

ERASMUS+

MOBILITIES FROM RUSSIA TO NOVA

Guidelines for incoming Applicants



Partner Higher Education Institutions:

**NATIONAL RESEARCH UNIVERSITY HIGHER EDUCATION
SCHOOL OF ECONOMICS**

TOMSK POLYTECHNIC UNIVERSITY

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

1.1 What is the ICM from Russia 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, namely Russia.

The International Credit Mobility project with **Russia** will support the following mobility activities:

STUDENT MOBILITY FOR STUDIES

- FROM National Research University Higher School of Economics

Activity Type	Education Level	Number of Participants	Grant duration (per participant)
Student mobility for Studies (SMS)	First cycle / Bachelor's or equivalent level	5	3 – 5 months
	Second cycle / Master's or equivalent level	5	3 – 5 months
	Third cycle / Doctoral or equivalent level	5	3 – 5 months

- FROM Tomsk Polytechnic University

Activity Type	Education Level	Number of Participants	Grant duration (per participant)
Student mobility for Studies (SMS)	First cycle / Bachelor's or equivalent level	3	3 – 5 months

STAFF MOBILITY FOR TEACHING AND FOR TRAINING

Activity Type	Education Level	Number of Participants	Grant duration (per participant)
Staff mobility for Teaching (STA)	-	7	7 days
Staff mobility for Training (STT)	-	1	7 days

2 General Conditions for Applying

2.1 Eligible Partner Country HEI(s)

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

From **RUSSIA**:

- National Research University Higher School of Economics
- Tomsk Polytechnic University



Remember that candidates from the mentioned HEI can only apply to Universidade Nova the 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. As only study mobilities are eligible between NOVA and Partner Countries HEI's, 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 a First cycle / Bachelor's or equivalent level, second cycle / Master or equivalent and Third or Doctoral cycle.

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 organisation abroad.

2) General criteria

- ✓ 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, master, doctorate, administrative and academic staff mobilities);
- ✓ If you have special needs¹ 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.

2.3 Grant Support for the Mobility

Student Mobility for Studies (includes Undergraduate, Master and Doctorate mobilities)

FROM Russia	Unit cost per participant
Travel costs (1 round trip)	820 €
Individual Support	800 € / month
Mobility duration	minimum 3 months, maximum 5 months (full months) ²

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

² Although the mobilities duration for Students may be from 3 to 12 months, due to budget restrictions, only 3 to 5 months will be financed.

Staff Mobility (includes Teaching and Training mobilities)

FROM Russia	Unit cost per participant
Travel costs (1 round trip)	820 €
Individual Support	120 € / <i>per diem</i>
Mobility duration	minimum 5 days, excluding travel days ³



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 Although the mobilities duration for Staff may be from 5 to 60 days, due to budget restrictions, only 5 working days +2 travel days will be financed.

2.4 Eligible Areas of Study at NOVA for Russian applicants

From:	National Research University Higher School of Economics
First cycle / Bachelor's or equivalent level	
Host HEI: FACULTY OF SOCIAL SCIENCES AND HUMANITIES (FCSH)	
Area(s) of Study: Social Sciences	
Link: http://www.fcsh.unl.pt/ensino-en/licenciaturas	
Contact Person(s): Prof. Iva Pires (mobilidade@fcsh.unl.pt)	
Second cycle / Master's or equivalent level	
Host HEI: FACULTY OF SOCIAL SCIENCES AND HUMANITIES (FCSH)	
Area(s) of Study: Social Sciences	
Link: http://www.fcsh.unl.pt/ensino-en/mestrados	
Contact Person(s): Prof. Iva Pires (mobilidade@fcsh.unl.pt)	
Third cycle / Doctoral or equivalent level	
Host HEI: FACULTY OF SOCIAL SCIENCES AND HUMANITIES (FCSH)	
Area(s) of Study: Social Sciences	
Link: http://fcsh.unl.pt/escola-doutoral-en/doutoramentos	
Contact Person(s): Prof. Iva Pires (mobilidade@fcsh.unl.pt)	

From:	Tomsk Polytechnic University
First cycle / Bachelor's or equivalent level	
Host HEI: NOVA INFORMATION MANAGEMENT SCHOOL (NOVA IMS)	
Area(s) of Study: Information and Communication Technologies	
Link: http://www.novaims.unl.pt/Cursos/cursos.asp	
Contact Person(s): Prof. Pedro Cabral (erasmus@novaims.unl.pt)	

From:	- National Research University Higher School of Economics - Tomsk Polytechnic University
Staff Mobility for Teaching	
Host HEI: UNIVERSIDADE NOVA DE LISBOA (NOVA)	
Area(s) of Study: Open to all fields of study	
Link: http://www.unl.pt/en/	
Contact Person(s): International Relations Office (international@unl.pt)	
Staff Mobility for Training	
Host HEI: UNIVERSIDADE NOVA DE LISBOA (NOVA)	
Area(s) of Study: Open to all fields of study	
Link: http://www.unl.pt/en/	
Contact Person(s): International Relations Office (international@unl.pt)	

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 point 2.4)

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 (see point 3.3);

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 [Application Form](#).

3.2 Online Submission

DEADLINE: 30th of November 2015

To fill in the **Application Form**, the following **phases** must be considered:

PHASE 1. The applicants should have a valid e-mail address and an internet connection.

Please include a valid e-mail address in your application for communication purposes. **Do not include in the application form the e-mail of another colleague or friend that is also applying as the communication of results will be done exclusively by e-mail and this could generate problems in interpreting the selection results.**

The applicants must answer truthfully to all questions so as to ensure the fulfillment to all general eligibility criteria. In case one eligibility criteria is not fulfilled.

PHASE 2. The applicants should then fill in the online [Application Form](#) available. **The application MUST BE FILLED IN ENGLISH.**

The system will save a draft of the application every time the “Save” button is pressed, allowing it to be revised, edited and completed.

PHASE 3. By pressing the “Submit” button, the application is closed and sent to the Coordination Office, which gives it a code. A digital certificate that contains the date and hour of the submission is issued and sent to the applicant as well as a full copy of the application. This digital certificate does not constitute a confirmation of eligibility or of selection; it just confirms the submission of the application.



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 e-mail will not be accepted.**



Applicants can submit only one application. In case of multiple applications submitted by the same applicant, only the last one will be considered.



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 Documents to Be Submitted for the Application

You must upload the required documentation depending on your mobility type. Please keep in mind that a checklist is available in the Appendix section of this guide, with definitions for all the documents, in order to help you with your application.

	UNDERGRADUATE /MASTER/ DOCTORATE	STAFF (Teaching and Training)
Identification Card Copy or Passport Copy	<i>Mandatory</i>	<i>Mandatory</i>
Curriculum Vitae	<i>Mandatory</i>	<i>Mandatory</i>
Transcript of records ⁴	<i>Mandatory</i>	<i>Optional</i>
Study/Teaching/Training proposal	<i>Optional</i>	<i>Optional</i>
Declaration of Honor	<i>Mandatory</i>	<i>Mandatory</i>
Certificate or Statement of Language skills	<i>Mandatory</i>	<i>Mandatory</i>
Special Needs Statement	<i>If applicable</i>	<i>If applicable</i>
Reference Letter	<i>Optional</i>	<i>Optional</i>
Other documents (requested by your host HEI)	<i>If applicable</i>	<i>If applicable</i>



In case you want to attach more than one document in the same field the attached file should include the scanning of all documents (**1 file per document uploaded**). Due to limitations in the webserver that hosts this website, the uploaded documents must have a maximum size of 5 MB (per document uploaded).

⁴ Apart from a copy of the original document, a translation into English must be provided (if the original document is not in that language).

3.4 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.
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:

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: Satisfactory – 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%	

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 (ies) 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.

8. **Starting date:** All undergraduate, master, doctoral mobility flows must start until **01/09/2016**. Academic and administrative staff mobilities can take place any time until **April 2017**.
9. **Latest End date:** the latest end date to all mobilities must be until **30/04/2017**.

4 Information and Support

All the information related with the project's implementation can be consulted on the [official website](#).

Address and contact of the Coordination Office:

International Relations Office (IRO)
Universidade Nova de Lisboa
Reitoria da Universidade Nova de Lisboa
Campus de Campolide,
1099-085 Lisboa
Portugal

Email: international@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 coordination**.

5 APPENDIX

Checklist of Documents to upload for the online application

Undergraduate/Master/Doctorate/Staff

- ✓ **Identification Card Copy or Passport Copy** (.jpg, .png, .pdf)

Formal Identity Document. It must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport.

- ✓ **Curriculum Vitae** – translated into **English**, if the original is not in that language (.jpg, .png, .pdf)

- ✓ **Transcript of records** – original document (.jpg, .png, .pdf)

Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. Please, note that you must upload the transcript of records regarding ALL the years of your course.

- ✓ **Transcript of records** – translated into **English**, if the original is not in that language (.jpg, .png, .pdf)

- ✓ **Study (learning agreement) /Teaching or Training (mobility agreement) proposal** (.jpg, .png, .pdf)

- ✓ **Declaration of Honor** (.jpg, .png, .pdf)

Declaration of Honor from the applicant - This document must be dated and signed.

- ✓ **Statement or Certificate of Language Skills** (.jpg, .png, .pdf)

If the host institution that you are applying to demands specific language skills (e.g. English or French), the upload of the correspondent language certificate is mandatory.

In case a candidate comes from a country whose official language is the same spoken in the host country or in the course offered by the host country, it will be necessary to upload a statement confirming that she/he masters the language. If this statement or certificate is not uploaded, the application will be immediately excluded from the project without possibility of appeal.

- ✓ **Special Needs Statement** (.jpg, .png, .pdf)

Document that specifically proves the actual status of vulnerability. This document must be dated, signed and stamped by the competent/legal issuing entity. In case you fail to do so we will not consider you as a candidate in a particularly vulnerable situation.

- ✓ **One or two reference letters** (.jpg, .png, .pdf)

- ✓ **Other documents** (.jpg, .png, .pdf)

Other relevant documents for the application that your host HEI may require.



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