الجمهورية التونسية
وزارة التعليم العالي والبحث العلمي
جامعة منوبة

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وزارة التعليم العالي والبحث العلمي والتكنولوجيا
سيدي ثابت
09 جانفي 2019
وارد في 23
04 جانفي 2019

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السيد العميد والسيدات والسادة مديرات ومديري المؤسسات الجامعية
الراجعة بالنظر لجامعة منوبة

الموضوع: حول الاعلان عن فتح باب الترشحات لمنح اراسموس+ بجامعة Minho بالبرتغال بعنوان السنة الجامعية 2018-2019

المرفقات: - الاعلان

- وثائق.

وبعد،

أتشرّف بإعلامكم أن جامعة Minho البرتغالية أعلنت عن فتح باب الترشحات لمنح اراسموس+ KA107 ICM-، وذلك لفائدة طلبة الدكتوراه، الأساتذة والاداريين بعنوان السنة الجامعية 2018-2019 (وفق الاعلان المرفق) .ولمزيد المعلومات حول الاختصاصات المتوفّرة بالجامعة البرتغالية، كيفية الترشح والآجال يمكن الاطلاع على الموقع التالي:

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

فالرجاء التفضّل بتعميم المعلومة على كل من يهمه الأمر ودعوة الرّاغبين في الترشح ايداع ملفّات الترشح حصريا على الموقع التالي: https://goo.gl/UYPXyd وذلك في أجل أقصاه **يوم 31 جانفي 2019.**

رئيسة جامعة منوبة

جهينة غريب

الجمهورية التونسية * وزارة التعليم العالي و البحث العلمي * جامعة منوبة

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UMOVE(ME)

Universidade do Minho

MOBILIDADE OUT: INTERNATIONAL CREDIT MOBILITY (ICM)

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Application to the Project UMOVE(ME)

I – Application Preparation

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

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 institution;
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 under UMOVE(ME) must submit their application online, using the following link https://goo.gl/UYPXvd.

Students/Teaching and non-teaching Staff from the University of Minho who wish to carry out a mobility period under UMOVE(ME) must submit their application online, using the following link https://goo.gl/gDsLxa.

	Undergraduate and Integrated Master	Master	Doctorate	Teaching/Non-Teaching Staff
Documents common to all types of mobility	- 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 UMinho/Partner Institutions.			
Specific Documents	- 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 institution (available **here**), duly signed and approved 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.	- 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 institution (available **here**, duly signed and approved 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.	- 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 **here**). List of Academic Coordinators, by area, can be consulted **here**.	- Preliminary work plan signed by the parties involved. List of Erasmus+ Coordinators, by area, can be consulted **here**. - Preliminary work plan templates to be used by Teaching Staff and Non-Teaching Staff can be found **here** Preliminary work plans must be signed by the applicant, home and host institutions. An invitation e-mail from the host institution can be accepted.

Eligibility Criteria	- Have sufficient knowledge of the language of instruction of the host university; - Be enrolled at UMinho/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.	- Have a contractual relationship with UMinho/Partner Institutions. - Have established prior contact with the host institution (List of Erasmus+ Coordinators, by area, can be consulted **here**); - Have sufficient knowledge of the language of teaching/work of the host university or of one of the languages commonly used in the country of that university; - Teaching/research or training missions should be defined through an agreement between teachers and non-teachers of the partner institutions; - The home and host universities, as well as the candidates, should agree on the teaching/research or training program. - Participants cannot benefit from other EU funded scholarship. - Applications must be submitted in English, so the host institution 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. 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.

III- Deadlines for Application Submission

1st Call – 01/10/2018 – 31/10/2018 (Teaching and non-teaching Staff)

2nd Call – 17/12/2018 – 31/01/2019 (Students + Teaching and non-teaching Staff)

3rd Call - 28/05/2018 – to be defined according to existing vacancies

In the case of students, the beginning of the mobilities will be September 2019. In the case of Teaching and non-teaching staff, periods of mobility may occur between May 2019 and May 2020. We encourage non-teaching staff to participate in the UMinho International Week, that will take place in May 2019.

The calls are open to the entire academic community, both from the University of Minho and from the partner institutions, 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 institution
3. Assessment by the home institution and by the host university
4. Candidates selection
5. Confirmation by host institution
6. Notification of the decision
7. Scholarship/Grant Agreement
8. Settling of the final mobility dates

The University of Minho will be responsible for receiving and validating all applications submitted within the above mentioned deadline. For partner institutions 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 UMinho, which may give a positive or negative evaluation to the applications. In the case of UMinho, the candidates will initially be screened by the SRI in terms of eligibility, and subsequently submitted for evaluation of Academic Coordinators (for students and teaching staff) and UOEI Presidents (in the case of non-teaching staff). All applications that receive a positive evaluation from UMinho will be forwarded for validation of their hosting HEIs. The final selection of all candidates will be made by UMinho, where a jury, composed by 3 members of UMinho 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 universities, gender balance, among

others. The results will be communicated via email and will be published in the site https://alunos.uminho.pt/EN/students/mobilityprograms/Pages/ICM.aspx

Mobility Implementation

I – Obligations of Home and Host Institutions

Travel – All selected participants are responsible for purchasing their own plane ticket, always respecting the periods established for the mobility. In the case of participants IN, the refund of the value of the trip (according to the EU table) is made by bank cheque on the day of arrival. In the case of participants OUT, the reimbursement of the value of the trip is transferred to their bank account before the mobility takes place.

Stay Allowance - A mobility agreement is signed between UMinho 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 - If 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 institution shall issue the appropriate documents for selected students/staff to apply for a visa in accordance with national laws.

Insurance - UMinho pays or reimburses (up to an established amount defined by UMinho) insurance to all students and teaching and non-teaching staff (including medical expenses, accidents, legal assistance, etc.).

Recognition – In the case of students' mobility, it is mandatory that all partner institutions consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution. The home Higher Education Institution of the scholarship holder must guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the host institution, through the signature of the Learning Agreement, as long as the student has obtained a passing grade. Students must assure that the study/research plan is discussed with the responsible professor before the departure to the host institution and that all the necessary documents for the validation (recognition) process are provided in due time to the home institution.

The sending and hosting institutions 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

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.

Information and Support

For more information, please contact the International Relations Office of the home institution. In the case of the University of Minho please contact sri@sri.uminho.pt.

University of Minho awaits for your application.

GOOD LUCK!