Guide

Scholarship Holder

- from Partner Universities -



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 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**.**

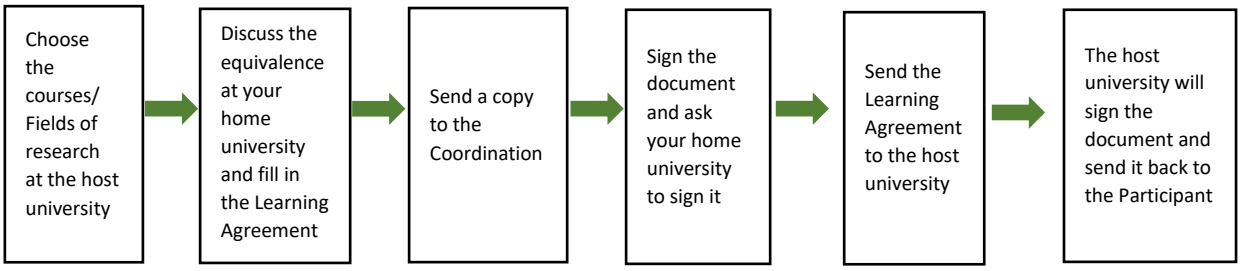
1.1 SMS – Student Mobility for Studies:

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 reasearch 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. Once the document is properly filled in, it must be saved, printed and signed by the Participant, his home and host institutions and then uploaded at the specific section in the website of the project**.**

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, the NOVA Team will provide:

- 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 health, accident and travel insurance to every selected applicant, valid during the entire mobility period.

Scholarship for SMS:

Undergraduate
Master
Doctorate
} student ⟷ 850€ *per month*

Travel Expenses:

The Participant is responsible for arranging the travel ticket.
To buy the roundtrip, the Participant must intake the related costs.
Afterwards, a reimbursement should be requested to NOVA Team taking into consideration the maximum budget allowed per country:

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 scholarhip holder must find another sources of funding.



To facilitate the arrengements in the host country, the 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 and then uploaded at the specific section in the website of the project**.**

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 NOVA Team will provide:

- A reimbursement for health, accident and travel insurance;
- Individual support
- The travel expenses for one economy class round-trip with the available budget;

Health, accident and travel insurance

The NOVA Team will reimburse the Participant with an ammount that can go up to 1,31 € per day of mobility. This reimbursement will be conditioned to presentation of copy of receipt/invoice of the insurance arranged by the Participant for the mobility.

Scholarship allowance for STA / STT:

Academic
Staff ⟷ 160€ *per diem*
Administrative

Travel Expenses:

To buy the roundtrip, the Participant must intake the related costs.
Afterwards, a reimbursement should be requested to NOVA Team taking into consideration the maximum budget allowed per country:

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2 Before arrival



To properly prepare your mobility, it is mandatory:

- To upload the confirmation of acceptance at the website of the project;
- 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 request the coordination (NOVA Team) to issue the insurance policy and award letter;
- 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:

- How to open a bank account and tax registration number/VAT number of the host country, if applicable;
- Registration procedures at the local authorities;
- Student facilities and registration at the host institution;
- You should also submit and sent 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).

You will have to ask to your host university to sign the **Certificate of Arrival**. At this stage, you should also register to courses at the host institution and check if there is **any needed change in your Learning Agreement** and, if it 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 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** must be sent uploaded at the specific section of the project's website to ensure that your mobility file is completed. Also, an original version must be given to the holder as well as the Certificate of Attendance, including the dates of the days of mobility, which must be uploaded too.

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**, the 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.

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



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.

5 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;

- **Letter of Award:** 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 the **student** intends to cover during mobility and thus provides information on what you want to achieve during his 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/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;

- **Certificate of arrival:** it states the arrival of the Participant to the host university;

- **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):** this document recognizes the activities carried out by the Participant at the host university.

6 The Scholarship payment

 For students from the Partner Countries, once they arrived to the host institution, they must open an Europena or a Portuguese (PT) Bank Account and obtain a valid tax registration number (VAT number). Afterwards, this information must be sent to the NOVA Team by email. The scholarship will be transferred to a PT bank account monthly. Staff mobilities will receive the entire amount of the scholarship by pocket money.



PAYMENT OF THE SCHOLARSHIP FOR STUDENTS:

When the Participant will receive from the Faculty of Interest the Certificate of Arrival duly signed and he/she has opened an European or a Portuguese bank account with the VAT number, the sholarship 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:

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, 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.

7 Check List

Before departure:

- Define your Learning Agreement / Mobility Agreement 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;
- Upload the information for insurance, travel arrangements, copy of your VISA and of your Learning Agreement or Mobility Agreement at the website;
- Answer a survey/questionnaire about the application.

After arrival and during the mobility period:

- Attend the Welcoming Session at the host institution;
- Sign the Certificate of Arrival;
- Update and upload the final 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**;
- Assure that the host sent the Transcript of Records/Report of Activities;
- Answer a final survey/questionnaire;
- Another survey, after 12 months of the end of your mobility period, will be sent to check how useful the mobility experience was.