

ERASMUS+ PROGRAM REGULATION

Introduction

The ERASMUS+ Program is the European Union's program in the fields of education, training, youth and sport for the period 2019-2021, promoting, among other actions, the opportunity for students, teachers, trainers and staff of educational institutions to participate in a learning and/or professional experience in another country. Its name appears as a symbol and an acronym. On the one hand, it evokes a time when students and academics moved between the most important centers of study in Europe, as Desiderio Erasmus (1469-1536) did, and, on the other hand, it is an english abbreviation of the Program title – European Community Action Scheme for Mobility of University Students.

This Program aims to strengthen employability, skills, as well as update students' education and training. The ERASMUS+ Program appeared at Instituto D. João V (hereinafter referred to as IDJV) with the presentation of its first application in 2017.

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TITLE I

ERASMUS+ Key action 1 (KA1) IDJV
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Chapter I

General provisions

Article I

These Regulations establish the organic of the ERASMUS+ Program, as well as the regulations applicable to the selection of candidates, to the frequency of mobility program and to the regimes applicable to students and teaching and non-teaching staff of IDJV in a mobility regime.

1. The IDJV partner will be THE STUDENT MOBILITY SLU, an intermediary entity whose objective is to transform the participants' knowledge into a valuable experience for the benefit of the students.
2. Project objectives:
 - EMPLOYABILITY - Facilitate personal development and employability, requiring solid partnerships between education and the workplace.
 - MOBILITY - Reinforce the attractiveness of vocational education and training in the mobility of trainees and workers.
 - SKILLS - Increase skills matching and reduce labor shortages in economic sectors by adapting curricula and skills profiles acquired and establishing stable partnerships between Vocational Education and Training (VET) providers and economic agents, including social partners, development agencies, innovation systems bodies and Chambers of Commerce and sectoral associations.

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- **INCLUSION** - Support the promotion of permanent, easily accessible and career-oriented vocational education and training, including for those less likely to participate in these learning activities.
 - **QUALIFICATIONS** - Support those involved in professional teaching and learning in training and/or improvement actions in the acquisition and use of knowledge, skills and qualifications in the work context.
 - **LABOR MARKET** - Increase the adequacy of VET to the labor market.
 - **TRANSPARENCY** - Increase transparency and mutual trust between VET systems through the rationalization and coherent implementation, at national level, of the recommendations of the “European Credit System for Vocational Education and Training” (ECVET) and the “European Quality Assurance Reference Framework for Vocational Education and Training” (EQAVET).
 - **TRAINERS** - Promote the development of skills and competences of teachers and trainers, with special emphasis on on-the-spot training, the creation of partnerships between schoolteachers and trainers in companies and the training of trainers in companies.
3. The project aims to offer students in the 11th and 12th year of professional education the possibility of developing their work activity for one to two months, in companies related to the area in which they study, with the aim of promoting placement 15 trainees in companies abroad, in the context of on-the-job training, in the following areas: 9 trainees from the Computer Management and Programming Technician Course, 6 trainees from the Hairdressing course, and two teachers.

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Article II

ERASMUS+ Program Management

1. The management of the ERASMUS+ Program is the responsibility of IDJV's ERASMUS+ Program Management Committee.
2. The coordination of this IDJV ERASMUS+ Program Management Committee is assigned to the Project Coordinator, Professor Dora Crespo (Pedagogical Department), with the support of professors Jorge Silva (Director of the GPSI Course), Alexandra Oliveira (Language Teacher) and Regina Santos (Psychologist).
3. The Management Committee of the IDJV ERASMUS+ Program is responsible for the following:
 - a) Submit applications to the Program, under the indication of the Pedagogical Direction.
 - b) Monitor ERASMUS+ mobility processes, promoting their development and growth within the scope of this Regulation;
 - c) Support the competent bodies in institutional contacts and in the establishment of new mobility agreements;
 - d) Suggest new protocols, programs and activities within the scope of the ERASMUS+ program to Organs competent bodies;
 - e) Forward ERASMUS+ mobility processes within the defined procedures, streamlining their flow;
 - f) Ensure the dissemination of information necessary for the correct instruction of ERASMUS+ mobility processes to the entire school community;
 - g) Present the intermediate and final reports of the activities carried out when requested, either by the National Agency, or by the Pedagogical Directorate, or by another body that has powers of monitoring and supervising the Program;
 - h) Annually propose an activity plan to the competent bodies that guarantee the full execution of the Program;
 - i) Ensure compliance with the deadlines stipulated in these Regulations;
 - j) Propose amendments to these Regulations.

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TITLE II

STUDENTS' MOBILITY

Chapter II

Outgoing students' mobility

Article III

Outgoing students

The outgoing student is an IDJV student who attends an ERASMUS+ mobility program in any European country.

Article IV

Rights

1. Outgoing students are entitled to:
 - a) Benefit from an extension of school insurance, while students of the IDJV, which covers risks arising from personal accidents occurring within the scope of the activities involved in the outgoing mobility;
 - b) Obtain automatic validation of the recognition of Training in an International Work Context by the IDJV;
 - c) Obtain from IDJV all necessary documentation;
 - d) Obtain from IDJV all the necessary support, before, during and after mobility.

Article V

Duties

1. During the stay at the International Host Institution, every student must:
 - a) Decently represent the Institution and the country of origin;

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- b) Ensure that any changes to the mobility conditions referred to in the contract are approved, in writing, by the Home and International Hosting Institutions;
 - c) Fulfill the entire training period with the International Host Institution, carrying out the tasks and forms of assessment proposed and respecting the established rules;
 - d) Fill in the Report on the ERASMUS+ mobility period provided for in the contract and provide any information requested by the IDJV, the National Agency or the European Commission, as well as fill in all the questionnaires, including those relating to quality that may be requested;
 - e) Fill out and submit your ERASMUS+ Final Report from the National Agency, to the Mobility Tool, within a maximum of 10 days after the end of the mobility;
 - f) Comply with immigration laws (when applicable) of the host country;
 - g) Develop their educational background, be diligent and punctual, and adopt a behavior that dignifies the IDJV;
 - h) Present themselves to the Management Committee of the IDJV ERASMUS+ Program, at most 8 days after the end of the mobility;
 - i) Appoint an attorney who, in his absence, replaces him in the signature of the Program documents.
2. If the duties referred to in the previous number are not fulfilled, the student can be notified for immediate return to Portugal and return all funds received so far, as well as those already applied to travel, accommodation, intermediary entity, and other duly documented.

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Article VI

Opening of application

1. The International Host Institutions, vacancies, mobility periods, vacancies available and specific conditions of admission must be advertised by the Management Committee of the ERASMUS+ Program of the IDJV by the end of November of each year.
2. The candidate selection process will follow from the previous number until the end of the first half of January.

Article VII

Application requirements

1. IDJV students who meet the following requirements can apply for ERASMUS+ mobility:
 - a) Be enrolled in and attend a course of studies leading to a Level IV EU degree, at IDJV, during the academic year for which the mobility period is being applied;
 - b) Students from the 11th and 12th grades of the Hairdressing and Management Technician and Computer Systems Programming courses can be selected to participate in the mobility project for learning purposes of Vocational Education and Training (VET) trainees.

Article VIII

Application process

1. Applications must be submitted using the form, available on the website www.idjv.pt, attaching the Curriculum Vitae EUROPASS in Portuguese and English with a photo. The expression of interest in participating in the mobilities will be effected through the delivery of documentation until November 19th 2021.
2. After selection, students must submit the following documents:
 - a) Certificate of level of knowledge of languages or declaration of honor that, at the

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- start date of the mobility, it brings together the linguistic and cultural skills obtained by the OLS Platform;
- b) Copy of the Bank Identification Number, whose account the student is the holder of;
 - c) Copy of the Citizen's Card;
 - d) Copy of the European Health Insurance Card;
 - e) Authorization for Travel and Departure from the ERASMUS+ Country;
 - f) Covid19 Vaccination Certificate.

Article IX

Selection process

The selection of students for training aims to reward the merit and dedication of students and promote cultural and linguistic training and provide an experience in a work context in another EU country. This experience is also aimed at acquiring and/or developing technical, relational and organizational skills relevant to the performance profile at the end of the course attended by the student.

1. The verification of eligibility, as well as the ranking of candidates, is the responsibility of the Management Committee of the IDJV ERASMUS+ Program, after consulting the Course Coordinators and Class Directors.
2. If there is a greater number of candidates than the available vacancies, the ranking of candidates considered eligible is carried out considering:

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- a) Academic merit – Criterion directly related to the performance in the curricular component of students (the average, rounded to the nearest tenth, of the academic results obtained in the period prior to mobility/selection). It will have the percentual value of 30%;
 - b) Personal profile – Criteria directly related to the students' motivation, responsibility, commitment (calculated through a personal interview with the school psychologist). It will have the percentual value of 30%;
 - c) Active participation – Criteria directly linked to the responsibility and interest in participating in clarification, dissemination and preparation sessions (calculated through the attendance sheet). It will have the percentual value of 20%;
 - d) Ease of interpersonal relationships - Criteria directly related to the information provided by the Class Director after consulting the class council. It will have the percentual value of 10%;
 - e) Proficiency in the use of the English foreign language (English grade, rounded to the nearest tenth, of the academic results obtained in the period prior to the mobility/selection). It will have the percentual value of 10%.
3. In the event of a tie, after applying the above criteria, the selection will comply with the criteria of predictable “rescue” of the student in danger of dropping out of school, the number and degree of experiences of opportunities similar to those that the Erasmus+ Program provides.
 4. The Management Committee of the IDJV ERASMUS+ Program promotes the disclosure of the final provisional and definitive ranking list of candidates in physical support on the IDJV dissemination boards.
 5. Considering the clarity of the criteria specified above, the order of selected students will not be appealed.
 6. After this selection process, the IDJV ERASMUS+ Program Management Committee will inform the selected student about the subsequent procedures.

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Article X

Process instruction

1. It is a condition for the beginning of mobility the signature, by the selected students, of the ERASMUS+ Term of Responsibility and ERASMUS+ Travel Authorization and Departure from the Country, and by their parents.

Article XI

Mobility program

1. Upon arrival at the host institution, and during the training, the student must:

- a) Develop observation and intervention skills in the European reality;
- b) Develop the principles of European citizenship;
- c) Develop linguistic and cultural skills;
- d) Promote a permanent openness to information, pedagogical, scientific and technological innovation, as well as the promotion of innovative experiences in personal and cultural enhancement;
- e) Apply methodologies and theories in the work context, in order to adjust theory to practice in a transversal and transnational context;
- f) Learn to work independently and interdependently, in order to carry out remarkably valid tasks;
- g) Develop the ability to communicate online and e-learning, improving contact with new information and communication technologies;
- h) Implement business practices and routines in a European dimension;
- i) Be able to adapt to change;
- j) Develop mobility skills in the European space;
- K) Discover the transnational company as an organized and integrated workplace, namely through teamwork;
- l) Test the skills acquired nationally in a work context and nationally in a transnational context;
- m) Know other organizational models and working methods;
- n) Promote the development of cognitive skills, problem solving, self-training and error correction;

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- o) Exchange experiences that promote equality between European citizens, in order to effectively combat discrimination in training;
- p) Develop capacities for autonomy, responsibility, observation and intervention in the European economic and social reality, taking the initiative to find adequate solutions to solve problems;
- q) Make use of the rules of ergonomics, hygiene, health and safety at work;
- r) Develop research and investigation skills, showing care with the materials and equipment used;
- s) Develop professional ethics skills, to which the daily record of all activities carried out will contribute, as well as entry and exit times, in your training Handbook, authenticated by your Professional Tutor.

2. The student must respect the schedule and activities indicated by the International Host Institution, as well as be assiduous, punctual and correct in his relations with all the elements that are part of the International Host Institution, and with whoever he or she is most related to in this area.

3. The student must inform the IDJV ERASMUS+ Program Management Committee of his/her address and contact after arrival at the training Host Institution, as well as any changes to the information initially provided.

4. The student must use Europass Mobility, as a standardized European document, where he will record in detail the contents and results expressed in terms of academic competences and achievements, related to the training period.

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5. The student must present all proof of expenses incurred, as well as preserve the plane boarding and transfer tickets, to be delivered at the time of the Final Report, which must be submitted to the Management Committee of the IDJV ERASMUS+ Program within 10 days useful after the completion of the training.
6. IDJV will act as an intermediary in booking transport, accommodation and insurance, the amount of which will be subsidized by the subsistence grant that finances each student.
7. The amount of other subsistence expenses, such as food and of a cultural scope, to be borne by the student in the location and entity in which he will carry out his Training in an International Work Context, will be deposited in the student's bank account, in stages (40% - 2 days before departure; 40% - after 22 days of stay at the training Host Institution; 20% - after delivery of all documentation, on return; 20% of the total financed amount is reserved until submission and approval of the IDJV Final Report.
8. IDJV will collect from the training Host Institution all documentation relating to the training period.
9. Training hours are an integral part of the Course's Study Plan, within the scope of Training in the Workplace, whose process will ensure transparency, equal treatment and justice in the decisions taken throughout the course.

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Article XII

Follow-up

1. During the training, the student will be accompanied by a Professional Tutor appointed by the training Host Institution, who will directly monitor their progress, development and assessment, and will verify that everything is going as planned for their cultural, linguistic and formative.
2. The student will also be accompanied by his/her Course Coordinator, or another professor of the Technical Area designated by him/her (must be registered), who will clarify any doubts regarding technical character arising in the course of carrying out the activities indicated by the Host Institution of training.
3. Training obeys a protocol signed between the IDJV, the training Host Institution, the student and also by his/her parent and/or guardian.

Article XIII

Recognition and evaluation process

1. The recognition and assessment process is governed by:

a) Direct transcription of the classifications assigned by the Professional Tutor of the training Host Institution, which must comply with the following criteria and percentual values:

Skills	Percentual value	Evaluation criteria	
Tasks	50%	10%	Comprehension
		10%	Organization and care
		10%	Task accomplishment
		10%	Motivation
		10%	Professional performance
Personal qualities	25%	8%	Punctuality
		10%	Attendance
		5%	Behavior
		2%	Personal image care
Social qualities	25%	5%	Integration in the Work Team (respect, empathy, collaboration and cooperation)
		5%	Adaptation
		5%	Interpersonal relationships
		2,5%	Awareness of successes
		2,5%	Awareness of difficulties
	5%	Acceptance of Reviews and Suggestions	

2. The final training assessment will be integrated into the final assessment of the student's Workplace Training, within the scope of their Course Study Plan, which is the responsibility of the Course Coordinator, the training Host Institution and the National Institution of Training Reception.

3. In order to comply with the preceding paragraph, it should be noted that the assessment of the training Host Institution, as well as that of the National Institution of

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Training, is quantitative, and there is a supporting document for this purpose (training booklet), and the Course Coordinator is responsible for carrying out the final assessment.

Article XIV

Mobility grant

1. ERASMUS + grants are awarded exclusively for mobility under the Program.
2. ERASMUS+ grants are intended for additional expenses resulting from the completion of a period of training, then in another eligible country (travel expenses and expenses resulting from the difference in living standards in the country of destination).
3. The selected ERASMUS+ student is automatically a grant candidate, without having to carry out any additional procedure beyond applying for the program, as long as he meets the eligibility conditions provided for in these Regulations.
4. The grant amount to be awarded to each student will be calculated in accordance with the tables defined annually by the National Agency and based on the actual length of stay at the training Host Institution, arrival date and return date, which will appear in a document signed by the training Host Institution.
5. Grants are awarded according to the ranking of the first ones carried out and the financial availability attributed to IDJV, after receiving the funding allocated by the National Agency.
6. The grants will be supported by IDJV, according to no. 7 of Article XI.

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Article XV

Withdrawals

1. Withdrawals from participation in the ERASMUS+ Program must be duly justified and communicated in writing to the Management Committee of the ERASMUS+ Program of the IDJV.
2. The student undertakes to reimburse the training Host Institution, and other entities, for all damages caused by his/her withdrawal.

Article XVI

Defaults

1. Failure to comply with the rules of the Erasmus+ Program as well as these regulations may lead to sanctions such as non-recognition of the period of completion of the training and/or the restitution, by the student, of the ERASMUS+ scholarship eventually granted.
2. Failure to obtain a grade, for which reasons may not be recognized by the National Agency and thus making the granting of a scholarship unfeasible, determines:
 - a) Automatic refund of the grant amount received.

Article XVII

Doubts or omissions

Omissions and doubts regarding the interpretation or application of this Regulation will be considered and resolved by the Management Committee of the ERASMUS+ Program of the IDJV, in agreement with the respective Management Bodies, when applicable.

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We declare that we accept and comply with the rules of this Regulation.

Father _____

and

Mother _____

and

Student _____

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Attachment 1



Financiado pelo programa Erasmus+
da União Europeia

(Funded by the European Union's Erasmus+ program)

MANIFESTATION OF WILL AND AUTHORIZATION TO PARTICIPATE IN MOBILITY

“Hello World”

(Project no. 2020-1-PT01-KA102-078302)

....., no., class, intend to participate in a mobility
abroad within the scope of the project “Learning and development: a path to success into the
job market” (No. 2020-1-PT01-KA102-078302), ruling from January 9th 2019 to August 31th
2021.

..... (Sponsor of education), learned about the project's
regulations, accepted the conditions and authorized my student to participate.

Course:

Communications Technician: Marketing, Public Relations and Advertising (60 days) _____

Sports Technician (60 days)_____

Educational Action Technician (30 days) __

Graphic Design Technician (30 days) _____

Place, date.....

Student's signature

Parents' signature

.....

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Attachment 2



Financiado pelo programa Erasmus+
da União Europeia

(Funded by the European Union's Erasmus+ program)

AUTHORIZATION TO IMAGE USE / PAPER PUBLICATION

“Hello World”

(Project No. 2020-1-PT01-KA102-078302)

Student's name: No.: Class:

1. *I authorize / I do not authorize*¹ the use of photographs and/or films with my student within the scope of the activities carried out during the project “Learning and development: a path to success into the job market”.

Place, date

Parents' signatures

.....

2. *I authorize / I do not authorize*² the publication/sharing of all materials produced by my student within the scope of the project “Learning and development: a path to success into the job market”, for promotional and dissemination purposes in all platforms related to it (social networks - IDJV, on the Erasmus+ program website and on other dissemination sites).

Place, date

Parents' signatures

.....

¹ Cross out the option you don't agree with

² Cross out the option you don't agree with

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Attachment 3



Funded by the European Union's
Erasmus+ program

Parental consent for STUDENT DEPARTURE abroad

“Hello World”

(Project No. 2020-1-PT01-KA102-078302)

A. Statement of responsibility

We authorize our child _____ travelling to _____
from ____/____/____ to ____/____/____.

_____ (mother) and _____
(father) consent to any necessary treatment or surgery in the event of our child's illness.

We accept responsibility for material damage caused by our child and will bear the financial burden of this.

B. Personal informations:

Chronic illness	YES	NO ⁱ
.....		
Permanent medication	YES	NO
.....		
Allergies	YES	NO
.....		
Other observations (food restrictions...)		
.....		

C. Student data:

1. Name
2. Address:
3. Phone number(s):
4. Healthcare card number:

I confirm the veracity of the information provided.

Date

Parents' signatures/.....

ⁱ Cross out the incorrect option; if yes, describe