**Erasmus + Mobility**

**Student Application form**

All formal applications for exchange programmes must be made through the Erasmus+ Coordinator in the sending institution

|  |
| --- |
| Last/family name:  First name: |

**Applying to Receiving Institution**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Receiving institution: | ISLA - Instituto Politécnico de Gestão e Tecnologia | | | | | |
| Principal study subject (instrument or subject of thesis)[[1]](#endnote-1) at The Receiving Institution |  | | | | | |
| Study cycle[[2]](#endnote-2) during the exchange period | Bachelor (1st) | | Master (2nd) | | Doctorate (3rd) | |
| Study period according to The Receiving Institution’s academic calendar: | 1st Semester | 2nd Semester | | Academic Year | | Other Period (i.e.Term) |
| Academic year: | Academic year student applies for | | | | | |

**Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Name | Administrative Unit: | International Relations Office |
| Institutional code: (if applicable) | Institutional Code | **Erasmus+ Coordinator[[3]](#endnote-3):** | Contact Person |
| Address: | Address | **E-mail :** | E-mail |
| Country : |  | **Phone :** | Phone (incl. country code) |

**Student**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last/family name (s): | | Last name (s) | First name (s): | | First name(s) | | | | |
| Date and place of birth: | | Date and place of birth | **Nationality[[4]](#endnote-4):** | | Nationality | | | | |
| Sex [*M/F*]: | | M/F | **Phone:** | | Phone (incl. country code) | | | | |
| Current address | | Current address | **Permanent address  (if different):** | | Permanent address | | | | |
| Current address is valid until: | | Valid until | **Emergency contact:** | | Name, E-mail, Phone | | | | |
| E-Mail: | | E-mail |
| Current Studies (at Sending Institution): | | | | | | | | | |
| Field of Education ISCED Code[[5]](#endnote-5): |  | | | | | | | | |
| Study programme[[6]](#endnote-6) (relevant for your study stay): | Study programme | | | | | | | | |
| Principal study subject: | Principal study subject | | | | | | | | |
| Study cycle: |  | | | **Study year:** | | 1st | 2nd | 3rd | 4th |
| Duration of the Study Programme: | Number of years | | | | | | | | |

**Mobility Period**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of study[[7]](#endnote-7) | | Duration of stay (No. of study months) | Number of expected ECTS credits | Preferred professor(s) at Receiving institution for the main subject (if any) |
| dd/mm/yy  (or month/year) | dd/mm/yy  (or month/year) |
|  |  |  |  |  |

**Desired Courses at Receiving Institution (Preliminary Learning Agreement - does not replace OLA)**

|  |  |  |  |
| --- | --- | --- | --- |
| Course component[[8]](#endnote-8) code (if any) | Course component title  (as indicated in the course catalogue) at Receiving Institution | Semester (autumn / spring or term) | Number of ECTS credits to be awarded by Receiving Institution upon successful completion |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total number of ECTS | | |  |

**Student’s Language Skills[[9]](#endnote-9)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mother tongue: | | | | |
| Please indicate your language skills other than mother tongue: | | | | |
| 1. Language: Language 1 | Limited A1  A2 | Moderate B1  B2 | Fluent C1  C2 | |
| 2. Language: Language 2 | Limited A1  A2 | Moderate B1  B2 | Fluent C1  C2 | |
| 3. Language: Language 3 | Limited A1  A2 | Moderate B1  B2 | Fluent C1  C2 | |
| I am aware of the obligation to pass the online language test (via OLS[[10]](#endnote-10)) before my studies abroad, and I am interested in improving my language skills if recommended | | | |  |

**Previous Studies in Erasmus Programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you already been studying/working abroad as ERASMUS student/trainee? | | | Yes | No |
| If “Yes”, please indicate: | Receiving Institution: | Former host institution’s name | Former host institution’s name | Former host institution’s name |
| Study cycle | Bachelor (1st) | Master (2nd) | Doctorate (3rd) |
| Duration of stay (months) | Duration of stay (months) | | |

**IMPORTANT CONSENTS**

Notification duty

According to art. 13 items 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, further as GDPR), you are hereby notified that:

1. Your personal data is administered by ISLA - Instituto Politécnico de Gestão e Tecnologia in Vila Nova de Gaia, Edifício Bela Vista, Rua Diogo Macedo, nº 192, 4400-107 V. N. de Gaia | Portugal (“ISLA-IPGT”),
2. In any matters related to data protection, the Data Protection Officer can be contacted at jose.alvarenga@islagaia.pt
3. Your personal data will be processed for the purposes of applying for and participating in the Erasmus+ Programme based on your consent for personal data processing according to art. 6 item 1b) of GDPR.
4. Your personal data will be made available to other students participating in this Programme, as well as to any Mentor students.
5. Your personal data will not be forwarded to a third country / organisation / educational institution.
6. The data you made available will not be profiled.
7. Your personal data will be archived for a period of 5 years, from the moment of your arrival.
8. You have the right of access, rectification, removal, or restriction of processing your data, as well as the right of objection, the right to request cessation of data processing and transference, the right to withdraw consent at any time, and the right to lodge a complaint with the supervisory body and the Head of the Personal Data Protection Office.

I hereby agree to have the ISLA - Instituto Politécnico de Gestão e Tecnologia in Vila Nova de Gaia, Edifício Bela Vista, Rua Diogo Macedo, nº 192, 4400-107 V. N. de Gaia | Portugal, process my personal data given in this form for the purposes of applying for and participating in the Erasmus+ Programme.

I hereby agree to receive at the e-mail address I indicate electronic mail messages informing me about competitions and promotional actions organised by the ISLA - Instituto Politécnico de Gestão e Tecnologia in Vila Nova de Gaia, Edifício Bela Vista, Rua Diogo Macedo, nº 192, 4400-107 V. N. de Gaia | Portugal, in which I could participate.

I hereby agree to have my personal data processed according to the act of 29th August 1997 on personal data protection (Dz. U. No. 101 of 2002, item 926 with later amendments), and to have my image and personal data published for the purposes of recruitment and promotion of ISLA - Instituto Politécnico de Gestão e Tecnologia in Vila Nova de Gaia, Edifício Bela Vista, Rua Diogo Macedo, nº 192, 4400-107 V. N. de Gaia | Portugal, and of the Erasmus+ Programme.

**Application Package (send to** [**international@islagaia.pt**](mailto:international@islagaia.pt) **prior to June 15th or January 15th)**

**1. Learning Agreement**

Please attach yourLearning Agreement (unless you filled it online: https://learning-agreement.eu)

**2. Motivation Letter**

Please attach your motivation letter(in English)

**3. Transcript of Records[[11]](#endnote-11)**

Please attach your Transcript of Recordsobtained in previous years of study

**4. Curriculum Vitae**

Please attach your CV (in English)

**5. Scan of ID/passport**

Please attach a scan of your ID card or passport 8 (does not apply to virtual exchange students)

**6. ID format picture**

Please attach a picture of yourself

**7. Signed Student Application Form**

Please sign this Application form (including consents)

**8. English or Portuguese Language Certificate**

Please attach any document signed by an English teacher that certifies a minimum level of B1

**9. Copy of European Health Insurance Card or other Insurance Card**

Please attach a copy of your insurance document (does not apply to virtual exchange students)

**Signatures of Sending Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student: | Name, surname |  | Date: | Signature date |
| Professor/Tutor (of the main subject): | Name, surname |  | Date: | Signature date |
| Head of Department: | Name, surname |  | Date: | Signature date |
| Erasmus + Coordinator: | Name, surname |  | Date: | Signature date |

**NOTES FOR GUIDANCE**

**General Information**

All enquiries and applications for exchange programmes must be made through the responsible Erasmus Coordinator in your sending/home institution. To facilitate general procedures, please use e-mail until the point of mutual confirmation/signatures.

**Application form and deadline**

Please complete the form as fully and as clearly as possible. The Coordinator will inform you about the application deadline for your preferred receiving/host institution(s).

**Other forms**

Some institutions may require extra documentation with your application; you may for example be asked to complete a second application form and/or apply only for your study abroad.

1. **Principal study subject**

   Only state your principal study discipline, in which you wish to be auditioned. If you wish to audition for more than one discipline, you should complete a separate application for each.

   for a thesis, mobility window or free electives. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **Erasmus+ Coordinator**/**Contact person**: 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. [↑](#endnote-ref-3)
4. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport [↑](#endnote-ref-4)
5. **ISCED code** search search tool available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution [↑](#endnote-ref-5)
6. **Study programme**: i. e. performance studies, composition, pedagogical studies, doctoral studies, or similar. [↑](#endnote-ref-6)
7. **Click on the date** and select a day from a calendar if you know the start and end day of your study period at the host institution. If you don’t know exact dates, please indicate study months [↑](#endnote-ref-7)
8. **Course** or an "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#endnote-ref-8)
9. **Language competence**

   You will normally be expected to have some proficiency in the language used for tuition in the receiving institution and you will gain most benefit from your exchange if you have some proficiency in the country’s native language.

   **Language skills:** This information is only meant as a preliminary rating to assess the level of language proficiency. The actual level will be determined after the student’s Erasmus+ nomination by the first OLS assessment. To facilitate your rating, the given options may be regarded in rough relation to the reference levels of the Common European Framework of Reference for Languages (CEFR – see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>): A1 (limited) – C1/2 (fluent). [↑](#endnote-ref-9)
10. **Erasmus+ Open Linguistic Support** (OLS) for students when mobility is taking place between Programme Countries (KA103). OLS is not available for International credit mobility (KA107). Coordinator of sending institution registers student for language assessment before his/her studies abroad, and registers student to the language course for improvment of the language skills if license is allocated. <http://www.erasmusmais.pt/erasmusmais/images/pdfs/OLS-BEN-user-guide-01102014_final_clean.pdf> [↑](#endnote-ref-10)
11. **Transcript including full details of previous and current higher education study**. This has to be issued by the sending institution, not to be mistaken with the final ‘transcript of records’ which will be issued by the receiving institution at the end of the exchange period. [↑](#endnote-ref-11)