Erasmus+

ICM NOVA 2019-2022

International Credit Mobility

Guidelines for Applicants

Index

1 ERASMUS+ - Key Action 1 for Higher Education International Credit Mobility (ICM)

1.1 What is the ICM from Partner Countries to NOVA?

Credit mobility can be defined as a limited period of study or training abroad (in the framework of on-going studies at a home institution) for the purpose of gaining credits. After the mobility phase, students return to their home institution, where the credits are recognised and they complete their studies.

Since 2015, Erasmus+ also funds International Credit Mobility, in addition to intra-European credit mobility (known until now as 'Erasmus mobility'). For nearly 30 years, Europe has funded the Erasmus programme, which has enabled over three million European students to spend part of their studies in another higher education institution or in a company in Europe. Erasmus+ now opens up these opportunities, allowing for mobility of students and staff, from and to other parts of the world.

The International Credit Mobility project 2019-2022 will support the following mobility activities:

NOVA Faculty of Science and Technology (FCT NOVA):

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
China	FCT NOVA	School of Civil Engineering, Jiatong University Beijing	3* 5 months	STT 1*12 days	-	STT 1*12 days
Japan*	FCT NOVA	Yamaguchi University	-	STT 2*7 days	-	STT 2*7 days
Russia	FCT NOVA	Omsk State Transport University		STA 1*7 days	1* 4 months	-
		Nizhny Novgorod State Technical University				

Faculty of Social Sciences and Humanities (NOVA FCSH):

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff

3						
Albania	NOVA FCSH	European University of Tirana University of Tirana University of Vlore	-	-	-	**STA 2*7 dayss** **STT 2*7days**
Algeria	NOVA FCSH	Ferhat Abbas Sétif University Badji Mokhtar University	-	**STA 1*7 dayss** **STT 1*7days**		**STA 1*7 dayss** **STT 1*7days**
Bosnia & Herzegovina	NOVA FCSH	University of Bihac University Džemal Bijedić of Mostar University of Sarajevo University of Tuzla	**3*4 months**	**STA 2*7 dayss** **STT 2*7days**	-	-
Brazil	NOVA FCSH	Universidade Federal de Santa Catarina Universidade de Brasilia	-	**STA 2*7 days**	-	-
Canada	NOVA FCSH	York University University of Guelph	**2* 4 months**	**STA 1*7 dayss** **STT 1*7days**	-	-
Colombia	NOVA FCSH	Universidad del Norte	-	**STT 1*7days**	-	**STT 1*7days**
Kazakhstan	NOVA FCSH	Nazarbayev University Kazakh Ablai Khan University of International Relations and World Languages S. Toraighyrov Pavlodar University	-	**STA 2*7days**	-	**STT 2*7days**
Kenya	NOVA FCSH	Aga Khan University	-	**STA 1*7 days**	**SMP 1*4 months**	**STA 1*7 days**
Kosovo	NOVA FCSH	University for Business and Technology	-	**STA 1*7 dayss**	**1* 4 months**	**STA 1*7 days STT 1*7days**

				STT 1*7days		
4						
Montenegro	NOVA FCSH	University of Montenegro	-	STA 1*7 dayss STT 1*7days	1* 4 months	STA 1*7 dayss STT 1*7days
Morocco	NOVA FCSH	Euro-Mediterranean University of Fes Université Mohammed V de Rabat	-	STA 2*7 dayss STT 2*7days	2* 4 months	STA 2*7 days
Namibia	NOVA FCSH	University of Namibia	1*5 months	STA 2*7 dayss STT 2*7days	-	STA 1*7 dayss STT 1*7days
Palestine	NOVA FCSH	Al-Quds University	3*4 months	STT 3*7 days STA 3*7 days	-	-
		Al-Aqsa University				
Russia	NOVA FCSH	Moscow State Institute of International Relations University National Research University - Higher School of Economics Northern Artic Federal University Siberian Federal University Tomsk Polytechnic University	-	STA 5*7 days	3* 4 months	-
Tunisia	NOVA FCSH	Université de la Manouba University of Tunis El Manar	-	STA 1*7 days STT 2*7 days	1* 4 months	STA 1*7 days STT 2*7 days

Nova School of Business and Economics (Nova SBE):

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
Canada	Nova SBE	Schulich School of Business, York University	1* 4 months	STA 1*7 days STT 1*7 days	-	-
Colombia	Nova SBE	Universidad de Las Andes	-	STA 1*7 days STT 1*7 days	-	STT 1*7 days
Egypt	Nova SBE	American University in Cairo	-	-	3*3 months	-
Israel	Nova SBE	Interdisciplinary Centre Herzlyia - IDC	-	STA 1*7 days	-	STA 1*7 days STT 1*7 days
Japan*	Nova SBE	Nagoya University of Commerce & Business	-	STT 2*7 days	-	STT 2*7 days
Morocco	Nova SBE	ESCA Ecole de Management	-	STA 1*7 days STT 1*7 days	1*4 months	STA 1*7 days
		University Al Akhawayn in Ifrane				
Russia	Nova SBE	Saint Petersburg tate University - GSOM	-	-	1*4 months	-
Tunisia	Nova SBE	Mediterranean School of Business (MSB)	-	STA 1*7 days STT 1*7 days	1*4 months	STA 1*7 days STT 1*7 days

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
USA	Nova SBE	University of Texas – McCombs School of Business Cornell The University of Michigan Georgetown	**-**	**STA 1*7 days STT 1*7 days**	**-**	**-**

Nova School of Law (NOVA FD):

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
Cape Verde	NOVA FD	Instituto Superior de Ciências Políticas e Sociais	**-**	**STA 1*7days** **STT 1*7days**	**3* 4 months**	**STA 2*12 days** **STT 2*7days**
São Tomé e Príncipe	NOVA FD	Universidade de São Tomé e Príncipe	**-**	**STA 1*12days**	**-**	**STA 1*12days**

Institute of Hygiene and Tropical Medicine (IHMT NOVA):

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
Brazil	IHMT NOVA	Fundação Medicina Tropical do Amazonas	**-**	**STA 1*7days**	**-**	**-**
Cape Verde	IHMT NOVA	Universidade de Cabo Verde	**SMS 5*3 months** **SMP 4*12 months**	**STA 1*7days** **STT 3*7days**	**3* 4 months**	**STA 11*12 days** **STT 2*7days**

Nova Information Management School (NOVA IMS):

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility	Outgoing Mobility

			SMS	Staff	SMS	Staff
Brazil	NOVA IMS	Associação António Vieira, UNISINOS Universidade Federal do Paraná	-	**STA 3*7days**	-	-
Japan*	NOVA IMS	Yamaguchi University	-	**STT 2*7 days**	-	**STT 2*7 days**
Russia	NOVA IMS	Tomsk Polytechnic University	-	**STA 1*7days**	**1* 4 months**	-

Instituto de Tecnologia Química e Biológica António Xavier (ITQB NOVA):

Country	**NOVA Schools**	**Partner Higher Education Institution**	**Incoming Mobility**		**Outgoing Mobility**	
			SMS	**Staff**	**SMS**	**Staff**
Japan*	ITQB NOVA	Hokkaido University	-	**STT 2*7 days**	-	**STT 2*7 days**

National School of Public Health (ENSP NOVA):

Country	**NOVA Schools**	**Partner Higher Education Institution**	**Incoming Mobility**		**Outgoing Mobility**	
			SMS	**Staff**	**SMS**	**Staff**
Brazil	ENSP NOVA	Fiocruz	-	**STA 2*7days**	-	-
Kenya	ENSP NOVA	Aga Khan University	-	**STA 1*7days**	-	**STA 1*7days**
Pakistan	ENSP NOVA	Aga Khan University	**SMP 2*4 months**	**STA 1*7days**	-	**STA 2*7 days**

2 General Conditions for Applying

2.1 Eligible Partner Countries HEI(s)

List of Higher Education Institution(s) (HEI) eligible for ICM with Universidade Nova de Lisboa (NOVA).

	Name	Country
UET	European University of Tirana	Albania
UNITIR	University of Tirana	Albania
UNIVLORA	University of Vlore	Albania
ANNABA	Badji Mokhtar University	Algeria
SETIF	Ferhat Abbas Sétif University	Algeria
UNMO	Dzemal Bijedic University of Mostar	Bosnia and Herzegovina
UNBI	University of Bihać	Bosnia and Herzegovina
UNSA	University of Sarajevo	Bosnia and Herzegovina
UNTZ	University of Tuzla	Bosnia and Herzegovina
UNISINOS	Associação António Vieira, UNISINOS	Brazil
FIOCRUZ	Fiocruz	Brazil
FMT	Fundação Medicina Tropical do Amazonas	Brazil
UnB	Universidade de Brasilia	Brazil
UFSC	Universidade Federal de Santa Catarina	Brazil

	Name	**Country**
UFPR	Universidade Federal do Paraná	Brazil
SCHULICH	Schulich School of Business - York University	Canada
UOGUELPH	University of Guelph	Canada
YORKU	York University	Canada
ISCJS	Instituto Superior de Ciências Políticas e Sociais	Cape Verde
UNICV	Universidade de Cabo Verde	Cape Verde
BJTU	School of Civil Engineering, Jiatong University Beijing	China
UNIANDES	Universidad de las Andes	Colombia
UNINORTE	Universidad del Norte	Colombia
AUCEGYPT	The American University in Cairo	Egypt
IDC	Interdisciplinary Centre Herzliya	Israel
OIA	Hokkaido University	Japan
NUCB	Nagoya University of Commerce & Business	Japan
YAMAGUCHI	Yamaguchi University	Japan
ABLAIKHAN	Kazakh Ablai Khan University of International Relations and World Languages	Kazakhstan
NU	Nazarbayev University	Kazakhstan
PSU	S. Toraighyrov Pavlodar University	Kazakhstan
AKU-KE	Aga Khan University - Health Sciences campus in Nairobi	Kenya

	Name	Country
UBT	University for Business and Technology	Kosovo
UCG	University of Montenegro	Montenegro
ESCA	ESCA Maroc Ecole de Management	Morocco
UEUROMED	Euro-Mediterranean University of Fes	Morocco
AUI	Université Al Akhawayn D'Ifrane	Morocco
UM5	Université Mohammed V de Rabat	Morocco
UNAM	University of Namibia	Namibia
AKU-PK	Aga Khan University - Faculty of Health Sciences	Pakistan
AL-AQSA	Al-Aqsa University Gaza	Palestine
AL-QUDS	Al-Quds University	Palestine
MGIMO	Moscow State Institute of International Relations University	Russian Federation
HSE	National Research University Higher School of Economics	Russian Federation
NNTU	Nizhny Novgorod State Technical University	Russian Federation
NARFU	Northern (Arctic) Federal University	Russian Federation
OSTU	Omsk State Transport University	Russian Federation
GSOM-SPbSU	Saint Petersburg State University - Graduate School of Management	Russian Federation
SFU	Siberian Federal University	Russian Federation

	Name	Country
TPU	Tomsk Polytechnic University	Russian Federation
USTP	Universidade de São Tomé e Príncipe	Sao Tome and Principe
MSB	Mediterranean School of Business	Tunisia
UMA	Université de la Manouba	Tunisia
UTM	University of Tunis El Manar	Tunisia
CORNELL	Cornell	United States
GEORGETOWN	Georgetown	United States
UMICH	The University of Michigan	United States
McCOMBS	University of Texas – McCombs School of Business	United States

Remember that candidates from the mentioned HEI can only apply to Universidade Nova de Lisboa.

2.2 Eligibility Criteria

If you want to know whether or not you can apply for a period of mobility under this programme, these are the main criteria you must take into consideration.

1) Eligible Participants

Student mobility for study (SMS): students registered at an eligible HEI and undertaking a recognised degree or another recognised tertiary level qualification. The students must be enrolled at least in the second year of higher education studies. The mobility activity has to be compatible with the student's degree-related learning and personal development needs. The study period abroad must be part of the student's study programme to complete a degree at First cycle / Bachelor's or equivalent level a Second cycle/ Master or equivalent level.

Student mobility for traineeship (SMP): students registered at an eligible HEI and undertaking a recognised degree or another recognised tertiary level qualification. The mobility activity has to be compatible with the student's degree-related learning and personal development needs.

Staff mobility for teaching (STA): teaching staff employed in the Partner Country HEI, including employed doctoral candidates that have been invited to teach at an HEI. This activity allows HEI teaching staff to teach at a partner HEI abroad. Staff mobility for teaching can be in any subject area/academic discipline.

Staff mobility for training (STT): staff employed in the Partner country HEI.This activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organization abroad.

2) <u>General criteria</u>

✓ Erasmus+ enables students to study abroad more than once as long as a total maximum of 12 months per study cycle is respected (i.e. up to 12 months at Bachelor level including "short cycle" studies, up to 12 months at Master level, up to 12 months at Doctoral level);

✓ You must know the language of the courses and/or of one of the languages currently spoken in the hosting countries you are applying to;

✓ You must respect the specific and additional criteria applicable to the type of mobility that you are applying to (undergraduate, administrative and academic staff mobilities);

✓ If you have special needs[1] then you should upload in the application form a document that specifically proves the actual status of vulnerability and should inform the Host Institution of any special logistics necessary.

✓ The Erasmus grant is intended to offset only the additional expenses you may incur while you are abroad - you should not depend on it to cover your essential living costs.(i.e., the grant does not cover all the expenses you will have);

✓ The host institution may internally define other criteria, so applicants must pay attention to any specific academic requirements (available with the academic offers);

✓ If you are an undergraduate student, you must have successfully completed at least one year of your HEI studies;

✓ Candidates MUST contact the HEI they intend to apply to, in order to settle the mobility dates and establish: the Learning Agreement - for SMS; the Teaching mobility agreement - for STA; the Training mobility agreement - for STT.

---

[1] Example: applicants who have disadvantaged background, socio-economic difficulties, mental, physical, sensory or other disabilities.

2.3 Grant Support for the Mobility

	Mobility periods: 3 to 5 months		
STUDENTS mobility (Studies - SMS)	**Origin**	**Host Country**	**Monthly allowance**
	Eligible Partner Countries	Portugal (Programme Country – Group 2)	850 EUR / month
	Portugal (Programme Country – Group 2)	Eligible Partner Countries	700 EUR / month
STAFF mobility (Academic Staff- STA)	Mobility period: 5 working days, plus 2 days for travel. The per diem amount for Staff:		
STAFF mobility (Administrative Staff - STT)	- From the partner countries to the programme countries: 160 EUR - From the programme countries to the partner countries: 180 EUR		

All types of mobility are short duration periods, therefore they DO NOT have the possibility of a full degree.

NOTE: These tables show the minimum and maximum period allowed for each type of mobility. Remember that the host **HEI establishes the academic offers,** so please check them carefully. Also, remember **to establish, before the application, your learning agreement (SMS) or mobility agreement (STA/STT)** and to **settle your mobility period accordingly to the available grant**.

3 Application Procedures

Now that you have confirmed that you are an eligible candidate, the next phase is preparing your application. In order to do so, you will need to choose among all the different academic offers and start preparing all the necessary documentation.

3.1 Preparing the Application

In the phase of preparing the application, the candidate should follow the subsequent **steps**:

STEP 1. **Verify the eligibility criteria previously indicated**;

STEP 2. **Select the host institution and academic offer (see table at page 2)**

When selecting the host institution, it is crucial to:

- Ensure that you master the language of tuition or that the host institution provides support for applicants without the needed language skills for the country/course;
- Ensure that you have the necessary academic background in terms of study areas/degree to apply to the type of scholarship and to the selected activity;
- Be aware of the real cost of living at each partner institution and analyze it considering the monthly amount of the scholarship, in case of selection;
- Consider the need to adapt to different cultural realities and also to different climate conditions, in case of selection.
- Consider the need to have some extra financial support for the mobility period.

STEP 3. **Read attentively the "Guidelines for Applicants"**;

STEP 4. **Collect all necessary information and documents to fill in the Application form.**

Several documents are mandatory. If not uploaded in the last section of application form, the application cannot be submitted. In case of unreadable documents the application will be considered invalid and will not be evaluated.

STEP 5. Contact the host HEI in order to settle the **mobility dates** and **the proposal** for: **the Learning Agreement - for SMS**; the **Teaching mobility agreement - for STA**; the **Training mobility agreement - for STT**;

STEP 6. Make sure that **the motivation letter** presented in the application concerning the mobility's benefits and expected outcomes is clear;

STEP 7. **Prepare a mobility/project proposal describing** the aims, activities and foreseen study/working plan and having into consideration the objectives and goals of the programme; **Ensure that this proposal is objective** and specific concerning its methodology and viability, impact and benefit, as well as the capacity of attaining the project's purposes within the timeframe established by the duration of the scholarship. The lack of detailed information or objectivity will reduce the chances of success during the process of application's evaluation;

STEP 8. Once all the information is gathered and access to the platform https://up.pt/icmunl2019/ and you are ready to filling your application form.

3.2 Online Submission

DEADLINE: 31st of October 2020

To correctly fill in the **Application Form**, please, check at the website https://up.pt/icmunl2019/ in the section "download" the Tutorial "How to fill in the application"

![warning icon] Applicants must avoid the last minute applications so as to guarantee there will be no problems in the submission of the application form **It is reminded to all candidates that applications sent by mail, fax or registered mail will not be accepted.**

![warning icon] **Applicants can submit only one application**. In case of multiple applications submitted by the same applicant, only the last one will be considered.

![warning icon] Keep in mind that some documents are mandatory. If they are not uploaded or not readable, your application will be considered invalid and will not be evaluated.

3.3 Evaluation and Selection of Applications

All valid applications received will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and it will always be kept confidentiality of the information submitted online. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This is also the case of the offices of the Coordination Office and the technical experts that will participate in the evaluation process.

1. **Application**: Once you have checked that you are eligible for a scholarship and know what programme type, mobility level and field of study you want to apply to and the documents that are requested for type of mobility, fill in the online application form, upload all necessary documents and close your application.
2. **Validation by the home university:** After the deadline, your application will be validated by your home university regarding the eligibility criteria such as nationality, language proficiency, mandatory documents, etc. If your application was classified as **not eligible**, you will be informed via email.

Criteria	Ranking	Weighing	Grading scale
Undergraduate - Academic Qualification; Master / PhD / Staff: Academic achievement, academic qualifications, publications or professional experience	0-7	40%	**0: nule** – insufficient documentation/justification of the data **1: Fail** – academic/professional performance is insufficient to a large extent **2: Elementary** – academic/professional performance is insufficient to some extent **3: Mediocre** – considerable further work required to meet the minimum criteria **4: Satisfactory** – academic/professional performance meets the minimum criteria **5: Good** - generally sound work with a number of notable shortcomings **6: Very good** – above the average standard but with some shortcomings **7: Excellent** – outstanding academic/professional performance
2. Project proposal and Motivation letter	0-5	30%	**0: nule** – insufficient documentation/justification of the data **1: Fail** – academic performance is insufficient to a large extent

			2: Mediocre – considerable further work required to meet the minimum criteria **3: Satisfactory** – academic performance meets the minimum criteria **4: Good** – generally sound work with a number of notable shortcomings **5: Excellent** – outstanding academic/professional performance
3. Language skills	0-2	10%	**0: nule** – insufficient documentation/justification of the data **1: Satisfatory** – satisfactory language skills/social and multicultural competences/technical and computer skills **2: Very good** – very good language skills/social and multicultural competences/technical and computer skills
4. Social and multicultural competences;	0-2	10%	
5. Technical and computer skills	0-2	10%	

3. **Grading by the host university:** Your application will also be graded by the host university according to the common grading grid established. The grading will be based on the following criteria:

   If your application is classified as **not accepted**, you will be informed about the reasons via email

4. **Selection:** The Selection Committee will do the final selection of the scholarships following the ranking defined by each host institution taking into account cross-cutting requirements such as a balanced scholarship distribution among the partner universities, gender-balance and real participation of disadvantaged people.

5. **Confirmation by home and host universities:** The final selection result will be notified to the host and home universities who will confirm the list of selected applicants.

6. **Notification of the award decision:** All candidates will be informed about the award decision by email and these will be published on the project's website.
   - **Selected candidates** will not have more than seven days to accept or reject the offered scholarship.
   - If your application was **neither selected** for a scholarship nor included in the **reserve list**, you will be informed about the reasons and have at least one week to appeal against this decision to the Selection Committee.

7. **Scholarship contract:** All **selected candidates** will have to sign a scholarship contract specifying their rights and obligations regarding the grant. Afterwards, the host university will start the admission procedures for their future grantees and send the Invitation Letters required for the visa application.

⚠ Please note that in case a selected applicant is afterwards identified as not eligible, (s)he will have to reimburse the costs had by the partnership with the mobility flow until that moment.

1. **Starting date:** All undergraduate, master, traineeship, doctoral mobility flows must start from **February 2021**. Academic and administrative staff mobilities can take place any time until **July 2022**

2. **Latest End date:** the latest end date to all mobilities must be until **31/07/2022**

4 Information and Support

All the information related with the project's implementation can be consulted on the **official website**:
https://up.pt/icmunl2019/

Address and contact of the Coordination Office:
International Mobility Office (GGMI)
Universidade Nova de Lisboa
Reitoria da Universidade Nova de Lisboa
Campus de Campolide,
1099-085 Lisboa
Portugal
Email: erasmus@unl.pt

 All partner institutions have nominated a contact person responsible for assisting and counselling potential applicants of their institutions (see point 2.4).

It is strongly recommended to regularly consult the website and the **e-mail address** indicated in the application form, as this will be the **only mean of communication between the applicant and the UNL Team.**

UNIVERSIDADE
NOVA
DE LISBOA