**Erasmus+ Contract: «Nº\_Contrato\_Completo»**

**KEY-ACTION 1**

**Grant Agreement Erasmus+ Studies (SMS) within Programme Countries**

**Grant Agreement Erasmus+ Traineeships (SMT) within Programme Countries**

**Virtual mobility activities**

**Universidade Nova de Lisboa – P LISBOA03**

Headquartered at the **Campus of Campolide 1099-085 Lisboa**, with the VAT number **501559094**, called hereafter “the institution” represented for the purposes of signature of this agreement by the Vice-Rector and by the Institutional Erasmus Coordinator, **João Amaro de Matos,** of the one part, and

**«Nome\_do\_Estudante\_\_Completo»**

Date of birth: **«DatadeNascimento»**  Nationality: **«Nacionalidade»** VAT number**: «NContribuinte»**

Address: **«Rua», «Código\_Postal» «Localidade»**

Phone: **«Telemovel»** E-mail: **«Email»**

Sex: **«Género\_MF»** Academic year: **2021/22**

Academic Unit: **Instituto de Higiene e Medicina Tropical – Universidade Nova de Lisboa**

Study cycle: **«Ciclo\_de\_estudos\_ISCED6ISCED7ISCED»**

Subject area: **«Área\_de\_Estudo»**

Receiving Country: **«País»**

Host Institution: **«Instituição\_de\_Acolhimento»**

Number of completed higher education study years: **«TotalAnoEnsinoSup»**

Student with:  a financial support from Erasmus+ EU funds

a zero-grant

The financial support includes:  special needs support

financial support to student with disadvantaged background

Bank account where the financial support should be paid:

Bank name: **«Nome\_do\_Banco»**

BIC/SWIFT: **«BICSWIFT»** Account/IBAN number: **«IBAN»**

Called hereafter “the participant” of the other part,

Have agreed the Special Conditions and Annexes below which form an integral part of this contract ("the agreement"):

Annex I – Learning Agreement for Erasmus+ mobility

Annex II – General Conditions

Annex III – Erasmus Student Charter

Annex IV – Template of Certificate of Attendance

Annex V – Explanatory note about the general terms of the Grant Agreement Erasmus+ for studies

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

SPECIAL CONDITIONS

ARTICLE 1 - SUBJECT MATTER OF THE AGREEMENT

1.1 The Institution shall provide support to the participant for undertaking a mobility activity under the Erasmus+ Programme.

1.2 The participant accepts the support specified in Article 3 and undertakes to carry out the mobility activity as described in Annex I.

1.3. Under this Agreement, an adjustment for the final value of the grant will be possible, in accordance with the rules laid down in Article 3 of this document, being that the institution and participant have expressed the knowledge and agreed the same, not being necessary any subsequent amendment for this reason.

1.4 Necessarily, any change to the information included in this contract will have to be communicated by a formal notification, letter or email, with an explicit agreement of both parties.

1.5 Amendments to the agreement, including to the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message through the following accounts: secensino@ihmt.unl.pt and erasmus@unl.pt.

1.6 **Any questions or requests for clarification from the participant should be realized in person (may also be represented by proxy) at the Mobility Office**.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2 The mobility period shall start on **«Data\_Inicio»** and end on **«Data\_Fim».** The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation. The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.

2.3 The participant shall receive a financial support from EU funds for **«nº\_dias\_MTool\_\_ATENÇÃO\_90\_DIAS\_SMS»** days, as indicated at the point 2.2.

2.4 The total duration of the mobility period, including previous participation in EU funding programmes, shall not exceed 12 months for a study cycle.

2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period. In this case, if there is an aid grant, the rules planned in the point nº 3.2 for the new dates, mentioned at the point nº2.2, are going to be respected.

2.6 The Transcript of Records and/or the Certificate of Attendance (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period.

2.7 If the participant has not any explanation and he will not respect the clauses of the learning agreement, the scholarship shall be returned in full. The same rule applies when the mobility is less than three whole months for studies, or two whole months for traineeships, except in cases of force majeure referred into the Article 2 of the general conditions annexed to this contract.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The financial support for the mobility period is **«Bolsa\_Atribuída»**.

3.2 The amount of financial support for the mobility period shall be determined by multiplying the number of months of the mobility specified in article 2.2 with the rate applicable **- «bolsa\_mês»** per month - for the receiving country concerned. In the case of incomplete months, the financial support is calculated by subtracting 1/30 of the monthly rate for each missed day.

3.3 If the participant spent a period of mobility lower than the one indicated at the point 2.3, the final value of the grant must be readjusted, following the rules of the paragraph 3.2 applied to the effective dates of mobility which should be proven in accordance with paragraph 2.6. The Participant will be formally notified of the final value of the grant as indicated at the point 1.5.

3.4 If the participant realizes a mobility period longer than the planned one, down in paragraph 2.3, the final value of the scholarship will be for the dates initially planned, except in the cases provided in 2.5.

3.5 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.

3.6 The financial support may not be used to cover similar costs already financed by EU funds.

3.7 Notwithstanding the Article 3.6, the grant is compatible with any other source of funding, including revenue that the participant could receive working beyond its studies, as long as carries out the activities foreseen in Annex I.

3.8 The financial support or part thereof shall be repaid if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending institution. However, when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure, he/she shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the sending institution. **Such cases shall be reported on time by the sending institution and accepted by the National Agency.**

ARTICLE 4 - PAYMENT ARRANGEMENTS

4.1 Within 30 calendar days following the signature of the agreement by both parties, and no later than the start date of the mobility period or upon receipt of confirmation of arrival, a pre-financing payment of

**«M\_1ª\_Tranche\_Arredondado»** shall be made to the participant, representing 70% of the amount specified in Article 3. If the contract was already assigned by the Institutional Coordinator, the candidate can access through the platform to check the state of his contract: https://erasmus.unl.pt.

* 1. If the participant will not deliver the required data for the formalization of this agreement (identification number, VAT number, proof of ownership of a bank account, Learning Agreement) in the period preceding the mobility, it could be accepted, with the exception, the late transfer of pre-financing.
  2. The institution will just undertake to transfer the planned amount, as indicated at the points 3.1 and 4.1, after receiving it from the Erasmus National Agency (NA) the funds corresponding to the first advance of the grant for the activities implemented under the **Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** of the Erasmus+ Program, Key Action 1: learning mobility for individuals. In this way, if the mobility starts before the verified previous condition, the credit in the account of the participant, as indicated at the point 4.1, will occur until 30 days after the availability of these funds.
  3. The **Certificate of attendance** (link: https://erasmus.unl.pt) demonstrates the effective dates of the mobility. Additionally, the submission of the **final online report - online EU Survey**, described in Article 7, and the delivery of the **transcript of records** (link: https://erasmus.unl.pt), will be considered as a request for the payment of the remaining value of the grant. **While not met these assumptions, the participant may not receive the second part of the grant**. After that, the institution has 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.
  4. For “balance payment” (mentioned in the final part of paragraph 4.4) it is meant the difference between the correspondence to the final value of the grant, as indicated in paragraphs 3.3 or 3.1 (depending on whether or not there is a settled place), and the value previously credited to the account of the participant in accordance with paragraph 4.1.
  5. **If the period of mobility of the participant has no recognition/positive outcomes without compelling reasons, the mobility grant must be returned in full**.
  6. For other situations arising from the obligations of this contract, the provisions of Article 2 of Annex II of the General Conditions attached to this Contract will be applied.

ARTICLE 5 – INSURANCE

5.1 The participant shall have adequate insurance coverage.

5.2 The participant should be acknowledged regarding a health insurance coverage, such as the European Health Insurance Card (EHIC) which enable him to obtain public care medical assistance that he may needs during his mobility. Health care is provided to patients with EHIC in the same way of the beneficiaries in the Social Security System of the country where they are, which means that these care may not be free and that there may be a place for payment of fees or moderate contributions (non-refundable). However, this coverage, as well as the coverage of an international private health insurance, may not be sufficient, especially in the case of specific medical interventions.

5.3 It is the responsibility of the participant to consider hiring a more comprehensive insurance, which included health, liability and accident insurance coverages.

ARTIGO 6º - ONLINE LINGUISTIC SUPPORT (OLS)

6.1. The participant shall carry out the OLS assessment before and at the end of the mobility period if the main language of instruction is Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, or Swedish, or whenever agreed with the sending institution, with the exception of native speakers. The participant shall immediately inform the institution if he/she is unable to carry out the OLS language assessment. There is also a mandatory evaluation of language for the end of the mobility period.

6.2 The participant shall follow the OLS language course in **«Língua\_de\_Trabalho»** , starting as soon as they receive access and making the most out of the service. The participant shall immediately inform the institution if he/she is unable to carry out the online course, before accessing it.

6.3 If the participant get the level C2 in the first online assessment of language skills, he/she has the right to perform an online course of a different language and for this, he should request the same at: <https://docs.google.com/forms/d/e/1FAIpQLScBujqYkvUnkIUdWpS4og2oIg9X-U_rkzXUTtcSlcJL7hEvXQ/viewform>.

6.4 The payment of the final instalment of the financial support is subject to the completion of the compulsory OLS language assessment at the end of the mobility.

ARTICLE 7 – EU SURVEY

7.1. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. **Participants who fail to complete and submit the online EU Survey may be required by their institution to fully reimburse the financial support received**.

7.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

ARTICLE 8 – RECOGNITION

8.1 The period of Erasmus mobility for studies must be recognized by the sending institution, as being an integral part of the degree/qualification for which the participant is preparing.

8.2 The disciplines executed during the mobility period, when included in the learning agreement, shall be recognized since the participant proves the evidences through the transcript of records-certificate of notes, issued by the host institution.

8.3 If applicable, the period of Erasmus mobility for traineeships can be recognized by the sending institution, as being an integral part of the degree/qualification for which the participant is preparing.

ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

9.1 The Agreement is governed by the terms of this contract by the applicable legislation of the EU and, in a subsidiary way, by Portuguese legislation. The NA and the sending Institution may institute a court proceedings, near the district of Lisbon, based on decisions taken by other party as regards to the application of contract’s requirements and agreed to its implementation.

9.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES and date – Digital or manual signature

Participant Universidade Nova de Lisboa

**«Nome\_do\_Estudante\_\_Completo»** **João Amaro de Matos, Vice-Rector**

**Annex II**

**GENERAL CONDITIONS**

**Article 1: Liability**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Portugal, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Portugal or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

**Article 2: Termination of the agreement**

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending organisation.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the sending organisation.

**Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

**Article 4: Checks and Audits**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Portugal or by any other outside body authorised by the European Commission or the National Agency of Portugal to check that the mobility period and the provisions of the agreement are being properly implemented.

**Erasmus+ Student Charter**

*This Charter highlights your rights and obligations and tells you what you can expect from your sending and receiving organisations at each step of your Erasmus+ experience.*

 **Higher education institutions** participating in Erasmus+ have committed themselves to respect the principles of the Erasmus Charter for Higher Education to facilitate, support and recognise your experience abroad.

 **On your side**, you commit yourself to respect the rules and obligations of the

Erasmus+ Grant Agreement that you have signed with your sending institution.

 **The Erasmus+ Student and Alumni Association** (ESAA) offers you a range of services to support you before, during and after your experience abroad.

**I. Before your mobility period**

 Once you have been selected as an Erasmus+ student, you are entitled to receive guidance regarding the partner institutions or enterprises where you can spend your mobility period and the activities that you can undertake there.

 You have the right to receive information on the **grading system** used by your receiving institution, as well as information on **obtaining insurance and finding housing, and securing a visa** (if required). You can find the relevant contact points and information sources in the inter-institutional agreement signed between your sending and receiving institutions.

 You will sign a **Grant Agreement** (even if you do not receive financial support from EU funds). If you are enrolled in a higher education institution located in a Programme Country, you will sign the Grant Agreement with your sending institution. If you are enrolled in a higher education institution located in a Partner Country, you may sign it with your sending or receiving institution, depending on the agreed arrangements. In addition, you will sign a **Learning Agreement** with your sending and receiving institution / enterprise. Thorough preparation of your Learning Agreement is crucial for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the details of your planned activities abroad (including the credits to be earned and that will count towards your home degree).

 After you have been selected, you will undergo an **on-line language assessment** (provided this is available in your main language of instruction / work abroad) that will allow your sending institution to offer you the most appropriate language support, if required. You should take full advantage of this support to improve your language skills to the level recommended by your receiving institution.

**II. During your mobility period**

 You should take **full advantage of all the learning opportunities** available at the receiving institution / enterprise, while respecting its rules and regulations, and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.

 Your receiving institution / enterprise commits itself to treat you in the same way as its home students / employees and you should make all the necessary **efforts to fit into your new environment**.

 You could benefit from networks of mentors and buddies where available at your receiving institution / enterprise.

 Your receiving institution will not ask you to pay **fees** for tuition, registration, examinations or for access to laboratory and library facilities during your mobility period. Nevertheless, you may be charged a small fee on the same basis as local students for costs such as insurance, student unions and the use of study-related materials or equipment.

 Your **student grant or student loan** from your home country must be maintained while you are abroad.

 You can **request changes** to the Learning Agreement only in exceptional circumstances and within the deadline decided by your sending and receiving institutions. You must ensure that these changes are validated by both the sending and receiving institutions / enterprise within a two-week period after the request has been submitted and keep copies of their approval. Any request to extend the duration of the mobility period must be submitted at least one month before the end of the originally planned period.

**III. After your mobility period**

 In accordance with your Learning Agreement, you are entitled to receive **full academic recognition** from your sending institution for activities that you have completed satisfactorily during your mobility period.

- If you are studying abroad, within five weeks of the publication of your results, your receiving institution will send a **Transcript of Records** to you and to your sending institution, showing your credits and grades achieved. Upon receipt of your Transcript of Records, your sending institution will provide you with complete information on the recognition of your achievements. If you are enrolled in a higher education institution located in a Programme Country, the recognised components (e.g. courses) will appear in your **Diploma Supplement**.

- If you are doing a traineeship1, your enterprise will give you a **Traineeship Certificate** summarising the tasks carried out and an evaluation. Your sending institution will also give you a Transcript of Records, if this forms part of your Learning Agreement. If the traineeship was not part of the curriculum but you are enrolled in a higher education institution located in a Programme Country, the mobility period will be recorded in your Diploma Supplement and - if you wish - in your **Europass Mobility Document**. If you are a recent graduate from an institution located in a Programme Country, you are encouraged to request the Europass Mobility Document.

 You should undergo an **on-line language assessment**, if available in your main language of instruction / work abroad, to monitor linguistic progress during your mobility.

1 Not available between Programme and Partner Countries before 2017.

 You must fill in a questionnaire to provide **feedback on your Erasmus+ mobility period** to your sending and receiving institution, to the relevant National Agencies and to the European Commission.

 You are encouraged to **share your mobility experience** with your friends, fellow students, staff in your institution, journalists etc. to let other people benefit from your experience, including young people.

***If you encounter a problem:***

- *You should identify the problem clearly and check your rights and obligations under your Grant Agreement.*

- *There are a number of people working in your sending and receiving institutions whose role is to help Erasmus+ students. Depending on the nature of the problem and the time it occurs, the contact person or the responsible person at your sending or receiving institution (or receiving enterprise in case of a traineeship) will be able to help you. Their names and contact details are specified in your Learning Agreement.*

- *Use the formal appeal procedures in your sending institution if necessary.*

- *If your sending or receiving institution fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your Grant Agreement, you can contact the relevant National Agency.*

Find out more:

Twitter: #ErasmusPlus unnamed (1)

ec.europa.eu/erasmus-plus

[unnamed](https://www.facebook.com/anerasmusmais) Facebook: www.facebook.com/[anerasmusmais](http://www.facebook.com/anerasmusmais) | www.facebook.com/Erasmus+

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Contacts:



Agência Nacional Erasmus+ Educação e Formação

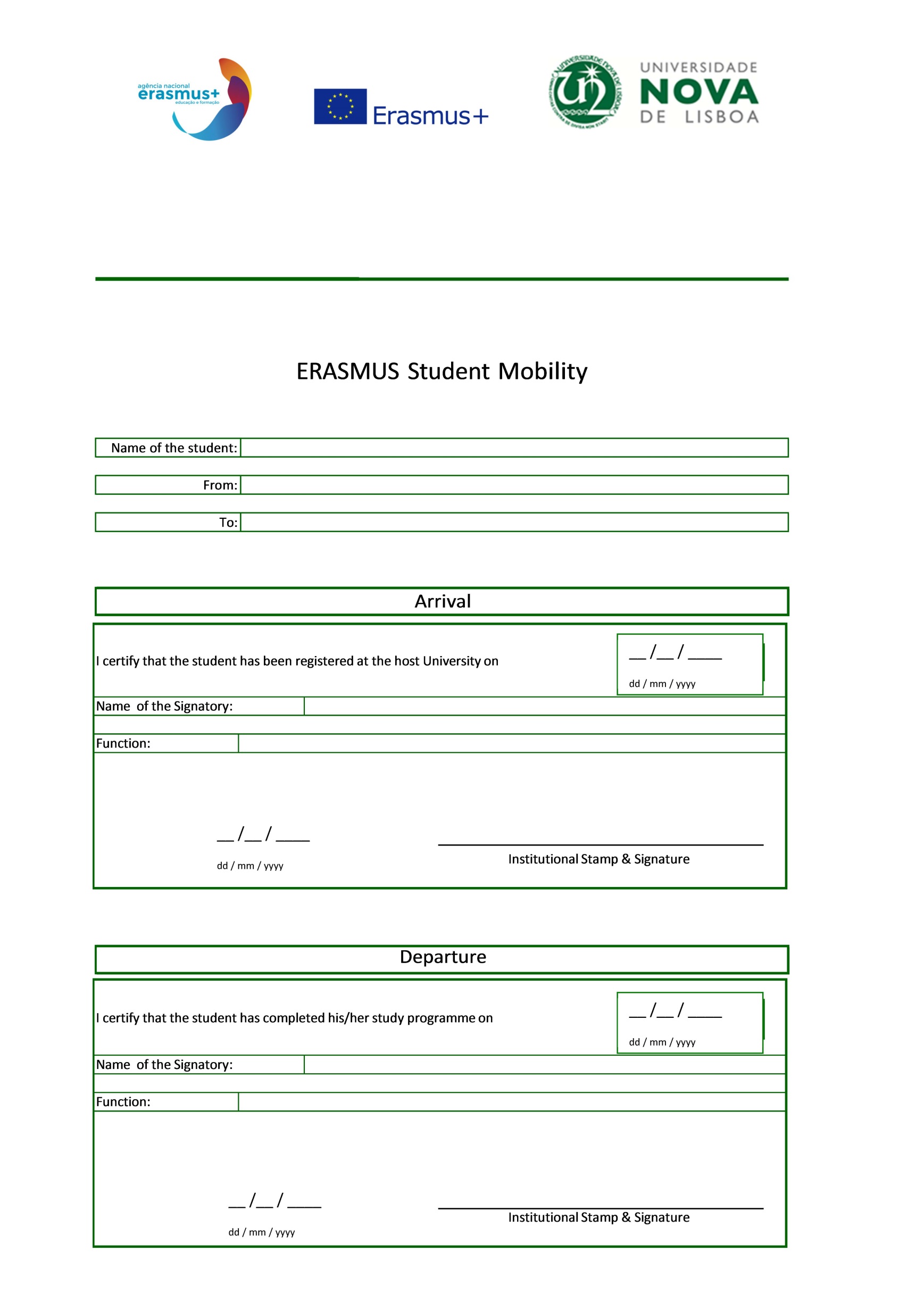
Praça de Alvalade 11

1700-037 LISBOA - Portugal

Tel: +351 210 101 900 - Fax: +351 210 101 910

Email: agencianacional@erasmusmais.pt

Web: www.erasmusmais.pt - www.erasmusmais.eu



**Certificate of Attendance**

**To be handed directly to the student.**

**It must be uploaded *via*** [**https://erasmus.unl.pt**](https://erasmus.unl.pt)

**Annex V: Explanatory note about the general terms of the Erasmus + contract**

Whereas one of the parts takes the contract predisposition, it is considered appropriate to present a brief summary of its content:

* Erasmus mobility can or not be financed, according to the ranking criteria of the responsibility of each faculty. In case you have doubts about the distribution criteria for grants, contact your faculty.
* Except in case of force majeure, the mobility have to be superior to 3 months (minimum of 90 days). If you break that rule, you will have to give back the whole grant and you will have the non-recognition of the mobility under the Erasmus+ Program.
* According to the planned days of mobility, a scholarship will be allocated (where applicable). After signing the contract, the participant will receive the 70 % of the total amount. It is possible that in the first months of the academic year, NOVA University Lisbon has not yet received the grant from the Erasmus+ National Agency and the payment will be delayed until the money is available in the institution.

The chart below shows the monthly basis value (except for the zero grants), for each completed month. In the case of incomplete months, the amount will be the completed subtracting 1/30 for each day missing, rounding the amount to the unit:

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Scholarship´s monthly amount for:  STUDIES | Scholarship´s monthly amount for  INTERSHIP |
| Group 1  Country in the partnership with a high cost of living. | Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden, United Kingdom | 400€ | 500€ |
| Group 2  Country in the partnership with a medium cost of living. | Austria, Belgium, Cyprus, France, Germany, Greece, Italy, The Netherlands, Malta, Spain | 350€ | 450€ |
| Group 3  Country in the partnership with a cheaper cost of living. | Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, Turkey, North Macedonia, Serbia | 300€ | 400€ |

* At the end of the mobility, according to the days spent abroad, the participant will receive the remaining amount of the scholarship after submitting the certificate of attendance, the transcript of records (via <https://erasmus.unl.pt>) and the final mobility report (credentials sent by email- can be classified as spam):
  + Fulfilling exactly the expected number of days: 30 % of the planned amount;
  + Staying less time than expected: the scholarship will be recalculated and the participant will receive the difference between the new amount and the one already received. If the new assessed value is lower than the part of grant originally received, the participant must return the difference;
  + Staying more time than expected: whereas the available funds were distributed between many participants, the scholarship may not be possible to be enlarged, at least the participant can ask formally for an extension period which may be accepted (before 30 days from the planned end);
  + If the participant does not complete any of the disciplines provided in the learning agreement, the Community grant will be returned in full.
* For justified academic reasons, the participant could agree and formalize the extension period with the faculty at the host institution. It must be sent to the rectorate at least one month (30 days) before the end of the mobility. The extension do not guarantee an additional payment, according to the criteria to define by each faculties.
* The formal contact between the University and the participant should be through the e-mails specified in the contract;
* You may find the participant´s obligations below (without prejudice to other):
  + **Before the mobility:** 
    - Deliver the learning agreement to the Erasmus office of your department signed by the 3 parts ( home department, host university and the participant) and be sure to do the upload on the website <http://erasmus.unl.pt/> (otherwise, you can do it in the indicated field);
    - Fill in (after receiving the credentials in your e-mail –check the spam) the online application form through the following link: <http://erasmus.unl.pt/> with your personal data and upload the required documents;
    - Sign the contract according to the instructions given by your mobility office.
    - Take an online evaluation to test your language skills in case the language of the host institution will be Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Romanian, Slovak, Slovenian, Spanish, or Swedish. It should be done before the start of mobility. The deadline to complete the test will be 10 days after receiving it by e-mail.
  + **During the mobility:**
    - Contact the Erasmus International Office of the host university, giving knowledge regarding the beginning and the end of your mobility;
    - Request any amendments to the learning agreement, with the specific form, alongside your home university and the host university;
    - Request to the Erasmus International Office of the host university the emission of the certificate of attendance, with the template in Annex or with another. This document demonstrates the effective dates of the beginning and end of mobility;
    - (Optative and if applicable) Perform an online course of foreign language as preparation for the period of mobility (at the beginning/during the mobility), using the license previously obtained for this purpose;
    - Perform, online, a second assessment (test) for the linguistic competence (in the same language of the first test). This will occur two weeks before the end of mobility. The deadline for completion of the test will be 10 days after the invitation for completing the same, via email.
  + **In the end of the mobility:**
    - Upload the Certificate of Attendence at the online platform: <https://erasmus.unl.pt/>;
    - Fill out and submit online the final report provided at the Article 7 of the contract;
    - Deliver the transcript of records at the academic services of your faculty and upload the same document in the online platform at <https://erasmus.unl.pt/>;
    - Submit the online assessment at the end of the mobility (when applicable).