strikes or financial difficulties, the failure of a service, the defects of equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure; Any case of force majeure must be immediately communicated to the School's International Office and to GCRI (gcri@sc.ipp.pt) and must the documented to be submitted to the consideration of the National Agency.