

Guidelines for the Application Form 2019/2020 – 1st 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 into studying, teaching and training missions to an HEI in a Program country and vice versa.

UMOVE(ME) is the UMinho project under ICM 2019, which allows UMinho to receive/send students, teaching and non-teaching staff from/to 41 partner countries outside Europe, namely Albania, Algeria, Argentina, Armenia, Australia, Belarus, Bolivia, Bosnia-Herzegovina, Cambodia, Cape Verde, Canada, China, Colombia, Cuba, Georgia, Indonesia, Japan, Jordan, Kazakhstan, Kyrgyzstan, Kosovo, Laos, Lebanon, Malaysia, Mexico, Mongolia, Morocco, Mozambique, New Zealand, Palestine, Peru, Russia, South Africa, Syria, Thailand, Taiwan, Tunisia, Ukraine, USA, Uruguay and Vietnam.

UMOVE(ME): University of Minho Overseas Mobility Experience

Applications to this project will be open until **15/11/2019**.

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 follow, 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 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/ICM_documents.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 published by the International Relations Office. 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

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.

Recipients: University of Minho 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

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.

- Albania | European University of Tirana
- Albania | UNIVERSITETI POLIS SHPK
- Algeria | Université des Sciences et de la Technologie d'Oran

- Algeria | University Abdelhamid Ibn Badis of Mostaganem
- Argentina | Buenos Aires University
- Argentina | Universidad Nacional Villa Maria
- Armenia | Armenian National Agrarian University
- Armenia | Gavar State University
- Armenia | Yerevan State University
- Belarus | Belarusian National Technical University
- Belarus | Belarusian State University
- Bosnia-Herzegovina | University of East Sarajevo
- Bosnia-Herzegovina | University of Sarajevo
- Cambodia | Royal University of Phnom Penh
- Cape Verde | University of Cabo Verde
- Colombia | Universidad del Magdalena
- Colombia | Universidad del Rosario
- Colombia | Universidad Industrial de Santander
- Colombia | Universidad Nacional de Colombia
- Colombia | Universidade del Valle
- Georgia | Batumi Shota Rustaveli State University
- Georgia | Caucasus University
- Georgia | Ilia State University
- Georgia | Tblisi State University
- Indonesia | Universitas Indonesia
- Indonesia | University of Muhammadiyah Malang
- Japan | Aichi Prefectural University
- Japan | Kanazawa University
- Japan | Sophia 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
- Kazakhstan | Almaty Management University
- Kazakhstan | Pavlodar State Pedagogical University
- Kosovo | Universum University College
- Laos | National University of Laos
- Lebanon | Beirut Arab University
- Lebanon | Modern University for Business and Science
- Lebanon | Notre Dame University
- Lebanon | St. Joseph University
- Malaysia | Universiti Putra Malaysia
- Malaysia | University Kuala Lumpur
- Morocco | Sidi Mohammed Ben Abdellah University

- Morocco | Université Euro-Mediterraneenne de Fes
- Morocco | Université Mohammed Premier
- Mongolia | Mongolian University of Science and Technology
- Mongolia | National University of Mongolia
- Mozambique | Universidade Eduardo Mondlane
- Mozambique | Universidade Pedagógica de Moçambique
- Mozambique | Universidade Unilurio
- Palestine | Al-Quds University
- Palestine | An Najah National University
- Palestine | Birzeit University
- Palestine | Islamic University of Gaza
- Palestine | Palestine Polytechnic University
- Russia | ITMO University
- Russia | Lomonosov Moscow State University
- Russia | Moscow State Linguistic University
- Russia | St. Petersburg University
- Russia | Ural Federal University
- South Africa | University of Pretoria
- Syria | Arab International University
- Thailand | Asian Institute of Technology
- Thailand | Burapha University
- Thailand | Chiang Mai University
- Thailand | Chulalongkorn University
- Thailand | CIDI CHANAPATANA INTERNATIONAL DESIGN INSTITUTE
- Tunisia | Gabes University
- Tunisia | Manouba University
- Tunisia | University of Monastir
- Tunisia | University of Sfax
- Uruguay | Universidad de Montevideo
- USA | Delaware Law School
- USA | Massachusetts Lowell
- USA | Penn State University
- 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 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.

- Algeria | Université des Sciences et de la Technologie d'Oran
- Algeria | University Abdelhamid Ibn Badis of Mostaganem
- Australia | The University of Sydney
- Australia | University of Wollongong
- Belarus | Belarusian National Technical University
- Belarus | Belarusian State University
- Cambodia | Royal University of Phnom Penh
- Cape Verde | University of Cabo Verde
- China | Jinan University
- China | Nankai University
- China | Shanghai University
- China | Sun Yat-sen University
- China | Zhuhai College of Jilin University
- Colombia | Universidad del Magdalena
- Colombia | Universidad del Rosario
- Colombia | Universidad Industrial de Santander
- Colombia | Universidad Nacional de Colombia
- Colombia | Universidade del Valle
- Cuba | Holguin University
- Georgia | Batumi Shota Rustaveli State University
- Georgia | Caucasus University
- Georgia | Ilia State University
- Georgia | Tbilisi State University
- Indonesia | Universitas Indonesia
- Indonesia | University of Muhammadiyah Malang
- Japan | Aichi Prefectural University
- Japan | Kanazawa University
- Japan | Sophia University
- Kazakhstan | Almaty Management University

- Kazakhstan | Pavlodar State Pedagogical University
- Kosovo | Universum University College
- Malaysia | Universiti Putra Malaysia
- Malaysia | University Kuala Lumpur
- Morocco | Sidi Mohammed Ben Abdellah University
- Morocco | Université Euro-Méditerranéenne de Fes
- Morocco | Université Mohammed Premier
- Mongolia | Mongolian University of Science and Technology
- Mongolia | National University of Mongolia
- Palestine | Al-Quds University
- Palestine | An Najah National University
- Palestine | Birzeit University
- Palestine | Islamic University of Gaza
- Palestine | Palestine Polytechnic University
- Peru | Pontificia Universidad Católica del Perú
- Peru | Universidad San Ignacio de Loyola
- Russia | ITMO University
- Russia | Lomonosov Moscow State University
- Russia | Moscow State Linguistic University
- Russia | St. Petersburg University
- Russia | Ural Federal University
- South Africa | University of Pretoria
- Syria | Arab International University
- Taiwan | National Central University
- Thailand | Asian Institute of Technology
- Thailand | Burapha University
- Thailand | Chiang Mai University
- Thailand | Chulalongkorn University
- Thailand | CIDI CHANAPATANA INTERNATIONAL DESIGN INSTITUTE
- Tunisia | Gabes University
- Tunisia | Manouba University
- Tunisia | University of Monastir
- Tunisia | University of Sfax
- 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
- Uruguay | Universidad de Montevideo
- USA | Delaware Law School
- USA | Massachusetts Lowell
- USA | Penn State University
- 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 | European University of Tirana
- Albania | UNIVERSITETI POLIS SHPK
- Bolivia | Universidad Católica Boliviana "San Pablo"
- Cape Verde | University of Cabo Verde
- Cuba | Holguin University
- Georgia | Batumi Shota Rustaveli State University
- Georgia | Caucasus University
- Georgia | Ilia State University
- Georgia | Tblisi State 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
- Kosovo | Universum University College
- Kyrgyzstan | International Ataturk Alattoo University
- Laos | National University of Laos
- Lebanon | Beirut Arab University

- Lebanon | Modern University for Business and Science
- Lebanon | Notre Dame University
- Lebanon | St. Joseph University
- Mexico | Universidad Autónoma del Estado de México
- Mexico | Universidad la Salle
- Mexico | University of Guadalajara
- Mexico | University of Monterrey
- Mozambique | Universidade Eduardo Mondlane
- Mozambique | Universidade Pedagógica de Moçambique
- Mozambique | Universidade Unilurio
- Peru | Pontificia Universidad Católica del Perú
- Peru | Universidad San Ignacio de Loyola
- Russia | ITMO University
- Russia | Lomonosov Moscow State University
- Russia | Moscow State Linguistic University
- Russia | St. Petersburg University
- Russia | Ural Federal University
- South Africa | University of Pretoria
- Syria | Arab International University
- USA | Delaware Law School
- USA | Massachusetts Lowell
- USA | Penn State University

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 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)

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 2020/21 (September 2020 - February 2021)
- 2nd semester 2020/21 (February 2021 - June 2021)

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

Mobility Proposal - Staff

Periods of mobility may occur between February 2020 and July 2021 and whenever all required documents (work plan, visa, travel and insurance) are properly processed. We encourage non-teaching staff to participate in the UMinho International Week, that will take place in May/June 2020.

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:

ADDITIONAL INFORMATION:

Do you have any kind of special need?*

The Erasmus+ Programme Guide (2019, page 46) 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://goo.gl/zcsUsL>.

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. 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:

- 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 (in English).

Specific Documents for Teaching and Non-Teaching Staff

- Preliminary work plan signed by the parties involved (available at https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM_documents.aspx).

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://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM_documents.aspx), duly signed by the Academic Coordinator of the relevant Department / area of studies, from the Home Institution. Learning Agreements not signed or signed only by the student will not be accepted and the application will be rejected.

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://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM_documents.aspx), duly signed by the Academic Coordinator of the relevant Department/area of studies, from the Home Institution. Learning Agreements not signed or signed only by the student will not be accepted and the application will be rejected.

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;
- Preliminary Work Plan signed by the parties involved (available at https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM_documents.aspx).

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 - 15/11/2019
- 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"