

## **Guidelines for the Application Form 2019/2020 – 1<sup>st</sup> Call**

### **INCOMING MOBILITY: INTERNATIONAL CREDIT MOBILITY (ICM)**

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.

The JAMIES project is composed of 24 institutions: 5 Portuguese institutions and 19 partner institutions from the Middle East region and South.

### **JAMIES**

Applications to this project will be open until **28/02/2019**.

The online form must be submitted until this date.

In order to prepare the application, the candidate must follow the below 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.

The previous consultation of the document "Guidelines for Applicants" is highly recommended.

Also, before starting filling in the application we recommend you to read the Guidelines for the Application Form.

Both documents are available here:

[https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES\\_documentos.aspx](https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx).

**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.

The filling of this form implies the permission to publish my personal data in the website of the project or in any other format, for dissemination purposes of the selection process.

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](mailto:sri@sri.uminho.pt)

## Information concerning Personal Data Protection by the UMinho due to the owner of the data (RGPD article 13)

**Responsible for the treatment:** University of Minho, International Relations Office, [sri@sri.uminho.pt](mailto:sri@sri.uminho.pt).

**Recipients:** Universidade do Minho (Coordinator), Universidade do Algarve, Universidade Nova de Lisboa, Universidade do Porto and Universidade de Trás-os-Montes e Alto Douro and Home University

**Purposes:** Managing the administrative procedures necessary for the treatment, analysis and publication of the application results; processing requests submitted by the candidate to UMinho; internal administrative procedures of financial nature; internal administrative procedures necessary to issue the Transcript of Records; evaluation by the Academic Coordinator, for the purposes of selection, registration and procedural guidance; Registration of the mobility by the Erasmus+ National Agency; preparation of statistical reports.

**Lawfulness:** GDPR, Article 6 (b), "the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject", being the contract this application to UMinho.

**Data storage period:** 5 years.

**Rights of the holders:** Right of access, right to rectification and the right to data portability. The right to erasure only applies after the period of data retention. The right to restriction of processing and the right to object are available under the conditions set out in the GDPR.

**Data categories collected:** All the data collected in this form.

### Data Protection Office Contacts:

E-Mail: [protecaodados@uminho.pt](mailto:protecaodados@uminho.pt)

URL: <https://www.uminho.pt/protecaodados>

## 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:

Date of birth\*:

Example: 15 of December 2018

Nationality\*:

Passport Number\*:

## 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.

- Lebanon | Beirut Arab University

- Lebanon | Modern University for Business and Science
- Lebanon | St. Joseph University
- Palestine | Al-Quds University
- Palestine | An Najah National University
- Palestine | Islamic University of Gaza
- Palestine | Palestine Polytechnic University
- Siria | Arab International University
- Tunisia | Gabes University
- Tunisia | Manouba University
- Tunisia | University of Monastir
- Tunisia | University of Sfax

**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.

- Jordan | Al-Balqa' Applied University
- Jordan | Al-Hussein Bin Talal University
- Jordan | Jordan University of Science and Technology
- Jordan | Princess Sumaya University for Technology
- Jordan | The Hashemite University
- Jordan | University of Petra
- Jordan | Yarmouk University

- Lebanon | Beirut Arab University
- Lebanon | Modern University for Business and Science
- Lebanon | St. Joseph University
- Palestine | Al-Quds University
- Palestine | An Najah National University
- Palestine | Islamic University of Gaza
- Palestine | Palestine Polytechnic University
- Siria | Arab International University
- Tunisia | Gabes University
- Tunisia | Manouba University
- Tunisia | University of Monastir
- Tunisia | University of Sfax

**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.

- Jordan | Al-Balqa' Applied University
- Jordan | Al-Hussein Bin Talal University
- Jordan | Jordan University of Science and Technology
- Jordan | Princess Sumaya University for Technology
- Jordan | The Hashemite University
- Jordan | University of Petra

- Jordan | Yarmouk University
- Lebanon | Beirut Arab University
- Lebanon | Modern University for Business and Science
- Lebanon | St. Joseph University
- Palestine | Al-Quds University
- Palestine | An Najah National University
- Palestine | Islamic University of Gaza
- Palestine | Palestine Polytechnic University
- Siria | Arab International University
- Tunisia | Gabes University
- Tunisia | Manouba University
- Tunisia | University of Monastir
- Tunisia | University of Sfax

**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:\*

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)

What type of training mobility you intend to carry out at the Host Institution? \*

- Workshop
- Job shadowing
- Training
- Other

Please mention the Unit/Service/Department of the Host University where you intend to develop your main activity:  
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## 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: \*

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

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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 or Work 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

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

Here you should choose the Host Institution where you can undertake your mobility.

For more information about the Host Universities you can consult the list of contacts here:

[https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES\\_documentos.aspx](https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx).

### **Student Mobility (1<sup>st</sup> option)**

Proposed Host University (1<sup>st</sup> option)\*

- Universidade do Minho

- Universidade do Algarve
- Universidade do Porto
- Universidade Nova de Lisboa
- Universidade de Trás-os-Montes e Alto Douro

Foreseen Mobility Period (1<sup>st</sup> option):\*

- 1st semester 2019/20 (September 2019 - February 2020)
- 2nd semester 2019/20 (February 2020 - June 2020)

Please state the main reasons that lead you to apply for a mobility period at the Host University selected above (1<sup>st</sup> option):\*

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### **Student Mobility (2<sup>nd</sup> option)**

Identical information as in the previous section

### **Student Mobility (3<sup>rd</sup> option)**

Identical information as in the previous section

## **Mobility Proposal - 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, travel and insurance) are properly processed.

Here you should choose the Host Institution where you can undertake your mobility.

For more information about the Host Universities you can consult the list of contacts here:

[https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES\\_documentos.aspx](https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx).

### **Staff Mobility (1<sup>st</sup> option)**

Proposed Host University (1<sup>st</sup> option)\*

- Universidade do Minho
- Universidade do Algarve
- Universidade do Porto
- Universidade Nova de Lisboa
- Universidade de Trás-os-Montes e Alto Douro

Foreseen mobility dates (1<sup>st</sup> option): \*

Please state the main reasons that lead you to apply for a mobility period at the Host University selected above (1<sup>st</sup> option):\*

  
  

### **Staff Mobility (2<sup>nd</sup> option)**

Identical information as in the previous section

### **Staff Mobility (3<sup>rd</sup> option)**

Identical information as in the previous section

## **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:

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## ADDITIONAL INFORMATION:

Do you have any kind of special need?\*

The Erasmus+ Programme Guide (2018, page 44) 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:

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## 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://goo.gl/hVHJms>.

**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. The filling of this form implies the permission to publish my personal data in the website of the project or in any other format, for dissemination purposes of the selection process.

### Common Documents 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 JAMIES institutions/Partner institutions.

### Specific Documents for Teaching and Non-Teaching Staff

- Letter of Support, duly signed by the home institution;
- Pre-Acceptance Letter from the Host Institution;
- Preliminary work plan.

### Specific Documents for Undergraduate and Integrated Master Students:

- 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, duly signed by the Academic Coordinator of the relevant Department/area of studies, from the home institution.

### **Specific Documents for Master Students:**

- 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, duly signed by the Academic Coordinator of the relevant Department/area of studies, from the home institution.

### **Specific Documents for Doctorate Students:**

- 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 signed by the parties involved.

### **Confirmation:**

- I confirm that I submitted all the required documents (commons and specifics), in PDF format and identified with my name.
- I confirm that I will submit all the required documents (commons and specifics), in PDF format and identified with my name, until the application deadline - 28/02/2019
- 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"