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INTERNATIONAL CREDIT MOBILITY (ICM)
Guide

Information
for ICM Grantees
2020

PASSPORT

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Welcome
to the Polytechnic
of Tomar!

This guide is a collection of essential information and regulations common to all ERASMUS+ International Credit Mobility (ICM) grant.

We hope that your stay and academic activity at the Polytechnic of Tomar will be an enriching experience for your present and your future. The International Relations Office team is at your disposal to support you during your mobility period.

We look forward to helping you!

Contact information and assistance

The information provided in this guide only gives you a summary of essential ICM programme information for mobility.

Please contact us for further information:

IPT – IRO/GRI
Tomar Campus
Estrada da Serra, Quinta do Contador,
2300 -313 Tomar - Portugal
icm@ipt.pt

INTERNATIONAL CREDIT MOBILITY - ICM
What is it?

According to the ICM handbook "International Credit Mobility (ICM) supports the mobility of individuals enrolled or employed at a higher education institution (HEI) from a Programme Country to a Partner Country or vice versa, namely:

• Student mobility for studies (SMS) open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 3 months (or one academic term) to 12 months.

• Student mobility for traineeships (SMT), open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 2 to 12 months.

• Staff mobility for teaching for academic staff (STA) and for invited staff from non-academic organisations to teach at a partner higher education institution (HEI) abroad. The mobility period can last from 5 days to 2 months.

• Staff mobility for training (STT) for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a partner HEI. The mobility period can last from 5 days to 2 months. This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organisation located in a Programme Country."

If the ICM project has been selected for funding, the beneficiary institution in the Programme Country will have signed a mono-beneficiary grant agreement, or multi-beneficiary, if they are part of a national consortium with their National Agency (NA). That is the case of IPT who has been funded as a HEI and also within 2 Consortia.

So when applying to a grant make sure that you identify correctly the call/convention you are interested according to the information of IPT and partner institution. Student and staff mobility can take place, respecting the subject areas and type mobility flows of the respective call and of the inter-institutional agreement signed before the mobility activity can take place.

By signing an inter-institutional agreement, the institutions commit themselves to respecting the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE).

WHAT TO DO
Before the Mobility

General Conditions

Remember that to be eligible for an ICM grant the following general conditions apply:

For students

- Students have to be enrolled at the home university at the time of application.

- The student must be enrolled at least in the second year of higher education studies.

- The study period abroad must be part of the student's study programme to complete a Bachelor or equivalent, Master's or equivalent or doctoral degree at the home university.

- A three party Learning Agreement has to be signed by the home university, the host university and the student before the mobility starts.

- Students must have sufficient knowledge of the language of the course/programme at the host university.

- The minimum duration of a mobility period per study cycle is 3 months, the maximum duration is 12 months.

For staff (teaching or training)

- Staff must be employed at the home university.

- The individual staff, home and host university must agree on a programme (Mobility Agreement) to be carried out during the mobility.

- The minimum duration of a mobility period is 5 days (excluding travel), the maximum duration is 2 months.

How to Apply

Read carefully the call and consult the entire website:
http://www.gri.ipt.pt/?pag=44&lng=EN

The application for students and staff is done via the email:
icm@ipt.pt

Applicants will have to apply with proper application documents available
on the following website:
http://www.gri.ipt.pt/?pag=44&lng=PT

All the communication with the applicant will be done by email therefore it's very important that a valid email address is presented on the application. The applicant will be asked to submit the application before the deadline of the Application Process (incoming mobility flows – please consult the information at your University; outgoing mobility flows – information through IRO newsletter to the academic community).

With the application form you have to attach the following documents:

a) Students

1. *Curriculum vitae*
2. Copy of passport or other identification document
3. Motivation letter
4. Letters of recommendation (at least one)
5. Diplomas and certificates of qualifications
6. Academic record
7. Proof of proficiency in English or Portuguese language
8. Official proof of socio-economic status (if declared to have economic difficulties)
9. ICM Application Form:
   http://www.gri.ipt.pt/download/site/gri/1718/form_cand__icmgeneral.odt
10. Learning agreement proposal:
   http://www.gri.ipt.pt/download/site/gri/1718/geral_sms.docx

b) Staff

b1) Incoming mobility

1. Curriculum vitae

2. Copy of passport or other identification document

3. Proof of affiliation to the sending University

4. Motivation letter that shall include any experience of previous mobility programs and explain how your application will benefit their own research work and how it can contribute to an improvement of procedure in your country and your institution, both in terms of teaching/learning methods, research methodologies, the joint research, the procedures of academic management and administration, and in terms of international quality assurance and cooperation.

5. Letters of recommendation (at least one)

6. Diplomas and certificates of qualifications

7. Proof of proficiency in English or Portuguese language or statement of honour

8. ICM Application Form:
   http://www.gri.ipt.pt/download/site/gri/1718/form_cand__icmgeneral.odt

9. Work plan proposal including activity schedule:
   STT - http://www.gri.ipt.pt/download/site/gri/1718/geral_stt.docx or
   STA - http://www.gri.ipt.pt/download/site/gri/1718/geral_sta.docx

b2) Outgoing mobility

1. *Curriculum vitae*

2. Copy of passport or other identification document

3. Motivation letter that shall include any experience of previous mobility programs and explain how your application will benefit their own research work and how it can contribute to an improvement of procedure in your country and your institution, both in terms of teaching/learning methods, research methodologies, the joint research, the procedures of academic management and administration, in terms of international quality assurance and cooperation.

4. Superior authorization to carry out the mobility (after and if selected)

5. Diplomas and certificates of qualifications or proof that they are archived at DRH - IPT

6. Proof of proficiency in English or Portuguese language or statement of honour

7. Work plan including activity schedule (STA or STT agreement proposals):
   STT - http://www.gri.ipt.pt/download/site/gri/1718/geral_stt.docx or
   STA - http://www.gri.ipt.pt/download/site/gri/1718/geral_sta.docx

8. ICM Application Form:
   http://www.gri.ipt.pt/download/site/gri/1718/form_cand__icmgeneral.odt

9. Signed STA or STT (after selection and nomination by IPT)

The **application process and deadlines** will be disseminated at each home HEI and at IPT, to outgoing flows, through the IRO Newsletter. Late or incomplete applications will not be considered.

In the event there are still places available, a new round of applications will be open always through IRO Newsletter at IPT and public information at partners.

The results will be made available and public at each HEI.

General Selection criteria to students:

Academic merit; motivation; knowledge and interest in the host country's culture and/or language; the academic/activity/work plan; and the socio-economic condition of the candidates.

General Selection criteria to teaching and training staff:

Motivation; knowledge and interest in the host country's culture; Work plan and its adequacy to the interests and reality of the host universities.

Selection Criteria at IPT to outgoing flows:

The selection weight criteria (basic criteria) is as follows

Students: Academic profile/marks – 60% + Proficiency in English (minimum B2: < B2 – 0%; B2 - 15%; C1 – 20%; C2 - 25%) + motivation letter (15%);

Staff: Strategic relevance of the STT/STA plan to the HEIs (from 1-to 5 points) +STA/STT: number of flows during the last 5 years (0 flows - 5 points; 1 flow – 4 points; 2 flows -3 points; 4 flows – 2 points; more than 4 flows – 1 point) + Preference with an increase of 5 points to STA/STT that want to participate in common events at both parties.

If the above criteria are fulfilled, priority will be given to candidates who are on mobility for the first time.

Available Grants, Specific Selection criteria and Eligible Scientific areas (if applied) will be disseminated through the IRO Newsletter and public information at each partner

For further information contact:
icm@ipt.pt

Before arriving at IPT (Incoming grantees)/Before leaving IPT (outgoing grantees)

Once you have been nominated for the grant, there are a few practical issues that need to be dealt with prior to your arrival at IPT.

You will receive a **nomination email** for the ICM grant in which all necessary information and documents will be enclosed.

After selection results, IPT and partners will issue and send a **Letter of Acceptance** or **Letter of Invitation,** respectively to students and staff. These documents will be needed for the Visa application process.

IPT will manage all financial matters. All grant holders will sign a **grant agreement** with IPT, specifying the rules and regulations of the mobility including the financial rights and obligations.

Outgoing grantees will receive the grant before departure (90% at the beginning and 10% at the end of the mobility period, after completion of the Final Report);

As incoming students have longer mobility flows, they will need to register at our Portuguese Tax Services and open a Portuguese bank account (IRO will help incoming students in the process). Incoming grantees will receive 50% of the grant at the arrival (after the signature of the grant agreement) 30% at the middle of the period and 20% at the end of the mobility. It is expected that students compromise themselves in being successful.

Incoming staff grantees will receive 100% of the grant after arrival at IPT, after the signature of the grant agreement.

ICM grantees are responsible for their **Visa Process** and for applying for a visa/ residence permit in time. To facilitate the procedure of obtaining a Visa you are strongly advised to contact with the consulate or embassy in charge well ahead of the planned mobility.

After receiving the Letter of Acceptance or Letter of Invitation the ICM grantee should start the visa application process as soon as possible, because it usually takes at least around 1 to 3 months to reach a decision.

It is ICM grantee's responsibility to book and pay **the travel.** Grantees have to book flight tickets themselves and send a copy of the booking to the icm@ipt.pt. This expense is covered by the ICM grant together with your subsistence allowance payment. But take note that the exact amount of travel contribution is stated in the Grant Agreement and depends on the distance between your home university and host HEIs, so it is a fixed amount.

For incoming student grantees, finding **accommodation** can be quite difficult, especially in the Abrantes Campus, where only private accommodation is available.

In Tomar Campus ICM student grantees may apply to our Dormitory. To apply, please send us this application form to:

icm@ipt.pt
http://www.gri.ipt.pt/download/site/gri/1516/INCOM/1516accommodationstudentsstaff.doc

Erasmus Student Network (ESN) might help into the process of getting accommodation in Abrantes or in Tomar:
https://www.facebook.com/ESNtomar/?ref=aymt_homepage_panel

Arriving at IPT

ICM incoming grantees are invited to visit our website (ECTS Information package, general information) http://www.gri.ipt.pt/?pag=7&lng=EN to know more how to get to the campus of Abrantes or Tomar, cost of living, accommodation, etc.

ICM incoming grantees should make sure to inform IRO of their arrival sending an email to icm@ipt.pt and, in the case of students, contact also our ESN through facebook message.

WHAT TO DO
During the mobility

All ICM grantees should present themselves at the correspondent Service/School after arriving in the host country, in order to prepare their processes and to develop their activities.

Incoming student grantees should present themselves at IRO in order to sign the grant agreement, to register at Academic Services and at Computer services; and if they applied to the students residence, they should also go to Social Affairs Services to register, get the key of the room and pay the dormitory (Incoming students should pay one month plus a deposit guarantee of the same amount; for further information please go to: http://www.gri.ipt.pt/download/site/gri/0910ResidING.pdf). Incoming students need to register at our Portuguese Tax Services and open a Portuguese bank account (IRO will help incoming students with the process). The Computer Services Registration will provide incoming student grantees with an email of IPT and access to the education platform where they can get information on learning activities and assessment. So they are expected to check this email and the platform frequently as they are a means of communication between faculty, staff and students. Student Grantees should introduce themselves to their professors, maintain contact and assiduity and commit themselves to be successful. If necessary modifications on learning agreements are needed, it should be done during the first month of classes.

At arrival, incoming staff grantees should present themselves at IRO in order to sign the grant agreement and to be paid.

WHAT TO DO
After the mobility

After completing the mobility flows all ICM grantees draw up a Final Report; the access and credentials to this report will be sent by the European Platform through the email provided by the grantee. This report is mandatory and is a pre-requisite for ICM students' grantees and ICM outgoing staff grantees to receive the last payment.

ICM student grantees should not forget to ask for the Transcript of Records and Certificates. Incoming ICM students at IPT should also remember to go to the Social Affairs Service to process the last payment of the dormitory and/or get refunded of the deposit and to go to the Bank to close the Portuguese bank account after receiving the last payment of the grant.

ICM staff grantees should also make sure they get the certificate of the mobility flow.

We are waiting for YOU!