mobile 24

Guidelines for Applicants

2024-2027

Erasmus+

U.PORTO

Contents

1   The Erasmus + Programme

The Erasmus+ programme aims to boost skills and employability and modernise Education, Training, and Youth work. The seven-year programme will have a budget of €14.7 billion; a 40% increase compared to current spending levels, reflecting the EU's commitment to investing in these areas.

Erasmus+ provides opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad.

Erasmus+ supports transnational partnerships among Education, Training, and Youth institutions and organisations to foster cooperation and bridge the worlds of Education and work in order to tackle the skills gaps we are facing in Europe.

It also supports national efforts to modernise Education, Training, and Youth systems. In the field of Sport, there will be support for grassroots projects and cross-border challenges such as combating match-fixing, doping, violence and racism.

Erasmus+ brings together seven existing EU programmes in the fields of Education, Training, and Youth; it will, for the first time, provide support for Sport. As an integrated programme, Erasmus+ offers more opportunities for cooperation across the Education, Training, Youth, and Sports sectors and is easier to access than its predecessors, with simplified funding rules.

2   The MOBILE 24 Partnership

Coordinated by the University of Porto, Portugal, the **MOBILE 24**, approved in 2024 and financially supported by the European Commission through the Erasmus+ Programme, aims at fostering mutual enrichment and a better understanding between Portugal and partner countries through the encouragement of student, researcher, academic and administrative staff mobility and the transfer of know-how and best practices.

Within the 3 years of duration of the project, 94 scholarships will be granted to students and staff from U.Porto and the different partner institutions, after the signature of an Inter-Institutional Agreement between the University of Porto and each one of the 38 partner institutions from the 17 countries abovementioned.

The implementation of the project will be ensured through this website and the online platform that the U.Porto has been developing in the last years for the management of its projects.

* Algeria, Canada, Cape Verde, China, Egypt, Japan, Jordan, India, Macao, Morocco, Mozambique, Senegal, São Tomé e Príncipe, South Korea, Thailand, United States and Vietnam.

3 General Information on the Project

3.1 Partnership
Coordinating Institution

	Name	Country
UPORTO	Universidade do Porto	Portugal

Partner Institutions

Name	Country
Université 8 mai 1945 Guelma	Algeria
Université Abdelhamid Ibn Badis de Mostaganem	Algeria
Université Abderrahmane Mira Bejaia	Algeria
Concordia University of Edmonton	Canada
University of Toronto	Canada
Universidade de Cabo Verde	Cape Verde
Universidade do Mindelo	Cape Verde
Beihang University	China
Cairo University	Egypt
Helwan University	Egypt
Université Senghor à Alexandrie	Egypt
Indian Institute of Technology Delhi	India
Indian School of Mines, Dhanbad	India
Universidade de Goa	India
Tokyo University of Foreign Studies	Japan
Nagasaki University	Japan
Princess Sumaya University for Technology	Jordan
University of Petra	Jordan
Universidade de Macau	Macao
Cadi Ayyad University	Morocco
Moulay Ismail University	Morocco
Université Mohammed-V de Rabat	Morocco
Universidade Eduardo Mondlane	Mozambique
Universidade Licungo	Mozambique
Universidade Pedagógica de Maputo	Mozambique
Universidade Rovuma	Mozambique
Universidade de São Tomé e Príncipe	São Tomé e Principe
Université Cheikh Anta Diop de Dakar	Senegal
Incheon National University	South Korea
Solbridge International School of Business	South Korea
Khon Kaen University	Thailand
Burapha University	Thailand
Cornell University	United States
University of Maryland, Baltimore County	United States
University of California Santa Barbara	United States
Hanoi University	Viet Nam
Hanoi University of Science and Technology	Viet Nam
Hue University	Viet Nam

GENERAL ELIGIBILITY CRITERIA

In order to be eligible for an Erasmus + scholarship under this project, **you must be a student/staff from the institution which are a part of the project's Consortium.**

The MOBILE 24 project offers grants for exchange mobility. As such, all the students must be registered in a HEI and enrolled in studies leading to a recognised degree or another recognized tertiary-level qualification.

For **Undergraduate studies**:
- must be enrolled at least in the second year of higher education studies in order to be eligible to undertake an exchange period abroad.

For **Master studies**:
- must be enrolled in a master's program at the time of application and during the whole period of studies as an Erasmus + grant holder.

For **Doctorate studies**:
- must be enrolled in a PhD program at the time of application and during the whole period of studies as an Erasmus + grant holder and already have a research plan.

For **researchers, academic and administrative staff**:
- must work at a partner institution of the project to be eligible to apply for a grant.

All applicants need to present a letter of support that proves their enrolment or contract with one of the partner institutions of the MOBILE 24 project in order to be considered eligible.

Erasmus+ enables students to study or train abroad more than once as Erasmus+ students as long as the minimum duration for each activity and a total maximum of 12 months per study cycle is respected.

> **After selection, the candidates approved to the MOBILE24 scholarship should also fulfill the admission criteria of each host institution.**

3.2 TYPES AND DURATION OF SCHOLARSHIPS

In **Table A** you will find the **available scholarships** for this **first call for applications** (94 total) depending on the Country/Region where your home (incoming) or host (outgoing) institution is located:

Country	Students		Staff	
	INCOMING	OUTGOING	INCOMING	OUTGOING
	(to U.Porto)	(from U.Porto)	(to U.Porto)	(from U.Porto)
Algeria	4*		2	2
Egypt	4*		2	2
Jordan	4*		2	2
Morocco	4*		2	2
TOTAL Region 3:	16		8	8
South Korea		1	1	1
Japan	1	1	1	1
Macao			1	1
China				1
India	1		2	1
Thailand	1		1	1
Vietnam	1		2	1
TOTAL Region 5:	4	2	8	7
Cabo Verde	4		4	4
Mozambique	4		4	4
São Tomé e Principe	2		2	2
Senegal	1		1	2
TOTAL Region 9:	11		11	12
Canada		1	1	1
United States		1	1	2
TOTAL Region 12:		2	2	3

* 2 out of the 4 are available only for **students with Fewer Opportunities**
- Cornell University is only available in the field of Biology and Computer Sciences
- U.Porto students applying to TUFS (Japan) have to contact inbound@tufs.ac.jp before applying to M24
- The scholarships can be shifted only between countries within the same **region**

B

FINANCIAL SUPPORT

The MOBILE 24 project provides the following financial support to the grant holders:

- **Monthly allowance** (the amount per month will depend on the mobility's direction);
- **Round trip plane ticket** between the grant holder's home city and the host country;
- **Health, accident and travel insurance** valid during the entire mobility period

Monthly allowance:

The European Commission has defined the following amounts:

Students exchange

Origin	Monthly allowance
U.Porto's participants	700 EUR/month
Partner Institutions' participants	850 EUR/month

Staff exchange (Researchers, Academic and Administrative Staff)

Amount per diem
From U.Porto to the partner institutions: 190 EUR
From the partner institutions to U.Porto: 170 EUR

The MOBILE 24 project supports:

Region/Type of scholarship	Undergraduate, Master, PhD students	Researchers, Academic and Administrative Staff
Asia (IN)	90 days (3 months)	5 days (+ 2 travel days)
Asia (OUT)	90 days (3 months)	5 days (+ 2 travel days)
South-med and Sub-Saharan Africa (IN):	120 days (4 months)	5 days (+ 2 travel days)
South-med and Sub-Saharan Africa (OUT):	n/a	5 days (+ 2 travel days)
Canada and USA (IN):	n/a	5 days (+ 2 travel days)
Canada and USA (OUT):	150 days (5 months)	5 days (+ 2 travel days)

Fewer Opportunities*

Students

The Erasmus+ programme foresees a top-up grant of an additional **250 EUR per month** for students with fewer opportunities according to national criteria set by each National Agency.
In the current call, there are 8 scholarships (2 per partner country) for students from Region 3 (Algeria, Egypt, Jordan, Morocco) that will benefit from this top-up.

Staff

Staff who present any type of vulnerability according to the priorities* defined by the Erasmus + programme can have **priority in the selection****.

*list available for download on the Mobile 24 website and the Erasmus + Guide.
** For staff, there are no top-up grants; therefore, priority is considered in the selection in case of very similar scores among candidates.

> **Important!**
>
> » To be considered eligible for this top-up, please indicate your vulnerability in the Application form, under Section 1 Personal Details » **Fewer Opportunities.**

Round trip plane ticket

Travel distance	Amount
Between 100 and 499 km	211 EUR per participant
Between 500 and 1999 km	309 EUR per participant
Between 2000 and 2999 km	395 EUR per participant
Between 3000 and 3999 km	580 EUR per participant
Between 4000 and 7999 km	1188 EUR per participant
8000 km or more	1735 EUR per participant

The financial support allocated to the "travel distance" is the maximum allowed by the Erasmus+ Programme and is intended to contribute to the round trip back between the home and host institutions. If the assigned value is insufficient to pay for the desired trip, the grantee must find other sources of funding.
In 2024, the European Commission increased the funding for each travel band in response to inflation and generalised increases in flights.

Participants will be responsible for buying their own flight tickets. The University of Porto will transfer the amount corresponding to the travel distance (see table above) to the grantee's bank account (or pay in check to incoming staff) after the signature of the scholarship contract on arrival.
When purchasing the ticket, the working/studying dates established with U. Porto must be respected. The **arrival** must be at least **one day before** the start of the mobility period and the **return to the country of origin, one day after** the last working/studying day.
The flights are between the same city as the home institution (or the nearest airport) and Porto both for inbound and outbound flights and tickets should be uploaded in advance (at least one month before arrival) in the MOBILE 24 platform.

4 Application to the Project

4.1 Preparing the application

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

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

When applying to this project, 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 to apply to the selected activity;
- Be aware of the real cost of living at each partner institution and analyse 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 financial support for the first days, in case of selection.

2. Read attentively the **Guidelines for Applicants** and the **FAQs** section;

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

⚠️ Several documents are **mandatory.** If these documents are not uploaded in section 10 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.

4. Ensure that the **project proposal** is **objective and specific** concerning its methodology and viability, impact and benefit, as well as the capacity to attain 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 the application's evaluation;

5. **For outgoing participants**: Make sure that the **motivation** presented in the application concerning the mobility's benefits and expected outcomes is **clear** and reflects **each one** of the options selected (maximum of 3 host Universities);

6. Once all the information is gathered and compiled in a teaching/training project, the applicant should create a login and password to be granted access to the **Application Form** available on the project's website (https://mobile24.up.pt/).

4.2 ONLINE SUBMISSION

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

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

2. As a way to access the form, the applicants should create a new login in the **"Apply"** section, selecting the **type of scholarship** they want to apply to (ex: undergraduate exchange).

3. The form will open with a set of questions regarding:
   - general eligibility criteria;

   ⚠ **Only online applications are considered eligible.**

4. The applicants must answer truthfully to all questions so as to ensure the fulfilment of all general eligibility criteria. If one eligibility criteria is not fulfilled, the system will immediately inform the applicant through the following message: "Please verify the eligibility criteria."

5. The applicants should then fill in the online Application Form available on the project's website. The system will save a draft of the application every time the "**Save**" button is pressed, allowing it to be revised, edited and completed.

6. The applicants should carefully prepare and revise the application before pressing the "**Submit**" button.
   ⚠ **After selecting the "Submit" button, it is impossible to make any additional changes to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new register and fill in another application form.**

The Application Form can be filled in only in English, and all the documents must be written in English and submitted online.

The **deadline for the submission of the online applications for the Call** is indicated on the webpage of the project (https://mobile24.up.pt/) and refers to Central European Time (CET). The Coordination Office will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid the last minute applications to guarantee there will be no problems in submitting the application form. It is reminded to all candidates that **applications sent by mail, fax or e-mail will not be accepted**.

By pressing the "Submit" button, the application is closed and sent to the Coordination Office, which gives it a code. A digital certificate containing the submission date and hour 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.

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 who 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 should only have **one valid application** at the beginning of the selection procedure. Being so, if the same applicant submits several online forms, the informatics system will automatically consider the last one as the only valid and will disregard the other applications.

4.3 DOCUMENTS TO BE SUBMITTED BY THE APPLICANTS

The applicants should submit in section 10, together with the online application, a digital copy of several documents. In case a document is considered mandatory by the host institution, it must also be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal.

- **Photo** (mandatory for all applicants)

- **Video** (optional)

- **Formal Identity Document** - 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 a document, it is mandatory to upload a copy of your passport (mandatory for all applicants)

- **Passport** (optional when a formal identity document has been uploaded)

- **Certificate proving the obtained degree** – Must be issued by a university, dated, signed and stamped. Otherwise, it will not be considered valid, and the application will be immediately excluded. If achieving more than one academic degree, the uploaded file must contain the scan of all documents (mandatory for Master's and Doctorate applications).

- **Transcript of Records** - must be issued by the home university, stating in detail all courses taken and grades obtained. This document must be dated, signed and stamped by the institution or have an official digital certification; otherwise, it will not be considered valid, and the application will be immediately excluded. (Mandatory for Undergraduate, Master, Doctorate)

- **Statement of support from the University of origin** - This document must be issued by a professor or by the respective academic department of the applicant. It must be dated, signed and stamped by the home institution; otherwise, it will not be considered valid, and the application will be immediately excluded. (Mandatory for all applicants)

- **Statement issued by the home institution regarding the applicant's enrollment in the degree course** (Mandatory for Undergraduate, Master, Doctorate)

- **Certificate of language skills** – In cases when institutions do not require it, it is optional.

- **Pre-acceptance from host -** Only applicable to Portuguese/European candidates. A PDF version of e-mails exchanged with the host institution will also be accepted. Pre-acceptance letter from the host institution. After selection, the candidates approved for the MOBILE 24 scholarship should also fulfil the admission criteria of each host institution. **(optional)**

- **Proposed Study Plan -** (Mandatory for Undergraduate, Master, Doctorate)

- **Declaration of Fewer Opportunities -** Document that supports your eligibility for a fewer opportunities top-up. This document proves your vulnerable condition framed in the list of **fewer opportunities** considered by the European Commission*. (template available in the platform)
  This document must be dated, signed and stamped by the issuing entity. Please note that submitting this document is mandatory for applicants marked as "Fewer Opportunities" in the Application Form. In case you fail to do so, MOBILE 24 will not consider you a candidate for the fewer opportunities top-up.
  *list available for download on the Mobile 24 website and in the Erasmus Guide.

- **Other documents relevant for the application**

All documents abovementioned must be attached to the Application Form. It is important to highlight the fact that **incomplete applications or blank or unreadable documents will not be considered eligible and will immediately be disregarded.**

In case you want to attach more than one document in the same field (ex, support letter of the home institution), the attached file should include the scanning of all documents, up to a **maximum of 5MB**. Due to limitations in the web server that hosts this website, the uploaded documents must have a maximum size of 5 MB.

How to upload a document?
You should follow the following steps for each of the required documents

Click on "Browse" and select the document

Click in "Upload"

After uploading all the documents, you just need to click on "Back to the menu", and the section will become green (✔). GUI-PDF-TK and PDFSAM are useful free software for handling PDF documents. You can download it from the application form.

You must start by putting all PDF documents you want to merge into a folder. Then, you should use the "Join" command to merge them all into a new single PDF document. Afterwards, you can upload the new document to the correspondent section.

4.4 EVALUATION AND SELECTION OF APPLICATIONS

All submitted applications 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 authorised persons in the home and host institutions who have an access code.

1st Step: VALIDATION PROCESS

Your home institution will validate your application. The home institution will analyse the eligibility of the application considering the criteria defined by the consortium and its internal regulations and will verify if all the mandatory documents were duly uploaded.

2nd Step: EVALUATION PROCESS

Your application will be evaluated by the host Faculty/Department/Course you choose in your application form. Your application will be evaluated by a group of experts and the selection will be made considering the final evaluation awarded by them. The entire evaluation process is done online through a specific tool created by the U.Porto.

The evaluation of the application in qualitative terms is based in very specific criteria, such as:
• Very good/excellent academic results in the field of study/research;
• Applicant's academic potential;
• Exchange proposal impact at individual, institutional and regional levels;
• Level of language proficiency in order to successfully complete the proposed exchange;
• Motivation;
• Recommendations;
• Work/research experience and professional qualification;
• Cross-cutting related issues (gender balance, equal opportunities, being part of a vulnerable group).
• Submitted proposal in the fields of study considered as a priority by the MOBILE 24 countries/partners;

These criteria ensure the transparency of the selection process and equal treatment for all.

3rd Step: SELECTION PROCESS

The selection process is constituted by the following stages:

1. Validation of applications by the applicant's home institution. This validation implies:
• Careful analysis of all the information given by the applicant in the application form;
• Check that the applicant fulfils the general eligibility requirements defined by the Erasmus + Programme;
• Verification that the applicant fulfils the internally established requirements by the home institution for the exchange;
• Verification of the host institution's required documents and their veracity and accuracy;
• Verification that the applicant has not submitted several applications (**in this case, only the last one will be considered**);
• Support of the home institution regarding the exchange proposal;

In this validation process, if the application does not fulfil any of the general or specific home/host institution requirements, it will immediately be invalidated by the home institution. It will not proceed to the evaluation stage conducted/performed by the host institution.

If the information provided and documents uploaded are true and all the requirements are fulfilled, the home institution will validate the application.

2. Evaluation, analysis and acceptance by the host Faculty/Department/Programme of the validated applications. This process implies:

• Careful analysis of all the information given by the applicant in the application form;

• Confirmation that the applicant fulfils the general eligibility requirements defined by the Erasmus + Programme;

• Verification that the applicant fulfils the internally established requirements by the home institution for the exchange;

• Verification of the host institution's required documents;

• Verification that the applicant has not submitted several applications;

• Support of the host institution regarding the exchange proposal.

4th Step: COMMUNICATION OF RESULTS

After the final selection of the applicants, **all applicants will be informed by e-mail of the application's result** and these will be published on the project's website.

The e-mail to be sent to all applicants is an automatic email generated by the website, in which the main body is a common text and in which some fields are automatically filled in with information from our database. In the case of non-selected applicants, the e-mail will include information on the most common reasons for the non-selection of applications since it would not be possible to send an individual e-mail to each applicant. More detailed information may be obtained by submitting an appeal (see below).

Please note that if a selected applicant is identified as not eligible, (s)he will have to reimburse entirely the costs incurred by the partnership with the exchange until that moment (grant, travel, etc).

5th Step: PROCEDURE FOR APPEALS

All applicants who disagree with the selection results will be granted the possibility to submit an appeal to the coordinating institution. Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants, together with the selection results.

5 Implementation of Mobility

5.1 Obligations of the coordination and the grantees' home and host institutions

TRAVEL – **Participants will be responsible for buying their own flight tickets**. The University of Porto will transfer the amount corresponding to the travel distance to the grantee's bank account (or pay incoming staff in cheque) after the signature of the scholarship contract on arrival to the host institution (applicable to Incoming participants).

When purchasing the tickets, the dates of mobility established with U.Porto must be respected. The **arrival** must be at least **one day before** the working/studying period starts, and the return to the country of origin must be **one day after** the last day of the working/studying period.

The flights are between the same city as the home institution (or the nearest airport) and Porto, both for inbound and outbound flights, and tickets should be sent in advance to the MOBILE 24 Management Team.

GRANTS – A scholarship contract that defines all the conditions, benefits and responsibilities related to the project implementation, as well as the schedule of payments covered by the scholarships, will be signed by the host institution and the grantee. Only after this document is signed it will be possible to transfer the instalments.

RECOGNITION – It is mandatory that, in the case of student exchange, all partner institutions consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution. **The home Higher Education Institution of the grantee must guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the host institution** through the signature of the Learning Agreement as long as the student has obtained a passing grade. Students must ensure that the study/research plan is discussed with the responsible professor before their departure to the host institution and that all the necessary documents for the validation (recognition) process are provided in due time to the home institution.

5.2 Obligations of the grantee:

The Coordinating Institution has the right to **suspend** the payment of the scholarship if:
- the grantee withdraws from the project in case of *force majeure*;
- the grantee holder does not comply with the internal regulations of the host Institution;
- the grantee holder does not comply with the internal regulations set by the coordination;
- the grantee holder leaves the host institution;
- the grantee holder doesn't fulfil the requirements of his study/work program.

Signing both the **Statement of Scholarship Acceptance** and the **Scholarship Contract means** that:
- The grantee may not accept any other mobility grant awarded by the European Union during the period of the current MOBILE 24 grant.
- The grantee has the obligation to inform the Coordinating Institution about any change regarding the study/research/work period abroad, namely the learning agreement or work/research program and the duration of stay at the host Institution. Should this happen, a new Learning Agreement/Work Programme must be signed.
- It is mandatory to participate in all classes that the grantees are enrolled in. Any absence must be duly justified to the professor responsible for the classes and C/c to the MOBILE 24 team through a suitable document (e.g. Medical statement).
- Grantees are compelled to report (by e-mail) to the coordinating institution any difficulties experienced during the exchange, such as Language barriers, Integration with classmates, Communication with Professors, Difficulty in getting study materials, Health insurance, Accommodation, etc.
- At the end of the exchange period, all grant holders will receive a Transcript of Records/Evaluation Report detailing the achieved results. All students must obtain a positive mark in all the subjects/activities contemplated in their study programme. In case this criterion is not fulfilled, the U.Porto will consult the European Commission and the Legal Department in order to identify the procedures to be followed that may result in the return of the scholarship.

The researchers and academic and administrative staff must comply with the programme. Failing to do so may result in the return of the scholarship.

Preferably all students must start their exchange period in the semester following their selection. However, in duly justified cases the date can be postponed for the next semester within the same academic year.

The academic and administrative staff exchanges can start at any moment upon the selection of applicants is published and whenever all the mandatory documents (work programme, visa if applicable, travel, and insurance) are duly taken care of. All exchanges must end at least 1 week before the project's ending date (31/07/2027)

6 Information and support

All the information related to the project's implementation can be consulted on the **official website**: https://mobile24.up.pt/

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

MOBILE 24 project
International Relations Office
University of Porto
Praça Gomes Teixeira
4099-002 Porto
Portugal

Phone number: +351 22 040 8281
E-mail: **international@reit.up.pt**

All partner institutions have nominated a contact person responsible for assisting and counselling potential applicants of their institutions. The official contacts of each institution can be accessed on the site in the **Contacts** section.

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

The MOBILE 24 is looking forward to receiving your application.
GOOD LUCK!