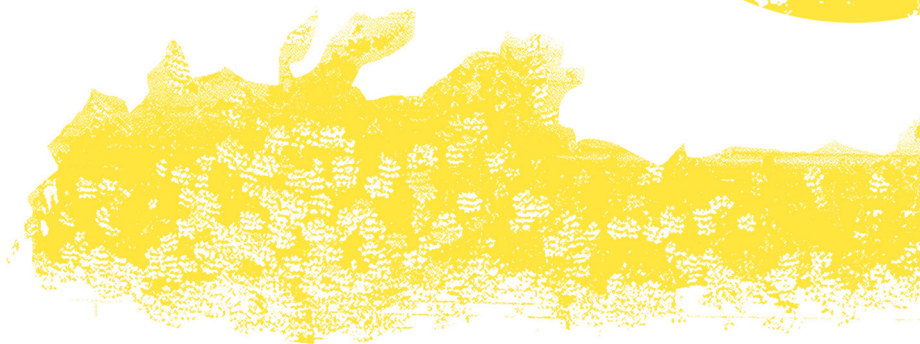


GUIA DE APOIO E ORIENTAÇÃO PARA MOBILIDADE ERASMUS+ ESTÁGIOS

(STUDENT MOBILITY FOR TRAINEESHIP) 2024





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GUIA ERASMUS

Este guia Erasmus, tem como objetivo esclarecer as/os estudantes e graduados/as da Escola Superior Artes e Design de Caldas da Rainha, acerca do Programa de mobilidade Erasmus+ estágio. Contém informações relevantes, tais como, procedimento de candidatura e tramitação do processo de atribuição de bolsa Erasmus para estágios curriculares e ou extracurriculares.

Para mais informações:
<https://www.ipleiria.pt/esadcr/internacional/>

Gabinete de Apoio à Mobilidade
e Cooperação Internacional:
gamci.esad@ipleiria.pt

António Horta:
antonio.horta@ipleiria.pt



O QUE É O

PROGRAMA ERASMUS+?

O programa Erasmus+ destina-se a apoiar os esforços dos países participantes do programa no sentido de explorarem de forma eficiente o potencial do capital humano e social da Europa e promoverem em simultâneo o princípio da aprendizagem ao longo da vida. O programa também destaca as oportunidades de cooperação e mobilidade junto dos países parceiros, designadamente nos domínios do ensino superior e da juventude. O Instituto Politécnico de Leiria – Escola Superior de Artes e Design, participa no programa Erasmus+ desde o início em 2007 e tem como objetivo incentivar as candidaturas a este programa de mobilidade como uma das formas de internacionalização da comunidade estudantil, proporcionando-lhe experiências culturais e vivenciais que contribuam para o seu enriquecimento pessoal e para a construção de uma cidadania europeia.

QUEM É

ESTUDANTE ERASMUS?

Estudante Erasmus é aquele que satisfaz os critérios de elegibilidade no âmbito do Erasmus+ e que tenha sido selecionado pela ESAD.CR para efetuar um período de Mobilidade Erasmus+ no estrangeiro, numa empresa ou instituição. O presente guia destina-se aos estudantes da Escola Superior de Artes e Design, que pretendam candidatar-se ao programa Erasmus +, nas vertentes de mobilidade para Estágios (SMT)¹.

¹ SMT - Students Mobility for Traineeships

ONDE SE PODE

FAZER ERASMUS?

Pode-se fazer Erasmus+ nos 28 países da União Europeia: Alemanha, Áustria, Bélgica, Bulgária, Chipre, Croácia, Dinamarca, Estónia, Espanha, Finlândia, Grécia, Irlanda, Itália, Luxemburgo, Países Baixos, Portugal, Suécia, Eslováquia, Eslovénia, Estónia, Hungria, Letónia, Lituânia, Polónia, República Checa, Malta, Roménia e Sérvia e ainda nos 5 países não pertencentes à União Europeia: Macedónia do Norte, Islândia, Liechtenstein, Noruega e Turquia.

QUAIS OS

CRITÉRIOS DE ELEGIBILIDADE?

1) Podem candidatar-se todos/as estudantes da Escola Superior de Artes e Design (ESAD.CR), cidadãos portugueses ou de qualquer país da União Europeia, com estatuto de residente permanente em Portugal.

2) As e os estudantes têm que estar matriculados num curso da ESAD.CR, no ano académico em que pretende realizar o estágio Erasmus, ou ter terminado o grau académico há menos de 1 ano.

ONDE POSSO ESTAGIAR?

A instituição de acolhimento poderá ser uma empresa, universidade, centro de investigação, profissional liberal ou organizações não governamentais de um dos países da União Europeia.

QUAL A DURAÇÃO DA MOBILIDADE?

O período de estágio pode ter a duração mínima de 2 meses completos e máxima de 12 meses.

- TeSP – 3 meses de financiamento
- Licenciatura – 4 meses de financiamento
- Mestrado – 6 meses de financiamento

QUAL É O VALOR DA BOLSA ERASMUS+ ESTÁGIO?

A bolsa Erasmus destina-se a auxiliar nos custos adicionais decorrentes do período de estágio no estrangeiro, não cobrindo integralmente todas as despesas.

- Cada estudante pode usufruir de uma bolsa Erasmus+ para período de estágio (SMT) durante o seu percurso académico.
- A bolsa é paga em 2 prestações, sendo a 1ª correspondente a 90% do valor total da bolsa a atribuir. Esta 1ª prestação é paga no início da mobilidade, não necessariamente antes da partida do estudante. A 2ª prestação corresponde aos 10% restantes, este valor é pago após o regresso do estudante mediante a apresentação da documentação final.

QUAL É O VALOR DA BOLSA

ERASMUS+ ESTÁGIOS?

GRUPO I Dinamarca, Finlândia, Irlanda, Islândia,
600€/mês Liechtenstein, Luxemburgo, Noruega, Suécia.

GRUPO II Alemanha, Áustria, Bélgica, Chipre,
550€/mês Espanha, França, Grécia, Itália, Malta,
Países Baixos, Portugal.

GRUPO III Bulgária, Croácia, Eslováquia, Eslovénia,
500€/mês Estónia, Hungria, Letónia, Lituânia, Polónia,
República Checa, Macedónia do Norte,
Roménia, Sérvia, Turquia.

COMO POSSO ENCONTRAR O

LOCAL DE ESTÁGIO?

As e os estudantes são responsáveis por encontrar o seu local de estágio, tendo como tarefa fazer os primeiros contactos diretamente junto das instituições do seu interesse e apresentar-lhes a sua candidatura. Para os ajudar nessa tarefa poderão:

- Contactar docentes/coordenadores de curso e Coordenadores Mobilidade ERASMUS, no sentido de obter uma orientação a este respeito e informações sobre eventuais locais e ofertas de estágio internacional de que tenham conhecimento;
- Contactar o Gabinete de Apoio à Mobilidade e Cooperação Internacional da sua Escola para consultar a informação disponível sobre ofertas de estágio;
- Consultar alguns sites que disponibilizam ofertas de estágio a nível europeu (vide <https://www.ipleiria.pt/internacional/mobilidade-estagios/>)

QUAIS OS DOCUMENTOS A ENTREGAR

FORMALIZAR A CANDIDATURA?

A candidatura deve ser formalizada junto do GAMCI, e consiste na entrega de:

- Carta de aceitação ou email de aceitação da instituição/empresa de acolhimento;
- Learning Agreement for Traineeship (anexo 1);
- Training Agreement no caso de estágio curricular de mobilidade (não Erasmus)
- Cópia do talão IBAN.

O QUE É O LEARNING

AGREEMENT FOR TRAINEESHIP?

- É um acordo que identifica as atividades a desenvolver, as competências a adquirir e as tarefas a desempenhar pelo estudante na entidade de acolhimento e que tem de ser assinado/aprovado por todas as partes envolvidas no processo de mobilidade: numa primeira fase (Before Mobility) pelo estudante, a ou o Professor orientador da Instituição de envio e pelo supervisor da instituição de acolhimento.
- Este acordo é válido apenas após assinatura da ou do estudante, da ou do orientador da instituição de envio e a ou o supervisor da entidade de acolhimento.
- Qualquer alteração ao programa de estágio terá de ser comunicada pelo estudante, através do documento "During Mobility", que, para ser validado, terá obrigatoriamente de ser assinado pelo orientador/a da instituição de envio e supervisor/a na entidade de acolhimento.

POSSO DESISTIR AO LONGO DO PROCESSO DE ESTÁGIO?

Sim. Deves comunicar ao GAMCI, informando da desistência e devolver o valor da bolsa.

EXISTE ALGUM FINANCIAMENTO ADICIONAL?

Sim. Existe Apoio à Inclusão (antigas bolsas para necessidades especiais - processo e análise individual na Agência Nacional Erasmus+):

- estudantes com incapacidades físicas;
- Estudantes com problemas de saúde, grave ou crónica;
- Estudante trabalhador, atletas de alta competição, atletas profissionais;
- Obstáculos sociais decorrentes de circunstâncias familiares diferenciadas;
- Obstáculos socioeconómicos;
- Diferenças culturais/discriminação;
- Obstáculos geográficos.

QUEM TRATA DO ALOJAMENTO?

A ou o estudante é responsável pelo alojamento. Devem aceder aos sites das Universidades, onde podem procurar se dispõem de residências universitárias, alojamento em apartamentos partilhados ou associações próprias.

QUEM TRATA DA VIAGEM?

A marcação e pagamento da viagem são da responsabilidade do estudante.

QUAIS OS PROCEDIMENTOS ANTES DA PARTIDA PARA O ESTRANGEIRO?

Terão de ser enviados para o GAMCI os seguintes documentos:

- 1) Cópia do “Learning Agreement-Before” assinado pelo/a estudante e coordenador de mobilidade;
- 2) Comprovativo do IBAN com indicação que o/a estudante é titular da conta;
- 3) Assinar contrato Erasmus.

PREPARAÇÃO LINGUÍSTICA – (OLS)

ONLINE LINGUISTIC SUPPORT

É enviado aos participantes na mobilidade Erasmus+ estágio um email com os dados de acesso para a realização do teste inicial de avaliação e consoante a avaliação obtida neste, poderá ou não lhe ser permitido o acesso ao curso de língua. No final da mobilidade têm que realizar novo teste.

A utilização da OLS não tem quaisquer custos. O pagamento da bolsa Erasmus está dependente da realização dos testes.

ONDE E QUAIS OS DOCUMENTOS QUE TENHO DE ENTREGAR APÓS A MINHA MOBILIDADE?

Documento a entregar no GAMCI no fim da mobilidade:

1) "Learning Agreement for Traineeship – After Mobility"

Assinado pelo supervisor de estágio da instituição de acolhimento;

2) Training Certificated – assinado pelo supervisor (a) de estágio da instituição de acolhimento;

3) Training Evaluation - assinado pelo supervisor de estágio da instituição de acolhimento.



BOA MOBILIDADE

DOCUMENTOS E PROCEDIMENTOS PARA BOLSA MOBILIDADE ERASMUS + ESTÁGIO?

Documentos

Observações

Declaração de aceitação da entidade de acolhimento

Assinado e carimbado pela empresa ou instituição, com identificação do período de estágio, enviar para gamci.esad@ipleiria.pt

Documento comprovativo Bolseiro SAS (p/ alunos bolseiros)

Documento emitido pela DGES, enviar para GAMCI

Número IBAN

Enviar para GAMCI, cópia do talão do IBAN

Contrato ERASMUS + Estágio

Assinatura: Estudante + Coordenador Institucional Erasmus do IPL

Learning Agreement for Traineeship -Before Mobility.

Assinatura: Estudante + Orientador (ESAD) + Entidade de acolhimento e entregar no GAMCI. Não são aceites doc. sem estarem assinados pelas 3 partes.

Seguro de acidentes de trabalho ou responsabilidade civil.

Enviar cópia de Apólice de Seguro para GAMCI.

Online Linguistic Support (OLS).

Teste Linguístico. A enviar por email para o estudante, pela Agência Nacional Erasmus.

Documentos**Observações****Certificado de chegada**

Assinado pelo supervisor da entidade de acolhimento.

**Learning Agreement for
Traineeship - During Mobility.**

Proceder a alterações após acordado com orientador de estágio e enviar para o GAMCI.

**Learning Agreement for
Traineeship – After Mobility.**

Entregar/enviar para GAMCI.

Training Period Certificated.

Entregar no GAMCI, assinado pelo supervisor na instituição de acolhimento.

Training Evaluation.

Entregar/enviar GAMCI, assinado pelo supervisor na instituição de acolhimento.



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Learning Agreement

Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	School of Arts and Design		P LEIRIA 01	Campus 3 Rua Isidoro Inácio Alves de Carvalho 2500-321, Caldas da Rainha - Portugal	Portugal	Gamci.esad@ipleiria.pt	
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					☐ < 250 employees ☐ > 250 employees		

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/scsed-f_en.htm) available at http://ec.europa.eu/education/tools/scsed-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person at the Sending Institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.



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Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical mobility: from [month/year] to [month/year]

If applicable, planned period(s) of the virtual mobility: from [month/year] to [month/year]

Traineeship title: ...

Number of working hours per week: ...

Detailed programme of the traineeship:

Traineeship in digital skills⁸: Yes ☐ No ☐

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan:

Evaluation plan:

The level of **language competence**⁹ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

⁸ **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at:

<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>





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Table B - Sending Institution

Please use only one of the following three boxes:¹⁰

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☐	If yes, please indicate the number of credits:
Give a grade: Yes ☐ No ☐	If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐
Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☐	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes ☐ No ☐	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):	

¹⁰ There are three different provisions for traineeships:

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹¹ ECTS credits or equivalent: in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.





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Yes ☐ No ☐

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		





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Responsible person ¹² at the Sending Institution					
Supervisor ¹³ at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise) Planned period of the mobility: from [month/year] till [month/year] If applicable, planned period(s) of the virtual mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	

¹² **Responsible person at the Sending Institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹³ **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.





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Evaluation plan:

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise

Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website :
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] to [day/month/year]
Start date and end date of physical mobility: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):





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Evaluation of the trainee:

Date:

Name and signature of the Supervisor at the Receiving Organisation/Enterprise:



Erasmus student charter

The Erasmus+ programme aims to support the educational, professional and personal development of the participating students and graduates. It also seeks to promote equal opportunities and access, inclusion, diversity and fairness across all its actions.

Finally, the programme contributes to achieving the EU's goals related to digital transformation, sustainable development and active citizenship. The Erasmus Student Charter reflects the above-mentioned values and priorities, aiming to adequately inform participants about their entitlements and obligations and ensure the successful implementation of their mobility.

Erasmus+

programme

**Enriching lives,
opening minds.**

BEFORE THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to receive guidance on the application process and information on the receiving institution/ organisation, as well as on activities available for the mobility period abroad.

You are entitled to receive a pre-financing payment within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period.

If you are engaging in student mobility for studies, you should be able to sign a digital online learning agreement setting out

the details of the activities abroad. If agreed with your institution, you may sign the online learning agreement via the Erasmus+ Mobile Application.

You are entitled to receive information on the automatic recognition procedures and grading system used by the receiving institution.

You are entitled to receive information on obtaining insurance, finding housing, securing a visa (if required), and facilities/support available for those with special needs.

YOUR OBLIGATIONS AND DUTIES

You must sign a grant agreement with the sending institution and a learning agreement with the sending and the receiving institution, setting out the details of the activities abroad, which is the basis for ensuring the automatic recognition of your mobility period abroad (through spelling out the credits you are expected to earn and counting them towards your home degree).

You need to undergo an online language assessment free of charge through the Online Language Support after being selected (provided this is available in the main language

of instruction / work abroad), so as to evaluate your level and get opportunities to access specific features fitting your language learning needs to make the most of your learning period abroad.

Upon receiving the information and guidance on obtaining insurance from your Higher Education Institution, you should ensure that you have health insurance coverage for your stay abroad. In the case of student mobility for traineeships, you should ensure, together with your traineeship host, that you take up also liability and accident insurance coverage.

Erasmus+ – Enriching lives, opening minds

DURING THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to be treated equally to the home students/employees and not be discriminated against on the basis of your age, ethnic origin, race, nationality, membership of a national minority, culture, language, gender, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, socio-economic background, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, or any other irrelevant distinction.

You are entitled to academic freedom in communicating or sharing ideas and facts, as well as in any potential research you might carry out throughout your mobility period.

You are entitled to benefitting from networks of mentors and buddies where available at the receiving institution/organisation.

You are entitled to be heard in and informed about student organisations on campus, the governance and quality assurance systems of the receiving institution, as well as any relevant student support services (e.g. student unions and student representatives, ombudspersons).

You are entitled to continue receiving the same student grants or loans from your sending country while abroad.

You are entitled to additional financial support, in the form of top-ups, if you are a participant with fewer opportunities or if you choose to travel with green means of transport.

You must not be charged fees for tuition, registration, examinations or for accessing laboratory and library facilities during the mobility period.

You are entitled to request changes to the learning agreement within the deadline decided by the sending and receiving institutions. You are entitled to submit a request for extending the duration of the mobility period to your sending institution.

YOUR OBLIGATIONS AND DUTIES

You must respect the rules and regulations of the receiving institution/organisation and of the hosting country, including, among others, conduct, health and safety regulations.

You must respect the code of conduct of your receiving institution, by recognising the diversity of the community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, gender, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, socio-economic background, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, or any other irrelevant distinction.

You must act responsibly and respectfully towards your local and academic community. Behaving in a respectful manner towards others implies respecting the law and, among others, that you do not harass or bully others.

You must engage in a behaviour that does not pose any health or safety risk to yourself or others. You must

respect the health and safety standards of your institutions/organisations and of the hosting country.

You must respect the principle of academic integrity and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.

You are encouraged to take full advantage of all the learning opportunities available at the receiving institution/organisation, as well as maximising the benefit of your time abroad by taking an active part in the local society through intercultural or civic engagement activities/projects.

You may be charged a small fee (on the same basis as local students) for costs such as insurance, student unions membership or the use of study-related materials and equipment.

You must submit any request to possibly extend the duration of the mobility period at least one month before the end of the originally planned period.

Together with the sending and the receiving institutions, you must ensure that the changes to the learning agreement are validated after the request has been submitted.

Erasmus Student Charter

AFTER THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to receive full automatic academic recognition from the sending institution for the activities satisfactorily completed during your mobility period, in accordance with the learning agreement.

You are entitled and encouraged to request the Europass Mobility document if you are a recent graduate from a higher education institution located in a Programme Country.

You are entitled to receive a transcript of records, if possible in a digital format, from the receiving institution within five weeks of the publication of your results, showing the credits and grades achieved. Upon receipt of the transcript of records, the sending institution will provide you with complete information on the recognition of your achievements.

If enrolled in a higher education institution located in a Programme Country, you are entitled to have the recognised components included in the Diploma Supplement. You are entitled to receive the Diploma Supplement, if possible, in a digital format, also in its original language version.

When doing a traineeship, you are entitled to receive a traineeship certificate, if possible, in a digital format, from the receiving organisation/institution, summarising the tasks carried out and providing an evaluation. The sending institution will also give you a transcript of records, if specified in the learning agreement. If the traineeship was not part of the curriculum, you may request to have it recorded in the Europass Mobility document and if you are enrolled in a higher education institution located in a member country of the Bologna Process, the mobility period should be additionally recorded in your Diploma Supplement.

YOUR OBLIGATIONS AND DUTIES

You must fill in a participant report to provide feedback on your Erasmus+ mobility period to your sending and receiving institutions, to the relevant Erasmus+ National Agency and to the European Commission.

Based on your experiences, the European Commission and the Erasmus+ National Agencies can then assess how to improve and enrich the Erasmus+ Programme for future generations.

You are encouraged to share your mobility experience with friends, fellow students, staff in the home institution, journalists etc. to let other

people know and benefit from the experience. To this end, you are encouraged to use the Erasmus+ Mobile Application and share your tips with future students.

You are encouraged to join local and national alumni communities and Erasmus+ Alumni Associations, student organisations and projects that promote Erasmus+ and its values, as well as mutual understanding between people, cultures and countries and internationalisation at home.



THROUGHOUT THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to equal and equitable access and opportunities under the Erasmus+ programme, as well as to fair, inclusive and transparent procedures at all stages of your mobility.

In case you encounter a problem or believe your rights are not respected, you may first contact your sending or receiving institution/organisation and seek a solution with them. You should identify the problem clearly and contact the relevant responsible person, according to the nature of the problem. Their names and contact details should be mentioned in the learning agreement. If necessary, you should go through the formal appeals procedures.



established at the sending or receiving institution/organisation. If your sending or receiving institution/organisation fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your grant agreement, you may contact the relevant Erasmus+ National Agency.

Student unions and student representatives, both of your sending and receiving institutions, can be of assistance to you. The sending and receiving institutions can indicate to you where to find the contacts of the local student unions and representatives.

YOUR OBLIGATIONS AND DUTIES

To support you through every step of your mobility, you are encouraged to download the Erasmus+ Mobile App, which is your first entry point to the relevant services, tips and opportunities for your mobility period abroad.

You are also invited to make use of the Online Language Support designed for the Erasmus+ programme participants, so as to get access to language learning specific features which will help you master the languages you wish to talk in your daily life or mobility activities.

You are encouraged to be mindful about the impact of your mobility on the environment, for instance by taking actions that would reduce the carbon footprint of your travels.

Please get in touch with your sending and receiving institutions/organisation on what are the options available to you to make your Erasmus+ experience more environmentally friendly.

WHAT IF YOU DO NOT RESPECT THIS CHARTER?

Your sending and/or receiving institution may decide to end your mobility period abroad.

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