



# ICM NOVA 2020-2023

## International Credit Mobility

Guidelines for Applicants



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# 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 2020-2023 will support the following mobility activities:

### Faculty of Social Sciences and Humanities (NOVA FCSH):

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
Albania	NOVA FCSH	European University of Tirana	-	-	-	STA 2*7 days
		University of Tirana				
		University Marin Barleti				
Algeria	NOVA FCSH	Badji Mokhtar University	-	STA 2*7 days	SMS 2*4 months	STA 2*7 days
		University of Science and Technology Houari Boumediene		STT 2*7 days		STT 1*7 days
Armenia	NOVA FCSH	Yerevan State University	-	STT 1*7 days	SMS 1*4 months	STT 1*7 days
		University of Bihac				-

<b>Bosnia &amp; Herzegovina</b>	NOVA FCSH	University Džemal Bijedić of Mostar	<b>SMS 7*4 months</b>	<b>STA 1*7 days</b>	<b>SMS 1*4 months</b>	
		University of Sarajevo		<b>STT 3*7 days</b>		
		University of Tuzla				
<b>Georgia</b>	NOVA FCSH	ILIA STATE UNIVERSITY	-	-	-	<b>STT 3*7 days</b>
<b>Japan*</b>	NOVA FCSH	Tokyo University of Foreign Studies	-	<b>STT 1*7 days</b>	-	-
<b>Kenya</b>	NOVA FCSH	Aga Khan University	-	<b>STA 1*7 days</b>	-	<b>STA 1*7 days</b>
<b>Morocco</b>	NOVA FCSH	Euro-Mediterranean University of Fes	<b>SMP 2* 4 months</b>	<b>STA 1*7 days</b>	-	<b>STA 4*7 days</b>
		Université Mohammed V de Rabat				
		Sidi Mohamed Ben Abdellah University				
<b>Palestine</b>	NOVA FCSH	Al-Quds University	-	<b>STA 3*7 days</b>	-	<b>STA 2*7 days</b>
		Birzeit University				
		Al-Aqsa University				
<b>Russia</b>	NOVA FCSH	Moscow State Institute of International Relations University	-	-	-	<b>STA 2*7 days</b>
		National Research University - Higher School of Economics				
		Northern Artic Federal University				

		Siberian Federal University				
		Tomsk Polytechnic University				
<b>South Africa</b>	NOVA FCSH	Rhodes University	<b>SMS 1*4 months</b>	<b>STT 2*7 days</b>	-	<b>STA 1*7 days</b> <b>STT 1*7 days</b>
<b>Tunisia</b>	NOVA FCSH	Université de la Manouba	<b>SMS 2*3 months</b>	<b>STA 2*7 days</b>	-	<b>STA 1*7 days</b>
		University of Tunis El Manar		<b>STT 4*7 days</b>		<b>STT 4*7 days</b>

**Nova School of Business and Economics (Nova SBE):**

<b>Country</b>	<b>NOVA Schools</b>	<b>Partner Higher Education Institution</b>	<b>Incoming Mobility</b>		<b>Outgoing Mobility</b>	
			<b>SMS</b>	<b>Staff</b>	<b>SMS</b>	<b>Staff</b>
<b>Japan*</b>	Nova SBE	Nagoya University of Commerce & Business	-	<b>STT 1*7 days</b>	-	-
<b>Macao</b>	Nova SBE	University of Macao	-	<b>STT 1*7 days</b>	-	<b>STT 2*7 days</b>
<b>Russia</b>	Nova SBE	Saint Petersburg State University - GSOM	-	-	<b>SMS 1*4 months</b>	<b>STA 1*7 days</b>
<b>USA*</b>	Nova SBE	Columbia University	-	-	-	<b>STT 4*7 days</b>
		Texas McCombs				

		Kenan-Flagler Business School				
		Duke University's Fuqua School of Business				
		Dyson Cornell SC Johnson College of Business				

**Nova School of Law (NOVA FD):**

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
<b>Albania</b>	NOVA FD	University of Tirana	-	-	-	<b>STA 1*7 days</b> <b>STT 1*7 days</b>
<b>Cape Verde</b>	NOVA FD	Instituto Superior de Ciências Políticas e Sociais	-	<b>STA 2*7 days</b> <b>STT 2*7 days</b>	-	<b>STA 2*7 days</b>
<b>Macao</b>	NOVA FD	University of Macao	-	<b>STA 1*7 days</b>	-	<b>STT 3*7 days</b>
<b>Montenegro</b>	NOVA FD	University of Montenegro	-	-	-	<b>STA 2*7 days</b>
<b>Mozambique*</b>	NOVA FD	Universidade de Zambeze	-	<b>STA 1*7 days</b> <b>STT 1*7 days</b>	-	-
<b>São Tomé e Príncipe</b>	NOVA FD	Universidade de São Tomé e Príncipe	-	<b>STT 1*7 days</b>	-	<b>STA 3*7 days</b>

							<b>STT 1*7 days</b>
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**Institute of Hygiene and Tropical Medicine (IHMT NOVA):**

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
<b>Brazil</b>	IHMT NOVA	Fundação Medicina Tropical do Amazonas	-	<b>STT 1*7 days</b>	-	-
<b>Cape Verde</b>	IHMT NOVA	Universidade de Cabo Verde	-	<b>STA 2*7 days  STT 1*7 days</b>	-	<b>STA 1*7 days  STT 2*7 days</b>

**Nova Information Management School (NOVA IMS):**

Country	NOVA Schools	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
			SMS	Staff	SMS	Staff
<b>Albania</b>	NOVA IMS	European University of Tirana	-	-	-	<b>STA 2*7 days</b>
		University of Tirana				
<b>Bosnia &amp; Herzegovina</b>	NOVA IMS	University of Bihac	<b>SMS 4*4 months</b>	<b>STA 4*7 days</b>	<b>SMS 2*4 months</b>	<b>STA 2*7 days</b>
		University Džemal Bijedić of Mostar		<b>STT 4*7 days</b>		<b>STT 1*7 days</b>
		University of Sarajevo				

		University of Tuzla				
<b>Japan*</b>	NOVA IMS	Yamaguchi University	-	<b>STT 1*7 days</b>	-	-
<b>Kosovo</b>	NOVA IMS	UBT	-	<b>STA 2*7 days</b>	-	<b>STA 1*7 days</b>
		University 'Kadri Zeka' in Gjilan		<b>STT 2*7 days</b>		<b>STT 1*7 days</b>
<b>Mozambique*</b>	NOVA IMS	Universidade Catolica de Mocambique	-	<b>STA 1*7 days</b>  <b>STT 1*7 days</b>	-	-
<b>Russia</b>	NOVA IMS	Dostoevsky Omsk State University	-	<b>STA 1*7 days</b>	<b>SMS 1* 4 months</b>	<b>STA 1*7 days</b>
		St. Petersburg University				
		Tomsk Polytechnic University				

**National School of Public Health (ENSP NOVA):**

<b>Country</b>	<b>NOVA Schools</b>	<b>Partner Higher Education</b>	<b>Incoming Mobility</b>		<b>Outgoing Mobility</b>	
			<b>SMS</b>	<b>Staff</b>	<b>SMS</b>	<b>Staff</b>
<b>Kenya</b>	ENSP NOVA	Aga Khan University	-	<b>STA 1*7 days</b>	-	<b>STA 1*7 days</b>
<b>Pakistan</b>	ENSP NOVA	Aga Khan University	<b>SMP 4*4 months</b>	-	<b>SMP 1*4 months</b>	<b>STA 2*7 days</b>



## 2 General Conditions for Applying

### 2.1 Eligible Partner Countries HEI(s)

The list of Higher Education Institution(s) (HEI) eligible for ICM with Universidade Nova de Lisboa (NOVA) can be consulted here: <https://www.up.pt/icmunl2020/institutions>



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) 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, administrative and academic staff mobilities);

- ✓ If you have special needs<sup>1</sup> 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

Mobility periods: 3 to 5 months			
	Origin	Host Country	Monthly allowance
<b>STUDENTS mobility (Studies - SMS)</b>	Eligible Partner Countries	Portugal (Programme Country – Group 2)	850 EUR / month
	Portugal (Programme Country – Group 2)	Eligible Partner Countries	700 EUR / month
<b>STAFF mobility (Academic Staff- STA)</b>	Mobility period: 5 working days, plus 2 days for travel. The per diem amount for Staff:		
<b>STAFF mobility (Administrative Staff - STT)</b>	<ul style="list-style-type: none"> <li>- From the partner countries to the programme countries: 160 EUR</li> <li>- From the programme countries to the partner countries: 180 EUR</li> </ul>		

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



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 or SMP; 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://www.up.pt/icmunl2020/> and you are ready to filling your application form.

Código de campo alterado

## 3.2 Online Submission

**DEADLINE: 31st of October 2021**

To correctly fill in the **Application Form**, please, check at the website <https://www.up.pt/icmunl2020/> in the section "download" the Tutorial "How to fill in 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 registered 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 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%	<b>0: nule</b> – insufficient documentation/justification of the data <b>1: Fail</b> – academic/professional performance is insufficient to a large extent <b>2: Elementary</b> – academic/professional performance is insufficient to some extent <b>3: Mediocre</b> – considerable further work required to meet the minimum criteria <b>4: Satisfactory</b> – academic/professional performance meets the minimum criteria <b>5: Good</b> - generally sound work with a number of notable shortcomings <b>6: Very good</b> – above the average standard but with some shortcomings <b>7: Excellent</b> – outstanding academic/professional performance
2. Project proposal and Motivation letter	0-5	30%	<b>0: nule</b> – insufficient documentation/justification of the data <b>1: Fail</b> – academic performance is insufficient to a large extent <b>2: Mediocre</b> – considerable further work required to meet the minimum criteria <b>3: Satisfactory</b> – academic performance meets the minimum criteria <b>4: Good</b> – generally sound work with a number of notable shortcomings <b>5: Excellent</b> – outstanding academic/professional performance
3. Language skills	0-2	10%	<b>0: nule</b> – insufficient documentation/justification of the data <b>1: Satisfactory</b> – satisfactory language skills/social and multicultural competences/technical and computer skills <b>2: Very good</b> – 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 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 **September 2021**. Academic and administrative staff mobilities can take place any time until **July 2023**
2. **Latest End date:** the latest end date to all mobilities must be until **31/07/2023**

## 4 Information and Support

All the information related with the project's implementation can be consulted on the **official website**:  
<https://www.up.pt/icmunl2020>

### **Address and contact of the Coordination Office:**

*International Mobility Unit (UGMI)*

*Universidade Nova de Lisboa*

*Reitoria da Universidade Nova de Lisboa*

*Campus de Campolide,*

*1099-085 Lisboa*

*Portugal*

**Email:** [erasmus@unl.pt](mailto: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**.



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