



JAMIES 2023 APPLICATION GUIDE

April 2024

The Erasmus+ Programme	3
JAMIES 2023 - <i>International Credit Mobility</i>	3
General Information about JAMIES 2023	4
I – Partner Institutions	4
II – General Eligibility Criteria	5
III – Types and duration of the scholarships/grants	5
Available scholarships/grants	6
IV- Financial Support.....	6
Application to the Project JAMIES 2023	8
I – Application Preparation.....	8
II – Application.....	8
III- Deadlines for Application Submission	11
IV- Evaluation and Selection of Candidates.....	11
V- Participants with Fewer Opportunities.....	112
Mobility Implementation	13
I – Obligations of Home and Host Institutions.....	133
II – Obligations of Grant Holders	13
Information and Support	14

The 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.

JAMIES 2023 - 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.

JAMIES is the result of a partnership between Universidade do Minho (Coordinator), Universidade do Algarve, Universidade Nova de Lisboa, Universidade do Porto and Universidade de Trás-os-Montes e Alto Douro and allows the 5 Higher Portuguese Institutions to receive/send students, teaching and non-teaching staff from/to 7 partner countries – Algeria, Jordan, Lebanon, Morocco, Palestine, Syria and Tunisia.

JAMIES 2023 has a total of **59 scholarships/grants**:

- 20 scholarships for students from partner countries to study at JAMIES institutions (SMS IN), of which 13 are destined to students with fewer opportunities;
- 4 scholarships for students from JAMIES institutions to carry out a mobility period at HEIs in partner countries (SMS OUT);
- 19 grants for staff from partner countries to JAMIES institutions (STAFF IN);
- 16 grants for staff from JAMIES institutions to HEIs in partner countries (STAFF OUT).

General Information about JAMIES 2023

I – Partner Institutions

Country	Universities
Algeria	University Abdelhamid Ibn Badis of Mostaganem
	Université des Sciences et de la Technologie d'Oran
Jordan	Al-Balqa' Applied University
	Al-Hussein Bin Talal University
	Jordan University of Science and Technology
	Princess Sumaya University for Technology
	The Hashemite University
	University of Petra
	Yarmouk University
Lebanon	Beirut Arab University
	Notre Dame University
	Modern University for Business and Science
	St. Joseph University
Morocco	National School of Architecture in Agadir
	Sidi Mohammed Ben Abdellah University
	Université Abdelmalek Essaadi
	Université Mohammed Premier
Palestine	Al-Quds University
	An Najah National University
	Birzeit University
	Islamic University of Gaza
	Palestine Polytechnic University
Syria	Arab International University
Tunisia	Gabes University
	Manouba University
	University of Monastir
	University of Sfax
	Université de Tunis El Manar

II – General Eligibility Criteria

To be eligible for an Erasmus+ scholarship under this project, **all participants must be linked, during the application stage until the moment the mobility takes place, either to one of the Portuguese Universities involved in the JAMIES Consortium or to a Partner University.**

Students must be enrolled, full time, in an 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 home HEI 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 one of the Portuguese Universities involved in the JAMIES Consortium or a partner HEI in order to be eligible to apply for a scholarship.

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. These teaching periods 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 through training events abroad (excluding conferences) and periods of job shadowing/observation/training at a partner HEI. 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 HEIs 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 make several mobilities, provided that they are properly substantiated and submitted within different calls. Each candidate must submit only one (1) application online, indicating a maximum of three (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	4 months
Master	4 months
Doctorate	4 months
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
Algeria	3	0	2	3	8
Jordan	3	2	3	3	11
Lebanon	3	0	3	2	8
Morocco	3	1	3	3	10
Palestine	3	0	3	2	8
Syria	2	0	2	0	4
Tunisia	3	1	3	3	10
TOTAL	20	4	19	16	59

IV- Financial Support

JAMIES project 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: 4 months From JAMIES to the partner countries: 700 EUR/month From the partner countries to JAMIES: 850 EUR/month
STAFF mobility (STA / STT)	Mobility periods: 5 days + 2 travel days The <i>per diem</i> amount for Staff: From JAMIES to the partner countries: 180 EUR/day From the partner countries to JAMIES: 160 EUR/day

B) 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 traveled' is the maximum allowed by the Erasmus+ program 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. The payment of the travel amount as well as the schedule of the scholarship payments will be defined in the mobility agreement that will be signed between JAMIES institutions and the grant holders.

Application to the Project JAMIES 2023

I – Application Preparation

In the preparation phase of the application, the candidate must follow the following steps:

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 Universities who wish to carry out a mobility period in a JAMIES institution must submit their application online, using the following link <https://inqueritos.reitoria.uminho.pt/index.php?r=survey/index&sid=414578&lang=pt>

Students/Teaching and non-teaching Staff from the JAMIES institutions who wish to carry out a mobility period under JAMIES must submit their application online, using the following link <https://inqueritos.reitoria.uminho.pt/index.php?r=survey/index&sid=663826&lang=pt>

Application documents required:

	Undergraduate and Integrated Master	Master	Doctorate	Teaching/Non-Teaching Staff
Documents common to all types of mobility	<ul style="list-style-type: none"> - <i>Curriculum Vitae</i>, preferably using the <i>Europass</i> 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 written in English), 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 JAMIES institutions/Partner institutions. 			
Specific Documents	<ul style="list-style-type: none"> - 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. <p>Learning Agreements not signed or signed only by the student will not be accepted and the application will be rejected.</p>	<ul style="list-style-type: none"> - 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. <p>Learning Agreements not signed or signed only by the student will not be accepted and the application will be rejected.</p>	<ul style="list-style-type: none"> - 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; - Certificate of registration proving enrolment in this cycle of studies; - Letter of Acceptance issued by the host HEI, signed by the Adviser of the candidate in that same HEI 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. At UMinho, this document is mandatory and without it the application will be rejected. - Proposed Learning Agreement: preliminary Work Plan signed by the parties involved (available here). 	<ul style="list-style-type: none"> - Letter of Support, duly signed by the home HEI; - Pre-Acceptance Letter from the Host HEI; - Preliminary work plan. <p>At UMinho, Preliminary work plans must be signed by the applicant, home and host HEIs. An invitation e-mail from the host HEI can be accepted. Without it the application will be rejected.</p> <p>Preliminary work plan template to be used by Teaching Staff (available here).</p> <p>Preliminary work plan template to be used by Non-Teaching Staff (available here).</p>

Eligibility Criteria	<ul style="list-style-type: none"> - Have sufficient knowledge of the language of instruction of the host HEI; - Be enrolled at JAMIES institutions/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. - Applications must be submitted in English, so the host HEI is able to perform the evaluation 	<ul style="list-style-type: none"> - Have a contractual relationship with JAMIES institutions/Partner institutions. - Have established prior contact with the host HEI; - 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 or training missions should be defined through an agreement between teachers and non-teachers of the partner HEIs; - The host 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. 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 communicated.

III- Deadlines for Application Submission

1st Call: 23/04/2024 – 31/05/2024 (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 2025 or September 2025.

In the case of Teaching and non-teaching staff, periods of mobility may start at any time after September 2024 and whenever all required documents (work plan, visa, travel and insurance) are properly processed. All mobilities need to take place **until July 2026**.

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

JAMIES Consortium will be responsible for receiving and validating all applications submitted within the above-mentioned deadline. For partner HEI 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 JAMIES institutions, which may give a positive or negative evaluation to the applications. In the case of JAMIES institutions, 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 relevant Schools/Institutes/Services (in the case of non-teaching staff). All applications that receive a positive evaluation from JAMIES institutions will be forwarded for validation of their hosting HEIs. The final selection of all candidates will be made by the JAMIES Consortium, where a jury, composed by one (1) member of each of the Portuguese HEIs involved in the JAMIES consortium, 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 online page of the project: <https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES.aspx>

V- Participants with Fewer Opportunities

The Erasmus+ Programme Guide (2023, page 455) 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. The payment of the travel amount will be defined in the mobility agreement that will be signed between JAMIES institutions and the grant holders.

Stay Allowance - A mobility agreement is signed between JAMIES 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 - When 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. Each host HEI shall issue the appropriate documents for selected students/staff to apply for a visa in accordance with national laws.

Insurance - JAMIES provides insurance for students and teaching and non-teaching staff (including civil liability, accidents and serious illnesses, death and travel insurance, if relevant), always safeguarding compliance with the national and international legislation in force in this matter and regarding international economic, financial or trade sanctions that may be imposed in particular countries and which can have an impact on the issuing of insurance policies.

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 universities.

II – Obligations of Grant Holders

JAMIES 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 Program.

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/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, JAMIES 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;
- Teaching and non-teaching staff must comply with the established program. Failure to do so may result in return of the grant;
- The grant holder is compelled to communicate (by e-mail) to the sending and receiving HEIs 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.

Information and Support

The academic offer of the five Portuguese institutions, available within this call, can be consulted in the following links:

UMinho: https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx/
<https://www.uminho.pt/EN/education/educational-offer/Pages/default.aspx>

UALG: https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx

UNL: https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx

UPORTO: https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx

UTAD: https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx

IMPORTANT: Applications that do not respect the academic offer available **in the Host HEI selected** will be automatically rejected **by that HEI**.

For more information, please contact the International Relations Office of the home HEIs.

The contacts of all HEIs are available at

https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/JAMIES_documentos.aspx

JAMIES awaits your application.

GOOD LUCK!