

Call for Applications – Erasmus+ Staff Mobility at University of Minho

Host institution: University of Minho (<https://www.uminho.pt/EN/Pages/default.aspx>)

Host country: Portugal

Funding type: Erasmus+

Mobilities available: At least 1 staff mobility among uMinho's 4 Canadian partners. Priority will be given to teaching staff; grants may be transferred to non-teaching staff if funding allows.

Specific eligibility requirements: There are no restrictions, other than the general criteria outlined below (under 'Eligibility Requirements').

Timeframe for mobility: Between October 2019 and June 2020

Deadline for applications: May 31, 2019

The purpose of this call is to promote one staff mobility opportunity among uMinho's 4 Canadian partner universities (including the University of Ottawa), which must take place prior to July 2020. Note that teaching mobilities have a minimum of 8 hours of teaching activities per week.

ELIGIBILITY REQUIREMENTS

To participate in this call for mobility, applicants must meet the following requirements:

- be **actively employed** at the University of Ottawa;
- have completed the probationary period;
- have at least a level B2 in English.

Priority will be given to individuals **who have not yet completed** an Erasmus+ staff mobility stay.

FUNDING

Selected participants will receive **financial assistance** to cover maintenance costs during the mobility period as well as financial assistance to cover travel costs, as specified below. The University of Minho shall pay the funds according to the terms agreed upon by the participant and University of Minho. The **maximum funding period** will be a maximum of **5 days** (plus 2 travel days).

1. Aid to cover **subsistence expenses**: This amount is set according to the country of destination and length of stay. The aid is divided by groups of countries, according to the approximate cost of living. For University of Minho, this equates to **160 EUR per day** for staff.
2. Aid to help cover **travel expenses**. The amount is calculated based on distance bands between the home and host universities. For a mobility between Ottawa and Braga (Portugal), this amounts to **820 EUR**.

Note: in most cases, selected participants must purchase their flight themselves and will only be reimbursed by the host institution at the beginning of the mobility.

HOW TO APPLY

Applications must include:

- Copy of **passport**
- **CV** in English, using the [Europass format](#)
- **Letter of motivation** (max 1 page) in English explaining the reasons for the application, specific competences, academic interests, professional experience, commitment to return to the country of origin and benefits that the mobility grant will bring to the candidate / home university / host university.
- **Proof of contractual relationship** (in English) with the University of Ottawa.
- **Preliminary work plan** in English signed by the parties involved. For this, you must contact and receive approval from a host department at uMinho. For the work plan template and the list of contacts at uMinho, please refer to [uMinho's Application Guide](#) (page 11).

For more information on application requirements, please consult [uMinho's Application Guide](#).

Applications must be submitted [online via the uMinho online portal](#). For help submitting the application form, follow [uMinho's Application Form Guidelines](#).

Deadline for applications: Interested staff members must submit their application online at the link provided above by **May 31, 2019**.

SELECTION PROCEDURE

The following are the steps involved in the selection procedure for outgoing staff mobilities to uMinho:

1. UMinho receives the application
2. uOttawa validates their employees' applications
3. Assessment by the home institution (uOttawa) and by the host university (uMinho)
4. Selection of candidates
5. Confirmation by host institution (uMinho)
6. Notification of the decision
7. Scholarship/Grant Agreement
8. Settling of the final mobility dates

The assessment at uOttawa will be based on the following criteria:

- a. Previous experience / research (CV): *20 points*
- b. Letter of motivation : *40 points*
- c. Preliminary work plan: *40 points*

For more information, please refer to [uMinho's Application Guide](#) or [uMinho's general International Credit Mobility webpage](#) (for general information as well as specific to incoming staff mobilities).