UMOVE(ME)

**University of Minho OVErseas Mobility Expérience**

**Application Guide 2nd Call**

# Application to the Project UMOVE(ME)

## – 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 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.

## – Application

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/GUqz7v.

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/pkkJvz.

Application documents required:

 

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|  | **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 contractual relationship with UMinho/Partner Institutions.
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| **Specific Documents** | * Preliminary work plan signed by the parties involved.
	+ Preliminary work plan template to be used by Teaching Staff: https://goo.gl/MzVFV5
	+ Preliminary work plan template to be used by Non-Teaching Staff: https://goo.gl/RA5L9p
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| **Eligibility Criteria** | * Have a contractual relationship with UMinho/Partner Institutions.
* Have established prior contact with the host institution;
* 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.
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**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.

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## Deadlines for Application Submission

1st Call – 30/09/2017 – 31/10/2017 (Students + Teaching and non-teaching Staff) **2nd Call – 08/01/2018 – 05/02/2018 (Teaching and non-teaching Staff)** 3rd Call - 01/03/2018 – 31/03/2018 (Students + Teaching and non-teaching Staff)

In the case of Teaching and non-teaching staff, periods of mobility may start at any time after publication of the selection of candidates and whenever all required documents (work plan, visa if necessary, travel and insurance) are properly processed.

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.

## 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. 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 to UOEI Presidents. 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 grants, taking into account criteria such as: relevance of the work plan, balanced distribution of mobilities between Partner universities, gender balance, among others. The results will be communicated via email and will be published in the portal [http://alunos.uminho.pt.](http://alunos.uminho.pt/)

# Mobility Implementation

## – Obligations of Home and Host Institutions

**Travel** – In the case of teaching and non-teaching staff, grant holders are responsible for purchasing their own plane ticket, always respecting the mobility dates established and the minimum stay of 5 working days at the host institution. In the case of teaching and non-teaching staff IN the refund of the value of the trip as well as the payment of the stay allowance is made by bank cheque on the day of arrival. In the case of teaching and non-teaching staff OUT, the reimbursement of the value of the trip as well as the payment of the stay allowance 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 grant.

**Visas** - If necessary, it is the responsibility of the grant 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 staff to apply for a visa in accordance with national laws.

**Insurance** - UMinho pays insurance to all teaching and non-teaching staff (including medical expenses, accidents, legal assistance, etc.).

## – Obligations of Grant Holders

The University of Minho reserves the right to request the total/partial reimbursement of the payment of the 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 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 grant period;
	+ The grant holder must inform the sending and host institutions of any change in relation to the work period. If this happens, a new Work programme must be signed;
	+ 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 this 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!**