

For participants From Partner Countries



# Erasmus+

# ICM Guide

## Index

1 – Relevant Information .....	4
1.1 SMS – Student Mobility for Studies .....	4
1.2 STA – Staff Mobility for Teaching/STT – Staff Mobility for Training .....	6
2 – Before arrival .....	8
3 – During the mobility period .....	8
4 – By the end of the mobility period .....	9
5 – Documents .....	10
6 – Grant payments.....	10

## Introduction

Dear ICM grant beneficiary,

The purpose of this practical guide is to clarify your expected role and the required proceedings of the mobilities approved under International Credit Mobility Program from partner countries to IPC.

Hope to see you in Coimbra soon for an excellent academic experience!

IPC International Office

## 1 – Relevant Information

The duration of the mobility period depends on the type as following:

- Students (SMS) - Undergraduate or Master – 3 to 5 months
- Academic (STA)/Administrative staff (STT): 5 working days + 2 days for travel (7 days total)

The dates must be agreed in advance between the home and host institutions to prepare the required documents of the mobility process.

Those dates will be used as reference for the grant payments.

Any date changes must be reported to the ICM project coordinator (Polytechnic Institute of Coimbra/IPC) as soon as possible, in order to recalculate the amount of the grant. Remember that your grant amount will be calculated according to the mobility period you have been selected for.

### 1.1 SMS – Student Mobility for Studies

After the selection process at home institution, the undergraduate or master student (grant beneficiary) must submit a Learning Agreement proposal, which is a detailed study plan with subjects/field of research for the mobility period.

The Learning Agreement (LA) must be agreed on at home institution with the relevant person in charge and submitted to host institution. The LA document must be signed by the student and the responsible person of both institutions.

While preparing the studies plan, keep in mind that, usually, the number of ECTS per semester is 30 and the minimum is 20. However, if both partners agree, this number can be slightly higher or lower.

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

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



For SMS mobility, IPC International Office will provide:

- ✓ Support in choosing the subjects/courses
- ✓ Support in obtaining the Visa
- ✓ Support in searching for accommodation
- ✓ A Grant for individual support and travel expenses
- ✓ Certificate and validate the studies period at IPC through a Transcript of Records and a Certificate of Attendance

#### Health, Accident and Travel insurance

The student must acquire a valid insurance for the country of destination (Portugal) during the period of the mobility.

The insurance must include the following coverages: death or permanent disability; costs of treatment by accident or illness; medical expenses, pharmaceuticals and hospitalization due to accident or illness; repatriation or transport by accident or illness; repatriation after death by accident or illness.

The costs of obtaining the insurance are supported by the project coordinator (IPC). This reimbursement to the student will be conditioned upon delivery of invoices/receipts of associated expenses.

Grant for  
students SMS



**850€/per month + Travel expenses**

Travel expenses:

TRAVEL DISTANCES BETWEEN LOCATION OF YOUR HOME INSTITUTION AND COIMBRA	AMMOUNT
Between 500 and 1999km	275€/per beneficiary
Between 2000 and 2999km	360€/per beneficiary
Between 3000 and 3999km	530€/per beneficiary
Between 4000 and 7999km	820€/per beneficiary
8000 km or more	1500€/per beneficiary

For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the [distance calculator website](#) and cannot be subject to change. These unit costs represent the linear distance between the city where the institution of origin and the city where the host institution are located, in the case of IPC, Coimbra. 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 institution.

The student should take care of the travel ticket, and upon arrival to host institution IPC will pay him 80% of total grant, which is also supposed to cover lodging expenses or any Visa costs. The remaining 20% of total grant will be paid after submission of the mobility report that will be available 30 days before the end of the period of studies at IPC.

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

After the selection made at home institution, the beneficiary must prepare a Mobility Agreement to detail the program of lectures/research planned for the teaching visit or of the training activities for the staff. Once the document is properly filled in, it must be signed by the beneficiary, and both home and host institutions. Please note that after starting the mobility no more changes could be done.

For STA/STT mobility, IPC International Office will provide:

- ✓ Support in planning the program of lectures/research/training activities
- ✓ Support in obtaining the Visa
- ✓ Support in the search for accommodation
- ✓ A Grant for individual support and travel expenses
- ✓ Certification and validation of the mobility period at IPC through a Certificate of Attendance

Health, Accident and Travel insurance

The STA/STT beneficiary must acquire a valid insurance for the country of destination during the period of the mobility.

The insurance must include the following coverages: death or permanent disability; costs of treatment by accident or illness; medical expenses, pharmaceuticals and hospitalization due to accident or illness; repatriation or transport by accident or illness; repatriation after death by accident or illness.

The costs of obtaining the insurance are supported by the project coordinator (IPC). This reimbursement to the beneficiary will be conditioned upon delivery of invoices/receipts of associated expenses.

Grant for STA/STT



**160€/per day + Travel expenses**

TRAVEL DISTANCES	AMMOUNT
Between 500 and 1999km	275€/per beneficiary
Between 2000 and 2999km	360€/per beneficiary
Between 3000 and 3999km	530€/per beneficiary
Between 4000 and 7999km	820€/per beneficiary
8000 km or more	1500€/per beneficiary

For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the [distance calculator website](#) and cannot be subject to change. These unit costs represent the linear distance between the city where the institution of origin and the city where the host institution are located, in IPC case Coimbra. 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 home and host institution.

The beneficiary should take care of the travel ticket and upon arrival to host institution, IPC will pay him the total amount of the grant supposed to cover travelling and lodging expenses or any visa costs.

## 2 – Before arrival

To prepare properly your mobility, it is mandatory:

- To define the mobility dates alongside home and host institutions;
- To contact the mobility coordinators at the home/host institution to discuss and sign the Learning Agreement/Mobility Agreement;
- To update personal data and travel information: providing a copy of Passport, Visa and personal data;
- To make arrangements for travel tickets and accommodation (IPC International Office will provide all necessary assistance);
- To request the emission of the Acceptance Letter from host institution (IPC);

### 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 selection confirmation, you should contact the Consulate or Embassy of Portugal (host country) to request information about all the needed documents. In order to obtain the Visa, you will need the Acceptance Letter issued by IPC.

## 3 – During the mobility period

Once arrived at Polytechnic Institute of Coimbra, you should have the first meeting with IPC International Office, where you will be provided with documents/information concerning:

- Grant Agreement/Receipt;
- Grant Payment - How to open a bank account or how to cash the bank check;
- How to make the registration number/VAT number at the host country, if applicable;
- Registration procedures at the local authorities, if applicable;
- Students/Teachers/Staff facilities and registration at the host institution;
- Any other relevant information.

At this stage, students should register to courses and check if there is any needed change in the Learning Agreement and, if it is the case, ask for new approval for signatures.

No tuition fees can be applied by the host institution in any case.



Remember that you will receive the amount of the grant that you have been selected to. This means that if you want to stay longer, you will have to pay the rest of your stay by yourself. Do not forget that the entire mobility period must be uninterruptedly spent at the host institution. Any exceptions to the rules, must be approved by the Coordination Institution (IPC).

## 4 – By the end of the mobility period

If you are student and have attended courses at the host institution, a Transcript of Records with your grades will be provided. The Transcript of Records should be sent via e-mail by the contact person of IPC to the International Relations Office of your home institution in order to complete the mobility file. An original version is provided directly to you or sent by post to the International Relations Office at home institution, as well as the Certificate of Attendance, with the dates of mobility.

Once you return to your home institution, you must collect a certificate issued by the home institution with the number of recognized credits or equivalent units, that must be sent via e-mail to IPC International Office. The International Office at home institution should support you on the process.

The dates in the Certificate of Attendance must be stated with the ones stated in the mobility contract. It is mandatory to fulfill total time foreseen in the contract and to obtain positive academic results, at least one subject completed successfully. If this do not occur IPC International Office may ask for a reimbursement equivalent to the corresponding period of absence or of the total amount of the grant.

The participant (Academic/ Administrative Staff) that does not fulfill the total time of foreseen mobility, signed by contract, will be asked by IPC International Office to reimburse the total mobility grant received.

All participants will receive an invitation to complete the online EU survey and shall complete and submit the online EU Survey in the period of 7 days after the notification 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.

## 5 – Documents

- ✓ **Acceptance Letter from host institution:** letter which proves that the student/staff has been accepted at the host institution under Erasmus+ program. This letter is required for visa process. The host institution shall provide the documents needed and the adequate support to facilitate the visa process.
- ✓ **Visa:** it is a permission that allows participants to travel to the host country. Visa payments are made by the beneficiary. The amount of the mobility grant is supposed to cover visa expenses.
- ✓ **Learning agreement (for students) or mobility agreement (for teaching/training staff):**  
Learning agreement is a detailed study plan with the subjects/courses that the student intends to attend during the mobility. It has to be agreed on with the relevant person in charge at the home institution. It should be signed by the student and the person in charge at home and host institution.  
Mobility agreement is a plan concerning the program of lectures/training that will be completed by visiting teachers/administrative staff.
- ✓ **Grant Agreement:** states obligations and rights of the parties. It should be signed by the participant and the Coordinator Institution (IPC) before starting mobility.
- ✓ **Grant Receipt:** states that the participant has received the mobility grant.
- ✓ **Certificate of Attendance:** certifies that the participant has accomplished the mobility activities and it will be provided by the host institution at the end of the mobility period.
- ✓ **Transcript of Records (for students only):** this document will recognize that the participant had has been successfully completed the mobility and it guarantees the transfer of credits for concluded courses at host institution.
- ✓ **EU Survey:** inquiry to be fulfilled by the participant concerning his impressions about the mobility period and Erasmus+ experience.

## 6 – Grant payments

For students from Partner Countries, once they arrived at the host institution, they must obtain a valid tax registration number (VAT number) and open a Portuguese Bank Account. With this information, IPC International Office will transfer the grant to the PT bank account.

Teaching/staff mobilities will receive the entire amount of the grant by Banck Check, upon arrival.

**Payment of the Grant amount for Students:**

IPC will pay 80% of total grant amount at the arrival by bank transfer to the student Portuguese account. The remaining 20% of total grant will be paid, also by bank transfer, after submission of EU survey that will be available 30 days before the end of the period of studies at IPC.

Be aware that those administrative procedures may take some time and you need to be prepared with some savings.

**Payment of the Grant for Academic/Administrative Staff:**

The grant amount will be paid by Bank Check at the arrival at IPC.