

Guide for ICM Incoming Student

Before Mobility

Mobility period

The dates for the program of studies/activities must be agreed between the grant's student, the host and the home institution. An **acceptance letter** is issued by host institution as soon as the period is agreed. Those dates will be also used as reference for the grant's payment.

If the dates suffer changes (i.e. mobility reduction or extension), the student must inform UPT until 30 days before the end of the mobility period. Adjustments to the total grant may occur.

The student must read thoroughly the Erasmus Student charter made available here: [Erasmus+ Student Charter](#) .

Learning agreement

The student should send the learning agreement and the research plan, if applicable, to UPT's international relations office (IRO) after the approval and signature of sending and hosting institutions.

It is recommended the student completes 30 ECTS per semester and 60 ECTS per year. However, the home and host institutions may agree that the number of ECTS can be slightly higher or lower.

Any changes to the initial proposed plan of studies, must be done within 30 days of calendar upon the arrival.

How to fill the learning agreement for studies:

- Choose the courses at the host university from the course catalogue available at UPT's website and fill in table 1;
- Discuss the equivalence at home university and fill in table 2;
- Sign it and ask for signatures of home coordinator and send then to UPT's IRO;
- The host university will sign the document and send it back to the student.

Insurance

The insurance needed must be valid during the entire mobility period and cover:

- Illness (doctors' fees, medicines, examinations and analyses prescribed by a physician, urgent dental care, hospital expenses and surgical fees)
- Civil liability including third-party liability occasioned by physical or material damage to third parties;
- Treatment and repatriation expenses, funeral expenses, death and permanent disablement.
- Theft and loss of documents (e.g. identity card, passport, travel tickets)

An insurance must also cover the travel between home institution and host institution.

The student is responsible for getting his/her insurance and will have the reimbursement as soon as he/she arrives to UPT, conditioned to the presentation of copy of receipt/invoice in his/her name.

VISA

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 acceptance letter (that also *confirms the means of subsistence by disclaiming the amount of the Erasmus+ grant*), the student must contact the Consulate or Embassy of home country to request information about all the needed documents. Reimbursement of Visa costs will be conditioned to presentation of copy of receipt/invoice of the Visa arranged by the student and in his/her name.

Travel Expenses

The financial support allocated for travel expenses consists of a unit cost that intends to contribute to the round trip back between the home and host institutions.

Travel distance	Amount	Partner country
8000 Km or more	1500€ per participant	Republic of China
Between 4000 and 7999 Km	820€ per participant	U.S.A.

The student is responsible for arranging the travel ticket. Reimbursement will be conditioned to presentation of copy of receipt/invoice of the ticket arranged by the student.

Subsistence allowance

Scholarship for Undergraduate and Master Students in mobility for studies is 850€ *per month*.

The scholarship holder must have a Portuguese (PT) Bank Account and provide UPT's IRO with the bank account number so that the scholarship may be transferred. Further information will be given personally.

Since these bureaucratic procedures may take time, the student at host country should be prepared with some savings.

Opening a Portuguese bank account

You will be needing a Portuguese Tax Payer's Card Number (NIF- Número de Identificação Fiscal).

So, while in Porto, first of all, go to "Finanças". This one is probably your best bet: *R. de Gonçalo Sampaio 291, 4150-365 Porto. Schedule: from 9 am to 3 pm.*

Bring with you:

- Identity Card or Passport
- Address proof from your "home country"

If you are a non EU/EEA citizen, you should ask a Portuguese citizen to be your Tax representative.

You will receive a single A4 sheet of paper with the information you provided and with your new NIF.

Go to the bank and show again:

- Identity Card or Passport
- Address proof from your "home country"
- + NIF

This Portuguese bank may be a good option since it does not charge any maintenance fees: <https://www.activobank.pt/en/public/produtos/Pages/homepage.aspx>

Mandatory documentation

To be sent to UPT (by email):

- Copy of passport, Visa, insurance;
- Application form provided by UPT;
- Photo in JPEG or PNG format;
- Transcript of records;
- Learning agreement;

- Research plan, if applicable;

During Mobility

Once arrived at the destination country, the student should:

- a) have the first meeting with the contact person of host institution;
- b) send to home institution the certificate of arrival;
- c) attend the welcome session;

The entire mobility period must be uninterruptedly spent at the host institution. Some exceptions may be allowed by the host institution as long as they receive the formal and written approval by the coordinating institution.

If the student wants to stay longer in the host institution, although subsistence allowance remains the same, he/she should ask for permission to ICM coordinator one month before the end of mobility.

By the end of mobility

A transcript of records with the grades and an annex about non-formal learnings, when applicable, will be sent by post to partner institution and by email both to the student and the international relations office of partner HE institution.

In case the student has been enrolled in research/training activities, the supervisor will provide a report of the activities.

The subjects approved shall be recognized at home institution.

The original certificate of attendance will be given to the student with the dates of beginning and end of mobility.

The mobility dates within the certificate of attendance must be in line with the ones established in the grant agreement.

The student in mobility for studies shall receive an invitation to complete the online EU Survey as soon as the mobility period is over. The participant shall complete and submit the survey for getting the last payment of grant, corresponding to 20% of the whole amount.

Incoming ICM student must also fill the UPT's questionnaire for monitoring his/her mobility at UPT.