



ERASMUS OUTGOING

INFORMATION SESSION

FEB. 23RD 2024 | 11 A.M.



Erasmus+ Program

NOVA IMS

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Erasmus+ Program | Presentation

Erasmus+ is the EU's programme to support education, training, youth and sport in Europe.

Erasmus+ mobility has positive effects on educational, social, personal and professional development, in that it enhances knowledge, skills and attitudes, improves employability, helps confidence-building and independence, stimulates curiosity and innovation, fosters the understanding of other people, and builds a sense of European belonging.

Studying abroad is a central part of Erasmus+ and has been shown to have a positive effect on later job prospects. It is also an opportunity to improve language skills, gain self-confidence and independence and immerse yourself in a new culture.

Erasmus+ supports traineeships (work placements, internships) abroad at any workplace for students currently enrolled in higher education institutions in Programme Countries at short-cycle Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent graduates.

By doing a traineeship abroad, you can greatly improve your knowledge, skills and competences that employers are looking for.



Opportunities under Erasmus+

- **Student mobility**
 - for **Studies**;
 - for **Traineeships**;
 - **Short-term mobility** for doctoral students, participation in Blended Intensive Programs (BIP) and also students from any study cycle as: working students, highly competitive athletes, professional athletes, students with fewer opportunities.
- **Staff mobility**
 - for **Teaching**;
 - for **Training**.



Opportunities under Erasmus+

Who can apply?

- **for Studies:** Students registered at NOVA IMS and enrolled in studies that lead to a recognized degree: 1st cycle bachelor's degree, 2nd cycle master's degree and 3rd cycle doctorate. Students must be enrolled in at least the second year of the degree or be master's or doctoral students.
- **for Traineeships:** Students enrolled at NOVA IMS or recent graduates, selected in the previous academic year (when they were still enrolled at NOVA IMS). They will have to attend and complete their internship abroad, at the latest, within one year of obtaining the respective diploma.

Minimum duration:

- **Studies:** 2 months or 1 academic period;
- **Internship:** 2 months (or 60 days).
- **Short-term mobility:** from 5 to 30 days.

All mobilities must be carried out during the **2024/2025** academic year.

Location of activity?

- **for Studies:** Any European Higher Education Institution (HEI) holding ECHE (Erasmus Charter for Higher Education) and also institutions from countries outside the Program and with which there is a valid Erasmus+ Interinstitutional Agreement.
- **for Traineeships:** An internship (work experience) in a company or any other relevant workplace abroad.

**The following types of organisations are not eligible as receiving organisations for student mobility for traineeships: EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website - http://europa.eu/european-union/about-eu/institutions-bodies_en); organisations managing EU programmes such as Erasmus+ National Agencies (in order to avoid a possible conflict of interests and/or double funding).*



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STUDIES MOBILITY

FEBRUARY 23RD TO APRIL 7TH

TRAINEESHIPS MOBILITY

FEBRUARY 23RD TO MAY 31ST



Application: Process phases

1. Applications;
2. Assessment of applications and preparation of the ranking;
3. Disclosure of results;
4. Notification to partner Universities of selected students (Studies);
5. Formalization of applications by students with the Erasmus Office;
6. Formalization by students of applications to partner Universities (Studies);
7. Insertion by students of elements and documents on the UNL Erasmus Platform.



Application: Selection Rules

Mobilities for Studies:

- The student (master or bachelor student) cannot have failed any curricular units of the first year at the end of the previous semester to mobility;
- The undergraduate students, at the time of the application, must have approved a minimum of 60 ECTS.

Undergraduate students usually have their mobility window in the second semester of the third year, a semester in which they only have optional curricular units. Mobility windows give students the assurance that participating in mobility will not cause them to skip a semester or result in an increased level of workload, and ensure that their credits will be recognized at their home university.

Mobilities for Traineeships:

- Undergraduate students must be enrolled in the 3rd year, cannot have failed any curricular units of the first year at the end of the previous semester to mobility, and may only do their traineeship mobility in the last semester.
- Master's students should perform traineeship mobility after the curricular part of the program.
- The application next to the host organization must be formalized at least 3 (three) months before the date of the beginning of the mobility.



How are placements assigned to Host Institutions?

Once the application process is completed, students are sorted according to the following criteria:

- Descending sorting according to the student's average at the end of the semester prior to the time of application;
- Descending sorting according to the number of ECTS already completed, divided by the maximum number of ECTS possible to complete at the end of the semester prior to the time of application;
- Ascending order according to the number of years of enrollment to reach that number of ECTS;

In the event of a tie, the following criteria shall be used for the tiebreaker:

- Sorting in increasing order according to the date/time of submission of the application.

During the selection process, Erasmus Office will place each student in the preferred vacancy at the host university, according to the position occupied in the ranking list and the vacancies provided for in the agreements.



Erasmus+ Grant

Although all students who pre-apply are eligible to receive an Erasmus grant, attribution will depend on the budget made available by the Rectory of NOVA for this purpose.

With this amount, and based on the selection criteria mentioned before, NOVA IMS distributes the available funds among the students.

Rules to award Grants:

- SAS scholarship students have priority in the award of grants compared to other students;
- Students who have never benefited from an Erasmus grant from NOVA IMS have priority in the grant award compared to other students.

As the number of Erasmus grants is limited and variable, not all students selected for Erasmus mobility can benefit from an Erasmus scholarship. These students are called “Zero grant” holders.

In case of withdrawals and/or additional budget, “Zero grant” holders can benefit from an Erasmus grant, according to their position in the ranking.



Erasmus+ Grant

The value of the Erasmus+ Grant is based on the table of mobility grants drawn up annually by the Erasmus+ National Agency and varies depending on the country of destination, the type of mobility and the length of stay.

Programme Countries	Monthly individual support Studies SMS	Monthly individual support Traineeships SMP
Group 1 Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden +: United Kingdom, Switzerland, Faroe Islands	€450	€600
Group 2 Germany, Austria, Belgium, Cyprus, Spain, France, Greece, Italy, Malta, Netherlands + Partner Countries: Andorra, Monaco, San Marino, Vatican State	€400	€550
Group 3 Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Czech Republic, Romania, Serbia, Turkey.	€350	€500
Other countries:	€700	€700
Short-term mobility (except BIP) – daily value:	up to 14 days: €79/day - from the 15th to the 30th day: €56/day	up to 14 days: €79/day - from the 15th to the 30th day: €56/day

Note: Reference values from the 2023/2024 Call for Applications



Other Grants

- **Additional scholarships for participants with socioeconomic difficulties (students with social action scholarships)**
 - SAS scholarship holders who are awarded, in accordance with NOVA IMS Erasmus regulations, a scholarship under the Erasmus+ Program, benefit, for the approved mobility period, from a monthly supplement worth **€100 or €150**, variable depending on the value of the scholarship.
 - There are also scholarships that aim to help participants with socioeconomic difficulties who are awarded an Erasmus+ Scholarship, complementing this with the Social Action Scholarship they already receive. These can receive a so-called top up of **€250 (for studies) / €150 (for traineeships) / €100/€150 (for short-term)** per month, in addition to the regular Erasmus+ mobility grant.

The Rector's International Relations Office collaborates with SASNOVA in order to speed up this procedure. Participants do not need to make any request to access the scholarship that is rightfully theirs.

This condition is verified after the Mobility Contracts are issued, with the supplement being **paid subsequently**.



Other Grants

- **Supplemental scholarships for participants with special needs**
 - To actively encourage the participation of people with special needs, the Erasmus+ Program provides complementary financial support mechanisms for this type of beneficiaries. A Person with Special Needs is an individual whose physical or mental health status means that their mobility is not possible without additional financial support.

In these cases, the participant must fill out an Application Form and submit it to the Rectory's International Relations Office.

If your request is accepted by the National Agency, you will receive additional funding, the expenses of which must be fully justified.

<http://www.unl.pt/internacional/estudos-e-estagios>.



Other Grants

- **Bag add-ons (in addition to the Special Needs Grant-Support for Inclusion and the grant for SAS students)**
 - **Social Obstacles arising from different family circumstances:** Single-parent family (when the participant has dependent children), dependent children or family members, caregivers, orphans, institutionalized people, when they are not already included in the before mentioned participants with socioeconomic difficulties;
 - **Cultural Differences/Discrimination:** People belonging to minorities: refugees, immigrants in vulnerable situations, asylum seekers, ethnic minorities, situations of discrimination associated with gender, religion, belief, sexual orientation, when they have not already been included in the before mentioned participants with socioeconomic difficulties and/or participants with social obstacles arising from different family circumstances;
 - **Complementary individual support for ecological travel:** All mobility whose journeys from Portugal to the Host Institution and return are not using the plane (can be combined with any of the other supplements).



Other Grants

- **NOVA IMS Grant**

A maximum amount of **€25,000.00** (twenty-five thousand euros) is determined to be distributed by the total number of candidates, according to the rules applied to the award of Erasmus+ mobility for studies grants.

Rules to award Grants:

- Only undergraduate students are eligible;
- Only Erasmus+ mobilities for studies are co-financed by NOVA IMS;
- Only the mobilities that involve travel to the destination Institution will be subsidized. Virtual mobility will not benefit from the NOVA IMS scholarship;
- The payment of the scholarship will only be made if no amounts are owed to NOVA IMS.



Academic Recognition

All curricular units or internships that the student undertakes during mobility, as long as they are previously included in the “Learning Agreement” and respective “Changes to Learning Agreement” or “Training Agreement” are obligatorily recognized.

Recognition can be:

- Crediting;
- Diploma Supplement.

Courses without classification that may be translated into the Portuguese classification scale, referred to in article 15 of Decree-Law no. 42/2005 - numeric scale from 0 to 20 (e. g. "2 ECTS, NOT GRADED, PASS, taught in English") are not eligible for crediting.

This fact does not, however, prevent the student's Course Director/Coordinator and the Erasmus Coordinator from approving their inclusion in the Learning Agreement. It is the student's responsibility, wanting to take the curricular units, to pay attention to the classification/grading system and the possibility that they may not have academic recognition for the purpose of completing the Degree or counting for the final grade.

The maximum number of ECTS for language courses is 4 ECTS (in the overall degree).



Important

Students cannot start their mobility period without:

- Having completed all 1st year Curricular Units;
- Having the Learning Agreement signed by all parties involved (student, person responsible at the University of Origin, University of Destination);
- Having a European Health Insurance Card (CESD) valid for the entire mobility period and a signed liability waiver - Proof of card application cannot be used to replace the CESD. Students must request the issuance of the Provisional Replacement Certificate, which will replace the CESD within a limited period of time, 3 months.
- **The Erasmus+ Mobility Contract signed.**

ALL students must sign a mobility contract, regardless of whether or not they are awarded an Erasmus scholarship. The contract can be signed by the attorney in case of the student's absence.

It is advisable that they do not incur travel-related expenses without having received a letter of acceptance and a Learning Agreement duly signed by the partner University.

Erasmus Outgoing | Information Session

Frederico Cruz Jesus

Information Management Degree Coordinator



Approval of Learning Agreement – LGI

All curricular units of the Learning Agreement and respective Changes to Learning Agreement must be previously approved by the Coordinator of the student's respective Program and then by the NOVA IMS Erasmus Coordinator.

Approval criteria (LGI):

- Award ECTS (or assign a classification that can be converted following clear rules into ECTS);
- The approval of the crediting of ECTS for optional subjects is restricted to not exceeding the maximum of 195 ECTS stated in the Degree regulations;
- Course units that are not redundant with the program's mandatory course units will be approved. In other words, it is intended that students choose curricular units that complement those they have already completed during their degree.

As result, recognition can be:

- Crediting (as an optional CU);
- Crediting (as a supplement to the Diploma).

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Manuela Aparício

Information Systems Degree Coordinator



Approval of Learning Agreement – LSTI

All curricular units of the Learning Agreement and respective Changes to Learning Agreement must be previously approved by the Coordinator of the student's respective Program and then by the NOVA IMS Erasmus Coordinator.

Approval criteria (LSTI):

- Award ECTS (or assign a classification that can be converted following clear rules into ECTS);
- At least 50% of the LA courses must be in the area of information systems or strongly related to the objectives of the degree;

“The chosen curricular units must be 50% of Information systems or technology driven, and other curricular units should comprise areas such as management, data science, socio-economics, or law. In some cases, soft skills programs can be accepted as long as the courses have a formal quantitative evaluation “graded course”.

- The approval of the crediting of ECTS for optional subjects is restricted to not exceeding the maximum of 195 ECTS stated in the Degree regulations.

As result, recognition can be:

- Crediting (as an optional CU);
- Crediting (as a supplement to the Diploma).

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Mauro Castelli

Data Science Degree Coordinator



Approval of Learning Agreement – LCD

All curricular units of the Learning Agreement and respective Changes to Learning Agreement must be previously approved by the Coordinator of the student's respective Program and then by the NOVA IMS Erasmus Coordinator.

Approval criteria (LCD):

- Award ECTS (or assign a classification that can be converted following clear rules into ECTS);
- At least 50% of LA's curricular units must be in the area of data science or strongly related to the objectives of the degree;
- The approval of the crediting of ECTS for optional subjects is restricted to not exceeding the maximum of 195 ECTS stated in the Degree regulations.

As result, recognition can be:

- Crediting (as an optional CU);
- Crediting (as a supplement to the Diploma).

Erasmus Outgoing | Information Session

Hugo Caldeira / Catarina Silva

Erasmus Office / Academic Services



Before the Mobility:

- Pre-Application considerations

Mobilities for Studies:

- Check the list of NOVA IMS' Erasmus+ interinstitutional agreements to verify which agreements are suitable for your Degree (study area) and for which cycle of studies (<https://www.novaims.unl.pt/erasmus>);
- **Refer to the webpage / Fact Sheet of the Host Institution (HI) to which you intend to perform the mobility, in order to see if there are any subjects of interest, and what the prerequisites are;**
- Choose the Host Institution you want to apply to (up to 5 in order of preference).

Tips:

- Verify the list of courses specified for each agreement;
- Check Academic Calendar;
- Check Language of Instruction and/or requirements;
- Send emails with requests for clarification to potential host institutions;
- Complete the online application within the deadlines indicated.

Attention:

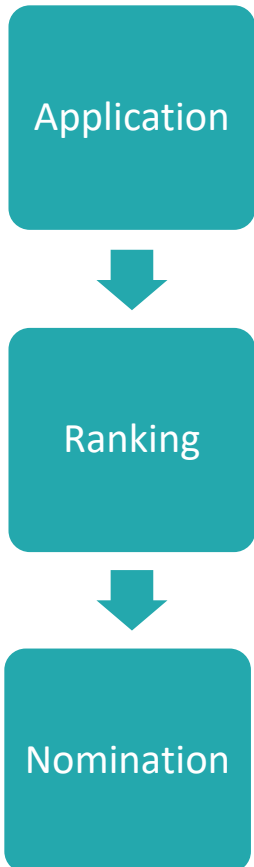
All study mobilities under this application phase must be completed **by the end of the 2024/2025 academic year.**

Undergraduate students usually have their mobility window in the second semester of the third year, a semester in which they only have optional curricular units. Mobility windows give students the assurance that participating in mobility will not cause them to skip a semester or result in an increased level of workload, and ensure that their credits will be recognized at their home university.



Before the Mobility:

- **Formalization of the application at the Host Institution**



Following the end of the Erasmus pre-applications, the Erasmus Office will send to the Host Institutions (HI), the nomination of the students who were selected.

- Students are contacted directly by the Host Institution;
- The Process varies according to the Host Institution.
- Although students are selected by NOVA IMS and formalize the Erasmus application, the mobility will only be assured when the HI approves the application and informs the student that he has been accepted.

Attention:

- Check deadlines for sending / submitting documents with the University to which you are applying.
- Check the documents that are required (they may be different from those requested by NOVA IMS);
- Proof of English level (B2) - If you do not have (TOEFL; IELTS; or similar), you may request proof from NOVA IMS' Academic Services (not valid for all Host Institutions).

Students must formalize their application in accordance with the instructions they will receive from the UA, by email or which are mentioned on the HI website.



Before the Mobility:

- Pre-Application considerations

Mobilities for Traineeships:

- Search for a host company or university to carry out a period of mobility in a work environment;
 - In the case of universities, the student will not undertake a period of studies, but will acquire work experience.
- Evaluate any internship offers published at NOVA IMS' Career Center (<https://novaims.jobteaser.com>);
- Contact a company directly and propose a work program.

Attention:

Considering that NOVA IMS programs do not include curricular internships, attendance at the Traineeship mobility program does not grant ECTS to students who attend it.

All traineeship mobilities under this application phase must be completed **by the end of the 2024/2025 academic year**.

If the internship work to be carried out is to contribute to the work leading to obtaining the Master's degree, you will have to take into account the specific academic requirements.



Before the Mobility:

- Formalization of the application at the Host Organization/Company

Application



Ranking

Following the end of the Erasmus pre-applications, students must formalize their applications with the destination/internship institutions/organizations.

- Definition of the internship plan and signing of the Learning Agreement for Traineeships;
- Confirmation of additional documentation that may be necessary (e.g. confidentiality agreement).

It is the student who send the documents to the host organization.



Before the Mobility:

- **Pre-Formalization of the application with the Erasmus Office**

Following the nomination/formalization of the application at the Host Institution/Organization/Company, a series of initial documents are necessary to pre-formalize students' selection next to NOVA IMS' Erasmus Office.

- Student Form in Excel (the elements contained in this Excel, such as the identification number, will be used to fill in your form on the Rectory's online platform);
- Learning/Training agreement **proposal** duly completed (the proposed plan is for the approval of the Erasmus Coordinator and the Coordinator of your Program/Master's final work academic supervisor).

Reminder:

- Courses without classification that may be translated into the Portuguese classification scale, referred to in article 15 of Decree-Law no. 42/2005 - numeric scale from 0 to 20 (e. g. "2 ECTS, NOT GRADED, PASS, taught in English") are not eligible for creditation.
- The maximum number of ECTS for language courses is 4 ECTS (in the overall degree).
- All Curricular Units are Optional Curricular Units.

- **Learning Agreement for Studies**

If the proposed Study Plan is approved, students will then be asked to complete the OLA – Online Learning Agreement. The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the exchange to make sure that students receive recognition for the activities successfully completed abroad. It must be approved by the student, the sending and the receiving institution, before the start of the exchange.

This document defines:

- Type of Mobility (virtual, in-person or mixed);
- Estimated duration of mobility;
- Curricular units to be attended at the host institution and respective creditation at the home institution;
- Number of ECTS that will be obtained at the host institution upon successful completion of the UC and respective crediting at the home institution;
- Any changes to UC made during the mobility period.

Online Learning Agreement

Student Mobility for Studies

IMPORTANT INFORMATION: For the Erasmus+ 2021-2027 programme, Learning Agreements must be managed online. Higher Education Institutions can do this by using the [Online Learning Agreement platform](#) or an equivalent system connected to the Erasmus Without Paper Network. Therefore, this template is provided by the European Commission for information purposes only and must not be used to manage Learning Agreements for studies. Please visit the Erasmus Without Paper Competence Centre for a more detailed data standard, to which all equivalent systems need to adhere. For further guidance on how to manage Online Learning Agreements – Please read the [Guidelines on how to use the Learning Agreement for studies](#)

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
The level of language competence in _____ [Indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Non-speaker <input type="checkbox"/>					

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> Semester(s) <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> Blended mobility with short-term physical mobility <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> 	<p>Planned period of the physical mobility:</p> <ul style="list-style-type: none"> from [day (optional)/month/year] to [day (optional)/month/year]
<p>Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving</p>	

Study Programme at the Receiving Institution
Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	Total: ...			

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [\[web link to the relevant information\]](#)

Recognition at the Sending Institution
Mobility type: Semester(s)

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]					


Before the Mobility:

• Learning Agreement for Traineeships

If the proposed Work Plan is approved, students will then be asked to complete the Learning Agreement for Traineeships. It must be approved by the student, the sending and the receiving institution, organisation or enterprise, before the start of the exchange.

This document defines:

- Expected period of the internship to be carried out;
- Number of hours per week to be worked;
- Program applicable to the internship;
- Knowledge and skills proposed to be acquired with the internship to be carried out;
- Monitoring and evaluation plan;
- Level of linguistic competence required to carry out the internship;
- Crediting/recognition of the internship completed.


Higher Education Learning Agreement for Traineeships
Maria Magalhães
Academic Year 2022/2023

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex (M/F)	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Nova University Lisbon (Universidade Nova de Lisboa)				Portugal		
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [day/month/year] to [day/month/year]	
Traineeship title:	Number of working hours per week:
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

Table B - Sending Institution
Please use only one of the following three boxes:⁸

The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) ⁹ : Yes <input type="checkbox"/> No <input type="checkbox"/>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent):	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ...
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent):	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ...
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution a problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partner agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee					
Responsible person ¹¹ at the Sending Institution					
Responsible person ¹² at the Sending Institution					
Supervisor ¹³ at the Receiving Organisation					

Before the Mobility:

- **Formalization of the application with the Erasmus Office**

Once the Learning/Training Agreement has been signed and validated by all parties, the following documents must be sent or delivered to NOVA IMS' Erasmus Office:

- Learning/Training agreement duly completed, dated and signed (if OLA is not used);
- Academic calendar of the host university (which you can request from the Erasmus Office of the Partner University or print from its website);
- Photocopy of Power of Attorney duly signed (advisable, but not mandatory)

The legal person as a proxy holder must be someone you trust (it could be one of your parents, friends, siblings, etc.) and who has some availability to travel to the Rectorry on your own (which may be necessary during your mobility).

The original document must be delivered to the legal person.

- Term of Responsibility duly signed;
- A copy of your European Health Insurance Card valid for the entire period of mobility.

It is mandatory to hold the European Health Insurance Card (<http://www4.seg-social.pt/pedido-cartao-europeu-seguro-doenca>).

Power of Attorney

I, (full name), bearer of ID card / Passport nº issued by..... / with the expiration date ... / ... / ... , born in ... / ... / ... in Municipality of (marital status), resident in constitute and appoint as procurator..... (full name) bearer of ID card / Passport nº Issued by..... / with the expiration date ... / ... / ... , born in ... / ... / ... in Municipality of (marital status), resident in granting him/her full powers to sign any documents related to the ERASMUS+ mobility and receive any amounts concerning an eventual ERASMUS+ grant awarded to me.

Place and Date
.....

(Signature of ERASMUS student)

STATEMENT OF RESPONSIBILITY

I, (full name), student no. declare to be aware that NOVA IMS is not responsible for any damages or any compensation arising from situations not covered by the Personal Accidents Policy no. 0002 10001058 000, with the insurance company Generali, during the period of the mobility , which will run from - / - / ... to ... / ... / ...

Date,
.....

(Student Signature)



Before the Mobility:

- Formalization of the application with NOVA University of Lisbon' International Mobility Unit

Following the submission of the documents to NOVA IMS' Erasmus Office:

- Creation and completion of the student's form on the Rectory's Mobility Platform (<https://erasmus.unl.pt/>);.

EM+

username (nr. de CC ou BI/passport, alunos/students): anasousa

password:

Validar / Validate

[Recuperar Password / Password recover](#)

- Attention: check your SPAM folder
- Email will be your student email

Before the Mobility:

- Formalization of the application with NOVA University of Lisbon' International Mobility Unit

Estudante/Student Documents to be attached

num. de aluno/student nr: 1234

nome/name: Ana Pedrica Manuel

data de nascimento: (dd/mm/aaaa)

sexo/gender: ☐ Masculino/Male ☐ Feminino/Female

tipo doc. identificação/D: Bilhete de Identidade/Cartão de Cidadão/national id card

num. doc. identificação/ID number: 11111111

nacionalidade/nationality: Portugal

num. contribuinte/tax number: ☐ Portugues/Portuguese

NIB/bank account: ☐ Estrangeiro/not Portuguese

IBAN:/IBAN:

SWIFT/SWIFT:

morada completa/complete address:

cod postal/post code:

localidade/cty:

telefone/phone:

telemovel/mobile phone:

e-mail/e-mail: asousa@novaims.unl.pt

e-mail 2 (se aplicável)/e-mail 2 (if applicable):

bolseiro SAS2018/2019: ☐ Sim/Yes ☐ Não/No

social scholarship2018/2019:

Changes to Learning Agreement Escolher ficheiro Nen...nado

Doc. Identificação/ID Escolher ficheiro Nen...nado

Documento de Identificação do Procurador/procurator's ID Escolher ficheiro Nen...nado

*IBAN/bank account (c/indicação titular conta/bank account holder proof) Escolher ficheiro Nen...nado

Learning Agreement definitivo - 3 assinaturas (se aplicável) Escolher ficheiro Nen...nado

Num. Contribuinte/tax number Escolher ficheiro Nen...nado

Procuração/procuration Escolher ficheiro Nen...nado

Adenda ao Contrato Escolher ficheiro Nen...nado

*Certificado Notas /Transcript of Records Escolher ficheiro Nen...nado

Changes to Learning Agreement (se aplicável, após contrato) Escolher ficheiro Nen...nado

Contrato de Mobilidade / Erasmus+ Mobility Agreement Escolher ficheiro Nen...nado

*Declaração Estadia /Certificate of attendance Escolher ficheiro Nen...nado

Learning Agreement definitivo - 3 assinaturas (se aplicável, após contrato) Escolher ficheiro Nen...nado

Pedido de Prolongamento / Extension of period of study Escolher ficheiro Nen...nado

Procuração/procuration Escolher ficheiro Nen...nado

Prova do Reconhecimento Académico / Proof of Academic Recognition Escolher ficheiro Nen...nado

(* obligatory documents)

- Completing and confirming student data;
- Submission of document proving IBAN.

Caixa Geral de Depósitos caixadirecta

Comprovativo de operação Serviço Caixadirecta

Na sequência do pedido efetuado por através do Serviço Caixadirecta, foi registada às às Jo dia a operação - Consultar NIB, IBAN e BIC SWIFT - com os seguintes dados:

Nome	Conta	NIB	IBAN	BIC SWIFT

MB MULTIBANCO

N. CAIXA: 0018/5:4*/03 DATA: 2018-12-18
CÓPIA: MULTIBANCO HORA: 18:12
ID. : *****

CREDITOS PESSOAIS DO NOVO BANCO

Primeira Conta do Cartão

NIB: 0007 /

IBAN: PTE0 0007 /

PENSE NOS SEUS PLANOS, PENSE EM SIM

CREDITOS PESSOAIS DO NOVO BANCO

PENSE NOS SEUS PLANOS, PENSE EM SIM









INSIRA CODIGO ATHLOMILL NO MENAY E GANHE

OBIGADO

- **Completion of the Process with the destination University/Institution;**
- **Mobility Contract**

The Mobility Contract is one of the fundamental documents of Erasmus mobility.

- Type of Erasmus mobility (SMS, SMT, STT or STA);
- Physical, virtual or blended mobility;
- Mobility start and end date;
- Number of mobility days entitled to an Erasmus grant;
- Value of the Erasmus grant awarded (monthly and annual value);
- Payment conditions for the Erasmus grant awarded (in tranches and pending documentation);
- Insurance and CESD;
- Online Language Support (OLS);
- Final Participation Report (EU Survey).

<div>   </div> <div>   </div>	<div>   </div> <div>   </div>
<div> <p>TERMO E CONDIÇÕES</p> <p>ARTIGO 1 – OBJETO DO CONTRATO</p> <p>1.1 Esta convenção estabelece os direitos, obrigações, termos e condições para o financiamento previsto para a realização de uma atividade de mobilidade no âmbito do projeto Erasmus+.</p> <p>1.2 A organização formadora agita ao participante para a realização de uma atividade de mobilidade.</p> <p>1.3 O participante aceita o apoio ou a prestação de serviços financiados no âmbito do Artigo 1 e compromete-se a realizar a atividade de mobilidade conforme descrito no Anexo 1.</p> <p>1.4 Alterações a esta ordem de subvencão serão solicitadas e aprovadas pelo comitê de gestão, por email através da seguinte conta: Erasmus@FEUColab.com e Erasmus@FEUColab.com em conformidade com a legislação, tendo em conta a Universidade NCVG de Lisboa também pode enviar notificações formais por email (Erasmus@FEUColab.com).</p> <p>ARTIGO 2 – ENTRADA EM VIGOR E DURAÇÃO DA MOBILIDADE</p> <p>2.1 O participante declara expressamente que, no dia em que a última data de mobilidade estiver em vigor, não tem nenhuma outra atividade prevista no âmbito do projeto Erasmus+.</p> <p>2.2 O participante declara expressamente que, no dia em que a última data de mobilidade estiver em vigor, não tem nenhuma outra atividade prevista no âmbito do projeto Erasmus+.</p> <p>2.3 O participante declara expressamente que, no dia em que a última data de mobilidade estiver em vigor, não tem nenhuma outra atividade prevista no âmbito do projeto Erasmus+.</p> <p>2.4 O participante declara expressamente que, no dia em que a última data de mobilidade estiver em vigor, não tem nenhuma outra atividade prevista no âmbito do projeto Erasmus+.</p> <p>2.5 O participante declara expressamente que, no dia em que a última data de mobilidade estiver em vigor, não tem nenhuma outra atividade prevista no âmbito do projeto Erasmus+.</p> <p>2.6 O participante declara expressamente que, no dia em que a última data de mobilidade estiver em vigor, não tem nenhuma outra 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receberá apoio financeiro dos fundos Erasmus+ em 12 prestações mensais, durante os 12 meses de mobilidade.</p> <p>3.3 O apoio financeiro será atribuído a partir de períodos de mobilidade de 12 meses.</p> <p>3.4 O participante receberá apoio financeiro dos fundos Erasmus+ em 12 prestações mensais, durante os 12 meses de mobilidade.</p> <p>3.5 O participante receberá apoio financeiro dos fundos Erasmus+ em 12 prestações mensais, durante os 12 meses de mobilidade.</p> <p>3.6 O participante receberá apoio financeiro dos fundos Erasmus+ em 12 prestações mensais, durante os 12 meses de mobilidade.</p> <p>3.7 O participante receberá apoio financeiro dos fundos Erasmus+ em 12 prestações mensais, durante os 12 meses de mobilidade.</p> <p>3.8 O participante receberá apoio financeiro dos fundos Erasmus+ em 12 prestações mensais, durante os 12 meses de mobilidade.</p> <p>3.9 O participante receberá apoio financeiro dos fundos Erasmus+ em 12 prestações mensais, durante os 12 meses de 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<div> <p>ARTIGO 4 – SUBJEITO MATTER OF THE AGREEMENT</p> <p>4.1 The agreement will be subject to the agreement of the parties and the terms and conditions of the Erasmus+ Programme.</p> <p>4.2 The agreement will be subject to the agreement of the parties and the terms and conditions of the Erasmus+ Programme.</p> <p>4.3 The agreement will be subject to the agreement of the parties and the terms and conditions of the Erasmus+ Programme.</p> <p>4.4 The agreement will be subject to the agreement of the parties and the terms and conditions of the Erasmus+ Programme.</p> <p>4.5 The agreement will be subject to the agreement of the parties and the terms and conditions of the Erasmus+ Programme.</p> <p>4.6 The agreement will be subject to the agreement of the parties and the terms and conditions of the Erasmus+ Programme.</p> <p>4.7 The agreement will be subject to the agreement of the parties and the terms and conditions of the Erasmus+ Programme.</p> <p>4.8 The agreement will be subject to 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Before the Mobility:

• Mobility Contract Signing

Contracts are invalid in the following situations:

- The name is incomplete;
- Incorrect VAT and IBAN;
- Incorrect student identification information and respective mobility data;
- Invalid signatures (e.g. “copy and paste”; “Screen-printed signatures”);
- “Scanned” digital signatures (the digital signature symbol does not count as a signature – the associated certificate in the PDF is required);
- Changes made after digital signature (e.g. field at linguistic level).

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EUROPEAN COMMISSION NOVA UNIVERSITY LISBOA

ARTICLE 7 – FINAL PARTICIPANT REPORT (EU SURVEY)

7.1 The participant that complete and submit the participant report (on the online EU Survey tool) after the mobility period within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online final report, may be required by their organisation to partially or fully reimburse the financial support received.

7.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

ARTICLE 8 – DATA PROTECTION

8.1 The sending organisation shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities.
<https://erasmus-plus.europa.eu/en/erasmus-and-data-protection/privacy-statement-mobility-tool>

ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

9.1 The Agreement is governed by the Portuguese law.

9.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES, place and date – digital or manual

For the participant: Assinatura

For the Universidade Nova de Lisboa:
João Amaro de Matos, Vice-Rector

Assinatura

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EUROPEAN COMMISSION NOVA UNIVERSITY LISBOA

Grant agreement N°: 29191(10)
for Erasmus+ study mobility

Field: Higher Education
Academic year: 2021/2022

Universidade Nova de Lisboa – P. LISBOA03
Address: Campus of Campolide 1099-085 Lisboa
Called hereafter “the organisation”, represented for the purposes of signature of this agreement by the Vice-Rector João Amaro de Matos, on the one part, and

Name:
Date of birth:
Address:
Phone:
E-mail:
Study cycle: ISCED-7
Academic Unit:
Code and Subject area: 0010 (0010) Basic Programmes and Qualification
Number of completed higher education study years: 4

Called hereafter “the participant”, on the other part,

Bank account/IBAN number where the financial support should be paid:
Bank account holder (if different than student):
Bank name:
Clearing/BIC/SWIFT number:

Have agreed to the Special Conditions and Annexes below which form an integral part of this agreement (“the agreement”):
Annex I Learning Agreement for Erasmus+ mobility for studies
Annex II General Conditions
Annex III Erasmus Student Charter

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

The participant receives:
☒ a financial support from Erasmus+ EU funds
☐ a zero-grant
☐ a financial support from Erasmus+ EU funds combined with zero-grant

Total amount includes (select if applicable):
☒ Individual support for long-term physical mobility
☐ Top-up support for students with fewer opportunities on long-term mobilities, 250 EUR
☐ Green travel individual support top-up (single contribution), 50 EUR
☐ Travel support (standard travel or green travel)
☐ Additional travel days (additional individual support days)
☐ Expensive travel support (based on real costs)
☐ Inclusion support (based on real costs)

erasmusmais.pt **2021 Erasmus+ Grant agreement**
Financial Contract NP 2021-1-PT01-KA131-HEU-09901343A

erasmus **NXVA**
EUROPEAN COMMISSION NOVA UNIVERSITY LISBOA

Grant agreement N°: 29191(10)
for Erasmus+ study mobility

Field: Higher Education
Academic year: 2021/2022

Universidade Nova de Lisboa – P. LISBOA03
Address: Campus of Campolide 1099-085 Lisboa
Called hereafter “the organisation”, represented for the purposes of signature of this agreement by the Vice-Rector João Amaro de Matos, on the one part, and

Name:
Date of birth:
Address:
Phone:
E-mail:
Study cycle: ISCED-7
Academic Unit:
Code and Subject area: 0010 (0010) Basic Programmes and Qualification
Number of completed higher education study years: 4

Called hereafter “the participant”, on the other part,

Bank account/IBAN number where the financial support should be paid:
Bank account holder (if different than student):
Bank name:
Clearing/BIC/SWIFT number:

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The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

The participant receives:
☒ a financial support from Erasmus+ EU funds
☐ a zero-grant
☐ a financial support from Erasmus+ EU funds combined with zero-grant

Total amount includes (select if applicable):
☒ Individual support for long-term physical mobility
☐ Top-up support for students with fewer opportunities on long-term mobilities, 250 EUR
☐ Green travel individual support top-up (single contribution), 50 EUR
☐ Travel support (standard travel or green travel)
☐ Additional travel days (additional individual support days)
☐ Expensive travel support (based on real costs)
☐ Inclusion support (based on real costs)

www.erasmusmais.pt **2021 Erasmus+ Grant agreement**
Financial Contract NP 2021-1-PT01-KA131-HEU-09901343A

Erasmus+

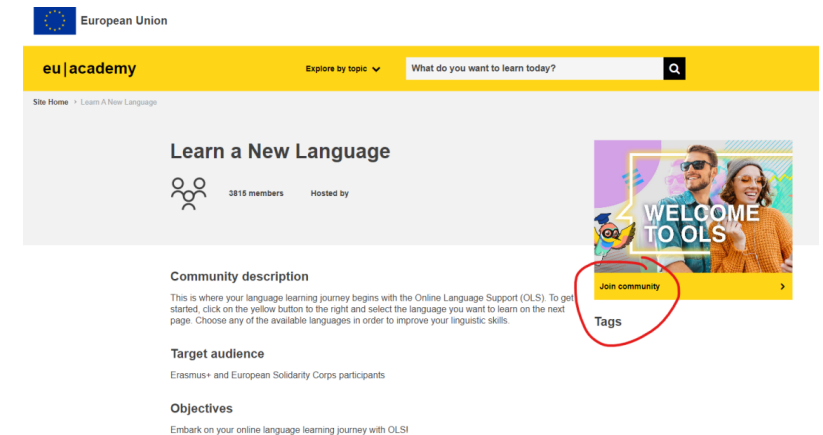
Before the Mobility:

- Online Language Support (OLS) assessment

Following the signing of the Mobility Contract, students will receive an invitation to take the 1st assessment test in their email.

By taking the OLS language assessment when going abroad, Erasmus+ participants are able to determine their proficiency in the language they will use to study or work and get access to a personalised language learning pathway.

Taking this assessment in the language of the mobility before departure is a prerequisite for higher education students going on mobility for 14 days or more, to make sure that they meet the recommended level at their receiving organisation (except for native speakers or in duly justified cases). The results of the language assessment do not prevent participants from taking part in Erasmus+ programmes.



How to take the OLS language assessment?

- Step 1: Create an EU Login
- Step 2: Join the community
<https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>
- Step 3: Access the Learning Community and Resources for the language of your choice and take the test



Before the Mobility:

- **Mobility Grants**

Erasmus+ Grant (70% / 30%)

1st tranche

30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period.

2nd tranche

After completing all procedures and validating the final documents submitted (Certificate of attendance, final online report - online EU Survey, transcript of records accordingly with Learning Agreement, the institution has 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

NOVA IMS Grant (70% / 30%)

- The same rules apply as for the Erasmus+ Grant.

TOP-UP Erasmus for fewer opportunities – 250€ supplement (70% / 30%)



- The same rules apply as for the Erasmus+ Grant.
- When student's contract received, Rectory ask SAS if they are a SAS/DGES scholarship holders. If so, Rectory will make an addendum to the contract with the updated scholarship values and pay 70% of the total value of this top up (€250 X mobility period).

During the Mobility:

- **Certificate of Attendance (studies)**
- When arriving at the host institution, the student must go to the international mobility office to register their arrival.
- You will have to do the same when leaving the host institution, recording the effective date of departure.
- Send the Certificate of Attendance to NOVA IMS' Erasmus Office.

The Certificate of Attendance aims to attest to the effective time in which the student was on mobility, and thus agree on the final value of the Erasmus Grant awarded to him/her. It must be authenticated (signature and stamp) by the host institution.



ERASMUS Student Mobility

Certificate of attendance

Name of the student:	
From: P. USBOAD3 -	
To:	

Arrival	
I certify that the student has been registered at the host University on / / dd/mm/yyyy	
Name of the Signatory:	
Function:	
<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> / / dd/mm/yyyy </div>	<div style="border-top: 1px solid black; width: 100%;"></div> Institutional Stamp & Signature

Departure	
I certify that the student has completed his/her study programme on / / dd/mm/yyyy	
Name of the Signatory:	
Function:	
<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> / / dd/mm/yyyy </div>	<div style="border-top: 1px solid black; width: 100%;"></div> Institutional Stamp & Signature
To be handed directly to the student.	
It must be uploaded via https://erasmus.unl.pt	

Signature and
Stamp of the Host
Institution

The declaration is not valid if the arrival date is later than the date of signing the document.


The declaration is not valid if the return date is less than the signature date. There is an exception of up to 5 business days. This is due to the fact that sometimes offices in reception institutions may be closed or suffer some type of constraint in their functioning.

During the Mobility:

- Changes to the Learning Agreement (if necessary)

Exceptional changes to the study programme

- Changes to the study programme should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad.
- Any party can signal the need for changes to the study programme and the student can initiate the changes within five weeks after the start of each semester. These changes must be previously approved by the Coordinator of student's Program/Master's final work academic supervisor and should be agreed by all parties as soon as possible.
- All changes should be indicated in Tables A2 and B2. Original Tables A and B should not be modified.

 Erasmus+ Higher Education Learning Agreement for Studies Student's name _____
Academic Year 2019/2020

Student	Last name(s)	First name(s)	Date of birth	Nationality ²	Sex [M/F]	Study cycle ³	Field of education ¹
Sending Institution	Name	Faculty/Department	Erasmus code ⁴	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code	Address	Country	Contact person name; email; phone	

During the Mobility

Exceptional changes to Table A
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ⁶	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable)
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Commitment
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Exceptional changes to Table A to the Learning Agreement and that they will comply with all the arrangements agreed by all parties

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ⁷ at the Sending Institution					
Responsible person at the Receiving Institution ⁸					


During the Mobility:


- Changes to Mobility Period

Request for Changes to Mobility Period (if applicable):

- It must be done up to 30 days before the initially scheduled mobility end date;
- Students must inform the Erasmus Office by email whenever a change in mobility dates is expected.

Change of the mobility period does not imply change of the scholarship.

 **PEDIDO DE**
ALTERAÇÃO PERÍODO DE MOBILIDADE ERASMUS+
Alteração de pelo menos um mês antes do fim do período de mobilidade inicialmente previsto.
Changes to Mobility Period
Should be introduced at least one month before the end of the originally planned mobility period.

 **Ano letivo**
Academic year
2023/2024

Estudante Student	Apelido(s) Last name(s)	Nome(s) Próprio(s) First name(s)	Data de Nascimento Date of birth	Nacionalidade Nationality	Sexo Sex M/F	Ciclo de Estudos Study cycle	Área de Estudos - Código Field of study
	Unidade Orgânica Faculty	Departamento Department	Morada Address	Coordenador, email, telephone Coordinator's name, email, phone			
P LISBOA03							
Entidade de Acolhimento Receiving Institution	Nome Name	Faculdade/ Departamento/Serviço Faculty/ Department	Erasmus code - se aplicável / if applicable	Morada Address	País Country	Pessoa de Contacto, email, telephone Contact person name, email, phone	

Motivo para alteração excepcional ao período de mobilidade (coloque um X na tabela abaixo):
Reason for exceptional change of the mobility period (place an X in the table below):

1. Necessidade de efetuar exames / To take more exams	Obrigatório Alteração ao Learning Agreement Mandatory changes to Learning Agreement
2. Necessidade de finalizar o trabalho de estágio / To end the traineeship	
3. Calendário académico / Due to academic calendar changes	
4. Realização mais disciplinas / To enroll in more classes	
5. Alteração do conteúdo funcional do estágio / Due to changes in the traineeship components	
6. Outro (por favor, especificar) / Other (please specify):	

	Data de Início Start Date	Data de Fim End Date
Período de Mobilidade Inicial / original dates		

	Data de Início Start Date	Data de Fim End Date
Período de Mobilidade total (contemplando as alterações) final dates		

A aceitação do prolongamento da mobilidade não implica eventual complemento da subvenção.
Change of the mobility period does not imply change of the scholarship.

Declaração de Compromisso
Commitment

Declaro que me responsabilizo pelos dados constantes na presente ficha, confirmando que os mesmos não apresentam erros.
I hereby declare that I assume full responsibility for the veracity of all the data provided in this form.

Declaro que tomei conhecimento das regras do ERASMUS+ (Programa Comunitário 2014-2020) e que não excedo o limite de 12 meses de mobilidade em total para cada ciclo de estudos.
I hereby declare that I am fully aware of the rules of the ERASMUS+ Programme 2014-2020 and thus I will not exceed the maximum limit of 12 months of mobility in total for each cycle of studies (result of counting the duration of this mobility and the previous ones).

Participante Student	Nome / Name	Email	Posição / Position	Data / Date	Assinatura / Signature
Coordenador da Unidade Orgânica Responsible person at the Sending Institution			Estudante / Student		
Instituição de Acolhimento Host Institution					

After the Mobility:

- Certificate of Attendance (studies)**


Deliver/Send the duly completed and signed Certificate of Attendance and a copy of the Transcript of Records to NOVA IMS' Erasmus Office (studies) / Certificate of Attendance and description/result of activities performed (internships).

Valid - It must be completely filled out and duly signed and stamped by the host institution.

The document presents the student's effective mobility dates (day/month/year).

Departure	
I certify that the student has completed his/her study programme on <u>02/02/2019</u> <small>dd / mm / yyyy</small>	
Name of the Signatory:	Nome do responsável na instituição de acolhimento
Function:	
<div>ASSINATURA E CARIMBO DA INSTITUIÇÃO DE ACOLHIMENTO</div> <div><u>02/02/2019</u> Institutional Stamp & Signature</div>	
To be handed directly to the student.	
It must be uploaded via https://erasmus.unl.pt	

Not valid - The declaration is not valid if the arrival date is later than the document signature date and if the return date is less than the signature date. There is an exception of up to 5 business days.

Departure	
I certify that the student has completed his/her study programme on <u>02/02/2019</u> <small>dd / mm / yyyy</small>	
Name of the Signatory:	Nome do responsável na instituição de acolhimento
Function:	
<div>ASSINATURA E CARIMBO DA INSTITUIÇÃO DE ACOLHIMENTO</div> <div> <u>15/01/2019</u> Institutional Stamp & Signature</div>	
To be handed directly to the student.	
It must be uploaded via https://erasmus.unl.pt	



After the Mobility:

- **Certificate of Attendance (ERASMUS Student Placement Mobility)**

Deliver/Send the duly completed and signed Certificate of Attendance and description of the tasks that the student carried out/Traineeship Certificate by the Receiving Organisation/Enterprise

- After the mobility, the Receiving Organisation/Enterprise should send a Traineeship Certificate to the trainee and Sending Institution, normally within five weeks after successful completion of the traineeship.
- The Traineeship Certificate will contain at least the information in Table D of the Learning Agreement for Traineeships.
- The actual start and end dates of the traineeship programme should be included.



Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

ERASMUS Student Placement Mobility

Name of the host company/organization: _____

It is hereby certified that

Mr./Ms. _____

from the **Universidade Nova de Lisboa - P LISBOA03** - has been an ERASMUS Placement student, under the Erasmus + Programme, at our Organization between _____ (day/month/year) and _____ (day/month/year), in the Department of _____ and has successfully/unsuccessfully (cross off the one that does not apply) completed his/her training.

Tasks that the student carried out:

Date _____

Stamp & Signature _____

Name of the Signatory: _____

Function: _____

Financial Support by host company/organisation: Yes ☐ No ☐

To be handed directly to the student.

It must be uploaded via <https://erasmus.unl.pt>

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise
Name of the trainee: _____
Name of the Receiving Organisation/Enterprise: _____
Sector of the Receiving Organisation/Enterprise: _____
Address of the Receiving Organisation/Enterprise (street, city, country, phone, e-mail address), website: _____
Start date and end date of traineeship: from [day/month/year] _____ to [day/month/year] _____
Traineeship title: _____
Detailed programme of the traineeship period including tasks carried out by the trainee: _____
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes): _____
Evaluation of the trainee: _____
Date: _____
Name and signature of the Supervisor at the Receiving Organisation/Enterprise: _____

After the Mobility:

- **Transcript of Records**
 - To be considered valid, it must be signed by the person responsible at the Host Institution and have the institution's stamp.
 - If received by email, the email from the Host Institution must be forwarded to NOVA IMS.
- Contact NOVA IMS' Academic Services;
- Upload the documents (Certificate of Attendance, Transcript of Records, Changes to the Learning Agreement) on the Rectory's Mobility platform (<https://erasmus.unl.pt>);
- Request next to NOVA IMS' Academic Services the Proof of Academic Recognition and upload it on the Rectory's Mobility platform.
- Carry out the final OLS linguistic assessment test. Student's will be asked to do so automatically by E-Mail.
- Submit Final Report / (EU Survey) - Final Participant Report.

[illegible]Participant Survey Form – Call 2022 – KA1 –
Learning Mobility of Individuals – Student
mobility for studies in higher education

Fields marked with * are mandatory.

Document code: EP-KA1-HE-Studies-2022

1 Purpose of the Participant Survey

This survey on your mobility experience will provide the EU's Erasmus+ Programme with valuable information which will benefit both future participants and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire.

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 2018 /1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the European Union institutions, bodies, offices and agencies and on the free movement of such data. This survey, once submitted, will be accessible to the coordinating institutions, their national agencies and the European Commission. More details in [Specific Privacy statement](#).

Please make sure you have the information of your Learning Agreement, Grant Agreement and Transcript of Records (if applicable) with you BEFORE you start filling in this survey.

The term "course" used in this participant survey should be understood as meaning the more general term "educational component" used in the Learning Agreement.

2 Identification of the Participant

After the Mobility:

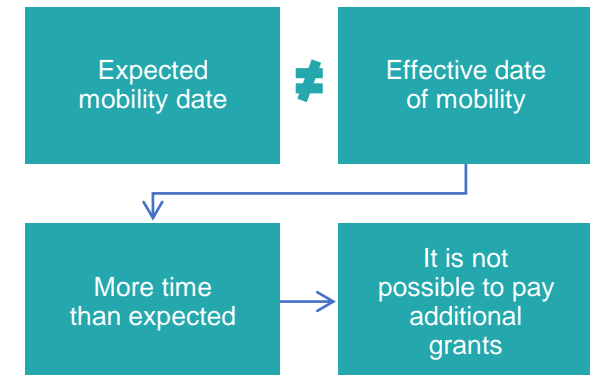
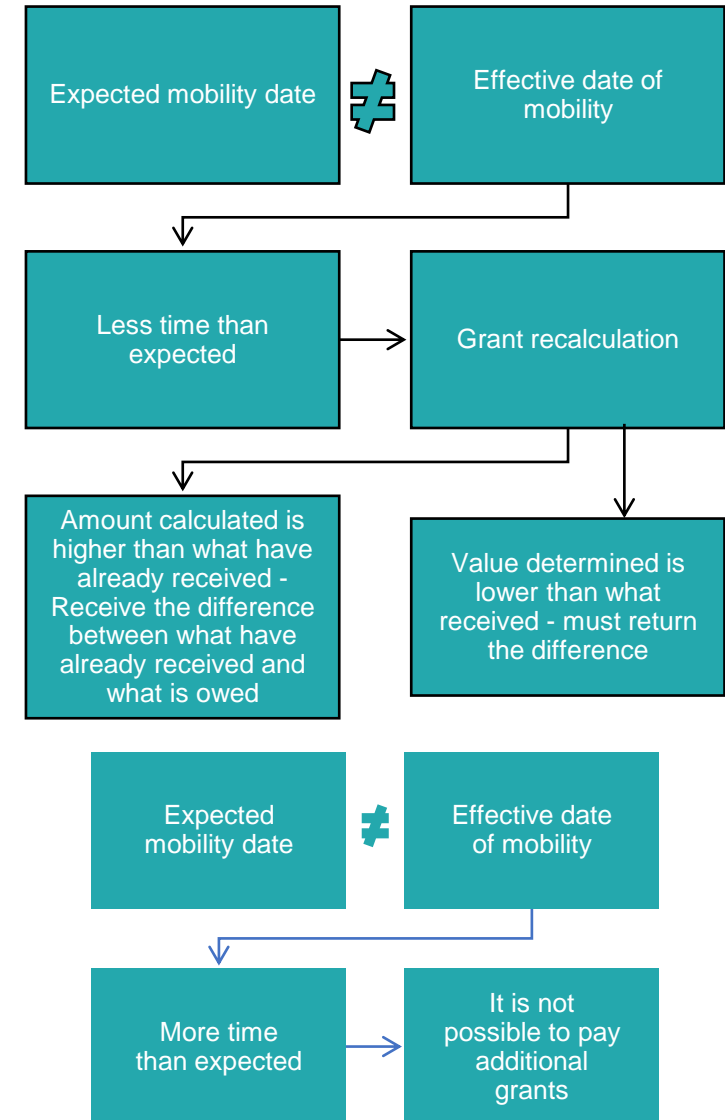
- **Payment of the 2nd tranche of the Grants**

Only after completing the procedures and validating the documents delivered will it be possible to process the payment of the 2nd tranche of the grants.



Attention

The basis of the calculation is the dates indicated in the Certificate of Attendance presented by the student.





After the Mobility:

The mobility grant must be returned in full when:

- The mobility period is less than 2 full months (studies) or 2 months (60 days) (internship);
- The student does not achieve success (internship);
- The student does not successfully complete at least one of the Curricular Units provided for in the Learning Agreement (studies);
- The necessary administrative formalities are not complied with.

When it is not possible for the participant for recognized reasons of force majeure to complete the mobility as initially planned, the student will be entitled to receive the amount of grant corresponding to the mobility period completed.

These cases must be reported as soon as possible and must be accepted by the Erasmus+ National Agency

Note: Keep all documents relating to mobility.