



ICM NOVA 2024-2027

International Credit Mobility

Erasmus+
Enriching lives, opening minds.



ICM NOVA 24



Guidelines for Applicants

Index

1	ERASMUS+ - Key Action 1 for Higher Education International Credit Mobility (ICM)	2
1.1	What is the ICM from Partner Countries to NOVA?	2
2	General Conditions for Applying	5
2.1	Eligible Partner Countries HEI(s) and Contacts	5
2.2	Eligibility Criteria	8
2.3	Grant Support for the Mobility	9
3	Application Procedures.....	10
3.1	Preparing the Application.....	11
3.2	Online Submission	12
3.3	Evaluation and Selection of Applications	12
4	Information and Support.....	14

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

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 2024-2027** will support the following mobility activities:

Country	Partner Higher Education Institution	Incoming Mobility		Outgoing Mobility	
		SMS	Staff	SMS	Staff
Angola	Universidade Agostinho Neto	2 (4 months each)	STA or STT 2 (7 days each)	1 (3 months; only PhD)	STA or STT 2 (7 days each)
Armenia	Yerevan State University	0	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
Cape Verde	Universidade de Cabo Verde	1 (4 months)	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
Cape Verde	Instituto Superior de Ciências Políticas e Sociais	0	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
Egypt	American University in Cairo	2 (4 months each)	0	0	0
Egypt	The Knowledge Hub Universities	0	STT 4 (7 days each)	0	STT 4 (7 days each)

Ethiopia	Addis Abeba University	1 (4 months)	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
Georgia	Caucasus University	0	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
Georgia	Ilia State University	0	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
India*	Jadavpur University or Jawaharlal Nehru University	0	STA or STT 1 (7 days)	0	0
Israel	Tel Aviv University	1 (4 months)	STA or STT 2 (7 days each)	0	0
Japan	Tokyo University of Foreign Studies	0	STA or STT 1 (7 days)	0	0
Jordan	Jordan University of Science and Technology or Yarmouk University	0	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
Kenya	Aga Khan University	1 (4 months)	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
Lebanon	Saint Joseph University of Beirut	0	STA or STT 2 (7 days each)	0	0
Macao*	Universidade de Macao or City University of Macao	0	STA or STT 1 (7 days)	0	0
Morocco	Mohammed V University in Rabat	0	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)

Morocco	Mohammed VI Polytechnic University	0	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)
Morocco	International University of Rabat	0	STA or STT 2 (7 days each)	0	STA or STT 2 (7 days each)
Mozambique	Universidade Lúrio	2 (4 months each)	STA or STT 2 (7 days each)	0	STA or STT 1 (7 days)
Palestine	Al-Aquds University	0	STA or STT 2 (7 days each)	0	0
São Tomé and Príncipe	Universidade de São Tomé e Príncipe	2 (4 months each)	STA or STT 2 (7 days each)	0	STA or STT 2 (7 days each)
South Africa	Stellenbosch University	1 (4 months))	STA or STT 2 (7 days each)	0	STA or STT 2 (7 days each)
South Korea	Kyungpook National University	0	STA or STT 1 (7 days)	0	0
Tanzania	University of Dar Es Salaam	2 (4 months each)	STA or STT 2 (7 days each)	0	STA or STT 1 (7 days)
Thailand	Thammasat University	0	STA or STT 1 (7 days)	0	0
Tunisia	Université de la Manouba	0	STA or STT 1 (7 days)	0	STA or STT 1 (7 days)

Tunisia	University of Sfax	0	STA or STT 1 (7 days)	0	0
Vietnam	Hanoi University	0	STA or STT 1* 7 days	0	0

* - In these cases, as there is only one scholarship available, it will be given to candidate with the highest application mark.

General Conditions for Applying

Eligible Partner Countries HEI(s) & contacts

The list of Higher Education Institution(s) (HEI) eligible for ICM with Universidade Nova de Lisboa (NOVA) can be consulted here:

Country	Partner Institution	Contact Person	E-mail
ANGOLA	Universidade Agostinho Neto	Any Sesoko Sabino Nascimento	any.sesoko@uan.ao sabino.nascimento@uan.ao
ARMENIA	Yerevan University	Naira V. Mnatsakanyan	mnatsakanyan@ysu.am
CAPE VERDE	Instituto Superior de Ciências Políticas e Sociais	Alassana Valdez	sanavaldez@hotmail.com
CAPE VERDE	Universidade de Cabo Verde	IRO	movilidade@unicv.cv
EGYPT	American University in Cairo	Heba Moussa	heba.moussa@aucegypt.edu
EGYPT	The Knowledge Hub Universities	Mariam Draz	mariam.draz@elsewedyedu.com

ETHIOPIA	Addis Abeba University	Ferial Zoheb	ferial.z@ipss-addis.org
GEORGIA	Caucasus University	Ani Tavartkiladze	atavartkiladze@cu.edu.ge
GEORGIA	Ilia State University	Maka Lortkipanidze	maka_lortkipanidze@iliauni.edu.ge
INDIA	Jadavpur University	Arpita Ghose	arpita.ghose@jadavpuruniversity.in
INDIA	Jawaharlal Nehru University	Nirupa Arya	ico1@mail.jnu.ac.in
JAPAN	Tokyo University of Foreign Studies	IRO	intl-service@tufs.ac.jp
JORDAN	Jordan University of Science and Technology	IRO	IRO@just.edu.jo
JORDAN	Yarmouk University	IRO	international@yu.edu.jo
KENYA	Aga-Khan University	Fareena Feroze	fareena.feroze@aku.edu
MACAO	City University of Macao	Daryl Yang	darylyang@cityu.edu.mo
MACAO	Universidade de Macao	Patrick Lou	patricklou@um.edu.mo
MOROCCO	International University of Rabat	Meryem El Alaoui	meryem.elalaoui@uir.ac.ma
MOROCCO	Mohammed V of Rabat	Rafia Naciri	r.naciri@um5r.ac.ma
MOROCCO	Mohammed VI	Mohamed Amine CHABANE	Amine.CHABANE@um6p.ma
MOZAMBIQUE	Universidade Lúrio	Nilza Soares	nsoares@unilurio.ac.mz
SÃO TOMÉ & PRÍNCIPE	Universidade de São Tomé e Príncipe	Nazaré Ceita	ceitanazare@yahoo.com.br
SOUTH AFRICA	Stellenbosch University	Robert Kotze	rk@sun.ac.za

SOUTH KOREA	Kyungpook National University	Jin Sam Kin	jsk89@knu.ac.kr
TANZANIA	Dar Es Salaam University	David Muya	muyadavid87@gmail.com
THAILAND	Thammasat University	Issara Somdunsatien	issara.s@oia.tu.ac.th
TUNISIA	University La Manouba		beya.abidi@flah.uma.tn
TUNISIA	University of Sfax	FatmaGhorbel Ghorbel	icm@usf.tn
VIETNAM	Hanoi University	Thao Dang Thi Phuong	thaodtp@hanu.edu.vn



The main contacts at NOVA's Faculties are the following:

NOVA's Faculty	Contact	E-mail
NOVA Faculty of Science and Technology (FCT NOVA)	International Office	Incoming: div.mie.incoming@fct.unl.pt Outgoing: div.mie.outgoing@fct.unl.pt
Faculty of Social Sciences and Humanities (NOVA FCSH)	Ms. Graça Leite Santos	welcome@fcs.unl.pt or icm@fcs.unl.pt
Nova School of Law (NOVA FD)	International Office	mobility@novalaw.unl.pt
Nova Information Management School (NOVA IMS):	Mr. Hugo Gaspar Caldeira	erasmus@novaims.unl.pt
National School for Public Health (NOVA ENSP):	International Office	international@ensp.unl.pt
Nova Medical School (NMS)	International Office	mobility@nms.unl.pt Incoming: mobilidade-in@nms.unl.pt Outgoing: mobilidade-out@nms.unl.pt
Nova Institute of Hygiene and Tropical Medicine (NOVA IHMT)	Ms. Celeste Figueiredo	cooperacao@ihmt.unl.pt

António Xavier Institute of Chemical and Biological Technology (ITQB NOVA)	Ms. Cristina Barroso	itqb.erasmus@itqb.unl.pt
Rectorate	Ms. Carlotta Pisano	erasmus.icm@unl.pt

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. 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.

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**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.

Grant Support for the Mobility

Mobility periods: 4 months			
STUDENTS mobility (Studies - SMS)	Origin	Host Country	Monthly allowance
	Eligible Partner Countries	Portugal (Programme Country – Group 2)	850 EUR/ month
	Portugal	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)	<ul style="list-style-type: none"> - From the partner countries to the programme countries: 170 EUR - From the programme countries to the partner countries: 190 EUR 		



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

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

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.

Travel Support

Besides the individual support, you will also get a travel grant, depending on the distance between the sending institution and the receiving institution. You can confirm this distance through the European Commission's Erasmus platform: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.

The grant will be allocated as follows:

Travel distance	In case of non-green travel	In case of green travel
Between 10 and 99 km	€ 28 per participant	€ 56 per participant
Between 100 and 499 km	€ 211 per participant	€ 285 per participant
Between 500 and 1999 km	€ 309 per participant	€ 417 per participant
Between 2000 and 2999 km	€ 395 per participant	€ 535 per participant
Between 3000 and 3999 km	€ 580 per participant	€ 785 per participant
Between 4000 and 7999 km	€ 1188 per participant	€ 1188 per participant
8000 km or more	€ 1735 per participant	€ 1735 per participant



Please note: The travel distance for one direction is used to calculate the EU travel grant amount for the round trip. **Also**, Sustainable means of transport (**Green travel**) is defined as the travel that uses low-emissions means of transport for the **main** part of the travel, such as bike, bus, train, or car-pooling.

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.

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.

Some documents are mandatory. If not uploaded in the last section of the 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 **your motivation 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 taking 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, you are ready to fill your application form: <https://www.up.pt/icmuni2024/apply>

Online Submission

DEADLINE: 22nd of November 2024



Applicants must avoid the last-minute applications so as to guarantee there will be no problems with 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 the 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.

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 people in the home and host institutions who have an access code. This is also the case with 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:
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 considering cross-cutting requirements such as a balanced scholarship distribution among the partner universities, gender-balance and real participation of disadvantaged people.

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%	

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 2025**. Academic and administrative staff mobilities can take place any time until **February 2026**
2. **Latest End date:** the latest end date to all mobilities must be until **28/02/2026**

Information and Support

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.icm@unl.pt

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



Publisher:
Universidade Nova de Lisboa

International Mobility Unit
Universidade Nova de Lisboa
Reitoria da Universidade Nova de Lisboa
Campus de Campolide,
1099-085 Lisboa
Portugal
Email: erasmus.icm@unl.pt