

# **ERASMUS+ PROGRAMME**

## **KEY ACTION 1 – LEARNING MOBILITY FOR INDIVIDUALS**

**APPLICATION GUIDELINES FOR U.PORTO STUDENT AND RECENT GRADUATE MOBILITY FOR TRAINEESHIP PERIODS IN PROGRAMME COUNTRIES**  
**ACADEMIC YEAR 2024/2025**

### **PREAMBLE**

The approval of REGULATION (EU) 2021/817 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL, of 20 May 2021 establishing Erasmus+: the Union Programme for Education, Training, Youth and Sport, revoking Regulation (EU) no. 1288/2013 and relegating to the implementing institutions the task of carrying out the development and implementation of the various matters contained in it.

U.Porto, holder of the Erasmus Charter for Higher Education (ECHE), valid for participating in the activities of the Erasmus+ Programme between 2021-2027, has been one of the Higher Education Institutions with the most allocated funding at the national level, benefiting from the experience gained over more than 30 years of management of European programmes and renowned for the mobility opportunities it offers to its students, academic and administrative staff for learning and training purposes.

In order to reinforce its international positioning with recourse to European funding, U.Porto has applied to Erasmus+, the EU's programme in the fields of Education, Training, Youth and Sport, with the goal of attaining the desired funding to participate in the Erasmus+ Programme's activities, namely those concerning individual mobility among the academic community.

Supported by a well-established and well consolidated prestigious position, U.Porto is now considered a national and international reference for the excellence of its activities, being able to attract high quality students, academic/administrative staff and researchers from all over the world and to pursue strategic partnerships with highly reputable universities as one of the best universities in Europe.

The above identified legislative framework requires appropriate regulatory conformation to be implemented. Therefore, U.Porto has prepared this document entitled the *Erasmus+ Programme Key-Action 1 – Learning Mobility for Individuals: Application Guidelines For U.Porto Student and Recent Graduate Mobility for Traineeship Periods in Programme Countries*.

This document is based on the Rules of the Erasmus+ Programme, on the work developed by the Working Group for International Cooperation and Mobility, with representation of the Services and

Mobility Offices of the University's Teaching and Research Faculties, according to the provisions of number 3 of article 110 of the Legal Regime of Higher Education Institutions (RJIES), and in compliance with the regulations on this matter established in the Code of Administrative Procedure. It is worth highlighting the considerable number of contributions that allowed the solutions now established to be improved.

## **CHAPTER I**

### **SCOPE**

#### **Article 1**

##### **Enabling norm and object**

1. The present document develops and implements the discipline established in REGULATION (EU) 2021/817 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL, of 20 May 2021 (establishing Erasmus+: the Union Programme for Education, Training, Youth and Sport and repealing Regulation (EU) no. 1288/2013), the Erasmus Charter for Higher Education, the Erasmus+ Programme Guide 2023 and the financial management guidelines made available by the Erasmus+ National Agency (Mono-beneficiary Contract | Projects of Action 1 – Higher Education| Erasmus+ Programme; Annexes I – Project Description, II - Foreseen Budget and III – Financial and Contractual Provisions and associated addenda).
2. The present normative establishes the rules and conditions regarding the requirements and procedures for participating in the Erasmus+ Programme for the undertaking of a traineeship period (SMP), benefiting from funding for mobility in partner institutions in the European Union.

#### **Article 2**

##### **Scope of application**

The present normative applies to participants enrolled as regular students in a study cycle (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> cycle) at U.Porto in the moment of the application, for the duration of the mobility and at the foreseen moment of the conclusion of the traineeship mobility. In the case of traineeship mobilities as recent graduates, the application and selection must be assured during the last year of study. The mobility itself, however, will take place after the study cycle has been concluded.

## Article 3

### Competences

1. Each Teaching and Research Faculty, henceforth referred to as Organic Unit (OU)<sup>1</sup>, is responsible for the following:
  - a. promoting an active dissemination of the mobility opportunities offered by the Erasmus+ Programme among potential interested parties in their OU at each of the calls, namely through the active participation of the International Office (IRO), via e-mail communications, information sessions and other dissemination actions;
  - b. drafting and sending a brief descriptive report via e-mail to the Rectorate's International Office ([international@reit.up.pt](mailto:international@reit.up.pt)) regarding the implemented dissemination activities at the end of each call, for the purpose of sending an activity report to the Erasmus+ National Agency (*Agência Nacional Erasmus+*);
  - c. appointing a coordinator responsible for the Programme's implementation plan and for supporting the candidates in the preparation of their study/work plans;
  - d. promoting the exchange programme among potential interested parties, providing all the necessary information and documents;
  - e. internally defining and publicizing the criteria for the applicants' selection/seriation during the application period;
  - f. confirming the eligibility of its applicants (validation process) and, for the purpose of funding allocation, ordering and prioritising the mobility proposals according to their strategic interest (seriation process), with full respect for the stipulations within the present document, and sending the ordered list of applications to the IRO;
  - g. sending the application to the host university after the selection and uploading the sent e-mail and respective annexes to the "OTHERS" section in SIGARRA;
  - h. monitoring the quality of mobilities and ensuring their proper implementation, in articulation with the IRO;

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<sup>1</sup> Organic Unit is equivalent to Faculty/Institute.

- i. ensuring the academic recognition of the work developed by the students during the traineeship period, following the submission of the final declaration/traineeship certificate, issued by the receiving institution/organization (or the transcript of records, if applicable);
- j. ensuring the internal dissemination of the results achieved by the mobilities;
- k. following the IRO/Rectorate's guidelines and adapting the OU's internal procedures to the rules and guidelines of the Erasmus+ Programme and the European Commission, if necessary.

2. The International Office of the U.Porto's Rectorate is responsible for the following:

- a. promoting an active dissemination of the mobility opportunities offered by the Erasmus+ Programme among potential interested parties, in close articulation with the OUs, namely through participation in the information sessions and other dissemination actions promoted by the OUs;
- b. ensuring the nomination of the students through contacts with the receiving institutions, established via e-mail or through the websites/platforms available for that purpose, when applicable;
- c. centralizing the allocation of funding, taking into account the process carried out by the OUs regarding the validation, evaluation and seriation of the applicants;
- d. registering/updating the information concerning each mobility flow into the European Commission's Platform - Beneficiary Module;
- e. allocating the Online Linguistic Support licences and ensuring their proper use by the Erasmus+ participants;
- f. monitoring the quality of the mobilities and ensuring their proper implementation, in articulation with the OU;
- g. preparing the interim and final reports on the implementation of projects within the Erasmus+ Programme in their various facets: financial implementation, statistical analysis, qualitative evaluation and sustainability of cooperation with partner institutions, sharing this information with the OUs;
- h. ensuring the visibility of U.Porto and the Erasmus+ Programme through the effective dissemination of the results achieved by the Programme's implementation;
- i. promoting the multiplier effects of mobilities with the aim of fostering future cooperation;

- j. adapting any changes or new procedures in order to better correspond to the rules and guidelines of the Erasmus+ Programme and the European Commission, if necessary, as well as proposing these changes to the OUs when relevant.

## **CHAPTER II PROCEDURES**

### **SECTION I CONCERNING THE APPLICATION**

#### **Article 4 Application to the mobility programmes**

- 1 The applications for Erasmus+ mobility are individual and all U.Porto students who fulfil the eligibility criteria in this document can apply for a traineeship mobility period. It is important to note, however, that the submission of a mobility application does not imply immediate access to funding.
- 2 The applications for Erasmus+ mobility can benefit from a grant, provided that funding is available, that all the eligibility criteria are met (both general and specific) and that the rules for the allocation of Erasmus+ financial support at U.Porto are followed, in full accordance with the Erasmus+ Programme's rules.
- 3 U.Porto students apply for admission to mobility programmes by filling in a specific form provided by the institution's competent services.
- 4 Before submitting their application, students must fully comply with the competent Services' guidelines and prepare their application within the indicated deadlines. They must also:
  - a. read the present document carefully;

- b. read the documentation on how to participate in the Erasmus+ Programme available online and get acquainted with the mandatory procedures for participation in the Programme;
- c. collect all the information and documents necessary to fill in the online application form through the SIGARRA Information System's Cooperation Module;
- d. fill in and submit the online application form by the deadline established and publicized for each of the calls;
- e. propose a traineeship/work plan with a workload corresponding to 30 ECTS credits or equivalent per semester<sup>2</sup>;
- f. request the support of the Staff assigned to the mobility programmes in each OU to obtain the relevant documentation for the submission of the application (transcript of records; deposit<sup>3</sup>; insurance; language proficiency certificates; among others);
- g. applications sent by fax, e-mail or post will not be accepted.

5 By submitting their application, students confirm on their word of honour to:

- a. know the rules of the Erasmus+ Programme;
- b. be willing to fulfil the specific tasks that the mobility will demand from them;
- c. have fully understood and accept to comply with the conditions for participation included in the present document and other official documents;
- d. know and respect all the eligibility criteria (general and specific), as well as the rules for Erasmus+ financial support at U.Porto.

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<sup>2</sup> The minimum workload for the approval of an application is 20 ECTS credits, or equivalent, per semester. In cases in which the participants have any impediment that renders the proposal of this minimum workload in the traineeship agreement impracticable, they should propose the complementary work as an extra activity, which may be recognized as a complementary activity in the diploma supplement.

<sup>3</sup> In order to ensure greater accountability regarding the submission of mobility applications, the OUs may apply a deposit. The conditions regarding said deposit's implementation and its value should be duly publicised in the internal rules for application.

## Article 5

### Eligibility criteria for candidates

1. To be considered eligible and be able to apply for an Erasmus+ scholarship for a traineeship period, the student must:
  - a. be duly enrolled as a regular student in a study cycle (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> cycle) at the U.Porto at the time of application, during the mobility and at the time of its foreseen conclusion;
  - b. not to benefit from another grant or scholarship funded by the European Commission during the mobility period;
  - c. have an excellent/good academic record;
  - d. meet all the specific requirements established by U.Porto and by the OU where they are enrolled, namely regarding the deadlines and procedures foreseen for the pre-application and application stages via the SIGARRA information system;
  - e. meet all the specific pre-application requirements established by the OU where they are enrolled, namely regarding course average/grades to date, concluded and not concluded course units, certified language skills, motivation, among others.
  - f. comply with the rules and fulfil all the requirements of the Erasmus+ Programme for students, namely regarding the minimum and maximum duration of the mobility proposal<sup>4</sup> (minimum of 2 months [60 days] and maximum of 12 months [360 days] of funded mobility in each study cycle)<sup>5</sup>;
  - g. apply for mobility under and in accordance with the terms of the Erasmus+ institutional agreements signed between the Institutions, whenever possible;
  - h. present a mobility proposal (work plan) that has the approval of the coordinator of the OU where they are enrolled, in order to ensure the corresponding academic recognition after the mobility's conclusion.

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<sup>4</sup> In the context of the Erasmus+ Programme, namely for the purpose of calculating the mobility's duration and the grant to be allocated, 1 month corresponds to 30 days.

<sup>5</sup> The Erasmus+ Programme foresees short term mobilities with a shorter duration for the 3<sup>rd</sup> cycle, in a blended or face-to-face format. Applicants interested in mobilities between 5 and 30 days should contact the International Office to learn about the conditions for participating in these short stays.

## 2. Additional eligibility criteria traineeship applicants as recent graduates

In the case of traineeship applicants as recent graduates, according to the Erasmus+ Programme Guide - Key Action 1 – Learning Mobility for Individuals - KA103, which determines the rules and obligations of the participating institutions and beneficiaries, *recent graduates must be selected by their HEI during their last year of study, and must carry out and complete their traineeship abroad within one year of obtaining their graduation:*

- a) any U.Porto student who is regularly enrolled and attending the last year of their study cycle is therefore considered eligible to apply for a mobility period as a recent graduate, with all the corresponding rights and obligations, until the deadline granted by the regulations in force;
- b) The candidate is considered to remain enrolled and can be considered as a student of the study cycle if they are in that situation until 31<sup>st</sup> December of the calendar year or, in those cases where the degree attainment is dependent on approval in public examinations of the master's or doctoral dissertation, until the day they defend their thesis;
- c) The student is under the obligation to present their graduation certificate as soon as possible and always before the start of the mobility.

### **Article 6**

#### **Erasmus+ Traineeships Calls**

1. Students from any study cycle interested in undertaking an Erasmus+ traineeship mobility period must apply according to the deadlines and internal criteria set by their OU, also respecting the general deadlines stipulated for all the U.Porto.

The International Office (after plenary discussion with the OUs) will announce the referred dates on a yearly basis, namely regarding the opening of pre-applications and the deadline for the submission of applications in the three foreseen ordinary traineeship calls.

2. Applications for traineeships that can only be submitted at a later stage may be considered eligible for funding, if funds are available. This circumstance will be analysed on a case-by-case basis. The

relevant OU may be required to present a statement to the International Office justifying the conclusion of the process at a later date than the deadline.

3. For Erasmus+ SMP applications to be undertaken during the academic year 2024/2025, the dates approved by the Working Group for International Cooperation and Mobilities (GT\_CIM) regarding application for traineeship mobility are<sup>6</sup>:

<b>Mobility OUT – 2024/2025 Traineeships</b>			
<b>Application Phases</b>	<b>1<sup>st</sup> Call Deadlines</b>	<b>2<sup>nd</sup> Call Deadlines</b>	<b>3<sup>rd</sup> Call Deadlines</b>
<b>Pre-Application</b>	15 February > 01 March 2024	15 April > 01 May 2024	15 September > 15 October 2024
<b>Application Submission</b>	15 March > 15 April 2024	15 May > 15 June 2024	30 October > 15 November 2024
<b>OU Validation/Seriation</b>	Until 14 June 2024	Until 21 June 2024	Until 29 November 2024
<b>Date of Jury Meeting and Announcement of Results</b>	17 June > 21 June 2024	24 June > 28 June 2024	02 December > 06 December 2024
<b>Mobility Preparatory Sessions</b>	July and November 2024 (dates to be announced)	July and November 2024 (dates to be announced)	January 2025 (dates to be announced)

4. Notwithstanding the provisions in the previous paragraphs, the GT\_CIM may prepare other calls under the Erasmus+ Programme, if necessary.

<sup>6</sup> These dates are applicable to all OUs. However, OUs can adjust them internally if they deem it necessary to better promote these mobility opportunities to their students, in both application phases.

## Article 7

### Other specific rules concerning the application

1. For the purpose of applying for the Erasmus+ grant, and based on the experience of previous years/projects with regard to the available funding, the total duration of the Erasmus+ mobility proposals submitted by the applicants will be considered up to the maximum foreseen by the Erasmus+ National Agency (*Agência Nacional Erasmus+*).
2. The Erasmus+ National Agency has allocated funding for **up to 4 months (120 days) for traineeship mobilities<sup>7</sup>**:
  - a) SMP mobilities with a duration of up to 4 months should be fully funded (individual support – 100%)
  - b) SMP mobilities with a duration of more than 4 months can be supported with unfunded "zero-grant" days, as long as a "minimum scholarship" is guaranteed (SMP: 4 months).
3. In case the available funding is not sufficient to support all the mobility proposals, it may be necessary to consider the possibility of implementing unfunded "zero-grant" (0€) mobilities, for part or the entirety of their duration.

## SECTION II

### CONCERNING THE APPLICANTS' ASSESSMENT, SERIATION AND ALLOCATION

## Article 8

### Phases in the process of assessment, seriation and allocation of candidates

The process of assessment, seriation and allocation of applicants takes place in two phases:

1. The first phase is the responsibility of each OU, through the Local Erasmus+ Mobility Coordinator. Each OU will be asked to confirm the eligibility of its candidates and to assess the mobility proposals

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<sup>7</sup> In cases in which the curricular structure of the study cycle at U.Porto is only able to accommodate annual mobilities, the Institutional Coordination will accept the annual proposal if duly justified, considering 8 months of scholarship in the total of the 2 semesters.

according to the applications' strategic interest and the established priorities, namely regarding the applicant's academic merit, the regularity of the applicant's enrolment (at the moment of the application and until the mobility's conclusion), the relevance of the traineeship/work plan, the pertinence of the partnership and the expected impact of the mobility, both of the participant at the individual level and of the institutions involved at the institutional level. The validation will be done online directly in SIGARRA's Cooperation Module. The list with the seriation should be sent by the OU to the IRO, via [international@reit.up.pt](mailto:international@reit.up.pt), within the deadlines set for this purpose.

The OUs seriation must ensure the absolute transparency of the process and guarantee the absence of conflicts of interest, hence the applicable criteria and application rules must be public and known by the applicants. During this process, the OUs should take into consideration the strategic and specific priorities (cf. Articles 9 and 10 of the present document) and relevant matters for the assurance of the mobility's quality and full compliance with the established procedures.

Applicants who in previous mobility experiences have not completed all the foreseen procedures, within the deadlines set for that purpose, lose priority in the seriation process (e.g., not completing the OLS linguistic assessment);

2. Once this process is concluded, the International Office will verify the list of applications validated by the OU through the online system, in order of priority. Meanwhile, the appointed jury will hold a meeting for the final selection of the applications previously approved by the OUs according to the criteria and priorities defined in the present document. The following criteria will be considered cumulatively in this process: the Programme's rules, the available funding, the mobility flows granted to U.Porto, the evaluation/seriation of applications carried out by each OU, the established strategic and specific priorities, the duration of the mobility proposal and the percentage of applicants from each OU in the total universe of applications.

## **Article 9**

### **Strategic Priorities**

In the process of assessment, seriation and allocation of their candidates, the OUs should take the following strategic priorities into account:

- a. In order to strengthen the ongoing strategic collaboration with certain partner institutions, the OU may give priority to applications that already involve a partnership or project considered relevant between the two institutions, with particular emphasis on the Partners that are part of the EUGLOH Alliance<sup>8</sup>.
- b. In order to broaden the scope of cooperation, to strengthen collaboration with partner institutions, to increase U.Porto' s sphere of influence beyond the more traditional destinations and to stimulate new cooperation, priority should also be given to applications for partner universities with which there is less tradition of cooperation (i.e., with no record of mobilities or with a number of mobilities equal to or less than 5 in the last two academic years).

## **Article 10**

### **Specific Priorities**

1. In the process of assessment, seriation and allocation of their applicants, and as established by the Erasmus+ Programme, the OUs must give priority to candidates who propose to undertake their first mobility experience, in order to ensure mobility opportunities to the widest possible number of students, as well as to applicants coming from areas/courses that have less tradition of participating in mobility initiatives.
2. In the process of assessment, seriation and allocation of their applicants , OUs should give priority to participants with special educational needs.

## **Article 11**

### **Jury**

To allocate a grant to the proposed mobility activities, the final selection will be carried out by a jury consisting of:

President - Prof. Dra. Maria Joana Carvalho, Vice-Rector of the University of Porto

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<sup>8</sup> European University Alliance for Global Health (EUGLOH), consisting of the University of Paris-Saclay (France), the Ludwig Maximilian University Munich (Germany), the University of Lund (Sweden), the University of Szeged (Hungary), the University of Alcalá (Spain), the University of Hamburg (Germany), the University Novi Sad (Serbia), the University of Tromsø (Norway) and the University of Porto (Portugal).

1st member – Dra. Luísa Capitão, Director of the International Office

2nd member – Dra. Daniela Silva, Mobility Officer, International Office

1st alternate member – Dra. Salomé Marques, Mobility officer, International Office

2nd alternate member – Dra. Rosalina Pereira, Mobility Officer, International Office

If the President of the Jury is unable to attend, she will be replaced by the 1st member, and the 1st alternate member will be appointed to replace the 2nd member.

## **Article 12**

### **Communication of results**

1. All applicants will be individually notified of the result of their application (whether funded or not) by email, with the knowledge of the OU Staff assigned to the Mobility Programmes.
2. The results of the selection will be formally communicated to the OUs and the final list of selected applications will be made available online, to ensure full transparency of the selection process, safeguarding all issues related to the protection of personal data.

## **SECTION III**

### **ACCEPTANCE**

## **Article 13**

### **Mandatory procedures after the selection**

1. After being notified of the result of the application, the student must confirm their acceptance of the allocated funding within the established and previously communicated deadlines, under penalty of losing the allocated funding.
2. After the acceptance of the grant, the student must follow the established and duly communicated procedures, for the efficient organisation of the mobility.

**SECTION IV**  
**FOLLOWING THE MOBILITY'S CONCLUSION**

**Article 14**  
**Mandatory procedures after the mobility**

After the conclusion of the study period under the Erasmus+ mobility programme, the student must:

- a. Upload to SIGARRA the Statement Period of Stay<sup>9</sup> with the end date of the mobility, within a maximum of 15 working days after the end of the mobility;
- b. Complete and submit the Erasmus+ Final Report (*individual participant report*), no later than 30 days after the notification for submission - students will receive an automatic email sent by the European Commission platform after the end of the mobility;
- c. Send to the OU the document with the evaluation issued by the Host Institution;
- d. Complete, with the support of the OU, changes to the internship agreement submitted through SIGARRA that are still pending (if applicable).

**CHAPTER III**  
**CONCERNING THE GRANT**

**Article 15**  
**Concerning the grant**

1. The Erasmus+ grant is not intended to fully cover the costs entailed by the mobility, but as a contribution to cover additional expenses (such as travel and subsistence)<sup>10</sup>.

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<sup>9</sup> With the Covid-19 pandemic, the European Commission has introduced a set of measures to simplify the management of Erasmus+ mobilities. In particular, some documents such as the Statement Period of Stay are temporarily being handled in digital format at the time of the publication of these guidelines. Nevertheless, for 2024/2025, participants must keep the original documents in case they are requested.

<sup>10</sup>The Erasmus+ Programme foresees the allocation of "top-ups" for "green" and more environmentally sustainable travel, as well as additional support for applicants whose backgrounds are considered to have "fewer opportunities". Applicants who are interested in these "top-ups" should contact the International Office and inquire about the eligibility conditions.

2. The calculation of the grant is done in the online platform provided by the European Commission: Beneficiary Module.
3. The financial support for the mobility period is determined by multiplying the mobility days by the applicable rate per day for the receiving country in question (see the following table of values, set by the European Commission on a yearly basis). In the case of incomplete months, the grant will be calculated by multiplying the number of days of the incomplete month by the applicable rate per day (1/30 of the unit cost per month):

<b>Mobility destination</b>	<b>SMP Grant (Traineeship)</b>
<b>Group 1:</b> Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden <u>Partner Countries from Region 14:</u> the Faroe Islands, the United Kingdom, Switzerland	<b>600€ / month</b>
<b>Group 2:</b> Germany, Austria, Belgium, Cyprus, Spain, France, Greece, Italy, Malta, the Netherlands, Portugal <u>Partner Countries from Region 5:</u> Andorra, Monaco, San Marino, the Vatican City State	<b>550€ / month</b>
<b>Group 3:</b> Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, the Czech Republic, Romania, Serbia, Turkey	<b>500€ / month</b>

4. To ensure funding for all students' mobilities, U.Porto must necessarily apply for several projects under the Erasmus+ Programme, which are approved in different years and with distinct tables of values for scholarships that cannot be changed during the projects' duration. In this sense, and to ensure their proper financial management, U.Porto must prioritise the execution of the funding of the projects that "expire first".
5. The institutionally adopted methodology, detailed in Article 8 (2), aims to ensure the allocation of grants to the widest possible number of students, and with the best possible balance between OUs.
6. In cases in which the initially proposed mobility period is changed, namely through an extension of this period, there is no automatic allocation of the corresponding scholarship value, and a mobility combined with unfunded "zero-grant" (0€) days may be considered. In case it is possible to award a grant to all the mobility proposals, and if funding is available, additional funding may be allocated, provided that full compliance with the Programme's rules for financial redistribution is ensured.

7. All participants who are simultaneously Erasmus+ scholarship holders and holders of U.Porto Social Action Services (SASUP)/DGES scholarships are entitled to a scholarship complement which management/allocation is entirely the responsibility of the SASUP. Students do not need to undertake any additional procedures or applications to access this complement and must contact the SASUP directly if they have any questions regarding details such as the complement's monetary value, payments, etc.

## **Article 16**

### **Method of payment**

1. U.Porto is obliged to credit 100% of the amount established in the Erasmus+ Grant Agreement in the participant's account within a maximum of 30 days, following the submission of the necessary documents and the full compliance with the procedures established in the present document and the IRO's guidelines.
2. U.Porto will send the grant agreements for the participants to sign after:
  - a) the validation of the application in SIGARRA by the OU and the Central Services (IRO);
  - b) the allocation of the mobility proposal to an Erasmus+ project;
  - c) the upload in SIGARRA of the proof of acceptance by the Host Institution (letter, email or application form/traineeship agreement signed by all parts).
3. U.Porto will process the transfer of the grant after:
  - a) having received the funding from the European Commission;
  - b) signing of the Erasmus+ grant agreement by both parts and the respective upload by the student to SIGARRA.
4. After the start of the mobility the participant should (as soon as possible):
  - a) upload the Statement Period of Stay attesting the start date of the mobility at the host institution to SIGARRA (the participant must request the filling/signing of the document immediately upon arrival at the host institution/organisation);
  - b) upload the application form/traineeship agreement signed by all parts to SIGARRA.

**Students must ensure they comply with the procedures described above until the end of their mobility period, under penalty of having to return the awarded grant.**

### **Article 17**

#### **Changes to the mobility period**

1. Any exceptions can be taken into consideration, according to the needs of each mobility. In order to formalise such exceptions, it is mandatory to submit a written request, addressed to the Erasmus+ Institutional Coordinator, in the form of a "Changes Form" available in the University's Information System.
2. After being duly submitted in the "Changes Form" referred to in the previous paragraph, each change request will be subject to analysis and requires validation by the OU and by the Erasmus+ Institutional Coordinator/IRO.
3. Changes can be:
  - "Changes to the traineeship agreement", which is intended to correct information regarding the foreseen mobility activities (namely the work plan) and which also allows the reduction or extension of the initially proposed and approved mobility period;

Or

- "Changes of dates", which only allows changing the mobility's dates (and not the work plan), with the procedure being carried out entirely online and involving the OU and the IRO's validation (no printed form or signature by the parts is required).

### **Article 18**

#### **Participant liability in relation to the Partner Institution, Insurances and Visas**

1. In case of selection, the participant is obliged to undertake the mobility with full respect for the rules established by the sending and receiving institutions.

2. As a student enrolled at U.Porto, the participant is covered by the school insurance, which provides personal accident and civil liability coverage during the mobility period, safeguarding any potential damage caused by the participant at the receiving institution.
3. The participant must ensure that they are in possession of a European Health Insurance Card (EHIC)<sup>11</sup> valid for the entire duration of the mobility period, which ensures the provision of healthcare when the participant temporarily moves to one of the Programme Countries. If the participant moves outside this space, it will be necessary to contract another health insurance.
4. If the host institution/country demands a specific health insurance, the participant must ensure that they contract the correct type of insurance, being solely responsible for the costs associated with its subscription.
5. The participant must also obtain information about the situation in the receiving country regarding the need for a study visa. The procedures associated with the potential issuance of a visa are of the participant's entire responsibility.
6. Before the start of the mobility period, the participant has the obligation to upload to SIGARRA the proof that they will be a beneficiary of the insurance(s) described in the previous paragraphs for the entire duration of the mobility period.

## **Article 19**

### **Returns**

1. It is the participant's responsibility to have a good performance during the traineeship period, on the understanding that they must fully comply with the mobility proposal (traineeship agreement) approved between the parties. **If the participant does not succeed in at least 50% of the workload foreseen in the approved traineeship agreement, without reasons of force majeure, the mobility will be considered unsuccessful and the participant will be obliged to fully reimburse the unduly received amounts.**

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<sup>11</sup>The European Health Insurance Card (EHIC) is not valid in North Macedonia, Serbia and Turkey. The IRO will therefore require proof that an equivalent insurance has been contracted by U.Porto students who intend to undertake mobilities in these countries.

2. The following provides grounds for the full or partial reimbursement of unduly received amounts on mobility:
  - a. The withdraw from the mobility period;
  - b. An early return, without fulfilling the minimum number of months/days for the specific type of mobility (the participant must return the allocated grant in full);
  - c. An interruption of the traineeship period considered as a partial withdrawal (the participant must return the amount corresponding to the months of withdrawal);
  - d. The reduction of the mobility period due to a decrease in the number of effective days in mobility;
  - e. A failure on the participant's part to comply with the other conditions foreseen in the traineeship agreement for their mobility period abroad;
  - f. An irregular situation on the participant's part regarding their enrolment/registration as a regular student at U.Porto for the entire period of mobility (in addition to returning the allocated grant, the irregular situation may imply that the mobility is not taken into consideration for academic recognition purposes), with due adaptation for the case of recent graduates;
  - g. A disregard on the participant's part of the rules of conduct at the receiving institution;
  - h. A failure to complete the language assessment tests (OLS), when applicable;
  - i. A failure to fill in and submit the Erasmus+ Final Report;
  - j. A failure to submit the mandatory documents (statement period of stay and/or application form/initial traineeship agreement).
  
3. Any change to the mobility period must be duly justified and reported to the relevant OU and to U.Porto's International Office in a timely manner (in accordance with the procedures established in Article 17). The allocated grant's amount will be recalculated in accordance with the effective days of mobility and, if there is any difference in the initially contracted amount, the participant will be notified by the International Office.
  
4. Whenever it becomes necessary for the participant to return the grant, partially or totally, U.Porto will communicate to the participant, in writing (e-mail), the conditions under which the

reimbursement should be made, with notification of the OU. The participant is obliged to proceed with the reimbursement with full respect for the directives and deadlines set by U.Porto.

5. Students may be exempted from returning part or the entirety of the scholarship solely in cases of properly justified and documented *force majeure*, duly authorised by the Erasmus+ National Agency (cf. Article 20).
6. The participant will not be asked to reimburse the mobility grant in three exceptional cases or situations:
  - a. In the event of the death of the individual while in mobility;
  - b. In the event of a natural disaster, with total loss of property or destruction of installations;
  - c. In case of a duly documented domestic accident (or other kind of accident), with loss of property.

## **Article 20**

### **Force Majeure**

1. Within the present document, «force majeure» refers to any unforeseeable and exceptional situation or event beyond the parties' control and not attributable to the fault or negligence of any of them or their subcontractors, affiliated entities or third parties involved in the proceedings, which prevents any of the parties from performing any of its obligations under the Agreement and which could not be solved despite all measures taken. The failure of a service, flaws in equipment or material or delays in the availability thereof (unless directly resulting from a relevant case of *force majeure*), as well as labour disputes, strikes or financial difficulties, cannot be invoked as cases of *force majeure*.
2. U.Porto must submit cases of *force majeure* to the consideration and approval of the Erasmus+ National Agency.
3. For the purpose of communicating these cases to the Erasmus+ National Agency, U.Porto will make the decision to consider the participant's claim in which they allege *force majeure* as understood in the previous paragraph,.

4. The *force majeure* claim may only be taken into consideration if the participant reports the corresponding situation in question to U.Porto (IRO and OU) within 10 days after their return or as soon as they are aware of it, depending on which event occurs first, and provided that the alleged *force majeure* is duly documented.
5. The acceptance of *force majeure* claims by the Erasmus+ National Agency may, nonetheless, still lead to the compulsory return of the allocated grant, partially or fully. The Erasmus+ National Agency will analyse each submitted case and will determine the final grant amount to be allocated to the participants. The IRO will communicate the Erasmus+ National Agency's decision to the participants, informing them, if applicable, of the amount they will have to return.

## **CHAPTER VI**

### **FINAL PROVISIONS**

#### **Article 21**

##### **Deadlines**

For the purpose of calculating deadlines, the regime of the Code of Administrative Procedure (CPA) shall be applied.

#### **Article 22**

##### **Claims and appeals**

All decisions of the Vice-Rector for International Relations, Social Responsibility and Sports in the matters foreseen in this document may be contested in writing, within 10 working days from the date of notification of the decision.

**Article 23**  
**Notifications**

1. The foreseen and necessary notifications within the procedure present in this document will preferably be made by e-mail or by electronic notifications generated automatically by a system incorporated in a website belonging to the University.
2. Notifications by electronic means will be sent to the electronic addresses provided by the University and by the participant in the announcement of the opening of the application period and in the application form, respectively.
3. If the participant wishes to receive notifications in any other way, they must clearly state it.

**Article 24**  
**Entry into force**

1. The present document will come into force for the academic year 2024/2025 and will be implemented from the first pre-application phase for traineeships (15<sup>th</sup> February 2024) after its publication, following its publication in the U.Porto information system (SIGARRA), with all acts that have been carried out within the scope of the procedures arising from the present document in the meantime being considered ratified.
2. The present document may be revised at any time upon submission of a proposal to that effect.

**Article 25**  
**Transitional provision**

To the mobility processes in progress, for which agreements have been signed at the date of entry into force of the present document, the provisions of the present document shall apply.

## **Article 26**

### **Situations not covered by this document**

All situations not covered by this document, without prejudice of the application of the Code of Administrative Procedure (CPA), will be subject to analysis by the competent services at U.Porto. U.Porto' s International Office is the entity competent to ensure all clarifications regarding the implementation of the Erasmus+ Programme at U. Porto.