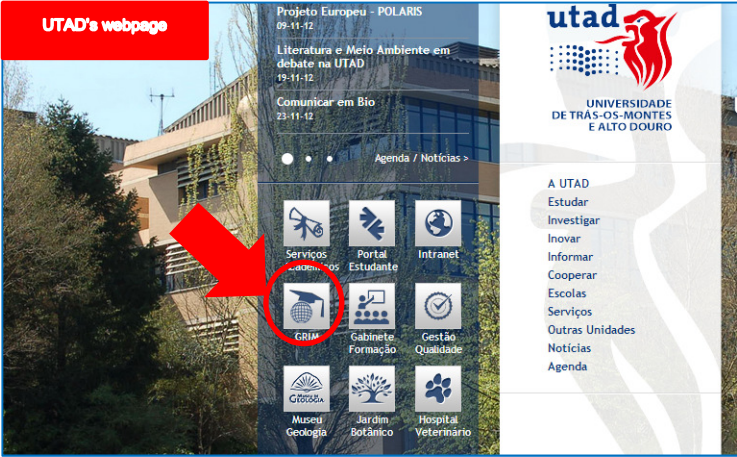


Mobility Calendar

Before leaving home country

Action	Dates
<p style="text-align: center;">Nominations [Done by Home institution]</p>	<p>Home institution should send nominations lists until April 30th.</p>
<p style="text-align: center;">Study Plan [Done by Students or Home institution]</p>	<p>The Learning Agreement must be done according the available subjects on UTAD.</p> <p>In order to check our study plans please see the document “Study Plan at UTAD - SIDE”.</p>
<p style="text-align: center;">Application Procedure [Done by Students or Home institution]</p> 	<ul style="list-style-type: none"> Until June 30th (1st semester and full year); Until November 30th for second semester Application Form + Accommodation Form + Learning Agreement + 1 Colored photo [passport type] + Copy of Health European Insurance Card [or other private health insurance] All forms available at www.utad.pt <i>GRIM</i> → <i>Foreign Students</i> The contact for Incoming students is Sara Alves Dias - grim@utad.pt Students could be considered “Not accepted” if their documents don’t arrive before the deadline.
<p>Erasmus Intensive Language Course [EILC] [Students’s option – not compulsory]</p>	
<p>UTAD doesn't offer this course. To get more information about please click on: http://pt-europa.proalv.pt/public/PortalRend er.aspx?PageID=%7b8e31b642-ccc1-11df-843b-00127991ef2a%7d</p>	
<p>Acceptance Letter/ Certificate of Acceptance [Asked by Students or Home institution]</p>	
<p>If the students need an Acceptance Letter it must requested by e-mail and specify if the original must be sent by post or if by e-mail is enough. Ask to grim@utad.pt.</p>	
<p style="text-align: center;">Visa [Asked by Students or Home institution] Only for students from countries out of EU.</p>	<p>Students must ask the Acceptance Letter at least 2 months before the appointment in the Portuguese embassy/consulate.</p>

During the Erasmus Period

Action	Dates
<p>Registration [Done by Students]</p>	<p>The first day you arrive in Vila Real.</p> <p>The Erasmus Office is open for students only on Mondays and Thursdays from 14:30 to 17:00.</p>
<p>Student's number, e-mail and internet access at UTAD [Requested by Students]</p>	<p>One week after students arrive in UTAD and do their inscription at GRIM.</p>
<p>Arrival Certificate [Requested by Students]</p>	<ul style="list-style-type: none"> Students who don't bring their home university form must ask for this certificate in GRIM. GRIM shall send the certificate to the home university by fax, e-mail or post. Students must provide the right contact to do so.
<p>Contact Erasmus Departmental Coordinator [Done by Students]</p>	<p>Students must contact their Erasmus Departmental Coordinator in order to check the schedules and if the Learning Agreement must have any change.</p>
<p>Inscription in the subjects Step 1 [Done by Students]</p>	<p>Students must complete the form "<u>Inscription for Erasmus students</u>" and deliver it in GRIM one month (maximum) after their registration as Erasmus students.</p>
<p>Inscription on SIDE Step 2 [Done by Students]</p>	<p>Students must register themselves in subjects on SIDE (support information system). For that, they must use the Login and Password given by GRIM.</p> <p>Without this inscription teachers can refuse to evaluate the students!</p>
<p>REMEMBER BOTH STEPS ARE COMPULSORY!</p>	

Before leaving UTAD

Action

Transcript of Records/ Grades Certificate
[Done by Students]

Dates

1st Semester Students

Students should complete the form "Request for Official Grades" [download it from GRIM webpage] and send it to GRIM (grim@utad.pt), by e-mail, **before November 30th**.

Full year and 2nd Semester Students

Students should complete the form "Request for Official Grades" [download it from GRIM webpage] and send it to Grim (grim@utad.pt), by e-mail **before May 31st**.

So we need you send us by e-mail [only] the PDF of the referred document. In that e-mail you **MUST** tell us which Option you prefer: 1 or 2.

Option 1:

Students who choose Option 1 don't need to worry about any more documents. Don't get the grades from teachers, we will do it then we'll send it by post to your home university. Please be aware this option is the one that takes more time: certificate may take 1-6 months to be ready.

Option 2:

Students who chose Option 2 should follow this procedure:

- With a **Transcript of Records** [download it from GRIM webpage] students should write the information (student's, home university and host institution's information), by hand, in the 3 rectangles. Then go to every teacher so they could write, by hand, the information of the subject they lectured.
- If you have more than one teacher per subject you must go to the Responsible Teacher of that subject.
- Each teacher should do a little signature ahead of the subject's information.
- After you have all the grades you should do a copy of the original of the **Transcript of Records**, this time done by



	<p><u>computer</u>. You just need to copy everything from the document done by hand to a new one, but done by computer.</p> <ul style="list-style-type: none"> • When you have two originals (one done by hand, other done by computer) you go to your course coordinator and he/she should sign both [in the end of the page]. • With these 2 signed GRIM. You leave both originals in the office. We'll send your grades to your home university.
<p style="text-align: center;">Attendance Certificate [Done by Students]</p>	<p>The Certificate will only be signed when the student goes to GRIM.</p> <p><u>Certificates won't be given to colleagues or sent later to the home university.</u></p> <p>The certificate must be signed in the last Monday or Thursday of the student in UTAD.</p>

If you need some help to clarify some questions please contact Sara Alves Dias by e-mail:

grim@utad.pt.

E-mail is the faster and easier way to help you!

The GRIM Office/International Office/Erasmus Office is open for Erasmus students on
Mondays and Thursdays between 14h30-17h00.

We really hope you enjoy being an Erasmus student in UTAD and in Portugal!!