

# Guide Scholarship Holder -from Partners to NOVA-



# Introduction

*Dear Scholarship Holder,*

*We hope this guide will help you understand what to expect and what steps you need to take before, during and after your mobility.*

*NOVA Team wishes you a great academic and personal experience!*

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# 1 IMPORTANT INFORMATION



## Mobility period

The mobility period has a specific duration, according to the type of mobility:

- Students (SMS)
  - Undergraduate
  - Master
  - Doctorate } 3 to 5 months
- Academic (STA)/Administrative staff (STT): 5 working days, plus 2 days for travel (Total = 7 days).

The **dates**, for the program of studies/activities, must be **agreed between the scholarship holder**, the host and the home institution. **Those dates will be used as reference for the scholarship's payment.**

If the **dates suffer changes**, you must inform the NOVA Team until **30 days before the end of the mobility period (SMS only)**. These changes may result in a mobility reduction or extension. Thus, be aware that **adjustments to the total scholarship may occur**. Also remember that you will just receive the maximum mobility period you have been selected for.

## 1.1 SMS – Student Mobility for Studies:



It refers to undergraduate, master and doctorate students. Each Participant should present his own **Learning Agreement**, a study plan that details which courses/field of research is intended to be covered during the mobility period. The Learning Agreement must be agreed on with the relevant person in charge at the home and host university and finally signed by the holder and the responsables from both Institutions.

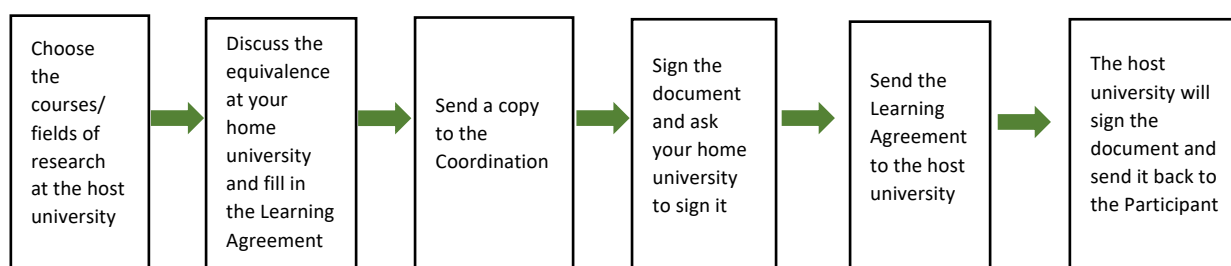


Be aware and always keep in mind meanwhile preparing the plan of activities that the maximum number of **ECTS per semester is 30 and the minimum is 20**. However,

if the home/host institutions agrees, after a scrupulous check of the courses, the number of ECTS can be slightly higher or lower.

Any changes to the initial proposed plan of studies, must be done within 30 days of calendar upon the arrival. This document must respect the same requirements as the previous Learning Agreement.

### How to fill the Learning Agreement for studies/ project /research plan:



For the mobility, NOVA Team will provide:

- A reimbursement up to 150€ for a health, accident and travel insurance
- A subsistence allowance
- The travel expenses (unit cost) for one economy class round-trip with the available budget

### Health, accident and travel insurance

NOVA Team will provide a reimbursement up to 150€ (paid with the first instalement of the scholarship) of a health, accident and travel insurance to every selected Participant, valid during the entire mobility period.

### Scholarship for SMS:

Undergraduate	} student	↔ 850€ <i>per month</i>
Master		
Doctorate		

### Travel Expenses:

The financial support allocated for travel expenses consists of a unit cost that will be paid along with the scholarship and intends to contribute to the round trip back between

the home and host institutions. The Participant is responsible for arranging the travel ticket.

TRAVEL DISTANCES*	AMOUNT
Between 100 and 499 Km	180€ per participant
Between 500 and 1999 Km	275€ per participant
Between 2000 and 2999 Km	360€ per participant
Between 3000 and 3999 Km	530€ per participant
Between 4000 and 7999 Km	820€ per participant
8000 Km or more	1500€ per participant

**Important:** these unit costs represent the linear distance between the city where the university of origin and the city where the host university are located. This is calculated automatically by a [website](#) indicated by the European Commission and cannot be subject to any change. The financial support allocated to the "travel distance" is the maximum allowed by the Erasmus+ Programme and is intended to contribute to the round trip back between the home and host institutions. In the event that the assigned value is insufficient to pay for the desired trip, the scholarship holder must find another sources of funding.



To facilitate the arrangements in the host country, NOVA Team approves an arrival at the host university up to 10 days prior to the start of the scholarship period and a departure up to 10 days after the end of the scholarship period.

## 1.2 STA – Staff Mobility for Teaching / STT – Staff Mobility for Training:



The Participant should prepare a **Mobility Agreement** to detail the program of lectures/research conducted by the visiting teachers or on the training activities followed by the staff. Once the document is properly filled in, it must be saved, printed and signed by the Participant, his home and host institutions. **Every time a change is made to the initially signed document a new one must be filled in.**

**Please note that after the beginning of the mobility no more changes should be done.**



For the mobility, NOVA Team will provide:

- A reimbursement for health, accident and travel insurance up to 25€;
- Individual support

- The travel expenses (unit cost) for one economy class round-trip with the available budget;

### **Health, accident and travel insurance**

Regarding a health, accident and travel insurance, NOVA Team will reimburse the Participant with an amount that can go up to 25€. This reimbursement will be conditioned to presentation of copy of receipt/invoice of the insurance arranged by the Participant for the mobility.

### **Scholarship for STA / STT:**



### **Travel Expenses:**

The financial support allocated for travel expenses consists of a unit cost that will be paid along with the scholarship and intends to contribute to the round trip back between the home and host institutions. The Participant is responsible for arranging the travel ticket.

TRAVEL DISTANCES*	AMOUNT
Between 100 and 499 Km	180€ per participant
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## 2 Before arrival

**Bear in mind that all the mandatory documentation must be uploaded at your personal page on the project's platform.**



To properly prepare your mobility, it is mandatory:

- To upload the confirmation of acceptance to the project's website;
- To define the mobility dates alongside the host and home institutions;
- To request the emission of the Acceptance Letter from the host Institution;
- To update your personal data and travel information: provide a copy of visa, passports and personal data;
- To make arrangements for the travel tickets;
- To contact the mobility coordinators at the home/host institution to discuss and sign the Learning Agreement / Mobility Agreement;
- To submit the mobility survey about the application process for the coordination (NOVA Team)



### VISA PROCESS

The requirement of Visa is a high priority issue since the process may take several weeks or months to be concluded. Immediately after receiving the confirmation of the selection, you should contact the Consulate or Embassy of the host country to request information about all the needed documents. In order to obtain the Visa, you will need the Letter of Award, the insurance policy and the Acceptance Letter.

### 3 During the mobility period



Once arrived at the destination country, you should have the first meeting with the contact person of your host institution. You will be provided with the following information:

- Registration procedures at the local authorities;
- Student facilities and registration at the host institution;
- You should also submit and send the survey for feedback to the Coordination, upon request;
- Any other important information at this stage;
- Changes to the dates of mobility period, if applicable (SMS only).

The **Scholarship Contract will be available at your personal page of the project's platform as soon as you have collected all the required signatures of your Learning Agreement.**



**No tuition fees can be applied by the host institution on the scholarship holder, in any case.**

**Don't forget that the entire mobility period must be uninterruptedly spent at the host institution.** Some exceptions may be allowed by the host institution as long as they receive the formal and written approval by the coordinating institution.



**Remember, you will never receive a bigger scholarship than the one you have been selected to.** This means that if you want to stay longer in the host institution, you will have to pay for the rest of your stay by yourself. You will just receive the maximum of the scholarship you have been selected to.

## 4 By the end of the mobility period



If you have attended courses at the host institution, a **Transcript of Records** with your grades will be provided. In case you have been enrolled in research/teaching/training activities, your supervisor will provide you a **Report of the Activities**. The disciplines executed during the mobility period, when included in the learning agreement, shall be recognized since the participant proves the evidences through the transcript of records issued by the host institution.

The **Transcript of Records** and the **Certificate of Attendance** must be uploaded at your personal page of the project's platform to ensure that your mobility file is completed. The original version will be given to the holder with the dates of the days of mobility.

The mobility dates within the **Certificate of Attendance** must be in line with the ones established in the contract. **Not fulfilling the total time foreseen in the contract**, NOVA Team may ask for a **reimbursement equivalent to the corresponding period of absence**.

The participant in **mobility for studies** shall receive an invitation to complete the **online EU Survey 30 days before the end of the mobility period**. The participant shall complete and submit the survey within **5 days upon receipt of the invitation**.

The participant in **mobility for teaching/training** shall complete and submit the **online EU Survey after the mobility abroad within 30 calendar** days upon receipt of the invitation to complete it.

Participants who **fail to complete and submit the online EU Survey** may be required to **partially or fully reimburse the financial support received**.



Your opinion is very important to spread and to improve the mobility experience. It would be very useful if you will be available to attend the preparatory meeting for next students participating into the future project mobility at your home institution. Another survey, after 12 months of the end of your mobility period, will be sent to check how useful the mobility experience was.

# Mandatory documents for the mobility



Please, find below the list of the necessary ones:

- **Acceptance Letter from host institution**: letter which proves that the student/staff has been accepted at the host institution for a determined period of mobility;
- **Award Letter**: issued by the Coordination (NOVA Team), vital for your visa process because it states that you are a student/staff under Erasmus+ program;
- **VISA**: it is a permission to allow the Participant to travel into or through the country of the government issuing it;
- **Learning agreement (for Students) or mobility agreement (for Teaching and Training Staff)**:
  - **Learning agreement**: It is a study plan that details what subjects/courses that **student** intends to cover during mobility and thus provides information on what the student wants to achieve during his/her stay abroad. It has to be agreed on with the relevant person in charge at the home university. It should be signed by the student and the people in charge at the home and host institution.
  - **Mobility agreement**: is a plan that details the program of lectures conducted by the visiting **teachers** or training by the **academic or non-academic staff**.
- **Scholarship contract**: defines obligations and rights of the Participant, this contract should be signed by the holder and the coordination at the beginning of the mobility;
- **Certificate of attendance**: it will be given by the host institution at the end of the mobility period certifying that the Participant has accomplished his mobility/activities;
- **Transcript of records or Diploma Supplement (for students)**: this document will recognize that the Participant will have successfully completed the mobility and it guarantees the transfer of credits for concluded courses at the host institution;
- **Report of activities (for staff and students)**: this survey recognizes the activities carried out by the Participant at the host university.

## 5 The Scholarship payment



Once the Participant arrives at the Host Country, he/she needs to open a Portuguese (PT) Bank Account and provide NOVA Team with the tax registration number (VAT number, NIF in Portuguese). Prove of these documents must be sent to the NOVA Team by email. The scholarship will be transferred **monthly** just to a PT bank account. More indication will be given presencially.



### **PAYMENT OF THE SCHOLARSHIP FOR STUDENTS:**

When the Participant arrives at the host faculty and he/she has opened a Portuguese bank account with the VAT number, the scholarship will be transferred monthly to his/her bank account.

Be aware that those burocratic procedures may take time so, please, arrive at your Host Country prepared with some savings.

### **PAYMENT OF THE SCHOLARSHIP FOR STAFF:**

The payment of the scholarship shall be made to the Participant will be paid via check (pocket money) upon his/her arrival in Portugal, representing **100% of the financial support from Erasmus+.**



Please, bear in mind that, should the Participant **not fulfill the total time of foreseen mobility**, signed by contract, or **obtain negative academic results (i.e. at least one subject completed successfully)** of the subjects indicated in the Learning Agreement/ Plan of Activities, **the Coordinating institution will ask the reimbursement of the total allocated mobility grant** and ensure the Scholarship holder return to the home country, as well as it will inform the home university.

## 6 Check List

### Before departure:

- Define your Learning Agreement / Mobility with the responsible person at home and host institution;
- Define starting and ending dates of the mobility period with the responsible person at host institution;
- Request a VISA for the country of your host institution;
- Send the information of travel arrangements, copy of your VISA and of your Learning Agreement or Mobility Agreement by email;
- Answer a survey/questionnaire about the application.

### After arrival and during the mobility period:

- Attend the Welcoming Session at the host institution;
- Update the Learning Agreement if there are any changes;
- Attend the Monitoring Meeting at the host institution;
- Answer a progress survey/questionnaire;
- Changes to the dates of mobility period, if applicable (SMS only).

### By the end of the mobility period and upon return to the home country:

- Answer a final survey/questionnaire:
  - SMS - **30 days before the end of the mobility period;**
  - STA/STT - **after the mobility abroad within 30 calendar days;**
- Upload the Certificate of Attendance;
- Assure that the host sent the Transcript of Records/Report of Activities;
- Another survey, after 12 months of the end of your mobility period, will be sent to check how useful the mobility experience was.