# 2018-2019 SECOND CALL FOR STUDENT AND STAFF EXCHANGE TO THE UNIVERSITY OF MINHO (PORTUGAL) IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107

#  GENERAL INFORMATION

## PURPOSE

The *Erasmus+ Mobility* offers to students and staff the chance to spend a period of continuous study or teaching/training at the University of Minho (UM) in Portugal during the second semester of the 2018-2019 academic year.

## QUOTAS

Scholarships available for the 2018-2019 call are:

* **2** **scholarships for students**

|  |
| --- |
| Fields of study  |
| scholarships in all specialties |

## FUNDING

The grants include:

* A European Union contribution *(individual support)*. An amount established according to the country of destination and the actual number of days spent at the

receiving Institution. In Turkey the mobility contribution is **850€ per month for student and 160€ per day for staff**.

* An additional amount to cover travel expenses (*travel support)*, this amount is calculated according to the distance band appearing below:

**00 – 99 km: 20 Euros**

**100 - 499 km: 180 Euros**

**500 - 1999 km: 275 Euros**

**2000 - 2999 km: 360 Euros**

**3000 - 3999 km: 530 Euros**

**4000 - 7999 km: 820 Euros**

**8000 - 19999 km: 1500 Euros**

Distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance\_en.htm

The distance will be calculated as follows:

Distance between the city of the home University and Riga.

# APPLICATION REQUIREMENTS AND PROCEDURES

## GENERAL ADMISSION REQUIREMENTS

### Students

* Students have to be enrolled in the University of Sciences and Technology of Oran USTO as ***PhD,*** ***Master or Bachelor students***.
* Students have to be pre-selected by their home University in order to follow the application procedure.

### Staff

* Staff (academic and administrative) has to be enrolled in the University of Sciences and Technology of Oran as full time workers.

## APPLICATION PROCEDURE:

### Students:

1. Copy of the passport (or other identification document);
2. Curriculum Vitae, using the Europass format (available at http://europass.cedefop.europa.eu);
3. Certificates of language skills (compulsory, if required by the host institution);
4. 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;
5. Proof of registration/contractual relationship with UMinho/Partner Institutions.

### Administrative staff:

1. Copy of the passport (or other identification document);
2. Curriculum Vitae, using the Europass format (available at http://europass.cedefop.europa.eu);
3. Certificates of language skills (compulsory, if required by the host institution);
4. 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;
5. Proof of registration/contractual relationship with UMinho/Partner Institutions.

## II.C. SUBMISSION OF APPLICATIONS

DEADLINE for submission: **January 31st 2019**

Submissions should be done through the university platform on the following link:  [**https://goo.gl/UYPXyd**](https://goo.gl/UYPXyd)

# SELECTION PROCEDURES

## PRESELECTION BY THE HOME UNIVERSITY

The selection process done at the Home University will need to meet the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published either in the webpage, via Facebook or through emails or by any other means used to spread and announce the call.

## Criteria for drafting ranking lists

The Home University will provide a pre-selection of candidates according to the following criteria:

### For Master and PhD students:

All information are found here:

[**Critères de sélection et de classement doctorants et étudiants.**](https://www.univ-usto.dz/images/Critere/Etudiants.pdf)

### For academic staff:

All information are found here:

[**-Critères de sélection et de classement grades académiques**](https://www.univ-usto.dz/images/Critere/Enseigants.pdf)

### For administrative staff:

All information are found here:

**-**[**Critères de sélection et de classement grades administratifs**](https://www.univ-usto.dz/images/Critere/ATS.pdf)

# IV. OBLIGATIONS OF THE SELECTED CANDIDATES

### Students/ Academic/Administrative staff:

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.

# V. Dissemination and diffusion

The sending University (Home University) will announce this call through its own web pages and also will spread the news about this call in the social network.

# Calendar (very important dates):

End of application: **January 31st 2019**

# After mobility

### Students

1. Students would deliver passport copy + boarding pass to USTO-MB Erasmus Office to be sent to UMinho Erasmus Office scanned.
2. Students are responsible to deliver their transcript of records and learning agreements which is signed by all parties (if there is change learning agreement) to the related department for the recognition of the period they have spent in the host institution.

### Staff

1. Staff would deliver passport copy + boarding pass to USTO-MB Erasmus Office to be sent to UMinho Erasmus Office scanned.
2. EU Survey (report by mobility tool) should be filled and submitted by the staff.

# How to cancel/shorten/prolong your mobility

**Cancellation**: student should inform the home institution during the period of renounce (72 hours after the announcement of the selection result) and requests a letter signed by the student and the faculty/department coordinator at the home university. **Shorten/Prolong**: students should first get confirmation from home institution, then from the host institution by email and request a letter of shorten/prolongation at least one month before the term of the mobility.

If the budget is enough for every single student expansion expenditure; students can prolong their mobility making a supplemental grant agreement.

# KEY Information about host institution (UMinho)

website – <https://www.uminho.pt/EN/Pages/default.aspx> (general website) / <https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM.aspx>(ICM website)

All relevant information is available in the following site [**https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM.aspx**](https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM.aspx)

# Contact at home university:

Erasmus+ Office

Vice Rectorate of External Relations

9th floor of the administrative building

**ustomobilites@gmail.com**