

ERASMUS+

MOBILITIES FROM NOVA

TO OUTSIDE EUROPE

Guidelines for outgoing Applicants

- ✓ ALBANIA
 - ✓ ALGERIA
 - ✓ AUSTRALIA
 - ✓ BOSNIA and HERZEGOVINA
 - ✓ JAPAN
 - ✓ KOSOVO
 - ✓ RUSSIA
- 

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

1.1 What is the ICM at 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 will support the following mobility activities from NOVA:

STUDENT MOBILITY FOR STUDIES

TO	Country	HOST Higher Education Institution	Education Level	Number of Participants	Grant duration (per participant)
	ALBANIA	<ul style="list-style-type: none"> European University of Tirana University of Tirana 	BA PhD	2	3 – 5 months
	ALGERIA	University of Science and Technology - Houari Boumediene	PhD	1	3 – 5 months
	AUSTRALIA	University of New South Wales	MA PhD	1	3 – 5 months
	JAPAN	<ul style="list-style-type: none"> Yamaguchi University Nagoya University of Commerce and Business 	BA PhD	1	3 – 5 months
	KOSOVO	Kosovo University for Business and Technology	BA PhD	4	3 – 5 months
	RUSSIA	<ul style="list-style-type: none"> National Research University - Higher School of Economics Tomsk Polytechnic University Graduate School of Management - Saint Petersburg State University 	BA MA PhD	4	3 – 5 months

STAFF MOBILITY FOR TEACHING AND FOR TRAINING

To	Country	HOST Higher Education Institution	Mobility Type	Number of Participants	Grant duration (per participant)
	ALGERIA	University of Science and Technology - Houari Boumediene	Staff mobility for Training or Teaching	1	7 days
	ALBANIA	<ul style="list-style-type: none"> • European University of Tirana • University of Tirana 	Staff mobility for Training or Teaching	2	7 days
	BOSNIA and HERZEGOVINA	<ul style="list-style-type: none"> • Dzemat Bijedic University of Mostar • University of Bihac • University of Sarajevo • University of Tuzla 	Staff mobility for Training or Teaching	1	7 days
	KOSOVO	Kosovo University for Business and Technology	Staff mobility for Training or Teaching	2	7 days

2 General Conditions for Applying

2.1 Eligible Partner Country HEIs

List of Higher Education Institutions (HEIs) eligible for ICM with Universidade Nova de Lisboa (NOVA).

To **ALBANIA**:

- European University of Tirana
- University of Tirana

To **ALGERIA**:

- University of Science and Technology – Houari Boumediene

To **AUSTRALIA**:

- University of New South Wales

To **BOSNIA**:

- Dzemal Bijedic University of Mostar
- University of Bihac
- University of Sarajevo
- University of Tuzla

To **JAPAN**:

- Yamaguchi University
- Nagoya University of Commerce and Business

To **KOSOVO**:

- Kosovo University for Business and Technology

To **RUSSIA**:

- National Research University - Higher School of Economics
- Tomsk Polytechnic University
- Graduate School of Management - Saint Petersburg State University



Remember that candidates from NOVA can only apply to the mentioned HEIs.

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 NOVA 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 in at least the second year of their course.

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 or equivalent), second cycle (Master or equivalent) and third or doctoral cycle.

Staff mobility for teaching (STA): teaching staff employed at NOVA, 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 at NOVA. 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). Prior experience under the Erasmus-Lifelong Learning programme counts towards the 12 months per study cycle. In case you did not yet reach the maximum of 12 months, you may study or train abroad again in the same study cycle. If you have already reached the limit, you will be able to apply to further study periods or traineeships abroad once you undertake a degree in the next study cycle;
- ✓ 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;
- ✓ If you are a NOVA candidate, you will only be able to apply for eligible Partner Country HEIs (see point 2.1);
- ✓ You must respect the specific and additional criteria applicable to the type of mobility that you are applying to (undergraduate, master, doctorate mobilities);
- ✓ If you have special needs¹ then you should send 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.
- ✓ If you are an undergraduate student, you must have successfully completed at least one year of your HEI studies;

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

2.3 Grant Support for the Mobility

Student Mobility for Studies

TO	Unit cost per participant					
	Algeria	Albania	Kosovo	Australia	Japan	Russia
Travel costs (1 round trip)	275 €	360 €		1100 €		820 € (Tomsk) 530 € (Moscow/ St. Petersburg)
Individual Support	650 € / month					
Mobility duration	minimum 3 months, maximum 5 months (full months) ²					

Staff Mobility (includes teaching and training mobilities)

TO	Unit cost per participant			
	Algeria	Albania	Bosnia and Herzegovina	Kosovo
Travel costs (1 round trip)	275 €	360 €		
Individual Support	160 € / per diem			
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 **discuss, before the application, the learning agreement (for studies), the mobility agreement (STA/STT)** and to **settle your mobility period accordingly to the available grant**.

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.

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 Academic Offer available from NOVA to the HOST HEIs

STUDENT MOBILITY FOR STUDIES

Host Country: ALBANIA
Host HEI: EUROPEAN UNIVERSITY OF TIRANA
Cycle of study: BA⁴ / PhD⁵ Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available
Host HEI: UNIVERSITY OF TIRANA
Cycle of study: BA / PhD Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available

Host Country: ALGERIA
Host HEI: UNIVERSITY OF SCIENCE AND TECHNOLOGY - HOUARI BOUMEDIENE
Cycle of study: BA / PhD Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available

Host Country: AUSTRALIA
Host HEI: UNIVERSITY OF NEW SOUTH WALES
Cycle of study: MA⁶ / PhD Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available

Host Country: JAPAN
Host HEI: YAMAGUCHI UNIVERSITY
Cycle of study: PhD Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available
Host HEI: NAGOYA UNIVERSITY OF COMMERCE AND BUSINESS
Cycle of study: BA Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available

Host Country: KOSOVO
Host HEI: UNIVERSITY FOR BUSINESS AND TECHNOLOGY - UBT
Cycle of study: BA / MA Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available

⁴ BA: First cycle / Bachelor's or equivalent level

⁵ PhD: Third cycle / Doctoral or equivalent level

⁶ MA: Second cycle / Master Degree

Host Country: RUSSIA
Host HEI: NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS
Cycle of study: BA / MA / PhD Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available
Host HEI: TOMSK POLYTECHNIC UNIVERSITY
Cycle of study: BA Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available
Host HEI: GRADUATE SCHOOL OF MANAGEMENT, ST. PETERSBURG UNIVERSITY
Cycle of study: BA / MA Area(s) of Study: Academic Offer and contact person(s) available at the link below Link: courses available

STAFF MOBILITY FOR TEACHING (STA) & STAFF MOBILITY FOR TRAINING (STT)

Host Country: ALGERIA
Host HEI: University of Science and Technology - Houari Boumediene
Areas of Study: Open to all fields of study
Link: http://www.usthb.dz/en/
Contact person(s): dakretche@usthb.dz

Host Country: ALBANIA
Host HEI: European University of Tirana
Areas of Study: Open to all fields of study
Link: http://www.uet.edu.al/index.php/en/
Contact person(s): lutjona.lula@uet.edu.al
Host HEI: University of Tirana
Areas of Study: Open to all fields of study
Link: http://www.unitir.edu.al/
Contact person(s): iro@unitir.edu.al

Host Country: BOSNIA and HERZEGOVINA
Host HEI: Dzemat Bijedic University of Mostar
Areas of Study: Open to all fields of study
Link: http://www.unmo.ba/eng.aspx
Contact person(s): mirsada.behram@unmo.ba
Host HEI: University of Bihac
Areas of Study: Open to all fields of study
Link: http://unbi.ba/eng/?view=featured
Contact person(s): alma.bosnic@unbi.ba
Host HEI: University of Sarajevo
Areas of Study: Open to all fields of study
Link: http://unsa.ba/s/index.php?lang=english
Contact person(s): adnan.rahimic@unsa.ba

Host Country: **BOSNIA and HERZEGOVINA**

Host HEI: **University of Tuzla**

Areas of Study: **Open to all fields of study**

Link: <http://www.untz.ba/index.php?page=home>

Contact person(s): snjezana.maric@untz.ba

Host Country: **RUSSIA**

Host HEI: **National Research University Higher School of Economics**

Areas of Study: **Open to all fields of study**

Link: <http://www.hse.ru/en/>

Contact person(s): mbatalina@hse.ru; lashurova@hse.ru

Host HEI: **Tomsk Polytechnic University**

Areas of Study: **Open to all fields of study**

Link: <http://tpu.ru/en/>

Contact person(s): nyv@tpu.ru; cev@tpu.ru

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.

2.5 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 they are not sent, by email, to international@unl.pt within 15 days after submission, the application will be considered invalid.** 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 exchange information about **language requirements, your eligibility for the academic offer, mobility dates and the proposal for the Learning Agreement**;

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**.

2.6 Online Submission

DEADLINE: Check the information on the website

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.**

PHASE 3. By pressing the “Submit” button, the application is closed and sent to the Coordination Office. **Within 15 days after submission of your application you must send, by email, to the UNL Team (international@unl.pt) the mandatory and necessary documents** (please, see page 8 of the applicant's guide).



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 sent or not readable, your application will be considered invalid and will not be evaluated.

2.7 Documents to Be Submitted for the Application

You must send via email the required documentation, depending on your mobility type, to the UNL Team (international@unl.pt), within 15 days upon submission of the application. 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 ⁷	<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>

⁷ Apart from a copy of the original document, a **translation into English** must be provided (if the original document is not in that language).

2.8 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 and submit the online application form, and send all necessary documents.
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 **01/03/2017**. Academic and administrative staff mobilities can take place any time until **July 2017**.
9. **Latest End date:** the latest end date to all mobilities must be until **31/07/2017**.

3 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**.

4 APPENDIX

Checklist of Documents to send 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 send 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 send 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)** (.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 send 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 send a statement confirming that she/he masters the language. If this statement or certificate is not send, 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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