

Guidelines for the Application Form 2017/2018

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 **31/03/2018**. 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 study;
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/rD7Fyz>) is highly recommended.

Please note that the application will only be considered complete when all the required documents are uploaded. 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.

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:*

Information:

- Name
- Gender
- Date of birth
- Nationality
- Mobile number
- Number of Identification Document
- Expiry Date of the Identification Document
- Tax Identification Number
- Fiscal residence
- Permanent residence
- Email

- I do hereby agree that the personal data described above, shall be collected by the University of Minho with the purpose of managing the administrative procedures necessary for the analysis and publication of the application results, requests submitted by the candidate to UMinho, internal administrative procedures of financial nature, creation of a personal electronic identity and preparation of statistical reports.
- 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.

HOME INSTITUTION

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
- 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
- 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
- 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
- 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:

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: *

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

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:

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

Foreseen Mobility Period:

- 1st semester 2018/19 (September 2018 - February 2019)
- 2nd semester 2018/19 (February 2019 - June 2019)

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:

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:

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://script.google.com/macros/s/AKfycbwRnqnkvkGGd8r17sqzZFNQlteeBFf_8693Y4HmnxfwS5dyq83/exec.

IMPORTANT: Please note that the application will only be considered complete when all the required documents are uploaded. We stress that applications will only be accepted if submitted online by filling in this form.

Common Documents:

- 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 at Home University.

Specific Documents for Undergraduate and Integrated Master Students:

- Transcript of Records and/or Certificate of registration proving enrolment in the corresponding cycle of studies;
- Proposed Learning Agreement: preliminary study plan to be developed at the host institution (available at <https://goo.gl/VtUHWv>), duly signed and approved 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 the corresponding cycle of studies;
- Proposed Learning Agreement: preliminary study plan to be developed at the host institution (available at <https://goo.gl/VtUHWv>), duly signed and approved 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 to be developed at the host institution signed and approved by the parties involved (available at <https://goo.gl/dJ12zf>)

Confirmation:

- I confirm that I submitted all the required documents (commons and specifics).
- I confirm that I will submit all the required documents (commons and specifics) until the application deadline - 31/03/2018.
- 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".