Guidelines for Applicants

2024-2027

Contents

1   The Erasmus + Programme

The Erasmus+ programme aims to boost skills and employability, as well as modernise Education, Training, and Youth work. The seven-year programme will have a budget of €14.7 billion, 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 MIND ICM24 Partnership

Coordinated by the University of Porto, partnering with University of Aveiro, University of Minho and University of Trás-os-Montes and Alto Douro, Portugal, the **MIND ICM24,** approved in August 2023 and financially supported by the European Commission through the Erasmus+ Programme, aims at fostering the 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, 86 scholarships will be granted to students and staff from U.Porto, U. Aveiro, U.Minho and UTAD and the different partner institutions, after the signature of an Inter-Institutional Agreement (IIA) between the University of Porto and each one of the 26 partner institutions from the 11 countries. *

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

* *Albania, Argentina, Armenia, Bosnia and Herzegovina, Brazil, Chile, Georgia, Kazakhstan, Kyrgyzstan, Montenegro and Uzbekistan.*

3 General Information on the Project

3.1 Partnership
MIND ICM24 Consortium

	Name	Country
U.PORTO	Universidade do Porto	Portugal
U.AVEIRO	Universidade de Aveiro	Portugal
U.MINHO	Universidade do Minho	Portugal
UTAD	Universidade de Trás-os-Montes e Alto Douro	Portugal

Partner Institutions

Name	Country
University of Tirana	Albania
Universidade de Buenos Aires	Argentina
Universidad Nacional del Sur	Argentina
Universidad Nacional del Litoral	Argentina
Armenian State University of Economics	Armenia
Vanadzor State University	Armenia
Armenian National Agrarian University	Armenia
University of Mostar (TBC)	Bosnia and Herzegovina
University of Sarajevo	Bosnia and Herzegovina
Universidade Federal do Rio de Janeiro	Brazil
Universidade Estadual Paulista "Júlio de Mesquita Filho"	Brazil
Universidade de São Paulo	Brazil
Universidad de la Frontera	Chile
Universidad de Talca	Chile
Universidad de Chile	Chile
Grigol Robakidze University	Georgia
Ilia State University	Georgia
Ivane Javakhishvili Tbilisi State University	Georgia
Maqsut Narikbayev University (former KAZGUU University)	Kazakhstan
Turan University	Kazakhstan
Ala-Too International University	Kyrgyzstan
University of Montenegro	Montenegro
Andijan Institute of Agriculture and Agrotechnologies	Uzbekistan
Karakalpakstan Agriculture and Agro-technologies Institute	Uzbekistan
National University of Uzbekistan	Uzbekistan
Samarkand branch of Tashkent State Agrarian University	Uzbekistan

GENERAL ELIGIBILITY CRITERIA

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

The MIND ICM24 project offers grants for exchange mobility. As so, all the students must be registered in a HEI and enrolled in studies leading to a recognised degree or another recognised 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 in order to be eligible to apply for a grant.

All applicants need to present a letter of support that also proves their enrolment or contract with one of the partner institutions of the MIND ICM24 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 for the MIND ICM24 scholarship should also fulfil the admission criteria of each host institution.**

3.2 TYPES AND DURATION OF SCHOLARSHIPS

The MIND ICM24 project supports:

Types of mobility available	
Undergraduate, Master and PhD	4/5 months*
Researchers, Academic and Administrative Staff	5 days (+ 2 travel days)

* Depends on the concerned partner region: Neighbourhood East, Central Asia and Latin America: 4 months; Western Balkans: 5 months

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

Country	Students		Staff	
	INCOMING	**OUTGOING**	**INCOMING**	**OUTGOING**
	(to Portuguese Institutions)	**(from Portuguese Institutions)**	**(to Portuguese Institutions)**	**(from Portuguese Institutions)**
Albania	3	1	2	2
Bosnia and Herzegovina	5	2	3	3
Montenegro	3	1	2	2
TOTAL Region 1:	**11**	**4**	**7**	**7**
Armenia	6*		5	4
Georgia	5*		5	4
TOTAL Region 2:	**11**		**10**	**8**
Kazakhstan	2		2	2
Kyrgyzstan	1		1	1
Uzbekistan	5		5	3
TOTAL Region 6:	**8**		**8**	**6**
Argentina	1		1	
Brazil	1		1	
Chile	1		1	
TOTAL Region 10:	**3**		**3**	

TOTAL: **86 scholarships**

* 2 out of these are available only for students with Fewer Opportunities.

FINANCIAL SUPPORT

The **MIND ICM24** project provides the following financial support to the grant holders:

- Monthly allowance for students or a *per diem* amount for staff (the amount 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 / *per diem*:
The European Commission has defined the following amounts:

Students exchange

Origin	Monthly allowance
Partner Institutions' participants	850 EUR/month
Portuguese institutions' participants	700 EUR/month

Staff exchange (Researchers, Academic and Administrative Staff)

Amount per diem
From Portuguese institutions to the partner institutions: 190 EUR
From the partner institutions to Portuguese institutions: 170 EUR

The MIND ICM24 24 project supports:

Region/Type of scholarship	Undergraduate, Master, PhD students	Researchers, Academic and Administrative Staff
Western Balkans (IN and OUT)	150 days (5 months)	5 days (+ 2 travel days)
Neighbourhood East, Central Asia and Latin America (IN and OUT)	120 days (4 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 the respective National Agency.
In the current call, there are 4 scholarships (2 per partner country) for students from Region 2 (Armenia and Georgia) 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 MIND ICM24 website and in 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, upon presentation of a supporting document.

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 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. In the event that 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 flight increases.

Participants will be responsible for buying their own flight tickets. The Consortium 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 upon arrival.
When purchasing the tickets, the dates of mobility established with the host institution 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 must be **one day after** the last working/studying day.

B

The flights are between the same city as the home institution (or the nearest airport) and the same city as the host institution for both inbound and outbound flights. <u>Tickets should be uploaded in advance</u> (at least one month before arrival) <u>on the MIND ICM24 platform</u>.

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 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 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 **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 application 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://mindicm24.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 (e.g., undergraduate exchange).

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

4. The applicants must answer truthfully to all questions so as to ensure the fulfilment of all general eligibility criteria. In case 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 not possible 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. Exceptionally, the MIND ICM24 Consortium can consider supporting documents in Portuguese, French and Spanish (only for incoming candidates). If the home institution does not issue official documents in English (or any of the other languages), the documents in the given language must be submitted accompanied by a certified translation into English by the contact person of the home institution or by another authorised entity/person.

The **deadline for the submission of the online applications for the Call** is indicated on the project's website (https://mindicm24.up.pt) and is based on Central European Time (CET). The Consortium (through the MIND management team at U.Porto, the coordinator) will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application at the very last minutes before the deadline. Applicants must avoid last-minute applications to guarantee there will be no problems when submitting the application form. It is reminded to all candidates that **applications sent by mail, fax or e-mail will not be accepted**.

⚠ Only online applications are considered eligible.

By pressing the "Submit" button, the application is closed and sent to the MIND management team, which gives it a code. A digital certificate containing the submission date and time 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 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 a digital copy of several documents in section 10, together with the online application. 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.

Personal data:

- **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);

Staff and students:

- **Statement/Letter of Support from the Home Institution** - This document is mandatory for all applicants and must be issued by a professor (for students) or by the respective home department of the applicant (staff). It must be dated, signed and stamped by the home institution or digitally signed; otherwise, it will not be considered valid, and the application will be immediately excluded. **This Letter of Support from the home institution does not guarantee that the proposal will be validated/selected.**

Students:
- **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. In the case of having achieved more than one academic degree, the uploaded file must contain the scan of all documents (mandatory for Master and Doctorate applications);
- **Proposed Study Plan** (mandatory for Undergraduate, Master, Doctorate)
- **Statement issued by the home institution regarding the applicant's enrollment in the degree course** (mandatory for Undergraduate, Master, Doctorate)
- **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, and Doctorate);
- **Document that specifically proves your vulnerable condition framed in the list of fewer opportunities considered by the European Commission***. (Template available in the platform – **mandatory for INCOMING students from Region 2 applying for a top-up**)
  This document must be dated, signed and stamped by the issuing entity. Please note that submitting this document does not guarantee your selection; however, it can ensure priority during the selection process. In case you fail to do so, the MIND ICM24 will not consider you as a candidate in a particularly vulnerable/fewer opportunity situation.
  *List available for download in the MIND ICM24 website and in the Erasmus+ Guide.

Other documents:

- **Certificate of language skills** – In cases when institutions do not require it, it is optional;
- **Pre-acceptance from Host Institution** - In cases when institutions do not require it, it is optional but strongly recommended. Please note that all the applications should entail communication

with the proposed Host Institution, as it is extremely important to know if the proposed Host is interested in the mobility proposal and if it has the capacity to welcome it. A PDF version of e-mails exchanged with the host institution will also be accepted. In any case, candidates must be aware that **proof of support from the host institution does not guarantee that the proposal will be selected.**

- **Other documents relevant to the application.**

After selection, the candidates selected for a scholarship award should also fulfil the admission criteria of each host institution.

All documents abovementioned must be attached to the Application Form. It is important to highlight 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 (e.g., 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 on "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 into a new 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 confidentiality of the information submitted online will always be kept. 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 application will be validated by your home institution. 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.

Validation of applications by the applicant's home institution implies:
- Careful analysis of all the information given by the applicant in the application form;
- Verification 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 required documents and their veracity and accuracy (including the documents related to fewer opportunities);
- Verification that the applicant has not submitted several applications (**in this case, only the last one will be considered**);
- Verification of the Letter of 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 and 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.

⚠

Please note that "validation" is not exclusively validation of the eligibility of the study/ work contract as in cases where, despite being eligible from the point of view of the study/contractual link, the home institution considers that the proposal is not suitable (e.g., due to suitability or timing reasons, strategic relevance of the proposal, etc.).
In these cases (non-validated), the proposals will not enter the evaluation phase.
In the validation stage, the **Home HEI also has the option/prerogative to rank its candidates** and justify this in the remarks, as a means of providing guidance for the selection phase.

2nd Step: EVALUATION PROCESS

Your application will be evaluated by the host Institution/Department/Course you choose in your application form. Your application will be evaluated by the Host Institution and the selection will be made (3rd step) considering the final evaluation/grade awarded. The entire evaluation process is done online through a specific tool created by the Consortium Coordinator/U.Porto.

Evaluation, analysis and acceptance by the host Faculty/Department/Programme of the validated applications implies:
- Careful analysis of all the information given by the applicant in the application form;
- Verification that the applicant fulfils the internally established requirements by the host institution for the exchange;
- Verification of the host institution's required documents;
- Verification of the Letter of Support of the home institution regarding the exchange proposal and the main activities.

The evaluation of the application, in qualitative terms, is based on 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;
- Submitted proposal in the fields of study considered as a priority by the project/countries/partners;
- Cross-cutting issues.

3rd Step: SELECTION PROCESS

The Selection Committee will meet and make the final selection of the scholarships following the criteria of academic/professional merit, taking into account also cross-cutting requirements, such as a balanced scholarship distribution among the partner universities, gender balance and real participation of disadvantaged people. If your application was not selected for a scholarship or included in the reserve list, you will be informed about the reasons and will be granted a period to appeal against this decision of the Selection Committee.
Please note that, on the date of the selection meeting, if you have an ICM scholarship pending implementation, your application will automatically be placed in the reserve list.

The final selection and scholarship award are based on the following criteria:

- Balance between partner institutions/countries/regions so as to assure equal impact amongst all institutions involved;
- Priority to candidates with fewer opportunities or with any kind of socio-economic vulnerability if well documented;

- Evaluation and ranking by each institution (each host institution and home institution ranking, when available), always respecting, when possible, the priority given to applications graded 80% or higher, so as to assure the project's quality;

- Number of previous ICM scholarships: 1) candidates who had never had an ICM scholarship; 2) candidates with previous ICM scholarships, in descending order;

- Respect for the mobility distribution that was approved by the National Agency, considering the total number of flows foreseen award the maximum number of scholarships possible to students according to their nationality and avoid shifting scholarships to different types of mobility as much as possible;

- Attention to cross-cutting issues, namely gender balance, equal opportunities, being part of a vulnerable group/having fewer opportunities.

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

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, which** 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 through the submission of an appeal (see below).

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

5ᵗʰ Step: PROCEDURE FOR APPEALS

All applicants who do not agree with the selection results will be granted the possibility to submit an appeal to the MIND coordinating institution. Further details on the appeals procedure will be provided later in the email to be sent to all applicants.

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 Consortium will pay the amount corresponding to the travel distance after signing the scholarship contract upon arrival at the host institution.

When purchasing the tickets, the dates of mobility established with the host institution 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 day of the mobility period.

The flights are between the same city as the home institution (or the nearest airport) and the same city as the host Institution (or the nearest airport) both for inbound and outbound flights and tickets should be sent in advance to the MIND ICM24 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 will it 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 Consortium 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, during the period of the current MIND ICM24 grant, any other mobility grant awarded by the European Union.
- The grantee has the obligation to inform both the host institution and the Coordination 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 MIND ICM24 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 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 Consortium 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, 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 until 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://mindicm24.up.pt

Address and contacts of the MIND Consortium:
Coordinating Institution
   MIND ICM24 project
   International Relations Office

   University of Porto
   Address: Praça Gomes Teixeira
            4099-002 Porto
            Portugal

   Phone number: +351 220 408 039
   E-mail: **international@reit.up.pt**

   Address and contact of the remaining Portuguese partners:

   University of Aveiro
   E-mail: **incoming@ua.pt**; **international@ua.pt**; **staffmobility@ua.pt**

   UTAD
   Email: **luciafg@utad.pt**

   University of Minho
   Email: **usai@usai.uminho.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 MIND ICM24 is looking forward to receiving your application.
GOOD LUCK!