UNIVERSIDADE PÚNGUÈ
FACULDADE DE ENGENHARIA

À:

Comunidade Académica

Assunto: *Mobilidade internacional de docentes, estudantes e pessoal técnico-administrativo para a Universidade do Minho - Portugal.*

Caros docentes, pessoal técnico-administrativo e estudantes, temos o prazer de informar que está aberta a primeira chamada para apresentação de candidaturas para o programa de Mobilidade Internacional de Créditos (ICM) - UMOVE(ME), financiado pela ERASMUS. A apresentação de candidaturas está aberta até **31/05/2023**. Há um total de cinco (5) bolsas, das quais três (3) são destinadas a docentes e pessoal técnico-administrativo e dois (2) a estudantes da Universidade Púnguè, mais informações disponíveis em: https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM_documents.aspx

Os estudantes/pessoal docente e não docente da UniPúnguè que pretendam efectuar um período de mobilidade ao abrigo do UMOVE(ME) deve apresentar a sua candidatura online, utilizando o seguinte link: https://formularios.reitoria.uminho.pt/index.php?r=survey/index&sid=182352&lang=en

Apoio financeiro

A UMOVE(ME) concede os seguintes apoios financeiros aos bolseiros (vide o Guião de Candidatura em anexo):

A) Subsídio de estadia (o valor depende da direcção da mobilidade);
B) Contribuição para a deslocação (definida em função da distância entre a cidade de origem do bolseiro e a cidade de acolhimento)

O Representante do Projecto na UniPúnguè

Prof. Doutor Sérgio Leonardo Nhapulo
//Professor Auxiliar//

UMOVE(ME) 2022

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

Application Guide

Students + Staff

May 2023

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Erasmus+ Programme

Erasmus+ is the European Union (EU) program in the fields of education, training, youth and sport. Provides opportunities to study, train and gain work experience and perform volunteer work abroad, supporting cooperation and the development of partnerships between Higher Education Institutions (HEI) in Europe and other parts of the world.

UMOVE(ME) 2022 - International Credit Mobility

The International Credit Mobility (ICM) is part of the Key Action 1 of the Erasmus + Program and allows a HEI in a Programme country to send/receive students, teaching and non-teaching staff to study, teaching and training missions to/from an HEI in a Partner country.

UMOVE(ME) is the institutional project of UMinho under ICM, which allows UMinho to receive/send students, teaching and non-teaching staff from/to several partner countries.

UMoveME 2022 has a total of **84 scholarships/grants**:

- 15 scholarships for students from partner countries to study at UMinho (SMS IN), of which 2 are destined to students with fewer opportunities;
- 7 scholarships for students from UMinho to carry out a mobility period at HEIs in partner countries (SMS OUT);
- 32 grants for staff from partner countries to UMinho (STAFF IN);
- 30 grants for staff from UMinho to HEIs in partner countries (STAFF OUT).

General Information about UMOVE(ME) 2022

I – Partner Institutions

Country	Universities
Angola	Universidade Katyavala Bwila
	Universidade Mandume Ya Ndemufayo
Cape Verde	Universidade de Cabo Verde
Cambodia	Royal University of Phnom Penh
Canada	Carleton University
	Concordia University of Edmonton
	University of Ottawa
China	Shanghai University
	Sun Yat-Sem University
Cuba	Universidad de Holguin
Dominican Republic	Instituto Tecnológico de Santo Domingo
Guinea Bissau	Escola Superior de Educação - Unidade Tchico Té
India	Parul University
Indonesia	Universitas Indonesia
	University of Muhammadiyah Malang
Israel	Bar Ilan University
	University of Ben-Gurion of the Negev
	The Hebrew University of Jerusalem
Kazakhstan	Almaty Management University
	Turan University
Kyrgystan	Ataturk-Alatoo International University
Japan	Aichi Prefectural University
	Kanazawa University
	Sophia University
Laos	National University of Laos
Macao	Universidade da Cidade de Macau
	Universidade de Macau
Malaysia	University Kuala Lumpur
	Universiti Putra Malaysia
Mongolia	Mongolian University of Science and Technology
	National University of Mongolia
Mozambique	Púnguè University
	Universidade Lúrio
	Universidade Pedagógica de Moçambique

South Africa	University of Pretoria
	University of Johannesburg
	University of The Witwatersrand Johannesburg
South Korea	Konkuk University
Taiwan	National Central University
	National Taiwan Normal University
USA	University of Massachusetts Lowell
Thailand	Asian Institute of Technology
	Burapha University
	Chiang Mai University
Vietnam	Hanoi University of Science and Technology
	Hanoi University of Transport and Communications

II – General Eligibility Criteria

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

Students must be enrolled, full time, at UMinho or in a partner HEI 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 HEI 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 HEI in order to be eligible to apply for a scholarship. There are two types of mobilities:

Teaching mobilities: an activity that allows teaching staff to teach in a partner HEI abroad. Mobility of teaching staff can occur in any common area of study/academic discipline and should last for a minimum period of five (5) days and involve at least eight (8) hours of teaching.

Training mobilities: an activity that supports the professional development of teaching and non-teaching staff through training events abroad (excluding conferences) and periods of job shadowing/observation/training at a partner HEI. Given that the funding allocated to this last type of mobility is smaller when compared to teaching periods, in the case of UMinho, priority will be given to training periods involving non-teaching staff.

All applicants must receive formal support from their home HEI 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 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 and submitted within different calls. Each candidate must submit only 1 application online, indicating a maximum of 3 options. If more than one application is submitted, the last submission will be considered.

III – Types and duration of the scholarships/grants

Types of mobility	Duration
Undergraduate and Integrated Master	3/4 months, according to the host/home country
Master	3/4 months, according to the host/home country
Doctorate	3/4 months, according to the host/home country
Teaching and non-Teaching Staff	5 days of teaching/training + 2 days travel

Available scholarships/grants

Country	Students IN	Students OUT	Staff IN	Staff OUT	TOTAL
Angola	1(a)	1(a)(c)	2	2	6
Cape Verde	1(a)	0	2	3	6
Cambodia	0	0	1	1	2
Canada	0	1(a)	1	1	3
China	1(a)	0	1	1	3
Cuba	0	0	1	1	2
Dominican Republic	0	0	1	1	2
Guinea Bissau	1(a)	0	1	1	3
India	0	0	1	1	2
Indonesia	1(a)	0	1	1	3
Israel	1(b)	1(b)	1	1	4
Kazakhstan	0	0	2	1	3
Kyrgystan	0	0	1	1	2
Japan	1(a)	1(a)	1	1	4
Laos	0	0	1	1	2
Macau	1(a)	1(a)	1	1	4
Malaysia	1(a)	0	1	1	3
Mongolia	1(a)	0	1	1	3
Mozambique	2(a)	0	3	2	7
South Africa	2(a)	1(a)(c)	3	2	8
South Korea	0	0	1	1	2
Taiwan	0	0	1	1	2
USA	0	1(a)	1	1	3
Thailand	1(a)	0	1	1	3
Vietnam	0	0	1	1	2
TOTAL	**15**	**7**	**32**	**30**	**84**

(a) Scholarship duration of 3 months
(b) Scholarship duration of 4 months
(c) Only PhD students

IV- Financial Support

UMOVE(ME) 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: 3/4 months From UMinho to the partner countries: **700 EUR/month** From the partner countries to UMinho: **850 EUR/month**
STAFF mobility (STA / STT)	Mobility periods: 5 days + 2 travel days The ***per diem*** **amount**: From UMinho to the partner countries: **180 EUR/day** From the partner countries to UMinho: **160 EUR/day**

B) Contribution for Travel

Travel distances	Amount
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

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 HEIs. 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 travel ticket, always respecting the mobility dates established and the minimum stay at the host HEI. In the case of incoming participants, the refund of the value of the trip as well as the payment of the first instalment of the stay allowance is made by bank cheque on the day of arrival. In the case of students, 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 outgoing participants, 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. In the case of students, the scholarship payments are made in 3 parts: 50% of the scholarship is paid when the Erasmus Contract is signed, 30% half way the mobility period, and 20% is paid upon submission of the final report.

Application to the Project UMOVE(ME) 2022

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 HEI;
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 HEIs who wish to carry out a mobility period under UMOVE(ME) must submit their application online, using the following link: https://formularios.reitoria.uminho.pt/index.php?r=survey/index&sid=482352&lang=en

Students/Teaching and non-teaching Staff from the UMinho who wish to carry out a mobility period under UMOVE(ME) must submit their application online, using the following link: https://formularios.reitoria.uminho.pt/index.php?r=survey/index&sid=362813&lang=pt

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*, preferably using the *Europass* format (available at http://europass.cedefop.europa.eu); - Certificates of language skills (compulsory, if required by the host HEI); - 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 HEI (available **here**), duly signed and approved by the Academic Coordinator of the relevant Department / area of studies, from the home HEI. Learning Agreements not signed or signed only by the student will not be accepted and the application will be rejected.	- 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 HEI (available **here**, duly signed and approved by the Academic Coordinator of the relevant Department / area of studies, from the home HEI. Learning Agreements not signed or signed only by the student will not be accepted and the application will be rejected.	- Certificates of Qualifications relating to all degrees and years of higher education attendance, including undergraduate, master's and doctoral studies; - Letter of Acceptance issued by the host HEI, signed by the potential supervisor, 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 HEI. If you do not submit this document your application will be rejected. - Proposed Learning Agreement: preliminary Work Plan to be developed at the host HEI signed and approved by the parties involved (available **here**). List of Academic Coordinators, by area, can be consulted **here**.	- Preliminary work plan/Mobility Agreement signed by the parties involved. List of Erasmus+ Coordinators, by area, can be consulted **here**. - Mobility Agreement templates to be used by Teaching Staff and Non-Teaching Staff can be found **here** Preliminary work plans must be signed by the applicant, home and host HEIs. An invitation e-mail from the host HEI can be accepted.

Eligibility Criteria	- Have sufficient knowledge of the language of instruction of the host HEI; - 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 HEI (List of Erasmus+ Coordinators, by area, can be consulted **here**); - Have sufficient knowledge of the language of teaching/work of the host HEI or of one of the languages commonly used in the country of that HEI; - Teaching/research or training missions should be defined through an agreement between teachers and non-teachers of the partner HEIs; - The home and host HEIs, as well as the candidates, should agree on the teaching or training program. - Participants cannot benefit from other EU funded scholarship. - Applications must be submitted in English, so the host HEI is able to perform the evaluation.

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 published by the International Relations Office.

III- Deadlines for Application Submission

1st Call: 01/05/2023 – 31/05/2023 (Students + Teaching and non-teaching Staff)

2nd Call: to be defined, depending on the existence of vacancies.

In the case of students, the beginning of the mobilities will be February 2024 or September 2024.

In the case of Teaching and non-teaching staff, periods of mobility may start at any time after September 2023 and whenever all required documents (work plan, visa, travel and insurance) are properly processed. All mobilities need to take place **until July 2025**.

The calls are open to the entire academic community, both from the UMinho and from the partner HEIs, 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 HEI
3. Assessment by the home and host HEIs
4. Candidates' selection
5. Confirmation by host HEI
6. Notification of the decision
7. Settling of the final mobility dates

UMinho will be responsible for receiving and validating all applications submitted within the above-mentioned deadline. Applications received after the deadline will be excluded. 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 IRO in terms of eligibility, and subsequently submitted for evaluation of Academic Coordinators (for students and teaching staff) and UO Presidents/Services (in the case of 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 three (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 HEIs, participants from disadvantaged background and/or with fewer opportunities, among other.

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

V- Participants with Fewer Opportunities

The Erasmus+ Programme Guide (2022, page 411) defines that "People with fewer opportunities means people who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme."

The Erasmus+ Programme aims at promoting equity and inclusion by facilitating access to participants with fewer opportunities compared to their peers. Therefore, in the selection process, in case of equivalent evaluation, preference should be assigned to participants with fewer opportunities.

Type of barriers that can hinder the participation in Erasmus+ mobility projects:

Health Barriers: Includes severe illnesses, chronic diseases, or any other physical and mental health-related situations. Means of proof: submission of a document, in English, that proves the actual status of physical/mental health. For example: declaration on honour from a doctor; recent medical exam; etc.

Socio-Economic Barriers: Economic disadvantage like a low standard of living, low income, learners who need to work to support themselves, dependence on the social welfare system, precarious situations or poverty, etc. Means of proof: submission of a document, in English, that proves the vulnerable socio-economic situation. This document must be dated, signed and stamped by the issuing entity.

Political/Cultural/Geographical Barriers: People with a migrant or refugee background – especially newly-arrived migrants -, people belonging to a national or ethnic minority, people living in remote or rural areas, in peripheral/outermost regions, etc. Means of proof: submission of a document, in English, that proves the vulnerable political/cultural/geographical situation. This document must be dated, signed and stamped by the issuing entity.

Participants with fewer opportunities will have priority in the selection procedure.
The above requested documents, along with a Declaration (template available here), dated and signed by the applicant, must be submitted at the application phase, otherwise candidates will not be considered as participants with fewer opportunities.

At the evaluation phase, the sending institution will have to issue and sign a Declaration confirming that the applicant is a participant with fewer opportunities and validating the barrier indicated.

Mobility Implementation

I – Obligations of Home and Host Institutions

Travel – All selected participants are responsible for purchasing their own travel ticket, always respecting the periods established for the mobility. In the case of incoming participants, the payment 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 outgoing participants, the payment 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 of the host and home HEIs. Each host HEI 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 (including third party liability, accident and serious illness, death and travel insurance, wherever relevant).

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

The sending and hosting HEIs 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 HEIs.

II – Obligations of Grant Holders

UMinho 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 HEI;
- The grant holder does not comply with the internal regulations established by the home HEI;
- The grant holder leaves the host HEI;
- 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 HEIs 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 Erasmus+ National Agency 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 HEIs any difficulties experienced during the period of mobility, such as: language barriers; integration; 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

The academic offer of UMinho can be consulted in the following link:
https://www.uminho.pt/EN/education/educational-offer/Pages/default.aspx

For more information, please contact the International Relations Office of the home HEI. In the case of the UMinho please contact usai@usai.uminho.pt.

University of Minho awaits for your application.

GOOD LUCK!