BE MOBILE

CHOOSE THE UNIVERSITY OF PORTO!

SCHOLARSHIPS FOR STUDENTS AND STAFF FROM PARTNER INSTITUTIONS TO DO PART OF THEIR STUDIES/ TRAINING AT THE UNIVERSITY OF PORTO!
WHAT IS THE MOBILE+3 PROJECT?

Coordinated by the University of Porto, Portugal, the MOBILE+ 3 Project, approved in 2017 and financially supported by the European Commission through the Erasmus+ Programme, aims at fostering the mutual enrichment and a better understanding between U.Porto and specifically 14 partner countries, through the encouragement of student and academic and administrative staff mobility and the transfer of know–how and best practices.

The international credit mobility foresees a scholarship scheme for students who are registered in one of the Partner Universities to do part of their studies in one University in Europe, for MOBILE + 3 (incoming mobility to Europe), the University of Porto would be the only hosting University.

There are also scholarships to Academic and Administrative Staff of the targeted partner universities to teach or participate in a training week at the U.Porto.

WHO IS ELIGIBLE?

**Bachelor**, **Master and PhD students** registered in one of the partner Universities of the Project;

**Students who have not benefited in the past** of an Erasmus + or Erasmus Mundus scholarship within the same study cycle for more than 6 months;

**Academic and Administrative Staff** working in one of the partner Universities of the Project;

THE SCHOLARSHIP INCLUDES:

<table>
<thead>
<tr>
<th>Individual Support</th>
<th>Type of Mobility</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 semester</td>
<td>Bachelor, Master and PhD</td>
<td>800 EUR/month</td>
</tr>
<tr>
<td>5 working days</td>
<td>Academic and Administrative Staff</td>
<td>120 EUR/day</td>
</tr>
</tbody>
</table>

**Travel**

Return ticket

**Insurance**

Health, accident and travel insurance valid during the entire mobility period

*Bachelor students should have completed at least one academic year;


Contact the MOBILE + 3 Management Team @ international@reit.up.pt
Guidelines for Applicants

This project has been funded with support from the European Commission. This communication reflects the views only of the author. The Commission cannot be held responsible for any use which may be made of the information contained therein.
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The Erasmus + Programme

The Erasmus+ programme aims to boost skills and employability, as well as modernising Education, Training, and Youth work. The seven year programme will have a budget of €14.7 billion; a 40% increase compared to current spending levels, reflecting the EU’s commitment to investing in these areas.

Erasmus+ provides opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad.

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, there will be support 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; it will for the first time provide 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.

The MOBILE+3 Partnership

Coordinated by the University of Porto, Portugal, the MOBILE+3 Project – Mobility for International Learning Experiences, approved in May 2017 and financially supported by the European Commission through the Erasmus+ Programme, aims at fostering the mutual enrichment and a better understanding between Portugal and specifically 14* programme and partner countries, through the encouragement of student and academic and administrative staff mobility and the transfer of know-how and best practices.

Within the 2 years of duration of the project, 144 scholarships will be granted to students and staff from the different programme and partner institutions, after the signature of an Inter-Institutional Agreement between the University of Porto and each one of the 44 partner institutions from the 14 countries abovementioned.

The implementation of the project will be ensured through this website and the online platform that the U.Porto has been developing in the last years for the management of its projects.

* Algeria, Armenia, Bosnia and Herzegovina, Canada, Egypt, Georgia, Morocco, Russia, Serbia, South Africa, Thailand, Ukraine, United States, Uzbekistan.
General Information on the Project

1. Partnership

Coordinating Institution

<table>
<thead>
<tr>
<th>Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPORTO</td>
<td>Universidade do Porto</td>
</tr>
</tbody>
</table>

Partner Institutions

<table>
<thead>
<tr>
<th>Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUELMA</td>
<td>Université 8 Mai 1945 Guelma</td>
</tr>
<tr>
<td>MOSTA</td>
<td>Université Abdelhamid Ibn Badis Mostaganem</td>
</tr>
<tr>
<td>TLEMCCN</td>
<td>Université de Tlemcen</td>
</tr>
<tr>
<td>ASUE</td>
<td>Armenian State University of Economics</td>
</tr>
<tr>
<td>VSU</td>
<td>Vanadzor State University</td>
</tr>
<tr>
<td>YSMU</td>
<td>Yerevan State Medical University</td>
</tr>
<tr>
<td>UNMO</td>
<td>Dzemal Bijedic University of Mostar</td>
</tr>
<tr>
<td>UNSA</td>
<td>University of Sarajevo</td>
</tr>
<tr>
<td>CONCORDIA</td>
<td>Concordia University of Edmonton</td>
</tr>
<tr>
<td>UOTTAWA</td>
<td>University of Ottawa</td>
</tr>
<tr>
<td>CU</td>
<td>Cairo University</td>
</tr>
<tr>
<td>GRUNI</td>
<td>Grigol Robakidze University</td>
</tr>
<tr>
<td>TSU</td>
<td>Ivane Javakhishvili Tbilisi State University</td>
</tr>
<tr>
<td>ZSSU</td>
<td>Shota Meskhia State Teaching University of Zugdidi</td>
</tr>
<tr>
<td>TSMU</td>
<td>Tbilisi State Medical University</td>
</tr>
<tr>
<td>UAE</td>
<td>Université Abdelmalek Essaadi</td>
</tr>
<tr>
<td>UCD</td>
<td>Université Chouaib Doukkali</td>
</tr>
<tr>
<td>UMI</td>
<td>Université Moulay Ismail</td>
</tr>
<tr>
<td>HSE</td>
<td>National Research University Higher School of Economics</td>
</tr>
<tr>
<td>UNN</td>
<td>Lobachevsky State University of Nizhny Novgorod - National Research University</td>
</tr>
<tr>
<td>SPBSTU</td>
<td>Peter the Great St.Petersburg Polytechnic University</td>
</tr>
<tr>
<td>RUDN</td>
<td>Peoples' Friendship University of Russia</td>
</tr>
<tr>
<td>KG</td>
<td>University of Kragujevac</td>
</tr>
<tr>
<td>UNS</td>
<td>University of Novi Sad</td>
</tr>
<tr>
<td>SUN</td>
<td>Stellenbosch University</td>
</tr>
<tr>
<td>DUT</td>
<td>Durban University of Technology</td>
</tr>
<tr>
<td>UCT</td>
<td>University of Cape Town</td>
</tr>
<tr>
<td>UP</td>
<td>University of Pretoria</td>
</tr>
<tr>
<td>CMU</td>
<td>Chiang Mai University</td>
</tr>
<tr>
<td>KASETSART</td>
<td>Kasetsart University</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name   Country

Algeria
Armenia
Bosnia and Herzegovina
Canada
Egypt
Georgia
Morocco
Russian Federation
Serbia
South Africa
Thailand
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>TU</td>
<td>Thammasat University</td>
<td></td>
</tr>
<tr>
<td>KKU</td>
<td>Khon Kaen University</td>
<td></td>
</tr>
<tr>
<td>UDPU</td>
<td>Pavlo Tychyna Uman State Pedagogical University</td>
<td>Ukraine</td>
</tr>
<tr>
<td>UMBC</td>
<td>University of Maryland, Baltimore County</td>
<td>United States</td>
</tr>
<tr>
<td>UMT</td>
<td>University of Montana</td>
<td></td>
</tr>
<tr>
<td>BROWN</td>
<td>Brown University</td>
<td></td>
</tr>
<tr>
<td>WINTHROP</td>
<td>Winthrop University</td>
<td></td>
</tr>
<tr>
<td>SAMQXI</td>
<td>Samarkand Agricultural University</td>
<td>Uzbekistan</td>
</tr>
<tr>
<td>ADTI</td>
<td>Andijan State Medical Institute</td>
<td></td>
</tr>
<tr>
<td>SAMDCHTI</td>
<td>Samarkand State Institute of Foreign Languages</td>
<td></td>
</tr>
<tr>
<td>TMA</td>
<td>Tashkent Medical Academy</td>
<td></td>
</tr>
<tr>
<td>TASHPMI</td>
<td>Tashkent Paediatric Medical Institute</td>
<td></td>
</tr>
<tr>
<td>TDIU</td>
<td>Tashkent State University of Economics</td>
<td></td>
</tr>
<tr>
<td>URGENCHSU</td>
<td>Urgench State University</td>
<td></td>
</tr>
</tbody>
</table>
2. **General Eligibility Criteria**

In order to be eligible for an Erasmus + scholarship under this project, **you must be a student/staff from the institution which are a part of the project’s Consortium.**

The MOBILE+3 project offers grants for exchange mobility. As so, all the students must be registered in a HEI and enrolled in studies leading to a recognized degree or another recognized tertiary level qualification.

**For Undergraduate studies:**
- must be enrolled at least in the second year of higher education studies in order to be eligible to undertake an exchange period abroad.

**For Master studies:**
- must have completed at least one semester at the home institution before undertaking an exchange period.

**For Doctorate studies:**
- must have completed at least one year of studies and have already a research project.

**For academic and administrative staff:**
- must work (full-time) at a partner institution of the project in order to be eligible to apply for a grant.

All applicants must receive the formal support of their home institution, through the issuing of a support letter (this document is mandatory at the application stage).

Erasmus+ enables students to study or train abroad more than once as Erasmus+ students as long as the minimum duration for each activity and a total maximum of 12 months per study cycle is respected.

*After selection the candidates approved to the MOBILE+3 scholarship should also fulfill the admission criteria of each host institution.*
4. TYPES AND DURATION OF SCHOLARSHIPS

The MOBILE+3 project supports 144 SCHOLARSHIPS:

<table>
<thead>
<tr>
<th>Types of mobility available</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>6 months</td>
</tr>
<tr>
<td>Master</td>
<td>6 months</td>
</tr>
<tr>
<td>Doctorate</td>
<td>6 months</td>
</tr>
<tr>
<td>Academic and Administrative Staff</td>
<td>7 days</td>
</tr>
</tbody>
</table>

In Table A you will find the available scholarships for this call for applications depending on the Country you belong to:
<table>
<thead>
<tr>
<th>Country</th>
<th>Academic Staff</th>
<th>Administrative Staff</th>
<th>Students</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armenia</td>
<td>IN 0</td>
<td>OUT 2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Bosnia and Herzegovina</td>
<td>IN 2</td>
<td>OUT 1</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Canada</td>
<td>IN 1</td>
<td>OUT 1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Algeria</td>
<td>IN 3</td>
<td>OUT 1</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Egypt</td>
<td>IN 2</td>
<td>OUT 1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Georgia</td>
<td>IN 4</td>
<td>OUT 2</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Morocco</td>
<td>IN 2</td>
<td>OUT 1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Russian Federation</td>
<td>IN 4</td>
<td>OUT 4</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Thailand</td>
<td>IN 1</td>
<td>OUT 0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Ukraine</td>
<td>IN 0</td>
<td>OUT 1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>United States</td>
<td>IN 2</td>
<td>OUT 2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Uzbekistan</td>
<td>IN 2</td>
<td>OUT 2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>South Africa</td>
<td>IN 2</td>
<td>OUT 2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Serbia</td>
<td>IN 2</td>
<td>OUT 2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL IN</strong></td>
<td>26</td>
<td>33</td>
<td>36</td>
<td>95</td>
</tr>
<tr>
<td><strong>TOTAL OUT</strong></td>
<td>23</td>
<td>26</td>
<td>0</td>
<td>49</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>49</td>
<td>59</td>
<td>36</td>
<td>144</td>
</tr>
</tbody>
</table>
FINANCIAL SUPPORT

The MOBILE+3 project 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

Monthly allowance:
The European Commission has defined the following amounts:

**Students exchange**

<table>
<thead>
<tr>
<th>Origin</th>
<th>Monthly allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.Porto’s grantees</td>
<td>650 EUR/month</td>
</tr>
<tr>
<td>Partner Institutions’ grantees</td>
<td>800 EUR/month</td>
</tr>
</tbody>
</table>

**Staff exchange (Academic and Administrative Staff – STA)**

<table>
<thead>
<tr>
<th>Amount per diem</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From the U.Porto’s to the partner institutions: 160 EUR</td>
<td></td>
</tr>
<tr>
<td>From the partner institutions to the U.Porto: 120 EUR</td>
<td></td>
</tr>
</tbody>
</table>

**Round trip plane ticket**

<table>
<thead>
<tr>
<th>Travel distance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 100 and 499 km</td>
<td>180 EUR per participant</td>
</tr>
<tr>
<td>Between 500 and 1999 km</td>
<td>275 EUR per participant</td>
</tr>
<tr>
<td>Between 2000 and 2999 km</td>
<td>360 EUR per participant</td>
</tr>
<tr>
<td>Between 3000 and 3999 km</td>
<td>530 EUR per participant</td>
</tr>
<tr>
<td>Between 4000 and 7999 km</td>
<td>820 EUR per participant</td>
</tr>
<tr>
<td>8000 km or more</td>
<td>1100 EUR per participant</td>
</tr>
</tbody>
</table>

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 University of Porto is available to buy directly through it travel agency the flight tickets within the budget available. In case the assigned value is insufficient to pay for the desired trip, the University of Porto will contact the student in order to find a solution the travel’s purchase. In alternative, the University of Porto will transfer the amount corresponding to the travel distance to the grantee’s bank account and he/she is responsible to buy his/her own flight ticket, always respecting the dates of exchange established.
Application to the Project

1. Preparing the application

In the phase of preparing the application, the candidate should follow the subsequent steps:

1. Verify the eligibility criteria previously indicated;

When applying to this project, it is crucial to:

- Ensure that you master the language of tuition or that the host institution provides support for applicants without the needed language skills for the country/course;
- Ensure that you have the necessary academic background in terms of study areas to apply to the selected activity;
- Be aware of the real cost of living at each partner institution and analyse it considering the monthly amount of the scholarship, in case of selection;
- Consider the need to adapt to different cultural realities and also to different climate conditions, in case of selection.
- Consider the need to have some financial support for the first days, in case of selection.

2. Read attentively the Guidelines for Applicants and the FAQs section;

3. Collect all necessary information and documents to fill in the Application form

Several documents are mandatory. If not uploaded in section 10 of the application form, the application cannot be submitted. In case of unreadable documents the application will be considered invalid and will not be evaluated.

4. Ensure that the project proposal is objective and specific concerning its methodology and viability, impact and benefit, as well as the capacity of attaining the project’s purposes within the timeframe established by the duration of the scholarship. The lack of detailed information or objectivity will reduce the chances of success during the process of application’s evaluation;

5. Make sure that the motivation presented in the application concerning the mobility’s benefits and expected outcomes is clear and reflects each one of the options selected (maximum of 3 host Universities);

6. Once all the information is gathered and compiled in a teaching/training project, the applicant should create a log in and password to be granted access to the Application Form available on the project’s website (http://mobileplus3.up.pt/).
2. **ONLINE SUBMISSION**

To fill in the Application Form, the following steps must be considered:

1. The applicants should have a valid e-mail address and an internet connection.

2. As a way to access the form, the applicants should create a new login in the “Apply” section, selecting the **type of scholarship** they want to apply to (ex: undergraduate exchange).

3. The form will open with a set of questions regarding:
   - general eligibility criteria;  
   - Only online applications are considered eligible.

4. The applicants must answer truthfully to all questions so as to ensure the fulfilment to all general eligibility criteria. In case one eligibility criteria is not fulfilled, the system will immediately inform the applicant through the following message: "Please verify the eligibility criteria."

5. The applicants should then fill in the online Application Form available on the project’s website. The system will save a draft of the application every time the “Save” button is pressed, allowing it to be revised, edited and completed.

6. The applicants should carefully prepare and revise the application before pressing the “Submit” button.
   - After selecting the “Submit” button, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new register and fill in another application form.

The Application Form can be filled in only in English, and all the documents must be written in English and submitted online.

The **deadline for the submission of the online applications for the Call** is indicated on the webpage of the project ([http://mobileplus3.up.pt/](http://mobileplus3.up.pt/)) and has as reference the Central European Time (CET). The Coordination Office will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid the last minute applications so as to guarantee there will be no problems in the submission of the application form. It is reminded to all candidates that applications sent by mail, fax or e-mail will not be accepted.

By pressing the “Submit” button, the application is closed and sent to the Coordination Office, which gives it a code. A digital certificate that contains the date and hour of the submission is issued and sent to the applicant as well as a full copy of the application. This digital certificate does not constitute a confirmation of eligibility or of selection, it just confirms the submission of the application.

Please include a **valid e-mail address** in your application for communication purposes. Do not include in the application form the e-mail of another colleague or friend that is also applying as the communication of results will be done exclusively by e-mail and this could generate problems in interpreting the selection results. The applicants should only have **one valid application** at the beginning of the selection procedure. Being so, if the same applicant submits several online forms, the informatics system will automatically consider the last one as the only valid and will disregard the other applications.
3. **Documents to be Submitted by the Applicants**

The applicants should submit in section 10, together with the online application, a digital copy of several documents. In case a document is considered mandatory by the host institution, it must also be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal.

- **Photo** (mandatory for all applicants)
- **Video** (optional)
- **Formal Identity Document** - Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport (mandatory for all applicants)
- **Passport** (optional when a formal identity document has been uploaded)
- **Certificate proving the obtained degree** – Must be issued by a university, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. In the case of having achieved more than one academic degree, the uploaded file must contain the scan of all documents (mandatory for Master and Doctorate applications)
- **Transcript of Records** - must be issued by the home university, stating in detail all courses taken and grades obtained. This document must be dated, signed and stamped by the institution, or have an official digital certification, otherwise it will not be considered valid and the application will be immediately excluded. (Mandatory for Undergraduate, Master, Doctorate)
- **Statement of support from the University of origin** - This document must be issued by a professor or by the respective academic department of the applicant. It must be dated, signed and stamped by the home institution, otherwise it will not be considered valid and the application will be immediately excluded. (Mandatory for all applicants)
- **Statement issued by the home institution regarding the applicant’s enrollment in the degree course** (Mandatory for Undergraduate, Master, Doctorate)
- **Statement of the partner institution with a brief description of the applicant’s main activity.** This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. (Mandatory for Academic and Administrative Staff)
- **Certificate of language skills** – In cases when institutions do not require it, it is optional.
- **Pre-acceptance from host** - Only applicable to Portuguese/European candidates. A pdf version of e-mails exchanged with the host institution will also be accepted. Pre-acceptance letter from the host institution. After selection the candidates approved to the MOBILE+3 scholarship should also fulfill the admission criteria of each host institution. (optional)
- **Proposed Study Plan** - (Mandatory for Undergraduate, Master, Doctorate)
- **Document that specifically proves your physical disability** - For example: declaration of honor from a doctor; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability. (Optional)
- **Document that specifically proves your vulnerable socio-economic situation.** This document must be dated, signed and stamped by the issuing entity. In case you fail to do so the MOBILE+3 will not consider you as a candidate in particularly vulnerable socio-economic situation. (Optional)
- **Document that specifically proves your social/political vulnerable situation.** This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity. (Optional)
- **Other documents relevant for the application**

All documents abovementioned must be attached to the Application Form. It is important to highlight the fact that incomplete applications or with blank or unreadable documents will not be considered eligible and will immediately be disregarded.
In case you want to attach more than one document in the same field (ex: support letter of the home institution), the attached file should include the scanning of all documents, up to maximum of 5MB. Due to limitations in the webserver that hosts this website, the uploaded documents must have a maximum size of 5 MB.

How to upload a document?
You should follow the following steps for each of the required documents
Click in “Browse” and select the document
Click in “Upload”
After uploading all the documents you just need to click in “Back to the menu” and the section will become green (✔). GUI-PDF-TK and PDFSAM are useful free software for handling PDF documents. You can download it from the application form.
You must start by putting in a folder all PDF documents you want to merge. Then you should use the “Join” command to merge them all in a new single PDF document. Afterwards you can upload the new document to the correspondent section.

4. EVALUATION AND SELECTION OF APPLICATIONS

All submitted applications will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and it will always be kept confidentiality of the information submitted online. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code.

1st Step: VALIDATION PROCESS
Your application will be validated by your home institution. The home institution will analyse the eligibility of the application taking into account the criteria defined by the consortium and its internal regulation and will verify if all the mandatory documents were duly uploaded.

2nd Step: EVALUATION PROCESS
Your application will be evaluated by the host Faculty/Department/Course 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 specific tool created by the U.Porto.

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;
- Submitted proposal in the fields of study considered as priority by the MOBILE + countries partners;
- 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, equal opportunities, being part of a vulnerable group).
These criteria ensure the transparency of the selection process and equal treatment for all.

3rd Step: SELECTION PROCESS
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.

4th Step: COMMUNICATION OF RESULTS
After the final selection of the applicants, all applicants will be informed by e-mail of the application’s result and these will be published on the project’s website.

The e-mail to be sent to all applicants is an automatic email generated by the website, in which the main body is a common text and in which some fields are automatically filled in with information from our database. In the case of non-selected applicants, the e-mail will include information on the most common reasons for the non-selection of applications, since it would not be possible to send an individual e-mail to each applicant. More detailed information may be obtained through the submission of an appeal (see below).

Please note that in case a selected applicant is afterwards identified as not eligible, (s)he will have to reimburse entirely the costs incurred by the partnership with the exchange until that moment (grant, travel, etc).

5th Step: PROCEDURE FOR APPEALS
All applicants that do not agree with the selection results will be granted the possibility to submit an appeal to the coordinating institution. Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants together with the selection results.
Implementation of Mobility

1. Obligations of the coordination and the grantees’ home and host institutions

TRAVEL – The University of Porto is available to buy directly through its travel agency the flight tickets within the budget available. In case the assigned value is insufficient to pay for the desired trip, the University of Porto will contact the student in order to find a solution the travel’s purchase. In alternative, the University of Porto will transfer the amount corresponding to the travel distance to the grantee’s bank account and he/she is responsible to buy his/her own flight ticket, always respecting the dates of exchange established.

GRANTS – A scholarship contract that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed by host institution and the grantee. Only after this document is signed it will be possible to transfer the instalments.

RECOGNITION – It is mandatory that, in the cases of students exchange, all partner institutions consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution. The home Higher Education Institution of the grantee must guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the host institution, through the signature of the Learning Agreement, as long as the student has obtained a passing grade. Students must assure that the study/research plan is discussed with the responsible professor before the departure to the host institution and that all the necessary documents for the validation (recognition) process are provided in due time to the home institution.

2. Obligations of the grantee:

The Coordinating Institution has the right to suspend the payment of the scholarship if:
- the grantee withdraws from the project in case of force majeure;
- the grantee holder does not comply with the internal regulations of the host Institution;
- the grantee holder does not comply with the internal regulations set by the coordination;
- the grantee holder leaves the host institution;
- the grantee holder doesn’t fulfil the requirements of his study/work program.

Signing both the Statement of Scholarship Acceptance and the Scholarship Contract means that:

- The grantee may not accept, during the period of the current MOBILE+3 grant, any other mobility grant awarded by the European Union.
- The grantee has the obligation to inform the Coordinating Institution about any change regarding the study/research/work period abroad, namely the learning agreement or work/research program and the duration of stay at the host Institution. Should this happen, a new Learning Agreement/Work Programme must be signed.
- It is mandatory the participation in all classes that the grantees are enrolled in. Any absence must be duly justified to the professor responsible for the classes and C/c to the MOBILE+3 team through a suitable document (e.g. Medical statement).
- Grantees are compelled to report (by e-mail) to the coordinating institution any difficulties experienced during the exchange, such as: Language barriers; Integration with class mates; Communicating with Professors; Difficulty in getting study materials; Health insurance; Accommodation; etc.
- 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 academic and administrative staff must comply with the programme. The academic and administrative staff must comply with the programme. Failing to do so may result in the return of the scholarship.

Preferably all students must start their exchange period by February 2018. However in duly justified cases the date can be postponed for the following semester.
The academic and administrative staff exchanges 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 3 months before the project’s deadline (31/07/2019).
Information and support

All the information related with the project’s implementation can be consulted on the official website: http://mobileplus3.up.pt/

Address and contact of the Coordination Office:
MOBILE+3 project
International Relations Office
University of Porto
Praça Gomes Teixeira
4099-002 Porto
Portugal

Phone number: +351 22 040 8271
E-mail: international@reit.up.pt

All partner institutions have nominated a contact person responsible for assisting and counselling potential applicants of their institutions. The official contacts of each institution can be accessed on the site, in the Contacts section.

It is strongly recommended to regularly consult the e-mail address indicated in the application form, as this will be the only means of communication between the applicant and the coordination.

The MOBILE+3 is looking forward to receive your application.
GOOD LUCK!
**General information on the project**

**What is the Erasmus + programme?**
The main goal of the Erasmus + programme is to promote actions in the fields of Education, Training, Youth and Sport. The programme has an available budget of 14.7 billion € in order to implement the actions during the seven years’ duration of the programme (2014-2020).

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 teacher or a staff member, your home institution is the institution where you work (full-time).

**Which is my host institution?**
The host institution is the institution where you will develop your study/work programme within the framework of the MOBILE+3 project.

**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 MOBILE+3 project, despite all the diligences. Malfunctioning of materials or equipment, delays, labour disagreements, strikes or financial difficulties cannot be considered as force majeure.

**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 MOBILE+3 grant holder more than once?**
Yes, as long as the maximum duration of the mobility is respected:
- Students can go on mobility for a maximum of 12 months per study cycle
- Staffs can go on mobility for a maximum of 2 months

**I am a student/staff from an eligible country but I do not belong to any institution of the Consortium. Can I still apply?**
No, only the students/staff from the institutions which are a part of the project’s Consortium are eligible to apply to a MOBILE+3 grant.

**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 MOBILE+3 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 be enrolled at least 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 have completed at least one semester at the home institution before undertaking an exchange period.

For **Doctorate** studies, the student must have completed at least one year of studies and have already a research project.

For **academic** and **administrative staff**, the applicant must work (full-time) at a partner institution of the project in order to be eligible to apply for a grant.

**All applicants must receive the formal support of their home institution, through the issuing of a support letter (this documents is mandatory at the application stage).**

**Application**

**Is there a minimum or maximum age in order to apply to the MOBILE+3 project?**
Any person, regardless his/her age, can submit an application. However, it is important to attentively read the Erasmus+ Guide or other relevant documents provided by the U.Porto. Simultaneously, it is important to ensure a direct contact with the contact person at both the home and host institutions in order to check if there are other eligibility criteria set by each partner institution and applicable only to their applicants.
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. If the home institution does not issue official documents in English, the documents in the given language must be submitted accompanied by a certified translation 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 straight away 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 academic/administrative staff exchange, applicants must define straight away their main goals and objectives, mentioning the kind of work they want to develop taking into account 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 (e.g. 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 enrollment 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.

Academic and administrative staff must work (full-time) in one of the Consortium’s institutions at the moment of application. 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, equal opportunities, 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 taking into account the criteria defined by the consortium 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.

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 teaching staff. If I undertake an exchange period of less than one week, which is the minimum number of teaching hours I must provide?
In case the exchange lasts less than one week, the teaching hours must be the same as if the stay was of one week. As an example, if you stay at U.Porto 4 working days, you must teach for 8 hours. However, the scholarship will be paid according to the total number of working days, i.e. 4 days.

I am a 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 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 MOBILE+3 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) – Mobility periods with the duration of 6 months

<table>
<thead>
<tr>
<th>Origin</th>
<th>Monthly allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.Porto’s grantees</td>
<td>650 EUR/month</td>
</tr>
<tr>
<td>Partner Institutions’ grantees</td>
<td>800 EUR/month</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Amount per diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>- From the U.Porto’s to the partner institutions: 160 EUR</td>
</tr>
<tr>
<td>- From the partner institutions to the U.Porto: 120 EUR</td>
</tr>
</tbody>
</table>

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.

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 MOBILE+3 project will be distributed as follows:

<table>
<thead>
<tr>
<th>Travel distance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 100 and 499 km</td>
<td>180 EUR per participant</td>
</tr>
<tr>
<td>Between 500 and 1999 km</td>
<td>275 EUR per participant</td>
</tr>
<tr>
<td>Between 2000 and 2999 km</td>
<td>360 EUR per participant</td>
</tr>
<tr>
<td>Between 3000 and 3999 km</td>
<td>530 EUR per participant</td>
</tr>
<tr>
<td>Between 4000 and 7999 km</td>
<td>820 EUR per participant</td>
</tr>
<tr>
<td>8000 km or more</td>
<td>1100 EUR per participant</td>
</tr>
</tbody>
</table>

The University of Porto is available to buy directly through its travel agency the flight tickets within the budget available. In case the assigned value is insufficient to pay for the desired trip, the University of Porto will contact the student in order to find a solution the travel’s purchase. In alternative, the University of Porto will transfer the amount corresponding to the travel distance to the grantee’s bank account and he/she is responsible to buy his/her own flight ticket, always respecting the dates of exchange established.

**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.

**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 MOBILE+3 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 by February 2018. However in duly justified cases the date can be postponed for the following semester.

The academic and administrative staff exchanges 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 3 months before the project’s deadline (31/07/2019)

**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 MOBILE+3 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.