



# ***UALG ALLIANCES SCHOLARSHIP HOLDER'S GUIDE -FROM PARTNER COUNTRIES***



# 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.**

**The UALG ALLIANCES wishes you a great academic and personal experience!**

## TABLE OF CONTENTS

1	Important Information.....	4
2	Before arrival.....	8
3	During the mobility period .....	9
4	By the end of the mobility period.....	10
5	Mandatory documents for the mobility .....	11
6	Scholarship payment.....	12
7	Checklist.....	13

# 1 Important Information



## Mobility period

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

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

The **dates** for the programme of studies/activities must be **agreed on between the scholarship holder**, the host and the home institutions. **Those dates will be used as reference for the scholarship payment.**

**If the dates suffer changes**, you must inform the UALG ALLIANCES (UA) until **30 days before the end of the mobility period (SMS and SMP 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.

## **SMS – Student Mobility for Studies / SMP – Student Mobility for Placements (Traineeships)**



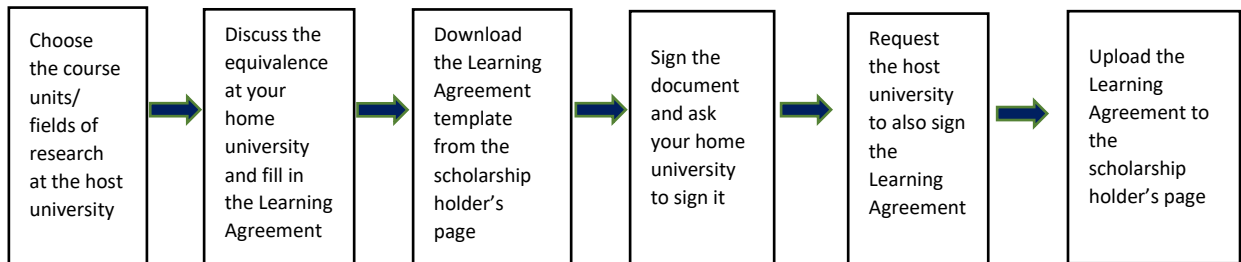
It refers to undergraduate, master and doctorate students. Each Participant should present his own **Learning Agreement**, a study plan that details which course units/ fields of research are intended to be covered during the mobility period. The Learning Agreement must be agreed on between the relevant person in charge at the home and host universities and finally signed by the holder and the responsible persons from both Institutions.



Be aware and always keep in mind while 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 agree, after a scrupulous check of the course units, the number of ECTS can be slightly higher or lower.

Any changes to the initial proposed plan of studies, must be done within 15 days of calendar upon the arrival at the host institution. This document must respect the same requirements as the previous Learning Agreement.

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



For the mobility, the UA will provide:

- A health, accident and travel insurance;
- A subsistence allowance;
- A contribution to travel

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

The UALG ALLIANCES Project will provide a collective insurance to all Participants, in the terms demanded by the European Commission: health, accident and travel. In order to subscribe the insurance, you need to reconfirm the following information: Forename, surname, birth date, passport number, nationality. Please ensure that all your data are correct, otherwise the insurance may not cover your medical expenses.

**Scholarship for SMS / SMP:**

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

**Travel Expenses:**

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

TRAVEL DISTANCES	AMOUNT
Between 10 and 99 Km	20€ per Participant
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 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 other sources of funding.

**STA – Staff Mobility for Teaching / STT – Staff Mobility for Training**

The Participant should prepare a **Mobility Agreement** to detail the programme of lectures/research conducted by the visiting teachers or on the training activities followed by the staff. The template of this document is available in the scholarship holder's page on the project website <https://up.pt/ualgalliance2019/>. Once the document is properly filled in, it must be saved, printed and signed by the Participant, his home and host institutions and uploaded again to the scholarship holder's page.

**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, the UA will provide:

- A health, accident and travel insurance;
- Individual support
- A contribution to travel

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

The UALG ALLIANCES Project will provide a collective insurance to all Participants, in the terms demanded by the European Commission: health, accident and travel. In order to subscribe the insurance, you need to reconfirm the following information: Forename, surname, birth date, passport number, nationality. Please ensure that all your data are correct, otherwise the insurance may not cover your medical expenses.

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

Academic	}	Staff	↔	160€	<i>per diem</i>
Administrative					

### **Travel Expenses:**

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

TRAVEL DISTANCES	AMOUNT
Between 10 and 99 Km	20€ per Participant
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.

## 2 Before arrival



To properly prepare your mobility, it is mandatory:

- To submit the Statement of Scholarship Acceptance in the scholarship holder's page on the project website (<https://up.pt/ualgalliance2019/>);
- To contact the mobility coordinators at the home/host institution to discuss and sign the Learning Agreement / Mobility Agreement; After collecting all signatures, upload the Agreement to the scholarship holder's page on the project website;
- To set the mobility dates alongside the host and home institutions;
- To request the issuing of the Acceptance Letter from the host Institution;
- To download the insurance policy and the award letter from the scholarship holder's page on the project website;
- To update your personal data and travel information: upload a copy of visa, passport, e-ticket and personal data to the scholarship holder's page on the project website;



### 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 to submit the application. In order to obtain the Visa, you will need the Letter of Award, the insurance policy and the Acceptance Letter.

**Note:** In case you have been granted a visa for a period shorter than that the one defined for your mobility, you are strongly recommended to schedule an interview for visa extension shortly after your arrival in Portugal.



### 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:

- How to open a Portuguese bank account and to get a Portuguese tax registration number/VAT, (**not applicable for Staff Mobility**). Please contact and clarify this matter with your host institution;
- After collecting your bank account and registration number/VAT number, both certificates must be uploaded to the scholarship holder's page on the project website;
- 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 and SMP only).

After the submission of both the **Acceptance Letter** by the host institution and the **Learning Agreement/Mobility Agreement**, you may print your **Scholarship Contract** and sign it. After signing the document, you must upload it again to the scholarship holder's page. Then, the Scholarship Contract will be finally signed by the Coordination of the UALG ALLIANCES Project.

At this stage, you should also register at the host institution and check if there is **any needed change in your Learning Agreement** and, if that is the case, you should ask for new approval and signatures. **Do not forget to send back the survey for feedback to the Coordination.**



**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 not receive a greater scholarship than the one you have been selected for. This means that if you want to stay longer in the host institution, you will have to pay for the rest of your stay. You will just receive the maximum of the scholarship you have been selected for.

## 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 course units completed during the mobility period, when included in the Learning Agreement, shall be recognized through the transcript of records issued by the host institution.

The **Transcript of Records** must be uploaded by the host institution to the scholarship holder's page at the project website. Also, an original version must be sent to the Home Institution. A Statement Period of Studies/Certificate of Attendance, with the dates of the mobility period must be sent to the scholarship holder.

The mobility dates within the **Statement Period of Studies/Certificate of Attendance** must be in line with the ones established in the contract. **If the time foreseen in the contract is not fulfilled, the UA 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 calendar 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.

A complementary online survey may be sent to the Participant, after the end of the mobility, allowing for full reporting on recognition issues.

## 5 Mandatory documents for the mobility



Please, find below the list of the necessary documents. The templates of these mobility documents are available in the scholarship holder's page on the project website (<https://up.pt/ualgalliance2019/>):

- **Acceptance Letter from the host institution**: letter which proves that the student/staff has been accepted at the host institution for a determined period of mobility;
- **Letter of Award**: issued by the Coordination of the UA, vital for your visa process because it states that you are a student/staff under Erasmus+ programme;
- **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 the course units that the **student** intends to cover during mobility and thus provides information on what they want to achieve during their 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 institutions.
  - **Mobility agreement**: it is a plan that details the programme of lectures/training conducted by the visiting **teachers** or the **administrative staff**
- **Scholarship contract**: defines obligations and rights of the holder, this contract should be signed by the Participant and the coordination at the beginning of the mobility;
- **Statement Period of Studies (for students)**: it will be provided at the beginning and by the end of the mobility by the host University certifying that the Participant has accomplished their mobility/activities;
- **Certificate of attendance (for STA/STT)**: it will be given by the host institution at the end of the mobility period certifying that the Participant has accomplished their mobility/activities;
- **Transcript of records (for students)**: this document will recognize that the Participant will have successfully completed the mobility and it guarantees the transfer of credits for concluded course units at the host institution;
- **Report of activities (for staff)**: this document recognizes the activities carried out by the Participant at the host university.

## 6 Scholarship payment



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

For students from the Partner Country, once they arrived at the host institution, they must open a Portuguese (PT) Bank Account and obtain a Portuguese valid tax registration number (VAT number). Afterwards, this information must be uploaded to the scholarship holder's page on the project website (<https://up.pt/ualgalliance2019/>).

The scholarship will be transferred to a PT bank account on a monthly basis.

Please also note that the Acceptance Letter, Learning Agreement, as well as the Scholarship Contract must be uploaded in advance by the Participant to the scholarship holder's page on the project website.

Be aware that these bureaucratic procedures may take time so please arrive at your host country with some savings.



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

Staff grantees will receive the full amount of the scholarship in pocket money. On the **exact start date of the mobility period**, the payment of the scholarship shall be made to the Participant, representing 100% of the financial support.



Please bear in mind that in case the Participant does fulfill the total time of mobility foreseen in the contract, or obtains negative academic results (i.e. at least one subject completed successfully) of the subjects indicated in the Training Agreement/ Plan of Activities, the Coordinating institution will ask for the reimbursement of the total allocated mobility grant and ensure that the scholarship holder returns to the home country, as well as it will inform the home university accordingly.

## 7 Checklist

### Before departure:

- Define your Learning Agreement / Mobility Agreement with the responsible person at the home and the host institutions;
- Define the start and end dates of the mobility period with the responsible person at the host institution;
- Request a VISA for the country of your host institution;
- Upload the information for travel arrangements, copy of your VISA and of your Learning Agreement or Mobility Agreement to the scholarship holder's page on the project website.
- Answer a survey/questionnaire about the application, if applicable.

### After arrival and during the mobility period:

- Attend the Welcoming/Meeting 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, if applicable;
- Report changes to the dates of mobility period, if applicable (SMS and SMP only).

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

- Answer a final survey/questionnaire:
  - SMS/SMP - **within 5 calendar days upon receipt of the invitation;**
  - STA/STT - **within 30 calendar days upon receipt of the invitation;**
- Upload the Statement Period of Studies (for SMS/SMP)
- Upload the Certificate of Attendance (for STA/STT);
- Upload the Transcript of Records/Report of Activities;