Universidade do Minho
Serviços de Relações Internacionais

Guidelines for the Application Form 2017/2018

INCOMING MOBILITY: INTERNATIONAL CREDIT MOBILITY (ICM)

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 to study, perform a teaching or training mission to an HEI in a Programme country and vice versa.

UMOVE(ME) is the UMinho project under ICM 2017, and allows UMinho to receive/send students, teaching and non-teaching staff from/to 27 partner countries outside Europe - 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): University of Minho OVErseas Mobility Experience

Applications to this project will be open until **22/06/2018**. The online form must be submitted until this date.

Under this call, UMinho will take into account the possibility of changing the type of scholarship (ex.: in the absence of applications for SMS, these scholarships will be converted into STA or STT, if there are any candidates), as well as the direction of the mobility (ex.: in the absence of applications from UMinho, the scholarships will go to the Partner Countries, if there are any candidates). However, priority will be given to the candidates for the type of open vacancy, as initially approved. Please note, that exchanges between countries are not allowed.

The previous consultation of the document "Application Guide" (https://goo.gl/Dms49Y) is highly recommended.

In order to prepare the application, the candidate must follow the below steps:

1. Verify that all eligibility criteria are met;
2. Make sure that you have enough knowledge of the language of the degree you will undertake, or the working language of the host institution;
3. Ensure that you have the required academic/professional background in terms of areas of study/work;
4. Carefully read the application instructions;
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 goals 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 are clear.

Please note that the application will only be considered complete when all the required documents are uploaded. We stress that applications will only be accepted if submitted online by filling in this form.

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

PERSONAL INFORMATION:

Contact details: All contacts regarding the submission of application and selection results will be made exclusively by email. In case it is impossible to contact the applicant this way, the application will not be considered valid and it will be immediately excluded from the project, without any possibility of appeal.

Full Name*: _____

Phone number*: _____

Primary email address*: _____

Alternative email address: _____

Permanent address - Street and number*: _____

Permanent address – Postal code*: _____

Permanent address - City and Country*: _____

Date of birth*: _____
Example: 15 of December 2012

Nationality*: _____

Passport Number*: _____

Permission:*

Information:

Name
Gender
Date of birth
Nationality
Mobile number
Number of Identification Document
Expiry Date of the Identification Document
Tax Identification Number
Fiscal residence
Permanent residence
Email

- ☐ I do hereby agree that the personal data described above, shall be collected by the University of Minho with the purpose of managing the administrative procedures necessary for the analysis and publication of the application results, requests submitted by the candidate to UMinho, internal administrative procedures of financial nature, creation of a personal electronic identity and preparation of statistical reports.
- ☐ I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.

TYPE OF MOBILITY

Please select the type of mobility you want to undertake at UMinho:

- ☐ Student Mobility (SMS)
- ☐ Staff Mobility for Teaching (STA)
- ☐ Staff Mobility for Training (STT)

HOME INSTITUTION (for Students)

Please select your Home University:

NOTE: If your University is not listed it means this kind of mobility is not foreseen under this project. For more information, please contact the International Relations Office of your Home University.

- ☐ Indonesia | Universitas Indonesia
- ☐ Indonesia | University of Muhammadiyah Malang
- ☐ Lebanon | Beirut Arab University

- ☐ Lebanon | Modern University for Business and Science
- ☐ Lebanon | St. Joseph University
- ☐ Malaysia | University Kuala Lumpur
- ☐ Mexico | Universidad Autónoma del Estado de México
- ☐ Mexico | Universidad la Salle (Mexico)
- ☐ Mozambique | Universidade Eduardo Mondlane
- ☐ Mozambique | Universidade Pedagógica de Moçambique
- ☐ Serbia | University of Belgrade
- ☐ Serbia | University of Novi Sad
- ☐ South Korea | Hanyang University
- ☐ USA | University of Massachusetts Lowell

Details of the entity/person supporting your application at your Home Institution:

Faculty/School:* _____

Department: _____

Name of the Responsible Person:* _____

Position of the Responsible Person*: _____

Email of the responsible person*: _____

Other contact: _____

HOME INSTITUTION (for Teachers)

Please select your Home University:

NOTE: If your University is not listed it means this kind of mobility is not foreseen under this project. For more information, please contact the International Relations Office of your Home University.

- ☐ Albania | Universiteti Polis
- ☐ Algeria | Blida University
- ☐ Algeria | Université des Sciences et de la Technologie d´Oran
- ☐ Algeria | University Abdelhamid Ibn Badis of Mostaganem
- ☐ Belarus | Belarusian National Technical University
- ☐ Belarus | Belarusian State University
- ☐ Cambodia | Royal University of Phnom Penh

- ☐ Chile | Universidad Católica de Temuco (UCT)
- ☐ Chile | Universidad de Talca
- ☐ Colombia | Universidad del Magdalena
- ☐ Colombia | Universidad del Rosario
- ☐ Colombia | Universidad Industrial de Santander
- ☐ Colombia | Universidad Nacional de Colombia
- ☐ Indonesia | Universitas Indonesia
- ☐ Indonesia | University of Muhammadiyah Malang
- ☐ Japan | Aichi Prefectural University
- ☐ Japan | Kanazawa University
- ☐ Japan | Sophia University
- ☐ Lebanon | Beirut Arab University
- ☐ Lebanon | Modern University for Business and Science
- ☐ Lebanon | St. Joseph University
- ☐ Macao | CityU
- ☐ Macao | University of Macau
- ☐ Malaysia | University Kuala Lumpur
- ☐ Mexico | Universidad Autónoma del Estado de México
- ☐ Mexico | Universidad la Salle (Mexico)
- ☐ Mongolia | Mongolian University of Science and Technology
- ☐ Mongolia | National University of Mongolia
- ☐ Morocco | Moulay Ismaïl University
- ☐ Morocco | Sidi Mohammed Ben Abdellah University
- ☐ Morocco | Université Euro-Mediterraneènne de Fes
- ☐ Morocco | Université Mohammed Premier
- ☐ Mozambique | Universidade Eduardo Mondlane
- ☐ Mozambique | Universidade Pedagógica de Moçambique
- ☐ Serbia | University of Belgrade
- ☐ Serbia | University of Novi Sad
- ☐ South Korea | Hanyang University
- ☐ Tunisia | Gabes University
- ☐ Tunisia | Manouba University
- ☐ Ukraine | Ivan Franko Lviv National University
- ☐ Ukraine | Odessa National Polytechnic University
- ☐ Ukraine | Taras Shevchenko National University of Kyiv
- ☐ Ukraine | V. N. Karazin Kharkiv National University
- ☐ USA | University of Massachusetts Lowell
- ☐ Vietnam | Hanoi University of Science and Technology
- ☐ Vietnam | Hanoi University of Transport and Communication
- ☐ Vietnam | Viet Nam National University Ho Chi Minh City

Details of the entity/person supporting your application at your Home Institution:

Faculty/School:* _____

Department: _____

Name of the Responsible Person:* _____

Position of the Responsible Person*: _____

Email of the responsible person*: _____

Other contact: _____

HOME INSTITUTION (for non-Teaching Staff)

Please select your Home University:

NOTE: If your University is not listed it means this kind of mobility is not foreseen under this project. For more information, please contact the International Relations Office of your Home University.

- ☐ Albania | Universiteti Polis
- ☐ Algeria | Blida University
- ☐ Algeria | Université des Sciences et de la Technologie d´Oran
- ☐ Algeria | University Abdelhamid Ibn Badis of Mostaganem
- ☐ Belarus | Belarusian National Technical University
- ☐ Belarus | Belarusian State University
- ☐ Cambodia | Royal University of Phnom Penh
- ☐ Chile | Universidad Católica de Temuco (UCT)
- ☐ Chile | Universidad de Talca
- ☐ Colombia | Universidad del Magdalena
- ☐ Colombia | Universidad del Rosario
- ☐ Colombia | Universidad Industrial de Santander
- ☐ Colombia | Universidad Nacional de Colombia
- ☐ Indonesia | Universitas Indonesia
- ☐ Indonesia | University of Muhammadiyah Malang
- ☐ Lebanon | Beirut Arab University
- ☐ Lebanon | Modern University for Business and Science
- ☐ Lebanon | St. Joseph University
- ☐ Macao | CityU
- ☐ Macao | University of Macau
- ☐ Malaysia | University Kuala Lumpur
- ☐ Mexico | Universidad Autónoma del Estado de México
- ☐ Mexico | Universidad la Salle (Mexico)
- ☐ Mongolia | Mongolian University of Science and Technology

- ☐ Mongolia | National University of Mongolia
- ☐ Morocco | Moulay Ismaïl University
- ☐ Morocco | Sidi Mohammed Ben Abdellah University
- ☐ Morocco | Université Euro-Mediterraneènne de Fes
- ☐ Morocco | Université Mohammed Premier
- ☐ Mozambique | Universidade Eduardo Mondlane
- ☐ Mozambique | Universidade Pedagógica de Moçambique
- ☐ Serbia | University of Belgrade
- ☐ Serbia | University of Novi Sad
- ☐ South Korea | Hanyang University
- ☐ Tunisia | Gabes University
- ☐ Tunisia | Manouba University
- ☐ Ukraine | Ivan Franko Lviv National University
- ☐ Ukraine | Odessa National Polytechnic University
- ☐ Ukraine | Taras Shevchenko National University of Kyiv
- ☐ Ukraine | V. N. Karazin Kharkiv National University
- ☐ USA | University of Massachusetts Lowell
- ☐ Vietnam | Hanoi University of Science and Technology
- ☐ Vietnam | Hanoi University of Transport and Communication
- ☐ Vietnam | Viet Nam National University Ho Chi Minh City

Details of the entity/person supporting your application at your Home Institution:

Faculty/School:* _____

Department: _____

Name of the Responsible Person:* _____

Position of the Responsible Person*: _____

Email of the responsible person*: _____

Other contact: _____

Staff Mobility for Training

Please mention the Unit/Service/Department of your Home Institution where you currently develop your main activity:*

_____

What type of training mobility you intend to carry out at UMinho? *

- ☐ Workshop
- ☐ Job shadowing
- ☐ Training
- ☐ Other

Please mention the Unit/Service/Department of UMinho where you intend to develop your main activity: *

_____

Staff Mobility for Teaching

Bond with the Home Institution

Please select your seniority (degree of experience):*

- ☐ Junior (approx. < 10 years of experience)
- ☐ Intermediate (approx. > 10 and < 20 years of experience)
- ☐ Senior (approx. > 20 years of experience)

Student Mobility

Programme/Degree Course in your Home Institution

Please select the level of study or study cycle you are currently enrolled in your Home Institution:*

- ☐ 1st Cycle/Undergraduate Degree
- ☐ 2nd Cycle/Master Degree
- ☐ 3rd Cycle/Doctorate

Please mention the name of the programme/degree course you are currently enrolled in: *

_____

Please mention the number of enrolments in higher education you have at the time of the application: *

_____

Please select the level of study or study cycle you want to be enrolled at UMinho:*

- ☐ 1st Cycle/Undergraduate Degree
- ☐ 2nd Cycle/Master Degree
- ☐ 3rd Cycle/Doctorate

Subject Areas – Studies and Teaching

Please select the main subject(s) of your Proposed Study Plan:

Agriculture Sciences

- ☐ Food Science and Technology

Architecture, Urban and Regional Planning

- ☐ Architecture Urban Planning
- ☐ Others – Architecture, Urban and Regional Planning

Art and Design

- ☐ Fine Art (Painting, Sculpture, Printmaking)
- ☐ Music and Musicology
- ☐ Performing Arts
- ☐ Photography, Cinematography
- ☐ Design (Graphic Design, Industrial Design, Fashion, Textile)
- ☐ History of Art
- ☐ Others – Art and Design

Business Studies, Management Science

- ☐ Business Studies with languages
- ☐ Business Studies with technology
- ☐ Accountancy, Financial Management
- ☐ Tourism, Catering, Hotel Management
- ☐ Industrial Relations and Personnel Management
- ☐ Secretarial Studies
- ☐ Marketing and Sales Management
- ☐ Others – Business Studies, Management Science

Education, Teacher Training

- ☐ Teacher Training
- ☐ Primary Education
- ☐ Secondary Education
- ☐ Vocational and Technical Education
- ☐ Adult Education
- ☐ Others – Education, Teacher Training

Engineering, Technology

- ☐ Mechanical Engineering
- ☐ Electrical Engineering
- ☐ Chemical Engineering

- ☐ Civil Engineering
- ☐ Electronic Engineering, Telecommunications
- ☐ Materials Science
- ☐ Others – Engineering, Technology

Geography, Geology

- ☐ Geography
- ☐ Environmental Sciences, Ecology
- ☐ Geology
- ☐ Others – Geography, Geology

Humanities

- ☐ Philosophy
- ☐ History
- ☐ Archaeology
- ☐ Others – Humanities

Languages and Philological Sciences

- ☐ Modern EC Languages
- ☐ General and comparative literature
- ☐ Linguistics
- ☐ Translation, Interpretation
- ☐ Classical Philology
- ☐ Non-EC Languages
- ☐ Others – Languages and Philological Sciences

Law

- ☐ Comparative Law, Law with Languages
- ☐ International Law
- ☐ Criminal Law, Criminology
- ☐ Public Administration
- ☐ Others – Law

Mathematics, Informatics

- ☐ Mathematics
- ☐ Statistics
- ☐ Informatics, Computer Science
- ☐ Others – Mathematics, Informatics

Medical Sciences

- ☐ Medicine
- ☐ Nursing, Midwifery, Physiotherapy
- ☐ Others – Medical Sciences

Natural Sciences

- ☐ Biology
- ☐ Physics
- ☐ Chemistry
- ☐ Biochemistry
- ☐ Others – Natural Sciences

Social Sciences

- ☐ Political Science
- ☐ Sociology
- ☐ Economics
- ☐ Psychology and Behavioural Sciences
- ☐ Social Work
- ☐ International Relations, European Studies, Area Studies
- ☐ Anthropology
- ☐ Others – Social Sciences

Communication and Information Sciences

- ☐ Journalism
- ☐ Radio/TV Broadcasting
- ☐ Public Relations, Publicity, Advertising
- ☐ Others – Communication and Information Sciences

Mobility Proposal - Studies

Foreseen Mobility Period:

- ☐ 1st semester 2018/19 (September 2018 - February 2019)
- ☐ 2nd semester 2018/19 (February 2019 - June 2019)

Please state the main reasons that lead you to apply for a mobility period at UMinho:

_____

_____

_____

Mobility Proposal - Staff

Periods of mobility may start at any time after publication of the selection results and whenever all required documents (work plan, visa, travel and insurance) are properly processed.

Foreseen mobility dates: *

Please state the main reasons that lead you to apply for a mobility period at UMinho:*

PREVIOUS MOBILITY EXPERIENCES:

Have you ever performed an international mobility before? *

- ☐ Yes
- ☐ No

If you have already performed an international mobility, please provide us some details about the previous experience(s):

MOBILITY 1

Programme/Project:

Type of Mobility:

- ☐ Teaching
- ☐ Training
- ☐ Researcher
- ☐ Student

Academic Year:

Duration of mobility (number of months):

Host Institution and Country:

MOBILITY 2

The information required is the same as in the previous section

Relevant additional information about the previous mobility experiences:

ADDITIONAL INFORMATION:

Do you have any kind of special need?*

The Erasmus+ Programme Guide (version 2 (2017): 20/01/2017, page 43) defines a participant with special needs as "...a potential participant whose individual physical, mental or health-related condition is such that his/her participation in the project / mobility Action would not be possible without extra financial support. Higher education institutions that have selected students and/or staff with special needs can apply for additional grant support to the National Agency in order to cover the supplementary costs for their participation in the mobility activities."

- ☐ Yes
- ☐ No

If you have answered Yes, please mention which:
_____
_____

EMERGENCY CONTACT:

Full Name*: _____
Contact Person in case of emergency.

Affinity*: _____
Example: Father, Mother, Friend...

Telephone Contact*: _____

Email address: _____

Full Address *: _____

Comments/Relevant Information

Use this field to make any comments or provide additional information, relevant to the application, that does not fit in any of the previous fields.
_____
_____

Declaration of Honour

- ☐ I declare, on my honour, that all the information provided in this form is true and correct.

APPLICATION DOCUMENTS:

The application documents required are listed below.
The upload of the documents should be done here:
https://script.google.com/macros/s/AKfycbwaEm6qKFOgB59HkrELeStcUJTFJ51AbhXVaJRN-GAf29EdG_0/exec.

IMPORTANT: Please note that the application will only be considered complete when all the required documents are uploaded. We stress that applications will only be accepted if submitted online by filling in this form.

Common Documents to all Types of Mobility:

- Scanned copy of the passport (or other identification document);
- Curriculum Vitae, using the Europass 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 registration/contractual relationship with your Home University.

Specific Documents for Teaching and Non-Teaching Staff

- Preliminary work plan signed by the parties involved.

Specific Documents for Undergraduate and Integrated Master Students:

- Academic Registration and/or Certificate of registration proving enrolment in the corresponding cycle of studies;
- Proposed Learning Agreement: preliminary study plan to be developed at the host institution (available at https://goo.gl/dJ12zf)

Specific Documents for Master Students:

- Certificate of Qualifications related to the 1st cycle of studies;
- Academic Registration and/or Certificate of registration proving enrolment in the corresponding cycle of studies;
- Proposed Learning Agreement: preliminary study plan to be developed at the host institution (available at https://goo.gl/dJ12zf)

Specific Documents for Doctorate Students:

- Certificates of Qualifications, Academic Registrations and Diploma Supplements (if applicable) relating to all degrees and years of higher education attendance, including undergraduate, master's and doctoral studies;

- Letter of Acceptance issued by the host institution, signed by the Adviser of the candidate in that same institution certifying the acceptance of the candidate if the scholarship is granted. This Letter of Acceptance represents the guarantee that the application is adequate to the area of interest of the host institution;
- Proposed Learning Agreement: preliminary Work Plan to be developed at the host institution signed by the parties involved (available at https://goo.gl/dJ12zf)

Confirmation:

- ☐ I confirm that I submitted all the required documents (commons and specifics).
- ☐ I confirm that I will submit all the required documents (commons and specifics) until the application deadline – 22/06/2018.
- ☐ I confirm that I am aware of the eligibility criteria for the mobility, described in the "Guidelines for Applicants".
- ☐ I confirm that I fulfil the eligibility criteria for the mobility, described in the "Guidelines for Applicants".