FAQs – Frequently Asked Questions

General information about the project

What is the Erasmus + programme?

Erasmus + supports transnational partnerships among Education, Training, and Youth institutions and organisations to foster cooperation and bridge the worlds of Education and work in order to tackle the skills gaps we are facing in Europe.

It also supports national efforts to modernise Education, Training, and Youth systems. In the field of Sport, it supports for grassroots projects and cross-border challenges such as combating match-fixing, doping, violence and racism.

Erasmus+ brings together seven existing EU programmes in the fields of Education, Training, and Youth; and for the first time, provides support for Sport. As an integrated programme, Erasmus+ offers more opportunities for cooperation across the Education, Training, Youth, and Sport sectors and is easier to access than its predecessors, with simplified funding rules.

Which is my home institution?

If you are a student, your home institution is the institution where you are currently enrolled at. If you are a researcher, a teacher or a technical staff member, your home institution is the institution where you work.

Which is my host institution?

The host institution is the institution where you will develop your study/work programme within the framework of the MOBILE23 project.

Eligibility

Can the Erasmus + grant holders receive additional grants from other European funded programmes?

No, the Erasmus+ grant holders cannot receive more than one European grant at a time. In other words, the Erasmus + grant holders who are already receiving a European grant cannot receive another kind of European financing. However, if the grant holder benefits from an additional support granted by a different entity programme or agency (for example: a grant from a national entity of the grant holder's home country and not Europe), he/she can benefit from both grants.

Can I be a MOBILE23 grant holder more than once?

Yes, as long as the maximum duration of the mobility, as foreseen in the Erasmus+ Guide, is respected:

- Students can go on mobility for a maximum of 12 months per study cycle
- Staff members (teachers, researchers and administrative staff) can go on mobility for a maximum of 2 months.

However, please note:

applications from candidates who have a pending scholarship within MOBILE23, by the time of the selection committee meeting of this call, will be rejected;

candidates with previous ICM scholarships awarded, which were already implemented/used, will lose priority to candidates who never benefited from a scholarship within MOBILE23 or other ICM projects, thus being placed in the reserve list.

I am a student/staff from an eligible country but I do not belong to any institution of the MOBILE23 Project. Can I still apply?
No, only the students/staff from the institutions which are a part of one of the project's higher education institutions are eligible to apply to a MOBILE23 grant.

I am a researcher working in one of the partner institutions. Can I apply?
Yes, researchers can apply as administrative or teaching staff (if the contract foresees also a teaching percentage). If they apply as teaching staff in case of selection they should guarantee a minimum of 8 teaching hours (for 5 days).

Do I need to speak the teaching language of the host institution?
The U.Porto and also its partner institutions offer Programme/activities taught in English. However, it is advisable that the applicant attentively checks all the available information about the Faculty/Department to which he/she intends to apply to, especially regarding the specific linguistic requirements for each Programme. The applicant shall submit a proof of language proficiency if such document is required by the Faculty/Department/Programme. Failing to do so may result on the rejection of the application.

Which are the minimum eligibility criteria?
The MOBILE23 project offers grants only for exchange mobility. Full degree/degree-seeking mobility is not allowed under Erasmus +. As so, all the students must be registered in a HEI and enrolled in a study programme leading to a recognized degree or another recognized tertiary level qualification.
For **Undergraduate** studies, the student must have concluded at least the first year and be enrolled in the second year of higher education studies in order to be eligible to undertake an exchange period abroad.
For **Master** studies, the student must be enrolled in a master program (at the time of application and during the whole period of studies as an Erasmus + grant holder).
For **Doctorate** studies, the student must be enrolled in a PhD program (at the time of application and during the whole period of studies as an Erasmus + grant holder) and have a research plan.
For researchers, **academic** and **administrative staff**, the applicant must work at a partner institution of the project in order to be eligible to apply for a grant.
All applicants need to present a letter of support that proves their enrolment or contract with one of the partner institutions of the MOBILE23 project in order to be considered eligible.

Application

Is there a minimum or maximum age in order to apply to the MOBILE23 project?
Any person, regardless his/her age, can apply.

Which application form shall I fill in?
You must fill in the online application form. Only the application forms duly submitted online **within the established deadline**, through the project's official webpage will be accepted by the U.Porto.
The U.Porto will not accept applications in paper format (originals sent by post) nor applications sent by email.
All applicants must create a username and a password through the project's page in order to access the online application form.
All mandatory documents for the application must also be uploaded online through the application form.
For security reasons, the applicant's session is active for a limited amount of time and it expires if you spend some time without making any kind of action. Therefore, we advise you to frequently save the application form you are filling in by clicking the "Save" button at the end of each section.
Any mistake during this procedure is of the applicant's entire responsibility and may result in his/her immediate exclusion of the application process.

If my home institution does not issue official documents in English, can I attach them in another language?
All documents must be submitted in English. Exceptionally, the Coordinating Institution can consider supporting documents in Portuguese, French and Spanish (only for incoming candidates). If the home institution does not issue official documents in English (or any of the other languages), the documents in the given language must be submitted accompanied by a certified translation into English by the contact person of the home institution or by another authorized entity/person.

When filling in the application form, shall I define straight away the study/work/research programme which I intend to develop?
In case of 1st or 2nd and 3rd cycle (undergraduate, master and PhD) exchanges, applicants must define when applying which programme they intend to undertake. It is important to take into consideration the demanded requirements by the host Faculty/Department/Programme namely academic records, prior instruction, course objectives, teaching language and all criteria that can determine the success of the application.
Applicants must ensure that their home institution will grant full academic recognition of the studies undertaken abroad.

In case of researchers, academic/administrative staff exchange, applicants must define straight away their main goals and objectives, mentioning the kind of work they want to develop considering the Project's main goals:

- Active participation in teaching/daily life office activities;
- Research activities that may involve joint research projects;
- Implementation of new cooperation activities such as bilateral agreements for mobility implementation, joint co-supervision agreements, joint supervision of master/PhD thesis (…);
- Participation in seminars, workshops on relevant topics for the cooperation of both universities;
- Development of joint curricula (eg. creation of double or joint degrees);
- Expansion/creation of local and regional management and organizational structures, namely IOs, research groups, etc.;
- Implementation of tools to allow a more dynamic academic structure of HEIs benefiting from the Bologna Process and the wide EU experience;
- Create synergies with the EU higher education system through the use of ECTS, Diploma Supplement, among others.

Do I need a support letter from my home/host institution in order to submit my application?
The submission of a support letter from the **home** institution is **mandatory** to all applicants so that the application is considered eligible. Not to submit a letter of support of the home institution together with the application may determine failure to comply with the formal requirements of the application and will result in its immediate exclusion.

I am not presently enrolled in any Programme at my home institution. Can I still apply?
No. 1st, 2nd and 3rd cycle applicants must be mandatorily enrolled in a Bachelor/Master/Doctoral programme at their home institution in the moment of application. This enrolment must be confirmed by submitting (upload) an official document issued by the applicant's home institution. The non-submission of this document implies the immediate exclusion of the application.

Researchers, academic and administrative staff must work in one of the partner institutions at the moment of application and throughout the mobility period, in case of selection). This link must be confirmed through the submission (upload) of an official document issued by the applicant's home institution. The non-submission of this document implies the immediate exclusion of the application.

Which are the evaluation criteria?
The evaluation of the application in qualitative terms is based in very specific criteria, such as:
- Very good/excellent academic results in the field of study/research;
- Applicant's academic potential;

- Exchange proposal impact at individual, institutional and regional levels;
- Level of language proficiency in order to successfully complete the proposed exchange;
- Motivation;
- Recommendations;
- Work/research experience and professional qualification;
- Cross-cutting related issues (gender balance, home/host HEIs balance, newcomers, being part of a vulnerable group).

These criteria ensure the transparency of the selection process and equal treatment for all.

Who will validate my application?

Your application will be validated by your home institution. The home institution will analyse the eligibility of the application considering the criteria defined by the Erasmus + Programme and its internal regulation and will verify if all the mandatory documents were duly uploaded.

Who will evaluate my application?

Your application will be evaluated by the host Faculty/Department/Programme you choose in your application form. Your application will be evaluated by a group of experts and the selection will be made taking into account the final evaluation awarded by them. The entire evaluation process is done online through a system developed by the U.Porto.

How will the applicants be selected?

The selection process is constituted by the following stages:

1. **Validation** of applications by the applicants' home institution. This validation implies:

• Careful analysis of all the information given by the applicant in the application form;

• Check that the applicant fulfils the general eligibility requirements defined by the Erasmus + Programme;

• Verification that the applicant fulfils the internally established requirements by the home institution for the exchange;

• Verification of the host institution required documents and their veracity and accuracy;

• Verification that the applicant has not submitted several applications (in this case only the last one will be considered);

• Support of the home institution regarding the exchange proposal;

In this validation process, if the application does not fulfil any of the general or specific home/host institution requirements, it will immediately be invalidated by the home institution and will not proceed to the evaluation stage conducted/performed by the host institution.

If the information provided, documents uploaded are true and all the requirements are fulfilled, the home institution will validate the application.

2. **Evaluation**, **analysis and acceptance**, by the host Faculty/Department/Programme, of the validated applications. This process implies:

• Careful analysis of all the information given by the applicant in the application form;
• Confirmation that the applicant fulfils the general eligibility requirements defined by the Erasmus + Programme;
• Verification that the applicant fulfils the internally established requirements by the home institution for the exchange;
• Verification of the host institution required documents;
• Verification that the applicant has not submitted several applications;
• Support of the host institution regarding the exchange proposal.

Can I send my application by mail, fax or e-mail?
No. All applications must be submitted online through the project's website. Under no circumstance any other kind of application (post, fax, letter or in person) will be accepted.

I do not have all the documents required by the application. Can I finish my application?
No. The application form can only be duly submitted after all the required information is duly filled in and all the required documents are duly uploaded. Any mistake made by the applicant when filling in the application form or the lack of any mandatory document will result in the immediate exclusion of the application.
If the applicant scans a wrong or blank document in a way that the system allows the submission of the application form, the partnership will immediately invalidate the submitted application and it will immediately be excluded of the application process.

I forgot my password. How do I recover it?
If you have forgotten your password, you must access to the project's webpage and click the "Forgot your password?" link in that section. A new password will be sent to you automatically. Please make sure you have provided the correct e-mail address in the application form, given that the new password can only be provided through e-mail.

What does the support by the home institution mean?
The support from the home institution can be translated into the issuing of a support letter by a professor from the institution with which the applicant has a formal link. In the students' case (1st, 2nd and 3rd cycle – Undergraduate, Master, PhD), it is highly advisable that this letter is issued by the responsible person for granting the academic recognition at the home institution.

For staff this document should guarantee the department has no objection with the application presented.

Academic issues

Am I going to receive a diploma from U.Porto at the end of my exchange period?

No. All students (1st, 2nd and 3rd cycle – Undergraduate, Master, PhD grant holders) will have the exchange period recognized by their home institution. The home institution will be the one issuing the diploma, since the studies will be concluded when back at the home institution.

The U.Porto has determined that a Declaration of Participation will be issued at the end of the exchange and such document will be sent to all grant holders.

Which Programme and/or activities can I choose to enroll at a host institution?

The academic offer is available at the project's website. It is highly advisable that applicants consult the academic offer of the U.Porto and contact the Faculty/Department/Programme they want to apply to before filling in/submitting the application form.

I am a researcher or teaching staff. If I undertake an exchange period of one week + 2 days, which is the minimum number of teaching hours I must provide?

In case the exchange lasts more than one week, the teaching hours must be proportional to the duration of that week. As an example, if you stay at U.Porto for one week + 2 days, you must teach for 8 hours + approximately 3 hours, which totalizes 11 hours. However, the scholarship will not be increased as the maximum amount awarded is 5 working days.

Which are the consequences if I do not fulfill the exchange programme goals (ex. fail or non-execution of the programmed activities)?

At the end of the exchange period, all grant holders will receive a Transcript of Records detailing the achieved results. All students must obtain a positive mark in all the subjects/activities contemplated in their study programme. In case this criterion is not fulfilled, the U.Porto will consult the European Commission and the Legal Department in order to identify the procedures to be followed that may result in the return of the scholarship.

The researchers, academic and administrative staff must comply with the programme. Failing to do so may result in the return of the scholarship.

Financial support

What kind of financial support will I receive if I am selected?

The MOBILE23 projects provides the following financial support to the grant holders:

- Monthly allowance (the amount per month will depend on the mobility's direction);
- Round trip plane ticket between the grant holder's home city and the host country;
- Health, accident and travel insurance valid during the entire mobility period.

Which is my scholarship amount? Can I receive more money according to the home country?

The European Commission has defined the following amounts:

Students mobility (Studies SMS) – **Duration: 3/4/5 months (depends on the country*)**

Origin	Monthly allowance
U.Porto's participants (OUT)	700 EUR/month
Partner Institutions' participants (IN)	850 EUR/month

* Asia (IN/OUT): 3 months | South-med and Sub-Saharan Africa (IN): 4 months | Canada and USA (OUT): 5 months

Staff mobility (Researchers, Academic and Administrative Staff) – Exchange periods with the duration of 7 days (5 working days + 2 travel days)

Amount per diem
- From U.Porto to the partner institutions: 180 EUR - From the partner institutions to U.Porto: 160 EUR

Am I eligible for a top-up for fewer opportunity students?

There is an extra support (250 EUR./month) for students who show proof of vulnerability.

This is only applicable to students from Region 3 (Algeria, Egypt, Jordan, Morocco).

Some examples of this vulnerability:

- having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries), **or**
- it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination, **or**
- they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

The full list defined in the Erasmus + Programme Guide will be available for consultation at the website.

As a staff can I also benefit from a top-up for fewer opportunities?

No. This extra support is only available for students. Staff can however benefit of priority in the selection (in case of very similar scores among candidates) shall they present documents that prove they fall under any of the conditions mentioned in the E+ Programme Guide.

Will I need to pay tuition fees?

Since you are undertaking an exchange mobility period, no tuition fees will be applied to your period of studies. You will be required to pay your regular tuition fees (if applicable) at your home institution.

How long does it take to receive the scholarship?

If you are a student, if all the compulsory documents are presented in the Mobile 23 platform, after your arrival to the host country and providing the bank account (European/SEPA system) the scholarship will take **at least 10 working days to be transferred**. Outgoing students have to present the Statement of Period of Studies signed by the host institution.

If you are an incoming staff, if all the compulsory documents were presented at least on month in advance of your arrival in the Mobile 23 platform you will receive a cheque upon arrival at the International Office (Rectorate). Outgoing staff will receive the transfer in their bank account after presenting all the compulsory documents and signing the scholarship contract.

What does "travel distance" stand for and how is it calculated?

The "travel distance" represents the **linear distance** between the city where the university of origin and the city where the host university are located. This is calculated automatically by a website indicated by the European Commission and cannot be subject to any change. 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 institutions. In the event that the assigned value is insufficient to pay for the desired trip, the grantee must find other sources of funding.

The travel budget within the framework of the MOBILE23 project will be distributed as follows:

Travel distance	Amount
Between 100 and 499 km	180 EUR per participant
Between 500 and 1999 km	275 EUR per participant
Between 2000 and 2999 km	360 EUR per participant
Between 3000 and 3999 km	530 EUR per participant
Between 4000 and 7999 km	820 EUR per participant
8000 km or more	1500 EUR per participan

Participants will be responsible to buy their own flight tickets. The University of Porto will transfer the amount corresponding to the travel distance (see table above) to the participant's bank account (for students) or issue a cheque (for staff) after the signature of the scholarship contract on arrival. For this the eticket and learning agreement/work plan needs to be uploaded in the Mobile 23 platform at least one month before arrival.

When purchasing the tickets the dates of mobility established with U.Porto must be respected. The **arrival** must be at least **one day before** the start of the mobility period and the **return to the country of origin, one day after** the last day of the mobility period.

The flights are between the same city as the home institution (or the nearest airport) and Porto both for inbound and outbound flights and tickets should be sent in advance to the MOBILE23 Management Team.

Am I going to benefit from medical assistance during my exchange period (health insurance)?

Every selected applicant will receive a health, accident and travel insurance valid during the entire mobility period provided by the University of Porto after submitting the required documents. Participants are responsible for checking the insurance is active and the information in their policy is valid. In case they do not receive their insurance policy they should inform immediately the Coordinator.

Mobility flows: preparation and implementation

How and when shall I require for the issuing of my visa?

The selected applicants must require for a visa at the Embassy/Consulate that exist in their home country or in the closest country where there is a diplomatic representation of the country where they will undertake the exchange period. It is mandatory that grant holders contact the Embassy/Consulate of the host country **immediately** after receiving the project's notification confirming the effective selection for a MOBILE23 grant, given that the visa can take up to 3 months to be issued.

Grant holders must have all the mandatory documents for the visa application as soon as possible, by contacting all the entities responsible for the issuing of those documents. Any obstacle found in the gathering of those documents must be immediately reported to the coordination, which will support the applicant in all the necessary procedures.

Which services and support will I have at my host institution?

One of the partner institutions' main responsibilities is to provide grant holder with all the necessary support in all the stages of the exchange period, namely:

- Documents for visa issuing;
- Support in the search of accommodation;
- Support in the opening of a bank account (when applicable);
- Integration activities;
- Language courses;
- Monitoring actions and mobility quality assessment;
- Provide adequate work/study/research conditions;
- Inform about the host country's cost of life and culture.

Naturally, the support given by each partner institution regarding the above-mentioned aspects may differ from institution to institution. As so, it is advisable that applicants consult the academic offers and webpages of each one of the institutions they wish to apply to beforehand. If there is any doubt regarding the information provided, applicants must directly contact the institution which they are interested to go to.

When do I have to undertake my exchange period?
Preferably all students must start their exchange period in the academic year following their selection. However in duly justified cases the date can be postponed for the following semester.

The academic and administrative staff exchanges (including researchers) can start at any moment upon the selection of applicants is published and whenever all the mandatory documents (work programme, visa if applicable, travel, and insurance) are duly taken care of. All exchanges must end at least one week before the project's ending date (31/07/2026)

Which is the procedure and what warranties can I have regarding accommodation in the host city?
There are no guarantees regarding accommodation. All grant holders must find a suitable accommodation upon the arrival to his/her host institution. All partner institution will provide the necessary support to grant holders regarding the process of finding an accommodation. We remind all grant holders that the specific support given by partner institutions may differ from institution to institution and from country to country.

Can I start and/or finish my mobility flow on a different date from the initially agreed date?

No. The change of starting and/or finishing dates of the exchange implies a substantial change in all the documents agreed upon and signed at the beginning of the exchange period. Additionally, the Scholarship Contract includes very clear information on the consequences of a reduction (for example: due to the anticipated conclusion of the exchange period). There severe consequences may result in the partial/full return, depending on the motives which lead to the change of the exchange dates.

In case I have to return any amount overpaid to me, when must I return the money to the U.Porto?

Every grantee is responsible for any refund due to the University of Porto. As soon as the U.Porto informs the grantee about this need, he/she must follow the procedures indicated by the MOBILE23 Management Team at the U.Porto and respect the deadlines established to proceed with the payment of the amount due.

Legal action will be taken in case the grantees do not follow procedures and guidelines set by the U.Porto on this matter.

What does "force majeure" stand for?

Force majeure, according to the EACEA definition, is an unpredicted or exceptional event or situation, beyond one's control, that prevents from accomplishing the demands within the MOBILE23 project, despite all the diligences. Malfunctioning of materials or equipment, delays, labour disagreements, strikes or financial difficulties cannot be considered as force majeure.