UMOVE(ME)

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

Application Guide – 3rd Call

Erasmus+ Programme 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 scholarships 6
Table A - Available scholarships 6
IV - Financial Support 7
Application to the UMOVE(ME) Project 9
I - Application Preparation 9
II - Application 9
III - Deadlines for Application Submission 12
IV - Evaluation and Selection of Candidates 12
Mobility Implementation 13
I - Obligations of Home and Host Institutions 13
II - Obligations of Grant Holders 14
Information and Support 14

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-Mediterraneènne 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 Universirty Ho Chi Minh City

II – General Eligibility Criteria

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

Students must be enrolled at UMinho or in a partner Institution of Higher Education and enrolled in a level of studies leading to a recognized degree or a tertiary level of recognized qualification.

For **Undergraduate and Integrated Master Studies**: students must be enrolled at least in the second year of their higher studies to be eligible to undertake a period of mobility.

For **Master Studies**: students must have completed at least one semester at the institution of origin before completing a period of mobility.

For **Doctorate Studies**: students must have completed at least one year of studies and already have a research project.

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 scholarship.

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

Erasmus+ allows students to complete different mobility periods, provided that the minimum duration for each activity and the maximum duration of 12 months per study cycle is respected. Teaching and non-Teaching Staff may perform several mobilities, provided that they are properly substantiated.

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

III – Types and duration of the scholarships/grants

Types of mobility available	Duration
Undergraduate and Integrated Master	5 months
Master	5 months
Doctorate	5 months
Teaching and non-Teaching Staff	5 days of teaching/training + 2 days travel

Available scholarships/grants within the 3rd Call

The UMOVE Project (ME) has, so far, opened two calls for mobility of students, teaching and non-teaching staff from the University of Minho and the Partner Universities, based on the flows approved for funding by the Erasmus National Agency.

In the course of these two calls, UMinho respected the distribution of approved scholarships in terms of type (SMS/STA/STT) and direction (IN – from Partner Countries to UMinho/OUT – from UMinho to Partners countries). Within the third 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.

Taking into account the above information, the following vacancies should be considered within the 3rd Call:

Country	Students IN	Students OUT	Teaching Staff IN	Teaching Staff OUT	Non-Teaching Staff IN	Non-Teaching Staff OUT	TOTAL
Albania				1	1		2
Algeria			1				1
Belarus			1			1	2
Cambodia			2		1		3
Chile			1		1		2
Colombia			1				1
Indonesia		1 (a)	1				2
Japan			1				1
Lebanon	1						1
Macao			1		1		2
Malaysia		1 (a)	2		1	1	5
Mexico		1 (a)	1				2
Mongolia			1			1	2
Morocco			2		1	1	4
Mozambique	2	1 (a)	1			1	5
Serbia	2		1				3
South Korea	1		1		1	1	4
Tunisia				1	1		2
Ukraine			1		1		2
USA	1						1
Vietnam			1		1	1	3

(a) Only Doctorate Students

TOTAL	7	4	20	2	10	7	50

Legend:

	No vacancy, no possibility of exchange
1	Number of existing vacancies per typology
	Vacancies not foreseen but subject to change, if there are no candidates for the typology initially approved

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

STUDENTS mobility (SMS)	Mobility periods: 5 months From UMinho to the partner countries: **650 EUR/month** From the partner countries to UMinho: **800 EUR/month**
STAFF mobility (STA / STT)	Mobility periods: 5 days + 2 travel days The ***per diem*** **amount**: From UMinho to the partner countries: **160 EUR/day** From the partner countries to UMinho: **120 EUR/day**

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 students IN and OUT, UMinho is responsible for the purchase of the plane ticket. The scholarship payments are made in 3 parts: 50% of the scholarship is paid upon arrival of the student at the host HEI, 30% half way the mobility period, and 20% is paid upon submission of the final report.

In the case of teaching and non-teaching staff, scholarship 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 study/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

Students/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/WWphWY.

Students/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/dNL5dc.

Application documents required:

	Undergraduate and Integrated Master	Master	Doctorate	Teaching/Non-Teaching Staff
Documents common to all types of mobility	- 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 UMinho/Partner Institutions.			
Specific Documents	- Transcript of Records and/or Certificate of registration proving enrolment in this cycle of studies; - Proposed Learning Agreement: preliminary study plan to be developed at the host institution (available at https://goo.gl/dJ12zf), duly signed and approved by the Academic Coordinator of the relevant Department / area of studies, from the home institution.	- Certificate of Qualifications related to the 1st cycle of studies; - Transcript of Records and/or Certificate of registration proving enrolment in this cycle of studies; - Proposed Learning Agreement: preliminary study plan to be developed at the host institution (available at https://goo.gl/dJ12zf), duly signed and approved by the Academic Coordinator of the relevant Department / area of studies, from the home institution.	- Certificates of Qualifications, Transcript of Records 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 and approved by the parties involved (available at https://goo.gl/dJ12zf)	- 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	- Have sufficient knowledge of the language of instruction of the host university; - Be enrolled at UMinho/Partner Institutions in a level course corresponding to the scholarship to which you want to apply, having the degree related to the previous university course; - Undergraduate students must have completed at least 60 ECTS credits from university studies; - 2nd cycle students must hold a bachelor's degree (1st cycle) or equivalent; - Participants cannot benefit from other EU funded scholarship.	- 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. - Participants cannot benefit from other EU funded scholarship.

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)

2nd Call – 01/03/2018 – 31/03/2018 (Students)

3rd Call - 28/05/2018 – 22/06/2018 (Students + Teaching and non-teaching Staff)

In the case of students, the beginning of the mobilities will be February 2019. In the case of Teaching and non-teaching staff, periods of mobility may occur between September 2018 and March 2019.

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. Scholarship/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 of Academic Coordinators (for students) and UOEI Presidents (in the case of teaching and non-teaching staff). 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 scholarships/grants, taking into account criteria such as: academic merit, relevance of the work plan, balanced distribution of scholarships between Partner universities, gender balance, among

others. The results will be communicated via email and will be published in the site https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM.aspx

Mobility Implementation

I – Obligations of Home and Host Institutions

Travel – In the case of students, UMinho takes care of the purchase of the plane ticket. In the case of teaching and non-teaching staff, grant holders are responsible for purchasing their own plane ticket, always respecting the periods established for the mobility. In the case of teaching and non-teaching staff IN the refund of the value of the trip (according to the EU table) 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 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 scholarship/grant.

Visas - If necessary, it is the responsibility of the scholarship 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 students/staff to apply for a visa in accordance with national laws.

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

Recognition – In the case of students' mobility, it is mandatory that all partner institutions consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution. The home Higher Education Institution of the scholarship holder must guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the host institution, through the signature of the Learning Agreement, as long as the student has obtained a passing grade. Students must assure that the study/research plan is discussed with the responsible professor before the departure to the host institution and that all the necessary documents for the validation (recognition) process are provided in due time to the home institution.

The sending and hosting institutions should organize preparation sessions and integration activities for the grant holders as well as to support them in their search for accommodation and guarantee access to all the services offered by the universities.

II – Obligations of Grant Holders

The University of Minho reserves the right to request the total/partial reimbursement of the payment of the scholarship/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 study/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 scholarship/grant period;
- The grant holder must inform the sending and host institutions of any change in relation to the study/research/work period. If this happens, a new Learning Agreement/Work programme must be signed;
- At the end of the mobility period, all scholarship holders will receive the Transcript of Records detailing the results achieved. All students must obtain a positive mark in all subject areas/activities foreseen in their study program. In case this criterion is not fulfilled, UMinho will consult the European Commission and the Legal Department in order to identify the procedures to be followed, which may result in the return of the scholarship;
- The grant holder is compelled to communicate (by email) to the sending and receiving institutions any difficulties experienced during the period of mobility, such as: language barriers; integration with colleagues; communication with teachers; difficulty in obtaining study materials; health insurance; accommodation; etc.
- 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 these 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!