



INFORMATION SESSION

# ERASMUS OUTGOING

## Agenda

### 1<sup>st</sup> Panel

- Vitor Santos – **Erasmus Scientific Coordinator**
- Hugo Caldeira – **Erasmus Coordinator**

### 2<sup>nd</sup> Panel

- Mauro Castelli – **Data Science Degree Coordinator**
- Frederico Cruz Jesus – **Information Management Degree Coordinator**
- Manuela Aparício – **Information Systems Degree Coordinator**

### 3<sup>rd</sup> Panel

- Hugo Caldeira and Catarina Silva – **Academic Services**

### 4<sup>th</sup> Panel

- Answering student questions

# Vítor Santos

## Erasmus Scientific Coordinator

INFORMATION SESSION

**ERASMUS**  
**OUTGOING**

## Erasmus+ Program

### NOVA IMS

#### Erasmus Scientific Coordinator

Professor Vitor Santos (vsantos@novaims.unl.pt)

#### Erasmus Coordinator

Dr. Hugo Caldeira (hcaldeira@novaims.unl.pt)

#### International Mobility Office

Dr. Ana Sousa / Dr. Hugo Caldeira /  
Dr. Catarina Silva (Academic Services)

#### Opening Hours

09H30 – 13H / 14H – 17H30 (business days)

#### Location

Colégio Almada Negreiros (CAN) – Room 129-B

#### Contacts

erasmus@novaims.unl.pt | +351 213 828 610 |  
Video Call Appointment available

#### Website

[www.novaims.unl.pt/en/education/students/student-mobility-programs/](http://www.novaims.unl.pt/en/education/students/student-mobility-programs/)

## 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+ also supports traineeships (work placements, internships) abroad at any workplace for students currently enrolled 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.

# Hugo Caldeira

Erasmus Coordinator

INFORMATION SESSION

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## 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 enrolled at NOVA IMS in degree-awarding programmes (Bachelor's, Master's, or Doctorate). Bachelor's students must have completed at least 60 ECTS at the time of application.
- **for Traineeships:** Students enrolled at NOVA IMS in degree-awarding programmes (Bachelor's, Master's, or Doctorate). Bachelor's students must have completed at least 150 ECTS at the time of application.



## Opportunities under Erasmus+

### Minimum duration

- **Studies:** 2 months or 1 academic period. *At NOVA IMS, Erasmus+ interinstitutional agreements are semester-based, meaning that study mobilities are generally for one semester at a single Host Institution.*
- **Internship:** 2 months (or 60 days).
- **Short-term mobility:** from 5 to 30 days.

**All mobility periods must start and end within the academic year immediately following the application period.**

### Location of activity?

- **for Studies:** Any European Higher Education Institution (HEI) holding an ECHE (Erasmus Charter for Higher Education) or at an institution in a non-Programme country, provided there is a valid Erasmus+ Interinstitutional Agreement with NOVA IMS before the mobility starts.
- **for Traineeships:** An internship (work experience) in a HEI, organization, 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](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).

## Application: Dates

### Studies mobility

- February 21<sup>st</sup> to April 6<sup>th</sup>

### Traineeships mobility

- February 21<sup>st</sup> to May 31<sup>st</sup>



# CALL FOR APPLICATIONS

## Application: Process phases

1. Submission of applications
2. Evaluation of applications and ranking preparation
3. Publication of selection results and university placements (for study mobility)
4. Nomination of selected students to partner universities (for study mobility)
5. Publication of mobility grant results (after selection and confirmation of available funds)
6. Formalization of applications with the Erasmus Office (preparation of the Learning Agreement and later the Mobility Agreement)
7. Completion of application procedures on the partner university's platform by students (for study mobility)

## Application: Selection rules

### Mobilities for Studies

- **Students enrolled at NOVA IMS in degree-awarding programmes** (Bachelor's, Master's, or Doctorate).
  - **Bachelor's students must have completed at least 60 ECTS at the time of application.**
    - **Bachelor's students usually have their mobility window in the second semester of the third year**, a semester in which they **only have elective 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.
  - **Students with outstanding first-year courses at the time of application** will have their **application conditional** upon successfully **completing those courses by the end of the semester preceding the mobility period.**

## Application: Selection rules

### Mobilities for Traineeships

- **Students enrolled at NOVA IMS in degree-awarding programmes (Bachelor's, Master's, or Doctorate);**
  - **Bachelor's students must have completed at least 150 ECTS at the time of application.**
    - **Bachelor's students may only undertake mobility as recent graduates, as NOVA IMS programs do not include curricular internships.**
  - **Students with outstanding first-year courses at the time of application will have their application conditional upon successfully completing those courses by the end of the semester preceding the mobility period.**

## How are placements assigned to Host Institutions?

After the application period, students will be ranked based on the following weighted criteria:

- Weighted average grade at the end of the semester preceding the application (descending order);
  - Percentage of ECTS completed relative to the total expected by the time of application, based on the student's academic progression (descending order);
  - Number of years of enrolment required to complete that number of ECTS (ascending order). Students who have completed the ECTS within the expected timeframe of their academic program will always be ranked ahead of those who took more years to achieve the same number of credits.
- 
- Students with outstanding first-year courses at the time of application will be placed at the bottom of the list, maintaining their relative position among themselves, and will always be ranked after students with no outstanding courses.
  - In the event of a tie, the submission date/time of the application will be used as a tiebreaker (ascending order).
  - Students will be allocated to one of the selected placement options, respecting their ranking and the availability of vacancies provided for in the agreements.

## Erasmus+ Grant

Although all students who pre-apply are eligible to receive an Erasmus grant, given the limited availability of funds, not all selected students will receive a grant. Those who do not will be classified as “zero-grant students”.

### Rules to award Grants

- The same criteria described before – Selection Rules and Rank apply;
- Students receiving DGES grants with SAS status will have priority;
- Students who have never benefited from an Erasmus grant through NOVA IMS will have priority over other applicants.

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
<b>Group 1</b>   Germany, Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Norway, the Netherlands, and Sweden.  Partner Countries from Region 13: Andorra, Monaco, San Marino, Vatican City.  Partner Countries from Region 14: Faroe Islands, United Kingdom, Switzerland.	<b>€450</b>	<b>€600</b>
<b>Group 2</b>   Czechia, Cyprus, Slovakia, Slovenia, Spain, Estonia, Greece, Latvia, and Malta.	<b>€400</b>	<b>€550</b>
<b>Group 3</b>   Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey.	<b>€350</b>	<b>€500</b>
<b>Other countries:</b>	<b>€700</b>	<b>€700</b>
<b>Short-term mobility (except BIP) – daily value:</b>	up to 14 days: <b>€79/day</b> - from the 15th to the 30th day: <b>€56/day</b>	up to 14 days: <b>€79/day</b> - from the 15th to the 30th day: <b>€56/day</b>

**Note:** Reference values from the 2024/2025 Call for Applications

Although the **primary focus** remains on the **development of strategic and relevant skills** for students and staff from **Higher Education Institutions (HEIs) located in EU Member States and third countries associated with the Programme**, as stipulated in the **Erasmus+ Programme Guide**, HEIs may allocate up to **20% of the total grant** awarded to the mobility project to **fund mobilities to non-associated third countries**, including the **United Kingdom and Switzerland**, provided that a **prior bilateral agreement is in place**.



## Erasmus+ Grant: Travel Support Component

Last year, for the first time, all SMS and SMP mobilities (except zero-grant mobilities) were entitled to a travel support grant component, calculated based on the travel distance using the European Commission's distance calculator.

Travel Distances	Standard Travel	Eco-Friendly Travel
Between 100 and 499 km	211 EUR per participant	285 EUR per participant
Between 500 and 1999 km	309 EUR per participant	417 EUR per participant
Between 2000 and 2999 km	395 EUR per participant	535 EUR per participant
Between 3000 and 3999 km	580 EUR per participant	785 EUR per participant
Between 4000 and 7999 km	1188 EUR per participant	
8000 km or more	1735 EUR per participant	

**Note:** Reference values from the 2024/2025 Call for Applications

## Other Grants

### Additional scholarships for participants with socioeconomic difficulties (students with social action scholarships)

- Students who receive an Erasmus+ grant are entitled to a monthly mobility supplement of **€100** if the annual base grant is less than seven times the social support index (IAS), or **€150** if it is equal to or greater than seven times the IAS.
- Top-up amount for students and recent graduates with fewer opportunities on long-term mobility.
  - 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. *Subject to confirmation, in the case of students supported by the Social Services of NOVA University.*

The Rectory's International Mobility Unit 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.

[https://www.unl.pt/sites/default/files/erasmus\\_apoio\\_necessidades\\_especiais\\_criterios\\_e\\_formulario.pdf](https://www.unl.pt/sites/default/files/erasmus_apoio_necessidades_especiais_criterios_e_formulario.pdf)

## 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, following the same conditions 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

The proposed internship/work plan or curricular units and corresponding ECTS, chosen by students for inclusion in the Learning Agreement during mobility, must be pre-approved by NOVA IMS' Erasmus Coordinator and Student's Program Coordinator.

Only pre-approved plans will be recognised:

- For Bachelor's students, successfully completed curricular units whose grades can be converted to the Portuguese grading scale (as per Article 15 of Decree-Law No. 42/2005) will be credited as elective curricular units, without direct correspondence to the NOVA IMS study programmes.
  - The accreditation of elective curricular units is limited to a maximum of 195 ECTS, in accordance with the Bachelor's degree regulations. To complete a Bachelor's degree, students must obtain 180 ECTS, of which 30 ECTS correspond to elective curricular units. However, students may take additional elective curricular units up to a total of 195 ECTS.
  - The maximum number of ECTS for language courses is 4 ECTS (in the overall degree).
- For Master's and Doctorate students, successfully completed curricular units will be recorded in the diploma supplement.
- Internships will be recognised as extracurricular placements, meaning they do not grant ECTS credits.

## Important - Requirements for Mobility Execution

- No outstanding first-year courses at the end of the semester preceding the mobility period;
- Active enrollment status: Students must be duly enrolled and have their administrative and financial situation regularized at NOVA IMS for the entire duration of the mobility period;
- Learning Agreement duly completed and signed by all parties (Student, NOVA IMS, and Host Institution);
- European Health Insurance Card (EHIC) and/or health insurance (covering medical expenses, treatments, and emergency transport assistance in the host country), valid for the entire mobility period;
- Erasmus+ Mobility Agreement / Erasmus+ Grant Agreement:
  - The agreement is only considered valid after being signed by both parties (Student and UNL);
  - The agreement certifies the student's Erasmus status and serves as the guarantee for the recognition of their achievements.

**A student who undertakes mobility without fulfilling any of the above requirements may lose their Erasmus status and, consequently, the associated benefits, including the grant allocation, tuition fee exemption at the host institution or protection in cases of force majeure.**

Zero-grant mobilities have the same obligations due to the Erasmus Student Status.

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

# Mauro Castelli

Data Science Degree Coordinator

INFORMATION SESSION

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## 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);
- The LA's curricular units must be in the area of data science;
- 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 elective CU);
- Recorded (as a supplement to the Diploma).

# Frederico Cruz Jesus

Information Management Degree Coordinator

INFORMATION SESSION

**ERASMUS**  
**OUTGOING**

## 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 elective CU);
- Recorded (as a supplement to the Diploma).

# Manuela Aparício

Information System Degree Coordinator

INFORMATION SESSION

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## 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 elective CU);
- Recorded (as a supplement to the Diploma).

# Hugo Caldeira / Catarina Silva

Erasmus Office / Academic Services

INFORMATION SESSION

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## Before the Mobility - Pre-Application considerations

### Mobilities for Studies

- Check the list of **NOVA IMS' Erasmus+ interinstitutional agreements** to verify which agreements align with your **degree (study area) and cycle of studies**. *Some agreements apply only to Bachelor's students, others to Master's, and some to both.*
- **Verify which faculties, departments, or schools** are covered by the agreement.
- **Review the Host Institution's webpage / Fact Sheet** to check for available courses, prerequisites, and specific conditions.
  - **Note that students may not be allowed to enroll in courses outside the scope of the agreement** (different departments, faculties, or schools).
- **Select up to 5 Host Institutions in order of preference.**

### Tips

- **Check the academic calendar** of the Host Institution. *Some academic periods may overlap with NOVA IMS' exam periods.*
- **Verify the list of courses available** at the Host Institution.
- **Check the language of instruction and any language proficiency requirements.** *Some institutions may require a language certificate (IELTS, TOEFL, Cambridge, etc.).*
- **Contact the Host Institution** for clarifications regarding **course selection, late arrivals, and application procedures.**

## Before the Mobility - Pre-Application considerations

### Mobilities for Traineeships

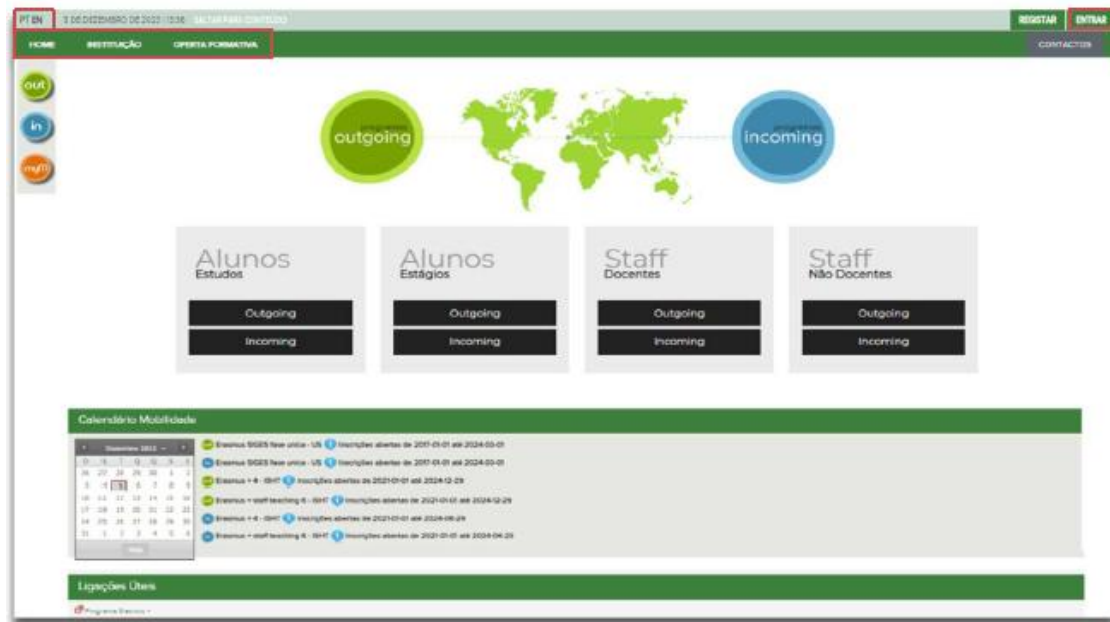
- **Students are responsible for finding their internship placement** and initiating first contact with organisations aligned with their interests and the type of work they intend to develop;
- Internships must have a **minimum duration of 2 months** (or 60 days);
  - A short-term mobility internship for Doctoral students may have a minimum duration of 5 days and a maximum of 30 days.
- The **Host Organization must provide accident and liability insurance coverage** for the student/trainee during the Traineeship;
- For Master's and Doctoral students, it should be clarified that the **Erasmus+ internship and the Dissertation/Project Work are separate matters**. However, students may undertake an internship to gain professional experience and later use that experience as a basis for their academic work;
- Students **must specify, at the time of application, the host country, the exact workplace address, and the planned duration and dates of the mobility period**.

### Tips

- Evaluate any internship offers published: NOVA IMS' Career Center (<https://novaims.jobteaser.com>); <https://erasmusintern.org/>; <https://www.praxisnetwork.eu/proposal/>; <https://www.iagora.com/work/en/internships>; <https://www.espauk.com/internships/>



## Before the Mobility - Application



<https://mobilidadenet.unl.pt/>

## Before the Mobility - Application

The image displays two screenshots of the Erasmus Outgoing application system. The top screenshot shows a dialog box titled 'Iniciar novo processo' with a user profile for 'João digitalis Estudante'. The dialog contains fields for 'Instituição' (Instituto Superior de Humanidades e Tecnologias (IHT) PT), 'Programa\*', and 'fase candidatura\*', each with a dropdown menu. The bottom screenshot shows the main application form titled 'Registo Candidatura Outgoing'. It is divided into several sections: 'Dados Candidatura', 'Dados Instituição', 'Dados Pessoais', 'Dados Apoio Mobilidade', 'Dados de Intenções', and 'Outros Dados'. The 'Dados Pessoais' section includes fields for name, ID, and contact information. The 'Dados de Intenções' section includes a list of 'dados instituição acolhimento' with columns for 'qual a prioridade\*', 'qual a área de estudos\*', and 'qual o período de mobilidade\*'. The 'Outros Dados' section includes 'Motivação' and 'Motivação 2ª' fields. The 'Carregar Documentos' section includes two items: '1 - Carta de Intenções' and '2 - Carta de Motivação', each with a 'Carregar documentos' button and a file upload icon.

### Mobilities for Studies

#### Why is the number of choices limited to 5 options?

To ensure **fair and balanced distribution** of mobility opportunities, students may select up to **five host institutions** in their application. This limitation:

- **Promotes equity** by preventing students from occupying multiple spots without a genuine commitment, ensuring fair access for all applicants.
- **Encourages thoughtful decision-making**, making candidates carefully assess their academic goals and mobility preferences.
- **Optimizes administrative efficiency**, streamlining the selection process and reducing processing delays.
- **Enhances mobility quality**, as well-chosen applications lead to better-aligned experiences and stronger academic outcomes.

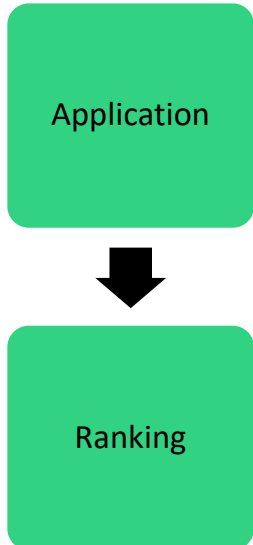
## Before the Mobility – Application results

### Mobilities for Studies

- The Erasmus Office will inform students of the **selection results within 30 days of the application deadline**;
  - If vacancies remain, a second application period may be opened for unallocated students, as decided by the Erasmus+ Programme Coordinator at NOVA IMS. Students will be informed of the vacancies and the new application period;
- The Erasmus Office will notify students of the **grant allocation results within 60 days of the application deadline or as soon as the information is provided by the UNL Rectorate.**

### Mobilities for Traineeships

- The Erasmus Office will inform students of the **selection results and Erasmus grant allocation within 45 days of the application deadline or, at the latest, when the grant information is made available by the UNL Rectorate**;
  - If, after the allocation of Erasmus grants, surplus funds remain available, a second application period may be opened at the discretion of the Erasmus+ Programme Coordinator at NOVA IMS. Students will be duly informed of the deadline for new applications.



## Before the Mobility - Post-Application considerations



### Mobilities for Studies

After students have submitted their applications and the Erasmus Office has **finalized the ranking and allocation of students to available spots**, the **nomination process begins**.

- Students **must confirm acceptance** of their allocated mobility spot before the nomination process begins, **ensuring their commitment** to the assigned Host Institution.
- The Erasmus Office **nominates selected students** to the Host Institutions according to **each institution's defined deadlines and procedures**. Students are then contacted **directly by the Host Institution** regarding the next steps.
- The application process **varies by Host Institution**; some may require additional documents or specific application procedures.
- **Failure to meet the deadlines or formalities set by the Host Institution may result in the rejection of the nomination**. In such cases, students **will not be reassigned to another institution**.
- It is the **student's responsibility to ensure compliance with deadlines and requirements** set by the Host Institution. Students should **proactively contact the Host Institution** to confirm the necessary steps and avoid any issues.



## Before the Mobility – Learning Agreement for Studies

NOVA  
UNIVERSIDADE NOVA  
DE LISBOA

HOME INSTITUIÇÃO OFERTA FORMATIVA CONFIGURAÇÕES CONTA MOBILIDADE.NET

Contrato De Estudos

[22] Bruno de Abreu ano letivo: 2023-24 programa: Erasmus+ Estudos / Studies estado: Em Registo

Unidade curricular de origem				Unidade curricular de destino			
Adicionar unidade curricular	Mostrar registos eliminados	Adicionar unidade curricular em origem		Adicionar unidade curricular em destino			
Período	Código	Descrição unidade curricular	ECTS	Plano	Código	Descrição unidade curricular	ECTS
Não existem dados							

Impressão | Grupos | Recusar | Gravar | Limpar

PT EN 16 DE NOVEMBRO DE 2023 10:32

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DE LISBOA

HOME INSTITUIÇÃO OFERTA FORMATIVA CONFIGURAÇÕES CONTA MOBILIDADE.NET

Contrato De Estudos

Editar mapeamento(s)

Adicionar Unidade curricular

Código:

Descrição\*:

ECTS\*:

Motivo:

OK Cancelar

- The curricular units and corresponding ECTS chosen by students for inclusion in the Study Plan (Learning Agreement) during mobility must be pre-approved by the NOVA IMS Erasmus Coordinator and the Student's Program Coordinator;
- Only pre-approved curricular units will be recognised:
  - For Bachelor's students, curricular units successfully completed during mobility, whose grades can be converted to the Portuguese grading scale (as per Article 15 of Decree-Law No. 42/2005), will be credited as elective curricular units, without direct correspondence to the curricular units included in the NOVA IMS study programmes. *The accreditation of elective curricular units is subject to the maximum limit of 195 ECTS, in accordance with the Bachelor's degree regulations. To complete a Bachelor's degree, students must obtain 180 ECTS, of which 30 ECTS correspond to elective curricular units. However, students may complete additional curricular units up to a total of 195 ECTS.*
  - For Master's and Doctorate students, successfully completed curricular units will be recorded in the diploma supplement.

## Before the Mobility - Post-Application considerations



### Mobilities for Traineeships

After the application period is closed, the **ranking has been finalized, and the selection and allocation of grants have been communicated**, students must **formalize their mobility with both the Erasmus Office and the Host Organization**.

- Students must **confirm the mobility dates**;
- **Define the internship/work plan** and complete the Learning Agreement for Traineeships;
  - The proposed **internship/work plan must be pre-approved** by the Erasmus Coordinator at NOVA IMS and the Programme Coordinator or the student's Academic Supervisor.
- Students must **submit and return the Learning Agreement for Traineeships, duly completed** and signed by all parties (Student, NOVA IMS, and Host Institution);
- Students must confirm the need for any additional documentation (e.g., NDA).

Students are fully responsible for handling all communication to collect and submit the necessary documents for the formalization of their mobility. *NOVA IMS does not mediate or coordinate this process with the Host Organization.*

## Before the Mobility – Learning Agreement for Traineeships

After confirming their mobility, students must define a traineeship plan aligned with their field of study. They must ensure that the proposed activities and tasks are relevant to their academic background or career aspirations.

### This document outlines:

- **Expected internship period;**
- **Weekly working hours;**
- **Internship program and scope;**
- **Knowledge and skills to be acquired;**
- **Monitoring and evaluation plan;**
- **Required level of linguistic competence;**
- **Crediting/recognition of the completed internship.**

Higher Education Learning Agreement for Traineeships

Maria Magalhães  
Academic Year 2022/2023

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

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

Award ECTS credits (or equivalent) <sup>12</sup>	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 ( <i>highly recommended</i> ): 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 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. The 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 <sup>11</sup> at the Sending Institution					
Responsible person <sup>12</sup> at the Sending Institution					
Supervisor <sup>13</sup> at the Receiving Organisation					



## Before the Mobility – Learning Agreement for Traineeships

[25] Bruno Abreu Teste Coelho ano letivo 2023-24 programa Erasmus\*

out in myfl

Planned Period Of The Physical Mobility

From\*

To\*

Receiving Organisation/Enterprise

Name\*

[enterprise] Department\*

[enterprise] Address\*

[enterprise] Country\*

[enterprise] Size: < 250 Employees\*  Sim  Não

[enterprise] Size: > 250 Employees\*  Sim  Não

Contact Person Name; Position; E-Mail; Phone\*

out in myfl

Contact Person Name; Position; E-Mail; Phone\*

[enterprise] Mentor Name; Position; E-Mail; Phone\*

[enterprise]

Table A - Traineeship Programme At The Receiving Organisation/Enterprise

Traineeship Title\*

[time] Number Of Working Hours Per Week\*

[hour] Detailed Programme Of The Traineeship\*

[B I U X x' S x x' Z] Formatar

[programme] Traineeship In Digital Skills\*  Sim  Não

[signature] Knowledge, Skills And Competences To Be Acquired By The End Of The Traineeship (Expected Learning Outcomes)\*

[B I U X x' S x x' Z] Formatar

- The proposed internship/work plan must be pre-approved by the Erasmus Coordinator at NOVA IMS and the Programme Coordinator or Academic Supervisor of the student;
- Internships will be recognised as extracurricular placements, meaning they do not grant ECTS credits;
- For Master’s and Doctoral students, it should be clarified that the Erasmus+ internship and the Dissertation/Project Work are separate matters. However, students may undertake an internship to gain professional experience and later use that experience as a basis for their academic work;
- Internships must have a minimum duration of 2 months (or 60 days);
  - A short-term mobility internship for Doctoral students may have a minimum duration of 5 days and a maximum of 30 days.

## Before the Mobility – Support Documents

### 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 submitted:

- Learning Agreement, duly completed, dated, and signed (if OLA is not used);
- Academic calendar of the Host Institution (which can be requested from the Erasmus Office of the Partner University or printed from its website);
- Photocopy of Power of Attorney, duly signed (advisable but not mandatory).  
*The designated proxy must be someone you trust (e.g., parent, friend, sibling) and who has availability to visit the Rectory on your behalf if needed during your mobility. The original document must be handed over to the designated proxy.*
- Statement of Responsibility, duly signed;
- Copy of your European Health Insurance Card (EHIC) and/or private health insurance, covering medical expenses, treatments, and emergency transport assistance in the Host Country, valid for the entire mobility period;
- Submission of a document proving IBAN details.

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)

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

IF CAIXA: 0018/01/03 DATA: 2018-12-18  
 CUSTO: ..... RUBA: 18:12  
 MULTIBANCO  
 \*\*\*\*\*

CHEQUES PESSOAIS DO NOVO BANCO

Primeira Conta de Cartão

NIB: 0007 / .....

IBAN: PT60 0007 0007 0007 0007 0007 0007  
 PERSE JOS SEUS PLANOS, PERSE EM SIM  
 PERSE JOS SEUS PLANOS, PERSE EM SIM  
 PERSE JOS SEUS PLANOS, PERSE EM SIM  
 INSCRIÇÃO ATUOQUELI NO NIBAN E GAUBE

\*\*\*\*\* OBRIGADO \*\*\*\*\*



## Before the Mobility – Mobility Contract

The agreement is only considered valid after being signed by both parties (Student and UNL)

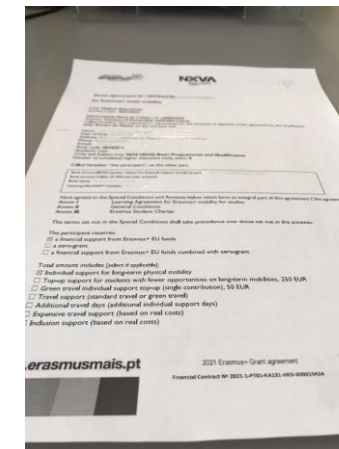
Contracts are considered invalid in the following situations:

- Incomplete name;
- Incorrect VAT or IBAN details;
- Incorrect student identification or mobility data;
- Invalid signatures (e.g., “copy and paste”; “screen-printed signatures”);
- Scanned digital signatures (*the digital signature symbol alone is not valid – the associated certificate in the PDF is required*);
- Modifications made after digital signature (e.g., changes to the language proficiency field).



SIGNATURES, print and date – assin or manual  
For the participant:  
A assinatura  
For the Universidade Nova de Lisboa:  
João Amaro de Matos, Vice-Rector

Assinatura



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 1094-ES 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:  
Email:  
Study cycle: ISCED-J  
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)

www.erasmusmais.pt 2021 Erasmus+ Grant agreement  
Financial Contract Nº 2021-1-PT01-KA211-HEU-00001264

## Before the Mobility

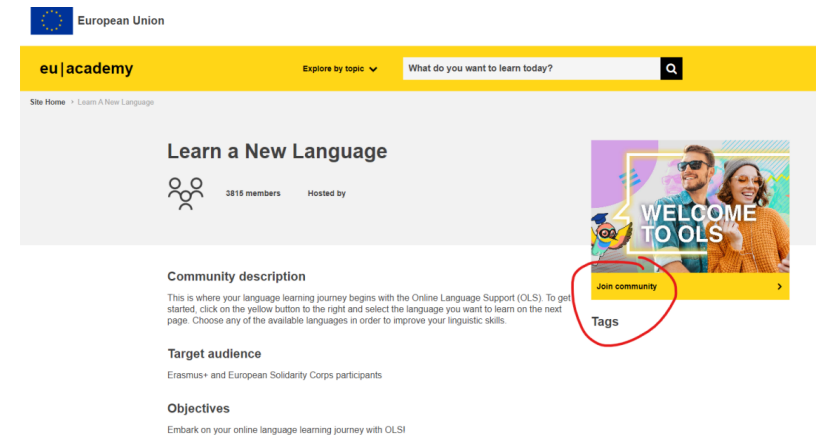
### Online Language Support (OLS) assessment

After signing the **Mobility Contract**, students will receive an email invitation to take the **first OLS assessment test**.

By completing this assessment before departure, Erasmus+ participants can evaluate their proficiency in the language they will use during their mobility and gain access to a **personalized language learning pathway**.

For higher education students going on mobility for **14 days or more**, taking the **OLS language assessment** in the language of mobility before departure is a **mandatory prerequisite**, ensuring they meet the recommended level at their Host Institution (**except for native speakers or duly justified cases**).

**Important:** The results of the language assessment **do not impact eligibility** for Erasmus+ mobility.



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

NOVA IMS and Erasmus+ grants are **financial supplements for additional expenses related to long-term physical mobility** and do not cover regular living costs in the home country.

The grant amount will be **paid in two instalments: 70% at the start and 30% upon completion**, according to the schedule and conditions outlined in the mobility agreement signed with the UNL Rectorate.

### 1st Tranche

- Paid within 30 calendar days after the agreement is signed by both parties or upon receipt of confirmation of arrival.

### 2nd Tranche

- Paid after all required procedures are completed and final documents are validated, including:
  - Certificate of Attendance;
  - Final online report (EU Survey);
  - Transcript of Records, in accordance with the Learning Agreement.
- The student has 30 days after the official end date of the mobility (as per the contract) to submit the above-mentioned documents;
- The institution has 45 calendar days to process the final payment or issue a recovery order if reimbursement is required.

## During the Mobility – Certificate of Attendance (studies)

The Certificate of Attendance serves as official proof of the mobility period and contributes to the final calculation of the Erasmus Grant awarded (when applicable). It must be signed and stamped by the Host Institution.

- Upon arrival at the Host Institution, students must register their arrival at the International Mobility Office, or similar responsible for welcoming exchange students.
- Before departure, students must register their departure date at the Host Institution.

### Defining the Mobility Period

- The start date is the first day the participant is required to be physically present at the Host Institution for mobility-related activities.
- The end date is the last day the participant is required to be physically present at the Host Institution.

The form is titled "ERASMUS Student Mobility" and "Certificate of attendance". It includes fields for "Name of the student", "From" (with a dropdown menu), and "To". Below this is the "Arrival" section, which contains a date field for registration, a "Name of the Signatory" field, a "Function" field, and a date field for the signature. A line for "Institutional Stamp & Signature" is provided. The "Departure" section follows, with a date field for completion, a "Name of the Signatory" field, a "Function" field, and a date field for the signature. Another "Institutional Stamp & Signature" line is provided. At the bottom, it states "To be handed directly to the student." and "It must be uploaded via <https://erasmus.uni.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 earlier than the signature date, except for a grace period of up to 5 business days.

This exception accounts for potential delays caused by office closures or operational constraints at the Host Institution.

## During the Mobility

### Changes to the Learning Agreement (if necessary)

#### Exceptional Changes to the Study Plan

- Changes to the study plan should be exceptional, as the three parties have already agreed on the educational components to be taken abroad.
- All changes must be pre-approved by the NOVA IMS Erasmus Coordinator and the Student's Program Coordinator and agreed upon by all parties as soon as possible.
- Changes should be recorded in Tables A2 and B2, while the original Tables A and B must remain unchanged.
- Any changes to the Study Plan must be formalised within 30 days of the student's arrival at the Host Institution.

Students	Last name(s)	First name(s)	Date of birth	Nationality	Sex	Study cycle <sup>1</sup>	Field of education <sup>1</sup>
Sending institution	Name	Faculty/Department	Erasmus code <sup>2</sup>	Address	Country	Contact person name / email / phone	
Receiving institution	Name	Faculty/Department	Erasmus code	Address	Country	Contact person name / email / phone	

Table A2		Table B2	
Component title (if any)	Component title at the Receiving Institution (as included in the course catalogue)	Deleted component (tick if applicable)	Added component (tick if applicable)
		<input type="checkbox"/>	<input type="checkbox"/>

Component title (if any)	Reason for change <sup>3</sup>	Number of ECTS credits (or equivalent)

Commitment	Name	Email	Signature	Date
Student				
Responsible person <sup>4</sup> at the Sending Institution				
Responsible person <sup>4</sup> at the Receiving Institution				



## During the Mobility

### Changes to the Mobility Period

#### Request for Changes to the Mobility Period (if applicable):

- Requests must be submitted at least 30 days before the initially scheduled end date of mobility.
- Students must inform the Erasmus Office via email whenever a change in mobility dates is anticipated.
- Changing the mobility period does not imply a change in the scholarship amount.
- A request for a change in the mobility period must be justified based on one of the following reasons:
  - To take more exams;
  - To complete the traineeship;
  - Due to academic calendar changes;
  - To enroll in more classes;
  - Due to changes in the traineeship components.

**PEDIDO DE**  
**ALTERAÇÃO PERÍODO DE MOBILIDADE ERASMUS+**  
*Formulário para alunos em férias de fim de ano ou alteração de mobilidade ordinamento*  
**pedido**  
Changes to Mobility Period  
*Should be introduced at least one month before the end of the originally planned mobility*

**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														
Entidade de Acolhimento Receiving Institution		Nome Name	Faculdade/ Departamento/Serviço Faculty/Department	Erasmus code – se aplicável / aplicável Erasmus code – if applicable / applicable	Morada Address	País Country	Pessoa de Contacto, email, telephone Contact person name, email, phone												
<p><b>Motivo para alteração excepcional ao período de mobilidade (coloque um X na tabela abaixo):</b> <i>Reason for exceptional change of the mobility period (place an X in the table below):</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border: 1px solid black;">1. Necessidade de efetuar exames / To take more exams</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black;">2. Necessidade de finalizar o trabalho de estágio / To end the traineeship</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black;">3. Calendário académico / Due to academic calendar changes</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black;">4. Realização mais disciplinas / To enroll in more classes</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black;">5. Alteração do conteúdo funcional de estágio / Due to changes in the traineeship components</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black;">6. Outro (por favor, especificar) / Other (please specify):</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>								1. Necessidade de efetuar exames / To take more exams	<input type="checkbox"/>	2. Necessidade de finalizar o trabalho de estágio / To end the traineeship	<input type="checkbox"/>	3. Calendário académico / Due to academic calendar changes	<input type="checkbox"/>	4. Realização mais disciplinas / To enroll in more classes	<input type="checkbox"/>	5. Alteração do conteúdo funcional de estágio / Due to changes in the traineeship components	<input type="checkbox"/>	6. Outro (por favor, especificar) / Other (please specify):	<input type="checkbox"/>
1. Necessidade de efetuar exames / To take more exams	<input type="checkbox"/>																		
2. Necessidade de finalizar o trabalho de estágio / To end the traineeship	<input type="checkbox"/>																		
3. Calendário académico / Due to academic calendar changes	<input type="checkbox"/>																		
4. Realização mais disciplinas / To enroll in more classes	<input type="checkbox"/>																		
5. Alteração do conteúdo funcional de estágio / Due to changes in the traineeship components	<input type="checkbox"/>																		
6. Outro (por favor, especificar) / Other (please specify):	<input type="checkbox"/>																		
Período de Mobilidade Inicial / original dates			Data de Início Start Date	Data de Fim End Date															
Período de Mobilidade total (contemplando as alterações) <i>final dates</i>			Data de Início Start Date	Data de Fim End Date															
<p><b>A aceitação do prolongamento da mobilidade não implica eventual complemento da subvenção.</b> <i>Change of the mobility period does not imply change of the scholarship.</i></p> <p style="text-align: center;"><b>Declaração de Compromisso</b> <i>Commitment</i></p> <p><small>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.</small></p> <p><small>Declaro que tomei conhecimento das regras do ERASMUS+ (Programa Comunitário 2014-2020) e que no qualidade de beneficiário, nesta e em todas as mobilidades ERASMUS (eventualmente) a estudação, não excedo o limite de 12 meses para cada um dos ciclos 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).</small></p>																			
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

### Mobilities for Studies

#### Upon return, students must:

- Complete the participation survey;
- Submit the Certificate of Attendance signed by the Host Institution;
- Submit the Transcript of Records;
- Submit Proof of Academic Recognition.
- Carry out the final OLS linguistic assessment test. Student's will be asked to do so automatically by E-Mail.

Erasmus+ 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-Business-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

NOVA Erasmus+ ERASMUS Student Mobility Certificate of Attendance

Name of the student: \_\_\_\_\_

Address: \_\_\_\_\_

to: \_\_\_\_\_

#### Arrival

certify that the student has been registered at the host University on: / /

Name of the Signatory: \_\_\_\_\_

Function: \_\_\_\_\_

Institutional Stamp & Signature: \_\_\_\_\_

#### Departure

certify that the student has completed his/her study programme on: / /

Name of the Signatory: \_\_\_\_\_

Function: \_\_\_\_\_

Institutional Stamp & Signature: \_\_\_\_\_

To be handed directly to the student. It must be updated via: <https://erasmus.uni.pt>

VILNIUS UNIVERSITETAS VILNIUS UNIVERSITY ECTS - EUROPEAN CREDIT TRANSFER SYSTEM Transcript of Records

NAME OF SENDING INSTITUTION: Universidade Nova De Lisboa  
Faculty/Department of NOVA IMS – Nova Information Management School  
ECTS departmental coordinator: Diogo Coupa Pinto  
Tel.: + 351 213 828 610 Fax: e-mail box: [dpinto@novaims.unl.pt](mailto:dpinto@novaims.unl.pt)

NAME OF STUDENT: \_\_\_\_\_ First name: \_\_\_\_\_  
Date and place of birth: Lisbon Sex: Female  
Matriculation date: 31-01-2024 Matriculation number: \_\_\_\_\_

NAME OF RECEIVING INSTITUTION: VILNIUS UNIVERSITY  
Faculty/Department: Faculty of Mathematics and Informatics  
ECTS coordinator: Raimonda Markevičienė  
Tel.: +370 5 2687182 Fax: +370 5 2687009 e-mail box: [raimonda.markeviciene@or.vu.lt](mailto:raimonda.markeviciene@or.vu.lt)

Course code (1)	Title of the course unit	Faculty	Duration of course unit (2)	Level of course unit (3)	Level grade (4)	ECTS credits (5)
20561	Business Intelligence	Faculty of Mathematics and Informatics	1 S	B.M	10 (excellent)	5
20562	Human-Computer Interaction	Faculty of Mathematics and Informatics	1 S	B	10	5
20536	Information Security Management	Faculty of Mathematics and Informatics	1 S	B.M	10 (excellent)	5
20524	Multidimensional Data Visualization	Faculty of Mathematics and Informatics	1 S	M	9 (very good)	5
20551	Project Management	Faculty of Mathematics and Informatics	1 S	B.M	9 (very good)	5
20556	Signal Analysis and Processing	Faculty of Mathematics and Informatics	1 S	B.M	9 (very good)	5
TOTAL						30

(1)(2)(3)(4)(5) see explanation on back page  
Diploma/degree awarded: not applicable

Exchange Student Coordinator  
01-07-2024

NOVA IMS Relatório de Creditação de Formação Adquirida

RELATÓRIO DE CREDITAÇÃO DE FORMAÇÃO ADQUIRIDA OUTROS ESTABELECIMENTOS DE ENSINO SUPERIOR, NO ÂMBITO DE PROGRAMAS DE MOBILIDADE

N.º Aluno(a): \_\_\_\_\_ Ano letivo: \_\_\_\_\_  
Nome: \_\_\_\_\_ Ano de curso: \_\_\_\_\_  
Curso: Licenciatura em Sistemas e Tecnologias de Informação Programa (ESAB/IS): \_\_\_\_\_

Tudo em vista o processamento de estudos para a obtenção de grau de licenciado, em aplicação de artigos de reconhecimento de estudos de formação realizada e dos correspondentes adaptados, com recurso ao sistema europeu de transferência e acumulação de créditos (ECTS), em conformidade com o Decreto-Lei n.º 74/2006, de 28 de março, alterado por último pelo Decreto-Lei n.º 66/2016, de 18 de setembro, cria-se no presente documento a formação obtida no âmbito das disciplinas realizadas no:

Título de ECTS creditado em Equivalência de plano de estudos do Sistema e Tecnologias de Informação da NOVA IMS: \_\_\_\_\_

Data: 2023.06.21  
Administrador Educacional: \_\_\_\_\_ Coordenador do ERASMUS: \_\_\_\_\_ Carimbo da instituição: \_\_\_\_\_

N.º Aluno(a): \_\_\_\_\_ Nome: \_\_\_\_\_

CREDITAÇÃO DA FORMAÇÃO NA NOVA IMS

Disciplina	Créditos ECTS	Disciplina	Créditos ECTS	Disciplina	Créditos ECTS	Disciplina	Créditos ECTS	Disciplina	Créditos ECTS
TOTAL ECTS									

## After the Mobility

### Mobilities for Traineeships

#### Upon return, students must:

- Complete the participation survey;
- Submit the Certificate of Attendance signed by the Host Organization;
- Submit the Traineeship Certificate After Mobility/Final Report, issued by the internship supervisor, describing the work carried out and confirming whether the student successfully completed the internship.
  - The Host Organization must send the Traineeship Certificate to both the trainee and the Sending Institution, typically within five weeks after the successful completion of the traineeship.
  - The Traineeship Certificate must include at least the details specified in Table D of the Learning Agreement for Traineeships.



#### ERASMUS Student Placement Mobility

Name of the host company/organization: \_\_\_\_\_

#### If it is hereby certified that

M/J/M: \_\_\_\_\_  
 from the Universidade Nova de Lisboa - F USBOA3 - has been on ERASMUS Placement student, under the Erasmus + Programme, of 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/organization: Yes  No

To be handed directly to the student.  
 It must be uploaded via <https://erasmus.unl.pt>

#### Erasmus+ 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-Student-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



Higher Education Learning Agreement Form (Student's Name Academic Year 20.../20...)

#### After the Mobility

Table D - Traineeship Certificate by the Receiving Organization/Enterprise	
Name of the trainee: _____	
Name of the Receiving Organization/Enterprise: _____	
Address of the Receiving Organization/Enterprise: _____	
Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....	
Traineeship title: _____	
Detailed programme of this traineeship period including tasks carried out by the trainee: _____	
Knowledge, skills (theoretical and practical) and competences acquired (achieved Learning Outcomes): _____	
Evaluation of the trainee: _____	
Date: _____	
Name and signature of the Supervisor at the Receiving Organization/Enterprise: _____	

## After the Mobility

### Grant Payment and Final Calculation

- The grant is paid in **two tranches: 70% upfront and 30% upon completion.**
- The **2nd tranche** will only be processed **after all required procedures are completed and the submitted documents are validated.**
- The **final grant amount** is calculated based on the **dates stated in the Certificate of Attendance** provided by the student.



### Grant Adjustment Based on Actual Mobility Period

- If the **actual mobility period** is **shorter** than initially planned, the grant amount will be **recalculated accordingly.**
- If the **recalculated final amount** is **lower** than initially expected:
  - The **final 30% payment will be adjusted** to reflect the revised amount.
  - If the **70% already received exceeds** the recalculated total, the student must **return the excess amount**, and no second tranche will be issued.
- If the **actual mobility period exceeds** the initially planned dates:
  - The grant will only cover the **originally approved period**, unless an official extension request was submitted **at least one month before the initially planned end date.**
  - If the extension is approved by the Host Organisation, the agreement will be updated, but additional funding is not guaranteed.

## After the Mobility

### Contractual Breach & Grant Reimbursement

- **Failure to meet the 30-day deadline** for submitting the **required administrative documents** at the end of the mobility constitutes a **contractual breach**, and the **mobility grant must be fully refunded**.
- If the **mobility period has no academic recognition or positive outcome**, and **force majeure is not applicable**, the grant must also be **fully refunded**.
- If a student is **unable to complete the mobility as initially planned** due to a **recognized force majeure reason**, they will be entitled to receive the **grant amount corresponding to the period completed**.
  - May include factors such as **sudden disease, accidents, death, earthquakes and other causes**.
  - These cases must be reported as soon as possible and are subject to approval by the **Erasmus+ National Agency**.
- If the **participant terminates the agreement early**, they must **return the portion of the grant already paid**, unless agreed otherwise with the **sending institution**.
  - This must be **reported and approved by the Erasmus+ National Agency**.
- The **minimum mobility duration is 60 days (2 months)**. If this requirement is **not met**, the **grant must be refunded in full**.

# Answering student questions

Please write your question in the chat

INFORMATION SESSION

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