



**JAMIES**



**Erasmus+**  
International  
Credit Mobility  
2018

**JAMIES 2018 APPLICATION GUIDE**

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## ***Erasmus +***

Erasmus + is the European Union (EU) program 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.

## **JAMIES - International Credit Mobility**

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

JAMIES is the result of a partnership between Universidade do Minho (Coordinator), Universidade do Algarve, Universidade Nova de Lisboa, Universidade do Porto and Universidade de Trás-os-Montes e Alto Douro, under ICM 2018, and allows the 5 Higher Portuguese Institutions to receive/send students, teaching and non-teaching staff from/to 5 partner countries outside Europe - Jordan, Lebanon, Palestine, Syria and Tunisia.

JAMIES has a total of **55 scholarships/grants**:

- 13 scholarships for students from partner countries to study at JAMIES institutions (SMS IN);
- 3 scholarships for students from JAMIES institutions to carry out a mobility period at HEIs in partner countries (SMS OUT);
- 14 grants for teaching staff from partner countries to teach at JAMIES institutions (STA IN);
- 6 grants for teaching staff from JAMIES institutions to teach at HEIs in partner countries (STA OUT);
- 12 grants for non-teaching staff from partner countries to carry out training missions at JAMIES institutions (STT IN);
- 7 grants for non-teaching staff from JAMIES institutions to carry out training missions at HEIs in partner countries (STT OUT).

## General Information about JAMIES

### I – Partner Institutions

Country	Universities
Jordan	Al-Balqa' Applied University
	Al-Hussein Bin Talal University
	Jordan University of Science and Technology
	Princess Sumaya University for Technology
	The Hashemite University
	University of Petra
	Yarmouk University
Lebanon	Beirut Arab University
	Modern University for Business and Science
	St. Joseph University
Palestine	Al-Quds University
	An Najah National University
	Islamic University of Gaza
	Palestine Polytechnic University
Syria	Arab International University
Tunisia	Gabes University
	Manouba University
	University of Monastir
	University of Sfax

### II – General Eligibility Criteria

To be eligible for an Erasmus+ scholarship under this project, **all participants must be linked either to one of the Portuguese Universities involved in the JAMIES Consortium or to a Partner University.**

**Students** must be enrolled in an 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 one of the Portuguese Universities involved in the JAMIES Consortium 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 or by signing the Mobility Agreement (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 make several mobilities, provided that they are properly substantiated.

After the selection, candidates admitted must meet the admission 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

Country	Students IN	Students OUT	Teaching Staff IN	Teaching Staff OUT	Non-Teaching Staff IN	Non-Teaching Staff OUT	TOTAL
Jordan	0	2	5	2	3	3	15
Lebanon	3	0	2	1	2	1	9
Palestine	4	1	2	1	2	1	11
Syria	2	0	1	0	1	0	4
Tunisia	4	0	4	2	4	2	16
<b>TOTAL</b>	<b>13</b>	<b>3</b>	<b>14</b>	<b>6</b>	<b>12</b>	<b>7</b>	<b>55</b>

### IV- Financial Support

JAMIES 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

<b>STUDENTS mobility (SMS)</b>	Mobility periods: 5 months From JAMIES to the partner countries: <b>700 EUR/month</b> From the partner countries to JAMIES: <b>850 EUR/month</b>
<b>STAFF mobility (STA / STT)</b>	Mobility periods: 5 days + 2 travel days The <b>per diem amount for Staff:</b> From JAMIES to the partner countries: <b>180 EUR/day</b> From the partner countries to JAMIES: <b>160 EUR/day</b>

### B) Travel

<b>Travel distances</b>	<b>Amount</b>
Between 10 and 99 km	20 EUR
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	1500 EUR

To verify your travel distance, please consult: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

The financial support for 'distance traveled' is the maximum allowed by the Erasmus+ program 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.

All selected participants are responsible for purchasing their own plane ticket, always respecting the mobility dates established and the minimum stay at the host institution. The payment of the travel amount as well as the schedule of the scholarship payments will be defined in the mobility agreement that will be signed between JAMIES institutions and the grant holders.

## **Application to the Project JAMIES 2018**

### **I – Application Preparation**

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

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 in a JAMIES institution must submit their application online, using the following link <https://goo.gl/JU6BX7>.

Students/Teaching and non-teaching Staff from the JAMIES institutions who wish to carry out a mobility period under JAMIES must submit their application online, using the following link <https://goo.gl/todzwK>.

Application documents required:

	<b>Undergraduate and Integrated Master</b>	<b>Master</b>	<b>Doctorate</b>	<b>Teaching/Non-Teaching Staff</b>
<b>Documents common to all types of mobility</b>	<ul style="list-style-type: none"> <li>- Copy of the passport (or other identification document);</li> <li>- <i>Curriculum Vitae</i>, using the <i>Europass</i> format (available at <a href="http://europass.cedefop.europa.eu">http://europass.cedefop.europa.eu</a>);</li> <li>- Certificates of language skills (compulsory, if required by the host institution);</li> <li>- 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;</li> <li>- Proof of registration/contractual relationship with JAMIES institutions/Partner institutions.</li> </ul>			
<b>Specific Documents</b>	<ul style="list-style-type: none"> <li>- Transcript of Records and/or Certificate of registration proving enrolment in this cycle of studies;</li> <li>- Proposed Learning Agreement: preliminary study plan to be developed at the host institution (available <a href="#">here</a>), duly signed by the Academic Coordinator of the relevant Department / area of studies, from the home institution.</li> </ul>	<ul style="list-style-type: none"> <li>- Certificate of Qualifications related to the 1st cycle of studies;</li> <li>- Transcript of Records and/or Certificate of registration proving enrolment in this cycle of studies;</li> <li>- Proposed Learning Agreement: preliminary study plan to be developed at the host institution (available <a href="#">here</a>), duly signed by the Academic Coordinator of the relevant Department / area of studies, from the home institution.</li> </ul>	<ul style="list-style-type: none"> <li>- 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;</li> <li>- 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;</li> <li>- Proposed Learning Agreement: preliminary Work Plan signed by the parties involved (available <a href="#">here</a>).</li> </ul>	<ul style="list-style-type: none"> <li>- Letter of Support, duly signed by the home institution;</li> <li>- Pre-Acceptance Letter from the Host Institution;</li> <li>- Preliminary work plan.</li> </ul> <p>Preliminary work plan template to be used by Teaching Staff (available <a href="#">here</a>).</p> <p>Preliminary work plan template to be used by Non-Teaching Staff (available <a href="#">here</a>).</p>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>- Have sufficient knowledge of the language of instruction of the host university;</li> <li>- Be enrolled at JAMIES institutions/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;</li> </ul>			<ul style="list-style-type: none"> <li>- Have a contractual relationship with JAMIES institutions/Partner institutions.</li> </ul>



	<ul style="list-style-type: none"> <li>- Undergraduate students must have completed at least 60 ECTS credits from university studies;</li> <li>- 2nd cycle students must hold a bachelor's degree (1st cycle) or equivalent;</li> <li>- Participants cannot benefit from other EU funded scholarship.</li> <li>- Applications must be submitted in English, so the host institution is able to perform the evaluation</li> </ul>	<ul style="list-style-type: none"> <li>- Have established prior contact with the host institution;</li> <li>- 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;</li> <li>- Teaching/research or training missions should be defined through an agreement between teachers and non-teachers of the partner institutions;</li> <li>- The host and host universities, as well as the candidates, should agree on the teaching/research or training program.</li> <li>- Participants cannot benefit from other EU funded scholarship.</li> <li>- Applications must be submitted in English, so the host institution is able to perform the evaluation</li> </ul>
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**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. The application will only be definitely accepted when the selection process is completed and the final results are communicated.

### **III- Deadlines for Application Submission**

#### **1st Call – 15/01/2019 – 28/02/2019 (Students + Teaching and non-teaching Staff)**

2nd Call – to be defined (Students + Teaching and non-teaching Staff)

3rd Call – to be defined (Students + Teaching and non-teaching Staff)\*

\*The launching of this call will depend on the existence of vacancies

In the case of students, the beginning of the mobilities will be September 2019 or February 2020.

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, travel and insurance) are properly processed.

The calls are open to the entire academic community, both from the JAMIES institutions 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

JAMIES Consortium 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 JAMIES institutions, which may give a positive or negative evaluation to the applications. In the case of JAMIES institutions, 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 JAMIES institutions will be forwarded for validation of their hosting HEIs. The final selection of all candidates will be made by the JAMIES Consortium, where a jury, composed by 1 member of each of the Portuguese Institutions involved in the JAMIES consortium, 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 online page of the project: <https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES.aspx>.

## **Mobility Implementation**

### **I – Obligations of Home and Host Institutions**

**Travel** – All selected participants are responsible for purchasing their own plane ticket, always respecting the periods established for the mobility. The payment of the travel amount will be defined in the mobility agreement that will be signed between JAMIES institutions and the grant holders.

**Stay Allowance** - A mobility agreement is signed between JAMIES 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** - When 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** - JAMIES 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**

JAMIES 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 institution of origin;
- 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 Program.

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, JAMIES 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;
- Teaching and non-teaching staff must comply with the established program. Failure to do so may result in return of the grant;
- The grant holder is compelled to communicate (by e-mail) 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.

## **Information and Support**

For more information, please contact the International Relations Office of the institution of origin.

The contact persons of all institutions are available at

<https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES.aspx>.

**JAMIES awaits your application.**

**GOOD LUCK!**