



# **UMOVE(ME) 2024**

University of **Minho** **OVErseas** **Mobility** **E**xperience

**Application Guide**

**Students + Staff**

**April 2025**

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## 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.

## UMOVE(ME) 2024 - 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.

UMOVE(ME) is the institutional project of UMinho under ICM, which allows UMinho to receive/send students, teaching and non-teaching staff from/to several partner countries.

UMoveME 2024 has a total of **98 scholarships/grants**:

- 16 scholarships for students from partner countries to study at UMinho (SMS IN);
- 4 scholarships for students from UMinho to carry out a mobility period at HEIs in partner countries (SMS OUT);
- 43 grants for staff from partner countries to UMinho (STAFF IN);
- 35 grants for staff from UMinho to HEIs in partner countries (STAFF OUT).

This call also includes **23 available scholarships/grants** within the UMoveME 2023 project.

- 7 scholarships for students from partner countries to study at UMinho (SMS IN);
- 13 grants for staff from partner countries to UMinho (STAFF IN);
- 3 grants for staff from UMinho to HEIs in partner countries (STAFF OUT).

## General Information

### I – Partner Institutions

#### Partner Institutions **UMOVE(ME)**

Country	Universities
Angola	Universidade Mandume Ya Ndemufayo
	Universidade Católica de Angola
Cambodia	Royal University of Phnom Penh
Canada	Carleton University
	Concordia University of Edmonton
Cape Verde	Universidade de Cabo Verde
China	Shanghai University
Colombia	Universidad del Magdalena
	Universidad Nacional de Colombia
	Universidad del Rosario
	Universidade del Valle
	Universidad de los Andes
	Universidad de La Salle
Cuba	Universidad de Holguin
Dominican Republic	Instituto Tecnológico de Santo Domingo
East Timor	Univerdade Nacional Timor Lorosa'e
Guinea Bissau	Escola Superior de Educação - Unidade Tchico Té
India	Parul University
Indonesia	Universitas Indonesia
	University of Muhammadiyah Malang
Japan	Sophia University
	Aichi Prefectural University
	Kanazawa University
Laos	National University of Laos

Macau	Universidade da Cidade de Macau
	Universidade de Macau
Malaysia	Universiti Putra Malaysia
	University Kuala Lumpur
Mexico	Universidad Autónoma del Estado de México
	Universidad la Salle Noroeste
	University of Monterrey
Mongolia	National University of Mongolia
	Mongolian University of Science and Technology
Mozambique	Universidade Pedagógica de Maputo
	Universidade Lurio
	Universidade Eduardo Mondlane
	Púnguè University
Peru	Pontificia Universidad Católica del Perú
	Universidad San Ignacio de Loyola
	Universidad Tecnológica del Perú
	Universidad Peruana de Ciencias Aplicadas
South Africa	University of Pretoria
	North-West University
	University of Johannesburg
South Korea	Myongji University
Taiwan	National Central University
	Yuan Ze University
Thailand	Asian Institute of Technology
	Burapha University
	Chiang Mai University
Uruguay	Universidad de Montevideo
USA	Widener University
	Western Michigan University
	University of Massachusetts Lowell
Vietnam	Hanoi University of Science and Technology
	University of Transport and Communications

## II – General Eligibility Criteria

To be eligible for an Erasmus+ scholarship under this project, **all participants must have a contractual relationship to the University of Minho (UMinho) or to a Partner University.**

**Students:** must be enrolled, full time, at UMinho or in a partner HEI in a level of studies leading to a recognized degree or a tertiary level of recognized qualification.

**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.

**Master Studies:** students must have completed at least one semester at the HEI of origin before completing a period of mobility.

**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 UMinho or a partner HEI in order to be eligible to apply for a scholarship. There are two types of mobilities:

**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 and 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 of teaching and non-teaching staff through training events abroad (excluding conferences) and periods of job shadowing/observation/training at a partner HEI. Given that the funding allocated to this last type of mobility is smaller when compared to teaching periods, 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 HEI 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 perform several mobilities, provided that they are properly substantiated and submitted within different calls. Each candidate must submit only one (1) application online. Once the application has been submitted, no modifications will be possible. Please ensure that all information is correct before submitting the application.

## III – Types and duration of the scholarships/grants

Types of mobility	Duration
Students	3/4 months, according to the host/home country
Teaching and non-Teaching Staff	5 days of teaching/training + 2 days travel

### Available scholarships/grants - UMoveME 2024

Country	Students IN	Students OUT	Staff IN	Staff OUT	TOTAL
Angola	1 (b)	0	2	2	5
Cambodia	0	0	1	1	2
Canada	0	1 (b)(c)	2	1	4
Cape Verde	1 (b)	0	2	2	5
China	0	0	1	1	2
Colombia	2 (b)	0	2	2	6
Cuba	0	0	1	1	2
East Timor	1 (a)	0	2	2	5
Guinea Bissau	1 (b)	0	1	2	4
India	0	0	1	1	2
Indonésia	1 (a)	0	1	1	3
Japan	1 (a)	1 (a)	2	2	6
Laos	0	0	1	1	2
Macau	1 (a)	1 (a)	1	1	4
Malaysia	1 (a)	0	1	1	3
Mexico	0	0	2	1	3
Mongolia	0	0	2	1	3
Mozambique	3 (b)	0	3	3	9
Peru	1 (b)	0	2	1	4
Dominican Republic	0	0	1	1	2
South Africa	2 (b)	0	3	2	7
Taiwan	0	0	2	1	3
Thailand	0	0	2	1	3
Uruguay	0	0	1	1	2
USA	0	1 (b)	2	1	4
Vietnam	0	0	2	1	3
<b>TOTAL</b>	<b>16</b>	<b>4</b>	<b>43</b>	<b>35</b>	<b>98</b>

- (a) Scholarship duration of 3 months
- (b) Scholarship duration of 4 months
- (c) Carleton University only accepts 2<sup>nd</sup> and 3<sup>rd</sup> cycle students

### Available scholarships/grants - UMoveME 2023

Country	Students IN	Staff IN	Staff OUT	TOTAL
Angola	0	1	0	1
Cambodia	0	1	0	1
China	1 (a)	1	1	3
East-Timor	1 (a)	0	0	1
Guinea Bissau	1 (b)	1	2	4
Laos	0	1	0	1
Mongolia	1 (a)	1	0	2
Dominican Republic	1 (b)	0	0	1
South Africa	2 (b)	2	0	4
South Korea	0	1	0	1
Taiwan	0	2	0	2
Thailand	0	1	0	1
Vietnam	0	1	0	1
<b>TOTAL</b>	<b>7</b>	<b>13</b>	<b>3</b>	<b>23</b>

(a) Scholarship duration of 3 months

(b) Scholarship duration of 4 months

### IV- Financial Support

UMOVE(ME) 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

	UMOVE(ME) 2023	UMOVE(ME) 2024
<b>STUDENTS mobility (SMS)</b>	Mobility period: 3/4 months From UMinho to the partner countries: <b>700 EUR/month</b> From the partner countries to UMinho: <b>850 EUR/month</b>	
<b>STAFF mobility (STA / STT)</b>	Mobility period: 5 days + 2 travel days The <b>per diem amount:</b>  From UMinho to the partner countries: <b>180 EUR/day</b> From the partner countries to UMinho: <b>160 EUR/day</b>	Mobility period: 5 days + 2 travel days The <b>per diem amount:</b>  From UMinho to the partner countries: <b>190 EUR/day</b> From the partner countries to UMinho: <b>170 EUR/day</b>

### B) Contribution for Travel

Travel distances	Amount	
	UMOVE(ME) 2023	UMOVE(ME) 2024
Between 10 and 99 km	20 EUR	28 EUR
Between 100 and 499 km	180 EUR	211 EUR
Between 500 and 1999 km	275 EUR	309 EUR
Between 2000 and 2999 km	360 EUR	395 EUR
Between 3000 and 3999 km	530 EUR	580 EUR
Between 4000 and 7999 km	820 EUR	1188 EUR
8000 km or more	1500 EUR	1735 EUR

To verify your travel distance, please consult: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

The financial support for 'distance travelled' is the maximum allowed by the Erasmus+ programme 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. In the case of incoming participants, the refund of the value of the trip as well as the payment of the first instalment of the stay allowance is made by bank cheque on the day of arrival. In the case of students, the scholarship payments are made in 3 parts: 50% of the scholarship is paid upon arrival of the student at the host HEI, 30% half way the mobility period, and 20% is paid upon submission of the final report.

In the case of outgoing participants, 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. In the case of students, the scholarship payments are made in 3 parts: 50% of the scholarship is paid when the Erasmus Contract is signed, 30% half way the mobility period, and 20% is paid upon submission of the final report.

## **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 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 who wish to carry out a mobility period under UMOVE(ME) must submit their application online, using the following link:  
<https://uminho.moveonfr.com/locallogin/67d170d4f484e754ea054497/eng>

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"> <li>- <i>Curriculum Vitae</i>, preferably using the <i>Europass</i> format (available at <a href="http://europass.cedefop.europa.eu">http://europass.cedefop.europa.eu</a>);</li> <li>- Certificates of language skills;</li> <li>- Letter of Motivation (maximum one page written in English), explaining the reasons for the application, specific competences, academic interests, professional experience and benefits that the mobility grant will bring to the candidate and its context;</li> <li>- Proof of registration/contractual relationship with UMinho/Partner institutions.</li> </ul>			
Specific Documents	<ul style="list-style-type: none"> <li>- Transcript of Records proving enrolment in this cycle of studies;</li> <li>- Proposed Learning Agreement: preliminary study plan to be developed at the host HEI (available <a href="#">here</a>) duly completed, signed and approved by the Academic Coordinator of the relevant Department/area of studies, from the home HEI</li> </ul>	<ul style="list-style-type: none"> <li>- Certificate of Qualifications related to the 1st cycle of studies;</li> <li>- Transcript of Records proving enrolment in this cycle of studies;</li> <li>- Proposed Learning Agreement: preliminary study plan to be developed at the host HEI (available <a href="#">here</a>), duly completed, signed and approved by the Academic Coordinator of the relevant Department / area of studies, from the home HEI.</li> </ul>	<ul style="list-style-type: none"> <li>- Certificates of Qualifications relating to all degrees, including undergraduate, master's, and doctoral studies;</li> <li>- Transcript of Records proving enrolment in this cycle of studies;</li> <li>- Proposed Learning Agreement: preliminary Work Plan duly completed and signed by the parties involved (available <a href="#">here</a>).</li> </ul> <p>The Learning Agreement must be signed by the student, home and host institutions. A pre-acceptance letter or invitation email issued by the host HEI can also be accepted. Without it the application will be rejected.</p>	<ul style="list-style-type: none"> <li>- Letter of Support, duly signed by the home HEI;</li> <li>- Proposed Mobility Agreement duly completed and signed by the parties involved.</li> <li>- Templates for Teaching and Training Mobility Agreements (available <a href="#">here</a>).</li> </ul> <p>The Mobility Agreement for Teaching or Training must be signed by the applicant, home and host institutions. A pre-acceptance letter or invitation email issued by the host HEI can also be accepted. Without it the application will be rejected.</p>
Important	<ul style="list-style-type: none"> <li>- The application will only be considered complete <b><u>if all mandatory documents are uploaded;</u></b></li> <li>- Documents should be presented in English;</li> <li>- Applications will only be accepted if submitted online by filling in the e-form;</li> <li>- The application will only be definitely accepted when the selection process is completed and the final results are communicated;</li> <li>- Participants cannot benefit from other EU funded scholarship.</li> </ul>			

### III- Deadlines for Application Submission

**1st Call: 07/04/2025 – 07/05/2025 (Students + Teaching and non-teaching Staff)**

2<sup>nd</sup> Call: to be defined, depending on the existence of vacancies.

In the case of students, the beginning of the mobilities will be February 2026 or September 2026.

In the case of Teaching and non-teaching staff, periods of mobility may start at any time after September 2025 and whenever all required documents (work plan, visa, travel and insurance) are properly processed.

The calls are open to the entire academic community, both from the UMOVE(ME) institutions and from the partner HEIs, taking into account approved mobility flows and areas of common interest. The calls are launched via email.

**PS: All mobilities available within the UMoveME 2023 need to take place until July 2026.**

### IV- Evaluation and Selection of Candidates

#### Selection Procedure

1. Receiving the application
2. Validation by the home HEI
3. Assessment by the home and host HEIs
4. Candidates' selection
5. Confirmation by host HEI
6. Notification of the decision
7. Settling of the final mobility dates

UMinho will be responsible for receiving and validating all applications submitted within the above-mentioned deadline. Applications received after the deadline will be excluded. For partner institutions applications, it will be up to each partner 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 IRO in terms of eligibility, and subsequently submitted for evaluation of Academic Coordinators (for students and teaching staff) and UO Presidents/Services (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 three (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 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 site

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

## V- Participants with Fewer Opportunities

The Erasmus+ Programme Guide (2024, page 455) “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:

**Social barriers:** Social adjustment difficulties such as limited social competences, anti-social or high-risk behaviours, (former) offenders, (former) drug or alcohol abusers, or social marginalisation may represent a barrier. Other social barriers can stem from family circumstances, for instance being the first in the family to access higher education or being a parent (especially a single parent), a caregiver, a breadwinner or an orphan, or having lived or currently living in institutional care.

**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, in long-term unemployment, precarious situations or poverty, being homeless, in debt or with financial problems, etc., may represent a barrier. Other difficulties may derive from the limited transferability of services (in particular support to people with fewer opportunities) that needs to be "mobile" together with the participants when going to a far place or, all the more, abroad.

**Barriers linked to discrimination:** Barriers can occur as a result of discriminations linked to gender, age, ethnicity, religion, beliefs, sexual orientation, disability, or intersectional factors (a combination of two or several of the mentioned discrimination barriers).

**Geographical barriers:** Living in remote or rural areas, on small islands or in peripheral/outermost regions, in urban suburbs, in less serviced areas (limited public transport, poor facilities) or less developed areas in third countries, etc., may constitute a barrier.

**A Declaration (template available [here](#)) dated and signed by the sending institution and the student, must be submitted at the application phase, otherwise candidates will not be considered as participants with fewer opportunities.**

## 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. In the case of incoming participants, the payment 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 outgoing participants, the payment 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 of the host and home HEIs. Each host HEI shall issue the appropriate documents for selected students/staff to apply for a visa in accordance with national laws.

**Insurance** - UMinho 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 HEIs.

## II – Obligations of Grant Holders

UMinho 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 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 HEIs 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 Erasmus+ National Agency 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 HEIs any difficulties experienced during the period of mobility, such as: language barriers; integration; 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

The academic offer of UMinho can be consulted in the following link:  
<https://www.uminho.pt/EN/education/educational-offer/Pages/default.aspx>

[Guidelines for consulting the Course Catalogue of University of Minho](#)

For more information, please contact the International Relations Office of the home HEI. In the case of the UMinho please contact [usai@usai.uminho.pt](mailto:usai@usai.uminho.pt).

**University of Minho awaits for your application.**

**GOOD LUCK!**