



UMOVE(ME)

University of **M**inho **OVE**rseas **M**obility **E**xperience

Application Guide

2nd Call

<i>Erasmus+ Programme</i>	3
UMOVE(ME) - International Credit Mobility	3
General Information about the UMOVE(ME) Project	4
I - Partner Institutions	4
II - General Eligibility Criteria	5
III - Types and duration of the mobilities	6
Table A - Available grants for Teaching and non-Teaching Staff within the 2nd Call	6
IV - Financial Support	7
Application to the UMOVE(ME) Project	8
I - Application Preparation	8
II - Application	8
III - Deadlines for Application Submission	10
IV - Evaluation and Selection of Candidates	10
Mobility Implementation	11
I - Obligations of Home and Host Institutions	11
II - Obligations of Grant Holders	11
Information and Support	12

Erasmus+ Programme

Erasmus+ is the European Union (EU) programme in the fields of education, training, youth and sport for the period 2014-2020.

Erasmus+ provides opportunities for more than 4 million Europeans to study, train and gain work experience and perform volunteer work abroad, supporting cooperation and the development of partnerships between European institutions and other parts of the world.

UMOVE(ME) - International Credit Mobility

The International Credit Mobility (ICM) is part of the Key Action 1 of the Erasmus+ Programme and allows a Higher Education Institution (HEI) in a partner country to send students, teaching and non-teaching staff into studying, teaching and training missions to an HEI in a Program country and vice versa.

UMOVE(ME) is the UMinho project under ICM 2017, which allows UMinho to receive/send students, teaching and non-teaching staff from/to 27 partner countries outside Europe, namely Albania, Algeria, Armenia, Belarus, Cambodia, Chile, Colombia, South Korea, Indonesia, Japan, Jordan, Laos, Lebanon, Macau, Malaysia, Morocco, Mexico, Mongolia, Mozambique, Palestine, Russia, Serbia, Syria, Tunisia, Ukraine, United States of America and Vietnam.

UMOVE (ME) has a total of **189 scholarships/grants**:

- 53 scholarships for students from partner countries to study at UMinho (SMS IN);
- 12 scholarships for students from UMinho to carry out a mobility period at HEIs in partner countries (SMS OUT);
- 44 grants for teaching staff from partner countries to teach at UMinho (STA IN);
- 25 grants for teaching staff from UMinho to teach at HEIs in partner countries (STA OUT);
- 34 grants for non-teaching staff from partner countries to carry out training missions at UMinho (STT IN);
- 21 grants for non-teaching staff from UMinho to carry out training missions at HEIs from partner countries (STT OUT).

General Information about **UMOVE(ME)**

I – Partner Institutions

Country	Universities
Albania	Universiteti Polis
Algeria	Blida University
	Université des Sciences et de la Technologie d'Oran
	University Abdelhamid Ibn Badis of Mostaganem
Armenia	Armenian National Agrarian University
	American University of Armenia
	Gavar State University
	Yerevan State University
Belarus	Belarusian National Technical University
	Belarusian State University
Cambodia	Royal University of Phnom Penh
Chile	Universidad Católica de Temuco (UCT)
	Universidad de Talca
Colombia	Universidad del Magdalena
	Universidad del Rosario
	Universidad Industrial de Santander
	Universidad Nacional de Colombia
Indonesia	Universitas Indonesia
	University of Muhammadiyah Malang
Japan	Aichi Prefectural University
	Kanazawa University
	Sophia University
Jordan	Al-Balqa' Applied University
	Al-Hussein Bin Talal University
	Jordan University of Science and Technology
	Princess Sumaya University for Technology
	The Hashemite University
	Yarmouk University
Laos	National University of Laos
Lebanon	Beirut Arab University
	Modern University for Business and Science
	St. Joseph University
Macao	CityU

	University of Macau
Malaysia	University Kuala Lumpur
Mexico	Universidad Autónoma del Estado de México
	Universidad la Salle (Noroeste)
Mongolia	Mongolian University of Science and Technology
	National University of Mongolia
Morocco	Moulay Ismaïl University
	Sidi Mohammed Ben Abdellah University
	Université Euro-Méditerranéenne de Fes
	Université Mohammed Premier
Mozambique	Universidade Eduardo Mondlane
	Universidade Pedagógica de Moçambique
Palestine	An Najah National University
	Islamic University of Gaza
	Palestine Polytechnic University
Russia	Moscow State Linguistic University
	St. Petersburg University
	Ural Federal University - Political Philosophy Master's program, Institute of Social and Political Sciences
Serbia	University of Belgrade
	University of Novi Sad
South Korea	Hanyang University
Syria	Arab International University
Tunisia	Gabes University
	Manouba University
Ukraine	Ivan Franko Lviv National University
	Odessa National Polytechnic University
	Taras Shevchenko National University of Kyiv
	V. N. Karazin Kharkiv National University
USA	University of Massachusetts Lowell
Vietnam	Hanoi University of Science and Technology
	Hanoi University of Transport and Communication
	Viet Nam National University Ho Chi Minh City

II – General Eligibility Criteria

To be eligible for an Erasmus+ grant under this project, **all participants must be linked either to the University of Minho (UMinho) or to a Partner University.**

Teaching and non-teaching Staff: must have a contractual relationship with UMinho or a partner institution in order to be eligible to apply for a grant.

All applicants must receive formal support from their home institution by issuing a letter of support (this document is mandatory at the application stage).

Teaching and non-Teaching Staff may perform several mobilities, provided that they are properly substantiated.

After the selection, candidates admitted must meet the eligibility criteria of each host institution.

III – Types and duration of the mobilities

Types of mobility available	Duration
Teaching and non-Teaching Staff	5 days of teaching/training + 2 days travel

Available grants for Teaching and non-Teaching Staff within the 2nd Call

País	Pessoal Docente IN	Pessoal Docente OUT	Pessoal Não Docente IN	Pessoal Não Docente OUT	TOTAL
Albania	2	2	2	1	7
Algeria	3	1	2	1	7
Armenia	1		2	1	4
Belarus	2		1	1	4
Cambodia	2		1	1	4
Chile	2		1	1	4
Colombia	2	1	3		6
Indonesia	1	1			2
Japan	2			1	3
Jordan		1	1		2
Laos				1	1
Macao	1		1	1	3
Malaysia	2	1	1	1	5
Mexico	2			1	3
Mongolia	1	1	1	1	4
Morocco	1		2	1	4
Mozambique	1				1
Palestine			1		1
Russia	1		1	1	3
Serbia	1				1
South Korea	1	1	1	1	4
Syria	1				1
Tunisia	1	1	1		3

Ukraine	1	1	1		3
USA	1	1	1		3
Vietnam	1	1	1	1	4
TOTAL	33	13	25	16	87

IV- Financial Support

UMOVE(ME) project provides the following financial support to the grant holders:

- A) Stay allowance (the amount depends on the mobility's direction);
- B) Contribution for travel (defined by the distance between the grant holder's home city and the host city)

A) Stay Allowance

STAFF mobility (STA / STT)	<p>Mobility periods: 5 days + 2 travel days</p> <p>The per diem amount:</p> <p>From UMinho to the partner countries: 160 EUR/day</p> <p>From the partner countries to UMinho: 120 EUR/day</p>
---------------------------------------	--

B) Contribution for Travel

Travel distances	Amount
Between 100 and 499 km	180 EUR
Between 500 and 1999 km	275 EUR
Between 2000 and 2999 km	360 EUR
Between 3000 and 3999 km	530 EUR
Between 4000 and 7999 km	820 EUR
8000 km or more	1100 EUR

To verify your travel distance, please consult: http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm.

The financial support for 'distance travelled' is the maximum allowed by the Erasmus+ programme and is intended to contribute to round-trip travel between the home and host institutions. In case the amount allocated is insufficient to pay for the desired trip, the grant holder must find other sources of funding.

In the case of teaching and non-teaching staff, grant holders are responsible for purchasing their own plane ticket, always respecting the mobility dates established and the minimum stay of 5 working days at the host

institution. In the case of teaching and non-teaching staff IN the refund of the value of the trip as well as the payment of the stay allowance is made by bank cheque on the day of arrival. In the case of teaching and non-teaching staff OUT, the reimbursement of the value of the trip as well as the payment of the stay allowance is transferred to their bank account before the mobility takes place.

Application to the Project UMOVE(ME)

I – Application Preparation

In the preparation phase of the application, the candidate must follow the steps mentioned below:

1. Carefully read the application instructions;
2. Verify that you meet all eligibility criteria;
3. Make sure that you master the language of the course or the working language of the host institution;
4. Ensure that you have the required academic/professional background in terms of areas of work;
5. Collect all the information and documents necessary to submit your application;
6. Ensure that the project proposal is objective and specific about its methodology and feasibility, impact and benefits as well as the ability to achieve project objectives within the deadline established by the duration of the grant;
7. Make sure that the motivation presented in the application regarding the benefits of mobility and the expected outcomes is clear.

II – Application

Teaching and non-teaching staff from Partner Universities who wish to carry out a mobility period under UMOVE(ME) must submit their application online, using the following link <https://goo.gl/GUqz7v>.

Teaching and non-teaching Staff from the University of Minho who wish to carry out a mobility period under UMOVE(ME) must submit their application online, using the following link <https://goo.gl/pkkJvz>.

Application documents required:

Teaching/Non-Teaching Staff	
Documents common to all types of mobility	<ul style="list-style-type: none"> - Copy of the passport (or other identification document); - <i>Curriculum Vitae</i>, using the <i>Europass</i> format (available at http://europass.cedefop.europa.eu); - Certificates of language skills (compulsory, if required by the host institution); - Letter of Motivation (maximum one page), explaining the reasons for the application, specific competences, academic interests, professional experience, commitment to return to the country of origin and benefits that the mobility grant will bring to the candidate and its context; - Proof of contractual relationship with UMinho/Partner Institutions.
Specific Documents	<ul style="list-style-type: none"> - Preliminary work plan signed by the parties involved. - Preliminary work plan template to be used by Teaching Staff: https://goo.gl/MzVfV5 - Preliminary work plan template to be used by Non-Teaching Staff: https://goo.gl/RA5L9p
Eligibility Criteria	<ul style="list-style-type: none"> - Have a contractual relationship with UMinho/Partner Institutions. - Have established prior contact with the host institution; - Have sufficient knowledge of the language of teaching/work of the host university or of one of the languages commonly used in the country of that university; - Teaching/research or training missions should be defined through an agreement between teachers and non-teachers of the partner institutions; - The home and host universities, as well as the candidates, should agree on the teaching/research or training program.

IMPORTANT: Please note that the application will only be considered complete when all the required documents are uploaded. All documents must be uploaded in PDF format and the name of the participant must be included in the file's name. We stress that applications will only be accepted if submitted online by filling in the e-form.

III- Deadlines for Application Submission

1st Call – 30/09/2017 – 31/10/2017 (Students + Teaching and non-teaching Staff)

2nd Call – 08/01/2018 – 05/02/2018 (Teaching and non-teaching Staff)

3rd Call - 01/03/2018 – 31/03/2018 (Students + Teaching and non-teaching Staff)

In the case of Teaching and non-teaching staff, periods of mobility may start at any time after publication of the selection of candidates and whenever all required documents (work plan, visa if necessary, travel and insurance) are properly processed.

The calls are open to the entire academic community, both from the University of Minho and from the partner institutions, taking into account approved mobility flows and areas of common interest. The calls are launched via email.

IV- Evaluation and Selection of Candidates

Selection Procedure

1. Receiving the application
2. Validation by the home institution
3. Assessment by the home institution and by the host university
4. Candidates selection
5. Confirmation by host institution
6. Notification of the decision
7. Grant Agreement
8. Settling of the final mobility dates

The University of Minho will be responsible for receiving and validating all applications submitted within the above mentioned deadline. For partner institutions applications, it will be up to each foreign HEI to validate and assess its candidates. Afterwards, all applications with a positive assessment will be forwarded for the analysis of potential host Schools/Institutes/Services of UMinho, which may give a positive or negative evaluation to the applications. In the case of UMinho, the candidates will initially be screened by the SRI in terms of eligibility, and subsequently submitted for evaluation to UOEI Presidents. All applications that receive a positive evaluation from UMinho will be forwarded for validation of their hosting HEIs. The final selection of all candidates will be made by UMinho, where a jury, composed by 3 members of UMinho will meet and decide the final award of the grants, taking into account criteria such as: relevance of the work plan, balanced distribution of mobilities between Partner universities, gender balance, among others. The results will be communicated via email and will be published in the portal <http://alunos.uminho.pt>.

Mobility Implementation

I – Obligations of Home and Host Institutions

Travel – In the case of teaching and non-teaching staff, grant holders are responsible for purchasing their own plane ticket, always respecting the mobility dates established and the minimum stay of 5 working days at the host institution. In the case of teaching and non-teaching staff IN the refund of the value of the trip as well as the payment of the stay allowance is made by bank cheque on the day of arrival. In the case of teaching and non-teaching staff OUT, the reimbursement of the value of the trip as well as the payment of the stay allowance is transferred to their bank account before the mobility takes place.

Stay Allowance - A mobility agreement is signed between UMinho and the grant holder who defines the conditions, benefits and responsibilities related to the implementation of the project, as well as the schedule of the payments covered by the grant.

Visas - If necessary, it is the responsibility of the grant holder to obtain a visa in their country of origin, always supported by the International Relations Offices. Each host institution shall issue the appropriate documents for selected staff to apply for a visa in accordance with national laws.

Insurance - UMinho pays insurance to all teaching and non-teaching staff (including medical expenses, accidents, legal assistance, etc.).

II – Obligations of Grant Holders

The University of Minho reserves the right to request the total/partial reimbursement of the payment of the grant if:

- The grant holder withdraws from the project in case of force majeure;
- The grant holder does not comply with the internal regulations of the host Institution;
- The grant holder does not comply with the internal regulations established by the home institution;
- The grant holder leaves the host institution;
- The grant holder doesn't fulfil the requirements of his work program;
- The grant holder does not meet the minimum mobility periods established by the Programme.

Other obligations:

- The grant holder cannot accept any other mobility grant awarded by the European Union, during the current grant period;
- The grant holder must inform the sending and host institutions of any change in relation to the work period. If this happens, a new Work programme must be signed;
- Teaching and non-teaching staff must comply with the established program, as well as the duration settled for the mobility – 5 working days plus 2 travel days. Failure to comply with this obligations may result in the non-payment or the return of the grant;



Information and Support

For more information, please contact the International Relations Office of the home institution. In the case of the University of Minho please contact sri@sri.uminho.pt.

University of Minho awaits for your application.

GOOD LUCK!