

## **Frequently Asked Questions – FAQs**

### **1. What is the ERASMUS+ Programme?**

It is a European Community programme which aims to promote mobility and exchange of students (study or curricular or extra-curricular internship), for faculty members (teaching) and for non-teaching staff (training) in EU countries and other countries participating in the Programme.

### **2. What is study mobility?**

It consists of a period of study of at least 3 months and at most 12 months at a university/partner HE institution of the Polytechnic of Tomar (IPT).

### **3. What does internship mobility consist of?**

It consists of a period of training of at least 2 months and at most 12 months in a company or in any other eligible place of work abroad.

### **4. Who are eligible to undertake a period of study?**

IPT students enrolled in the 2nd year of a foundation programme (TeSP), Undergraduate Degree or Master's Degree

### **5. Who are eligible to undertake internship?**

IPT students enrolled in a TeSP, Undergraduate Degree or Master's Degree who have recently graduated from the IPT as long as mobility takes place up to 18 months after graduation.

### **6. In which partner universities/higher education institutions can I carry out my study mobility?**

Please see the list of existing partnership agreements on our website <http://www.gri.ipt.pt/?pag=10&lng=PT>

### **7. Is there a list of companies / institutions with partnership agreements with the IPT where I can do my internship?**

In the case of internship mobility, there are no pre-established partnership agreements. It is the student's responsibility to find their own place of internship and start the first contacts with the entities of their interest. We suggest that in this first contact you send your motivation letter and your resume in English or in the working language.

You will always be able to access some internship search sites that may help you to find a host organisation. You will find information about the internship offer here: <http://www.gri.ipt.pt/?pag=15&lng=PT>

### **8. In which countries can I undertake my study or internship mobility?**

In the following Member States of the European Union: Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Spain, Slovenia, Slovakia, France, Finland, Greece, Hungary, Italy, Ireland, Lithuania, Latvia, Luxembourg, Malta, Netherlands, Poland, Czech Republic, United Kingdom, Romania, Sweden.

And in the following countries outside the EU: Republic of Northern Macedonia, Iceland, Liechtenstein, Norway and Turkey.

**9. Do I have to have a knowledge of the language of the country where mobility will take place?**

No, it is not necessary. What is normally required is that you have basic knowledge of English (B1 CEFR) so that you can communicate. You should, however, check with GRI what language skills are required by the institution where you want to move. For some languages you may also have the opportunity to attend an online course in the language in which you will study or work via the OLS platform.

**10. How do I apply?**

You will find detailed information on our website <http://www.gri.ipt.pt/?pag=46&lng=PT>.

**11. Are there application deadlines?**

There are no application deadlines at the IPT. However, you should note that after applying to our Institute and being selected for a mobility you should apply directly to the host Institution and these, in their great majority, have deadlines.

You should always check the deadlines of the host universities here [http://www.gri.ipt.pt/download/site/gri/19\\_20/acordoserasmus%2B13junho2019.pdf](http://www.gri.ipt.pt/download/site/gri/19_20/acordoserasmus%2B13junho2019.pdf) and submit your application to the IPT at least two weeks before.

**12. How can I access the courses/modules on offer at the host institution?**

You should have a look at the host institution's courses/modules section on its website.

You can access the websites of IPT's host/partner institutions on our website [http://www.gri.ipt.pt/download/site/gri/19\\_20/acordoserasmus%2B13junho2019.pdf](http://www.gri.ipt.pt/download/site/gri/19_20/acordoserasmus%2B13junho2019.pdf).

**13. How can I know if the courses/modules I want to take at the host institution will be accepted by the IPT?**

You should always first submit your study agreement proposal to the Erasmus Coordinator of your degree programme. He will always be able to advise you on the modules you should choose so that your period of study will be recognised.

**14. How will I know who is the Erasmus Coordinator of my degree programme?**

This information is available on our website [http://www.gri.ipt.pt/download/site/gri/1120/finalacademicguidance\\_1120.pdf](http://www.gri.ipt.pt/download/site/gri/1120/finalacademicguidance_1120.pdf)

**15. Will I be entitled to a grant?**

Yes. Students who are selected for Erasmus will be entitled to a grant.

**16. What is the value of the grants?**

The amount of the grant to be received is defined by the Erasmus+ National Agency and varies according to the type and duration of the mobility and the country of destination.

You can see the monthly amount of the grants on our website <http://www.gri.ipt.pt/?pag=46&lng=PT>.

**17. I am a SAS grantee. During mobility will I continue to receive the SAS grant?**

Yes, SAS grantees will continue to receive the SAS grant during mobility and will also be entitled to an additional Erasmus grant which will be paid on a monthly basis. The amount

of the Erasmus Supplementary Grant will be calculated by SAS according to the student's capitation index.

**18. I am a special needs student, am I entitled to any additional support?**

Yes, students with special needs will be entitled to additional support which will be defined by the Erasmus+ National Agency based on the documents submitted by the student. You should inform the GRI of your special needs and hand in the proofs from the health authorities at the time of your application so that they can help you to request the additional support from the Erasmus+ National Agency.

**19. Do I have to pay tuition at the host institution?**

No. Tuition fees are paid only at the IPT.

**20. I have academic recognition for my period of study?**

Yes. During the application period you must complete your learning agreement and the previous commitment of academic recognition with the help of the Erasmus Coordinator of your programme. In this document you will define which modules you want to do in the host institution and which ones you want to see recognised in our Institute, when you finish your mobility. This document must be approved by the Scientific Council before you start your mobility. At the end of mobility, you should bring the transcript of records with the marks obtained at the host institution and deliver it to the GRI. This transcript will then be sent to the Erasmus Coordinator of your degree programme who will recognise the modules successfully completed. The forms are available at: <http://www.gri.ipt.pt/?pag=46&lng=PT>

**21. Can I change my study agreement after the start of mobility?**

Yes, you have up to one month after the start of mobility to change your study agreement. To do so, you must complete the "During the mobility" section of your learning agreement. This change must be approved by both home and host institutions. And you should notify the GRI of this change within the deadline.

**22. Can I change my internship agreement after I start mobility?**

Yes, you can change your agreement after the beginning of your internship in case there is a change in the objectives to be achieved or in the activities to be developed. For this you must complete the "During the mobility" section of your training agreement. This amendment must be approved by both host and sending institutions. And you should notify the GRI of this change within the deadline.

**23. Will I have academic recognition for the period of training undertaken?**

Yes, during the application period you will have to complete your training agreement with the help of the Erasmus Coordinator of your degree programme. In case of success, if it is a curricular internship, the module 'Internship' that you should carry out in our Institute will be recognised at the end of your training period. If it is an extra-curricular internship, it will be included in your Diploma Supplement.

**24. Is it possible to extend the mobility period?**

Yes, it is possible to extend your mobility for study or training. This should be done one month before the end of the first agreed period by filling in the changes (during the mobility) in the learning agreement or training agreement depending on whether it is a study or internship mobility. The changes must be approved by both home and host institutions.

**25. I be entitled to receive a grant for the extension period?**

Yes, you will be entitled to receive a grant for the period of the extension, if there are still funds left over and not applied for. An addendum to your financial contract will be made for this purpose.

**26. I've already done a semester study mobility. Can I do a new study mobility? And internship mobility?**

Yes. Your mobility (studies and/or internships) may add up to a maximum of 12 months for each Bachelor's or Master's study programmes. TEsPs count as undergraduate programmes; graduate and/or extracurricular internships count for the study programme in which they are undertaken.

**27. Who is responsible for accommodation and travel arrangements?**

You are responsible for accommodation and travel arrangements. However, if you want to stay in the residence halls of the host institution, GRI can assist you with that.

**28. What should I do to ensure healthcare abroad should this be necessary?**

Before your departure, you should request your European Health Insurance Card from the Social Security Administration or from other healthcare subsystem to which you may belong.

This card will enable you to have healthcare during your stay in a EU Member State.

**29. Do I need insurance?**

IPT students who leave in mobility of studies or internship are covered by the school insurance.

If the conditions of this policy are not sufficient for the host institution, you should take out another insurance.

**30. How will my Erasmus grant be paid?**

The payment of your scholarship will be made in two tranches:

- The 1st corresponding to 90% of the total amount of grant receivable to be paid before the start of mobility;
- The 2nd corresponding to the remaining 10%, which will be paid at the end of the mobility, after the delivery of the mandatory final documentation.

**31. What is the mandatory documentation that I must submit at the end of my mobility in order to receive the remaining 10% of the grant?**

At the end of your study mobility or internship you must submit to the GRI: transcript of records, certificate of completion, copy of the last evaluation of the online language course, copy of the final Erasmus report.

The forms are available from our website <http://www.gri.ipt.pt/? pag=46&lng=PT>

**32. If for any reason I have to give up my mobility will I have to return the grant received?**

In case of withdrawal the grant received will have to be returned in full.

However, if the reason for the withdrawal is considered force majeure by the Erasmus+ National Agency, some expenses may be considered eligible and you may not have to return the total amount received.

You should contact the GRI so they can help you with this process.

**33. What happens if I cannot successfully complete all the courses/modules specified in my study agreement?**

If you are unsuccessful in some of the courses/modules specified in your study agreement you will have to take the corresponding courses/modules at our Institute during the special examination period or the following year.

If you are unsuccessful in any of the courses/modules specified in your study agreement, you will have to return the grant in full.

**34. Who can help me in the mobility process?**

The Programme Director and in particular the Programme Erasmus Coordinator can assist in the mobility process; you will find your identification here: [http://www.gri.ipt.pt/download/site/gri/1120/finalacademicguidance\\_1120.pdf](http://www.gri.ipt.pt/download/site/gri/1120/finalacademicguidance_1120.pdf)

GRI staff are also at your disposal: Room B252, +351249346363, gri@ipt.pt

**35. Where can I find the necessary guiding documents for the mobility process?**

You can find the guiding documents on the GRI website: program guide, grant table, other information, documents to be filled in according to the type of mobility here: <http://www.gri.ipt.pt/? pag=46&lng=EN>