

## Guidelines for the Application Form 2017/2018

### 2<sup>nd</sup> Call

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

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

UMOVE(ME) is the UMinho project under ICM 2017, and allows UMinho to receive/send students, teaching and non-teaching staff from/to 27 partner countries outside Europe - Albania, Algeria, Armenia, Belarus, Cambodia, Chile, Colombia, South Korea, Indonesia, Japan, Jordan, Laos, Lebanon, Macau, Malaysia, Morocco, Mexico, Mongolia, Mozambique, Palestine, Russia, Serbia, Syria, Tunisia, Ukraine, United States of America and Vietnam.

### **UMOVE(ME): University of Minho OVERseas Mobility Experience**

Applications to this project will be open until **05/02/2018**. The online form must be submitted until this date.

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

1. Verify that all eligibility criteria are met;
2. Make sure that you have enough knowledge of the language of the degree you will undertake, or the working language of the host institution;
3. Ensure that you have the required academic/professional background in terms of areas of work;
4. Carefully read the application instructions;
5. Collect all the information and documents necessary to submit your application;
6. Ensure that the project proposal is objective and specific about its methodology and feasibility, impact and benefits as well as the ability to achieve project goals within the deadline established by the duration of the grant;
7. Make sure that the motivation presented in the application regarding the benefits of mobility and the expected outcomes are clear.

The previous consultation of the document "Guidelines for Applicants" (<https://goo.gl/2g5iwM>) is highly recommended.

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 this form.

For more information, please contact the International Relations Office of your Home University. In the case of the University of Minho please contact [sri@sri.uminho.pt](mailto:sri@sri.uminho.pt).

## PERSONAL INFORMATION:

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

Full Name\*:

Phone number\*:

Primary email address\*:

Alternative email address:

Permanent address - Street and number\*:

Permanent address – Postal code\*:

Permanent address - City and Country\*:

Date of birth\*:

Example: 15 of December 2012

Nationality\*:

Passport Number\*:

### Permission:\*

- I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.

## TYPE OF MOBILITY

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

- Staff Mobility for Teaching (STA)  
 Staff Mobility for Training (STT)

## HOME INSTITUTION (for Teachers)

### Please select your Home University:

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

- Albania | Universiteti Polis
- Algeria | Blida University
- Algeria | Université des Sciences et de la Technologie d'Oran
- Algeria | University Abdelhamid Ibn Badis of Mostaganem
- Armenia | American University of Armenia
- Armenia | Armenian National Agrarian University
- Armenia | Gavar State University
- Armenia | Yerevan State University
- Belarus | Belarusian National Technical University
- Belarus | Belarusian State University
- Cambodia | Royal University of Phnom Penh
- Chile | Universidad Católica de Temuco (UCT)
- Chile | Universidad de Talca
- Colombia | Universidad del Magdalena
- Colombia | Universidad del Rosario
- Colombia | Universidad Industrial de Santander
- Colombia | Universidad Nacional de Colombia
- Indonesia | Universitas Indonesia
- Indonesia | University of Muhammadiyah Malang
- Japan | Aichi Prefectural University
- Japan | Kanazawa University
- Japan | Sophia University
- Lebanon | Beirut Arab University
- Lebanon | Modern University for Business and Science
- Lebanon | St. Joseph University
- Macao | CityU
- Macao | University of Macau
- Malaysia | University Kuala Lumpur
- Mexico | Universidad Autónoma del Estado de México
- Mexico | Universidad la Salle (Mexico)
- Mongolia | Mongolian University of Science and Technology
- Mongolia | National University of Mongolia
- Morocco | Moulay Ismaïl University
- Morocco | Sidi Mohammed Ben Abdellah University
- Morocco | Université Euro-Méditerranéenne de Fes
- Morocco | Université Mohammed Premier

- Mozambique | Universidade Eduardo Mondlane
- Mozambique | Universidade Pedagógica de Moçambique
- Russia | Moscow State Linguistic University
- Russia | St. Petersburg University
- Russia | Ural Federal University - Political Philosophy Master's program, Institute of Social and Political Sciences
- Serbia | University of Belgrade
- Serbia | University of Novi Sad
- South Korea | Hanyang University
- Syria | Arab International University
- Tunisia | Gabes University
- Tunisia | Manouba University
- Ukraine | Ivan Franko Lviv National University
- Ukraine | Odessa National Polytechnic University
- Ukraine | Taras Shevchenko National University of Kyiv
- Ukraine | V. N. Karazin Kharkiv National University
- USA | University of Massachusetts Lowell
- Vietnam | Hanoi University of Science and Technology
- Vietnam | Hanoi University of Transport and Communication
- Vietnam | Viet Nam National University Ho Chi Minh City

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

Faculty/School:\*

Department:

Name of the Responsible Person:\*

Position of the Responsible Person\*:

Email of the responsible person\*:

Other contact:

## HOME INSTITUTION (for non-Teaching Staff)

### Please select your Home University:

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

- Albania | Universiteti Polis
- Algeria | Blida University
- Algeria | Université des Sciences et de la Technologie d'Oran
- Algeria | University Abdelhamid Ibn Badis of Mostaganem
- Armenia | American University of Armenia
- Armenia | Armenian National Agrarian University
- Armenia | Gavar State University
- Armenia | Yerevan State University
- Belarus | Belarusian National Technical University
- Belarus | Belarusian State University
- Cambodia | Royal University of Phnom Penh
- Chile | Universidad Católica de Temuco (UCT)
- Chile | Universidad de Talca
- Colombia | Universidad del Magdalena
- Colombia | Universidad del Rosario
- Colombia | Universidad Industrial de Santander
- Colombia | Universidad Nacional de Colombia
- 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 | Yarmouk University
- Macao | CityU
- Macao | University of Macau
- Malaysia | University Kuala Lumpur
- Mongolia | Mongolian University of Science and Technology
- Mongolia | National University of Mongolia
- Morocco | Moulay Ismaïl University
- Morocco | Sidi Mohammed Ben Abdellah University
- Morocco | Université Euro-Méditerranéenne de Fes
- Morocco | Université Mohammed Premier
- Palestine | An Najah National University
- Palestine | Islamic University of Gaza
- Palestine | Palestine Polytechnic University
- Russia | Moscow State Linguistic University
- Russia | St. Petersburg University

- Russia | Ural Federal University - Political Philosophy Master's program, Institute of Social and Political Sciences
- South Korea | Hanyang University
- Tunisia | Gabes University
- Tunisia | Manouba University
- Ukraine | Ivan Franko Lviv National University
- Ukraine | Odessa National Polytechnic University
- Ukraine | Taras Shevchenko National University of Kyiv
- Ukraine | V. N. Karazin Kharkiv National University
- USA | University of Massachusetts Lowell
- Vietnam | Hanoi University of Science and Technology
- Vietnam | Hanoi University of Transport and Communication
- Vietnam | Viet Nam National University Ho Chi Minh City

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

Faculty/School:\*

Department:

Name of the Responsible Person:\*

Position of the Responsible Person\*:

Email of the responsible person\*:

Other contact:

**Staff Mobility for Training**

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

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

- Workshop
- Job shadowing
- Training
- Other

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

## Staff Mobility for Teaching

### Bond with the Home Institution

Please select your seniority (degree of experience):\*

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

### Mobility Proposal - Staff

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

Foreseen mobility dates: \*

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

  
  

### PREVIOUS MOBILITY EXPERIENCES:

Have you ever performed an international mobility before? \*

- Yes
- No

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

#### MOBILITY 1

Programme/Project:

Type of Mobility:

- Teaching
- Training

- Researcher
- Student

Academic Year: \_\_\_\_\_

Duration of mobility (number of months): \_\_\_\_\_

Host Institution and Country: \_\_\_\_\_

## MOBILITY 2

The information required is the same as in the previous section

Relevant additional information about the previous mobility experiences:

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## ADDITIONAL INFORMATION:

Do you have any kind of special need?\*

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

- Yes
- No

If you have answered Yes, please mention which:

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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.

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### Declaration of Honour

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

## APPLICATION DOCUMENTS:

The application documents required are listed below.

The upload of the documents should be done here: <https://script.google.com/macros/s/AKfycbz-PY01RFC-zh6nPeIVHyskXD2CEb0jgdu46WNTLkIFWGJPMYg/exec>.

**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.

### Common Documents to all Types of Mobility:

- Scanned copy of the passport (or other identification document);
- Curriculum Vitae, using the Europass format (available at <http://europass.cedefop.europa.eu>);
- Certificates of language skills (compulsory, if required by the host institution);
- Letter of Motivation (maximum one page), explaining the reasons for the application, specific competences, academic interests, professional experience, commitment to return to the country of origin and benefits that the mobility grant will bring to the candidate and its context;
- Proof of registration/contractual relationship with your Home University.

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

- Preliminary work plan signed by the parties involved.
  - 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>

**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 - 05/02/2018
- I confirm that I am aware of the eligibility criteria for the mobility, described in the "Guidelines for Applicants".
- I confirm that I fulfil the eligibility criteria for the mobility, described in the "Guidelines for Applicants".