

ERASMUS+ PROGRAMME

KEY ACTION 1 – LEARNING MOBILITY FOR INDIVIDUALS

Application Guidelines applicable to the 2nd call of the MIND PhD24 Project

IT IS CRUCIAL TO HIGHLIGHT THAT, IN THE EVENT OF SELECTION, AND CONSIDERING ALL POTENTIAL CONSTRAINTS ARISING FROM EXCEPTIONAL CIRCUMSTANCES THAT MAY JEOPARDISE THE MOBILITY PERIOD (SUCH AS PUBLIC HEALTH CRISES, NATURAL DISASTERS, OR GEOPOLITICAL CONFLICTS), SELECTED PARTICIPANTS MUST MAINTAIN CLOSE COMMUNICATION WITH THE HOST INSTITUTION TO ENSURE ALL NECESSARY CONDITIONS ARE MET FOR THE MOBILITY TO PROCEED. IT WILL ALSO BE THE RESPONSIBILITY OF SELECTED CANDIDATES TO MONITOR ALL RELEVANT UPDATES IN THE HOST COUNTRY, ADHERING TO AND COMPLYING WITH GUIDELINES ISSUED BY THE COMPETENT AUTHORITIES.

PREAMBLE

The approval of REGULATION (EU) 2021/817 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL, of the 20th of May 2021, which establishes the Erasmus+: the EU Programme for Education, Training, Youth and Sport, delegated to implementing institutions the task of developing and executing the various matters outlined in it.

In this context, the University of Porto, the University of Aveiro, the University of Minho, and the University of Trás-os-Montes and Alto Douro, holders of the Erasmus Charter for Higher Education (ECHE), valid for participation in Erasmus+ Programme activities between 2021-2027, have joined forces in the MIND (Move for Inclusion and Digitalization) Consortium, accredited until 2027 (2023-1-PT01-KA130-HED-000122070). Under this framework, they promote individual mobility projects under Key Action 1 of the Erasmus+ Programme, offering mobility opportunities for learning, internships, or training to students, academic staff, and administrative staff from their four academic communities.

Accordingly, the Consortium is launching the present call for applications under the Erasmus+ Programme to implement the MIND PhD24 project (2024-1-PT01-KA131-HED-000214341), which aims to foster mobility actions for third-cycle students, as well as staff mobility for academic staff, researchers, and administrative staff. The project focuses on strengthening doctoral schools, training in transversal competencies, and fostering international joint doctoral programmes. It is distinguished by its emphasis on inter-institutional cooperation through centralised governance and joint initiatives designed to facilitate structured mobility flows and effective implementation of mobility activities.

This joint call is structured to streamline administrative procedures and maximise the impact of mobility activities, ensuring alignment with the strategic priorities of partner HEIs (Higher Education Institutions) and the Erasmus+ Programme. It further aims to strengthen existing collaborative networks by expanding learning and exchange opportunities to more participants while promoting pedagogical and scientific innovation in the relevant fields.

This document is based on the Erasmus+ Programme Rules and participatory discussions held within the four academic communities. Particular emphasis is placed on their experience in implementing previous projects, whose collaborative efforts have enabled the development and refinement of the solutions now established.

CHAPTER I SCOPE

Article 1 Enabling norm and object

1. The present document elaborates and operationalises the regulatory framework established under REGULATION (EU) 2021/817 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL, of 20th May 2021 (establishing Erasmus+: the EU Programme for Education, Training, Youth and Sport and repealing Regulation (EU) no. 1288/2013), the Erasmus Charter for Higher Education, the Erasmus+ Programme Guide (version 1 published on 19-11-2024) and the financial management guidelines made available by the Erasmus+ National Agency (Mono-beneficiary Contract | Projects of Action 1 – Higher Education| Erasmus+ Programme; Annexes I – Project Description, II - Foreseen Budget and III – Financial and Contractual Provisions and associated addenda).
2. This normative document establishes the rules and conditions regarding the requirements and procedures for applications to mobility activities within the European Union¹ under the MIND PhD24 project, covering:
 - 2.1. Doctoral candidates undertaking mobility periods at eligible institutions, offering activities to enhance doctoral training, including participation in Blended Intensive Programmes (BIPs)², visits to laboratories or research centres, and participation in training sessions, workshops, summer/winter schools, symposia, or conferences (SMS³/SMP)⁴.
 - 2.2. Academic staff involved in doctoral schools and/or programmes for a Teaching period (STA).
 - 2.3. Academic staff involved in doctoral schools and/or programmes for a Training period (STT).

This call for applications will run from the 1st to the 31st of October 2025.

Results will be announced starting on the 24th of November 2025.

ARTICLE 2

SCOPE OF APPLICATION AND BUDGET ALLOCATION

1. Erasmus+ mobility applications are individual. This means that doctoral candidates, academic staff, researchers, or administrative staff from the four academic communities affiliated with teaching and research units may apply for a mobility period, provided they meet the applicable eligibility criteria.

¹ KA131 – Mobility for Erasmus+ Programme countries and international dimension (Programme partner countries whose grant amounts are identical to those of Programme countries – e.g. United Kingdom, Switzerland, etc.).

² Doctoral candidates can find BIP opportunities online, specifically at <https://blendedmobility.eu/web/>.

³ In specific cases of mobility activities that require classification under the study mobility type (SMS), doctoral candidates must confirm the existence of a bilateral support agreement with their home university.

⁴ Regardless of the activity undertaken, only mobility activities where the host institution can ensure the corresponding quantitative/qualitative assessment (see Article 15) will be eligible.

2. This call provides **60 grants for student mobility (PhD), 15 grants for teaching periods (STA), and 20 grants for training periods (STT)**. These figures are based on the average funding rate and duration allocated to the project by the Erasmus+ National Agency.
3. Should the available funding prove insufficient to support all the mobility proposals, it may be necessary to consider implementing “zero-grant” mobilities (€0) for part or the entirety of their duration.

ARTICLE 3

ELIGIBILITY CRITERIA

1. Applicants must maintain an active affiliation with one of the consortium member universities – the University of Porto, University of Aveiro, University of Minho, or University of Trás-os-Montes and Alto Douro – at the time of application submission, during the mobility period, and until its conclusion⁵;
2. For third-cycle mobility, students must be duly enrolled in a doctoral degree programme at the time of application, during the mobility period, and until its conclusion.
3. For teaching mobility (STA⁶), applicants must hold a contractual agreement explicitly including teaching activities⁷.
4. Applicants must carry out mobility activities based on institutional agreements established between the institutions when such agreements are mandatory under the Erasmus+ Programme rules⁸.
5. Applicants must submit an eligible proposal complying with the minimum and maximum duration requirements stipulated by the Erasmus+ Programme, as outlined in Article 12 of this document.

ADDITIONAL ELIGIBILITY CRITERIA FOR TRAINEESHIPS AS RECENT GRADUATES

For applications for traineeships as recent graduates, in accordance with the provisions of the Erasmus+ Programme Guide, recent graduates must be selected by their HEI during their final year of study and must undertake and complete their traineeship abroad within one year of being awarded their degree:

- a. Therefore, any third-cycle student enrolled at one of the consortium universities duly registered and in their final year of study, fulfilling all academic rights and obligations within the timeframe permitted by current regulations, is eligible to apply for a mobility period under the MIND PhD24 project.
- b. The candidate shall be considered enrolled and eligible as a student of the degree programme if they remain in this status until the 31st December of the relevant calendar year or, in cases where degree

⁵ Confirmation of candidate eligibility regarding their active status (valid enrolment in a third-cycle study programme or employment contract) is the responsibility of the home universities, at the level of the Organic Units. In case of doubt, candidates must verify the eligibility of their contractual status directly with their Human Resources Department prior to the validation, evaluation, and ranking of mobility proposals.

⁶ Within the consortium, STA grants are by default allocated to academic staff and researchers, and STT grants to administrative staff, as agreed among the member institutions. In exceptional cases, where mobility proposals are submitted by academic staff holding management positions or executive roles, or by administrative staff acting as trainers, the home university may justify the need to classify the mobility purpose accordingly.

⁷ Regardless of the funding allocation percentage, this percentage may serve as a tie-breaking criterion for awarding grants to identical mobility proposals (see subpoint d) of point 4 of Article 9).

⁸ Under the Erasmus+ Programme rules, this provision applies solely to SMS and STA mobility activities.

conferral depends on the public defence of the doctoral thesis, until the date of the thesis defence.

- c. The candidate must submit the certificate of award of the doctoral degree as soon as possible and, in any case, before the start of the mobility period.

ARTICLE 4

STRATEGIC PRIORITIES

In the assessment and ranking of candidates, Faculties/Organic Units/Departments must consider the following strategic priorities:

- a) To ensure broader participation of academic staff, researchers, and administrative staff, priority shall be given to candidates who have not undertaken Erasmus+ mobility in the past two academic years. For doctoral candidates, priority shall be given to students who have never participated in Erasmus+ mobility.
- b) To consolidate strategic collaborations with specific partner institutions, priority shall be given to applications involving existing joint projects between the two institutions, such as Blended Intensive Programmes (BIPs), joint degrees, agreements for mutual recognition of training, cotutelle thesis supervision, etc. Faculties/Organic Units/Departments are fully responsible for reflecting in their evaluation the priority granted and duly justified by the candidate in their proposal.

In this call, priority will be given to mobility proposals involving the University Alliances to which the MIND Consortium member universities belong and which promote the exchange of their respective academic communities. These proposals must contribute to the development of progressively more structured and closer cooperative relationships aimed at removing barriers to mobility and fostering free movement across inter-university campuses.

Partners of the University of Porto in the EUGLOH Alliance (European University for Global Health) as of this call:

- University of Paris-Saclay (France) - F PARIS481⁹
- Lund University (Sweden) - S LUND01
- University of Szeged (Hungary) - HU SZEGED01
- Ludwig-Maximilian University of Munich (Germany) - DE MUNCHEN01
- University of Alcalá (Spain) - E ALCAL-H01
- University of Hamburg (Germany) - D HAMBURG01
- University of Novi Sad (Serbia) - RS NOVISA02
- UiT The Arctic University of Norway (Norway) - N TROMSO01

Partners of the University of Aveiro in the ECIU Alliance (European Consortium of Innovative Universities) as of this call:

- Dublin City University (Ireland) - IRL DUBLIN04
- Hamburg University of Technology (Germany) - D HAMBURG03
- Institut National des Sciences Appliquées (France) - F LYON12¹⁰
- Kaunas University of Technology (Lithuania) - LT KAUNAS02
- Linköping University (Sweden) - S LINKOPI01
- Lodz University of Technology (Poland) - PL LODZ02
- Tampere University (Finland) - SF TAMPERE17
- Universitat Autònoma de Barcelona (Spain) - E BARCELO02
- University of Stavanger (Norway) - N STAVANG01

⁹ All higher education institutions that are part of the Paris-Saclay University conglomerate are eligible.

¹⁰ All higher education institutions that are part of the INSA Group are eligible.

- University of Trento (Italy) - I TRENTO01
- University of Twente (Netherlands) - NL ENSCHED01

Partners of the University of Minho in the Arqus Alliance (Arqus European University Alliance) as of this call:

- University of Granada (Spain) - E GRANADA01
- University of Graz (Austria) - A GRAZ01
- Leipzig University (Germany) - D LEIPZIG01
- Claude Bernard Lyon 1 University (France) - F LYON01
- Maynooth University (Ireland) - IRL MAYNOOT01
- University of Padua (Italy) - I PADOVA01
- Vilnius University (Lithuania) - LT VILNIUS01
- University of Wrocław (Poland) - PL WROCLAW01

Partners of UTAD in the EU-GIFT Alliance (European University for Geographical Identity as a driver for Food systems Transition to sustainability) as of this call:

- University of La Rioja (Spain) - E LOGRONO01
- University of Verona (Italy) - I VERONA01
- National School of Agricultural Engineering - Bordeaux Sciences Agro (France) - F PARIS487
- University of Geisenheim (Germany) - D WIESBAD04
- Eszterházy Károly University (Hungary) - HU EGER02
- University of Agricultural Sciences and Veterinary Medicine of Cluj-Napoca (Romania) - RO CLUJNAP04

ARTICLE 5

SPECIFIC PRIORITIES FOR TEACHING MOBILITY

1. Deliver teaching activities for curricular units integrated into doctoral degree programmes and short-term training at the host institution, aligned with the European approach to micro-credentials, notably within Blended Intensive Programmes (BIPs).
2. Collaborate in developing, implementing, and testing new pedagogical materials or teaching-learning methodologies, innovation, and third-cycle research.
3. Contribute to establishing the necessary conditions for preparing joint training programmes and/or third-cycle degree programmes in partnership or association.
4. Promote other joint teaching and training activities (e.g., cotutelle agreements, joint supervision of doctoral theses).

ARTICLE 6

SPECIFIC PRIORITIES FOR TRAINING MOBILITY

1. Strengthen the capacity of higher education institutions involved in the mobility process in fields deemed strategically important for developing third-cycle cooperative relationships.
2. Analyse new opportunities for international cooperation between institutions, including joint projects across all disciplines eligible for funding under European Programmes that support doctoral schools and third-cycle training aligned with institutional and national priorities.
3. Identify and propose best practices in the relevant functional area, contributing to institutional internationalisation, modernisation, and competitiveness. These must align with the horizontal priorities of the Erasmus+ Programme, namely inclusion and diversity, digital transformation, environment and climate action, participation in democratic life, shared values, and civic

engagement.

4. Acquire or strengthen personal and technical skills to enhance professional performance, supporting the strategic objectives related to promoting doctoral programmes and, consequently, the home university.

ARTICLE 7

RESPONSIBILITIES

The Faculties/Organic Units/Departments are responsible for:

- Promote broad dissemination of mobility opportunities offered by the Erasmus+ Programme to potential candidates (doctoral candidates, academic staff, administrative staff, and researchers) for each call launched by the MIND Consortium.
- Promote the Programme to potential candidates and selected applicants, providing all necessary information and documentation at all stages of the process.
- Confirm candidate eligibility (during validation), assess, and prioritise mobility proposals based on their strategic relevance (during ranking).
- Ensure internal dissemination and sustainability of mobility outcomes, highlighting the Erasmus+ Programme and the respective MIND Consortium member university.
- Prepare a brief descriptive report at the end of each call, outlining dissemination activities implemented to widely promote opportunities. This report must be submitted to the Consortium Coordination (University of Porto) via international@reit.up.pt for institutional reporting purposes, including updates to MIND project reports for the National Agency.

The International Relations Offices of the Rectorates of the four Consortium Universities must:

- Actively disseminate Erasmus+ mobility opportunities to potential candidates (doctoral candidates, academic staff, administrative staff, and researchers).
- Centralise funding allocation for each joint call, considering the validation, evaluation, and ranking processes conducted by Faculties/Organic Units/Departments, and publish results.
- Monitor the quality of mobility activities and ensure their proper implementation in close coordination with Faculties/Organic Units/Departments.
- Compile all reports submitted by Faculties/Organic Units/Departments and draft the final project report for the National Agency in support of the Consortium Coordination. This report must describe actions implemented to promote cooperation opportunities among doctoral candidates, academic staff, researchers, and MIND PhD project grant holders, covering financial execution, statistical analysis, qualitative evaluation, and sustainability of partnerships.
- Ensure visibility of the MIND Consortium, its member universities, and the Erasmus+ Programme by disseminating outcomes from MIND PhD projects.
- Analyse proposals and suggestions arising from Erasmus+ mobility experiences submitted by participants (doctoral candidates, academic staff, researchers, and administrative staff).
- Encourage multiplier effects of mobility activities for future cooperation.

ARTICLE 8

APPLICATION

To formalise the application, the candidate must:

- Read this document carefully.
- Review the Erasmus+ Programme participation documentation that is available online.
- Gather all required information and documents to complete the online Application Form.
- Access the Application Form at <https://mindphd24.up.pt/>.
- Complete and submit the online Application Form by the deadline for each published call.
- Seek assistance from Academic Coordination Offices and/or International Relations Offices at their consortium member university to obtain relevant documentation/information for the application submission.
- Each candidate is only eligible to submit one application per call.¹¹

ARTICLE 9

ASSESSMENT, RANKING, AND FUNDING ALLOCATION

1. The application validation, assessment, and ranking will be conducted directly online via the management section of the platform <https://mindphd24.up.pt/> by evaluators appointed by each member university.
2. The assessment and ranking process must be transparent, auditable, and free from conflicts of interest. It shall adhere to the Codes of Academic Ethics of the member universities and the Administrative Procedure Code. Applicable application criteria and rules must be publicly available and communicated to candidates.
3. The validation, assessment, and ranking process occurs in two phases:
 - a. At the Faculty/Organic Unit/Department level: After the application deadline, each Faculty/Organic Unit/Department is required to confirm candidate eligibility, evaluate and rank mobility proposals using the criteria and weighting factors defined uniformly across all MIND Consortium member universities for the MIND PhD24 project:
 - Study¹²/Work Programme – 50%
 - Objectives of mobility – 10%
 - Activities to be undertaken – 10%
 - Expected outcomes and impact (personal and institutional)¹³ – 30%
 - Strategic relevance of the proposal – up to 20%

¹¹ During the implementation phase, if the mobility involves activities at multiple host institutions within the same city/region and during the same dates/week, without prejudice to the minimum eligible duration per mobility stipulated by the Programme, the proposal may be individualised per host institution, provided there is no additional financial impact on the project(s) to which it is allocated and with a single distance band payment. In these exceptional cases, the grant holder will not be penalised in future calls regarding the counting of "past mobilities".

¹² For long-term third-cycle mobility, the workload must correspond to 20 ECTS credits per trimester, 30 ECTS credits per semester, or 60 ECTS credits for annual mobility, or equivalent in hours. In cases where participants face constraints preventing them from meeting the minimum workload requirement under the Learning/Traineeship Agreement, they may propose complementary work as an additional activity, which may be recognised as supplementary activity in the Diploma Supplement.

¹³ This justification must be provided by the candidate.

- Destination within University Alliance¹⁴ – 10%
- And/or strategic relevance to the Faculty/Organic Unit/Department – 10%
- Mobility Level (1, 2, or 3) – up to 20%¹⁵
 - Level 1 – Priority is given to doctoral candidates/academic staff/researchers/administrative staff undertaking Erasmus+ mobility for the first time or who have not participated in the past two academic years¹⁶ - 20%
 - Level 2 – doctoral candidates/academic staff/researchers/administrative selecting a partner institution different from those chosen in Erasmus+ mobility activities during the past two academic years - 12%
 - Level 3 – doctoral candidates/academic staff/researchers/administrative selecting the same partner institution as in Erasmus+ mobility activities during the past two academic years - 8%
- Participants with fewer opportunities¹⁷ – documented¹⁸ – 10%

The information system will automatically exclude applications scoring below 60 points in the final evaluation at this stage of the selection process.

b. At the Consortium Selection Committee level: Following the assessment deadline by Faculties/Organic Units/Departments, the Selection Committee will finalise the selection of validated applications scoring above 60 points for funding allocation. The following criteria will be applied cumulatively:

- I. Compliance with the Erasmus+ Programme rules and this normative document.
- II. Available funding/number of grants for this call¹⁹.
- III. Balance between representativeness and the percentage of candidates from each university within the total pool of applications²⁰.
- IV. Balance between the number of proposals for the different types of mobility.
- V. For teaching and training assignments, selection of up to two proposals per consortium member university, per scientific or functional area, for the same partner institution, dates, and activity. This limit may be exceeded for strategic mobility activities, particularly under inter-university alliances or other justified cases.

¹⁴ To which the home university belongs.

¹⁵ Given that the MIND PhD project management platform will not hold the mobility history of candidates from the four member universities, the verification of a candidate's mobility level ("past mobilities") falls under the responsibility of their home university.

¹⁶ This assessment covers the two academic years preceding the current call.

¹⁷ As stipulated in the Erasmus+ Programme Guide – Erasmus+ Priorities – Inclusion and Diversity (page 7), the Commission Implementing Decision on the inclusion framework for Erasmus+ and the European Solidarity Corps 2021-2027 (<https://erasmus-plus.ec.europa.eu/document/commission-decision-framework-inclusion-2021-27>), and the Implementation Guidelines – Inclusion and Diversity Strategy for Erasmus+ and the European Solidarity Corps (<https://erasmus-plus.ec.europa.eu/document/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-strategy>)

¹⁸ Candidates claiming a disadvantaged background under the Erasmus+ Guide categories must submit, as part of their application, official documentation from an external authority outside the MIND Consortium (e.g., tax authorities, social security, healthcare provider, court) certifying this status.

¹⁹ In the event of remaining vacancies, the Selection Committee may select candidates from the reserve list.

²⁰ To ensure representativeness of the four universities, at least one application per member university shall be selected, regardless of the candidate's proportion within the total pool of applications, unless prevented by the eligible application pool.

VI. Immediate placement on the reserve list for candidate proposals with at least two approved but unimplemented Erasmus+ mobilities from previous calls²¹.

4. In the event of a tie, the Selection Committee shall apply the following criteria in order:

- a) Penalisation of candidates who failed to meet procedural deadlines in previous mobility activities (e.g., late submission of documentation, failure to submit the Erasmus+ Individual Report).
- b) Penalisation of candidates who did not implement approved Erasmus+ mobilities from previous calls without valid force majeure justification.
- c) Priority to candidates with fewer funded mobility experiences.
- d) Priority to candidates with a higher percentage of contractual dedication – STA/STT.
- e) Priority to candidates with greater seniority in their career – STA/STT.

5. Final selection for grant allocation to proposed mobility activities will be conducted jointly by the Selection Committee, which includes at least one representative from each home university and is chaired by the Vice-Rector for International Relations of the Consortium Coordination.

6. The Selection Committee may deliberate, provided most consortium universities are represented. In the absence of the Chair, they will be replaced by the Committee member from the Consortium Coordinating University.

ARTICLE 10

COMMUNICATION OF SELECTION RESULTS

- All candidates will be individually informed via email of their application outcome (selected for funding, placed on reserve, or not selected), with their home university copied.
- The final list of selected candidates will be published online on the MIND PhD24 project website to ensure transparency.
- Selected candidates must confirm grant funding acceptance within the stipulated deadlines. Failure to do so will result in forfeiture of the grant, with the vacancy reallocated to reserve list²² candidates or a new call.

ARTICLE 11

MANDATORY DOCUMENTS AFTER GRANT AWARD

Grant holders must follow procedures specified by their home university regarding mandatory documents for issuing the Erasmus+ Grant Agreement and subsequent payment processing:

Learning/traineeship mobility:

- Signed, dated, and stamped Learning/Training Agreement by the home university and partner institution before the mobility²³.

²¹ Given that the MIND PhD project management platform will not retain mobility history data for candidates from the four member universities, the responsibility to verify the number of pending mobilities lies with each home university.

²² A candidate will be deemed ineligible for selection if, mathematically, there is insufficient time to complete the mobility activity within the minimum duration required for the activity, relative to the deadline specified in this call.

²³ Doctoral candidates shall, in addition, coordinate with their home university to register the mobility in the internal information system, thereby linking it to their academic record, ensuring a connection via the EWP (applicable to study mobilities), and securing subsequent recognition of the mobility in the Diploma Supplement. In the case of mobilities for recent PhD graduates, academic recognition shall be ensured through instruments such as the Europass Mobility and certificates of participation.

Teaching mobility:

- Signed, dated, and stamped Staff Mobility for Teaching – Mobility Agreement by the home university and partner institution before mobility.
- Proof of travel booking (e-ticket or equivalent).

Training mobility:

- Signed, dated, and stamped Staff Mobility for Training Agreement by the home university and partner institution before mobility.
- Proof of travel booking (e-ticket or equivalent).

All mobility types:

- Valid insurance coverage for the entire mobility period (e.g., European Health Insurance Card, EHIC)²⁴.
- IBAN proof.
- Any other relevant mobility-related documents.

For learning (SMS) or teaching (STA) mobility, the home university must confirm the existence of a valid Erasmus+ Bilateral Agreement with available study/teaching slots.

All documents must be submitted at least one month before the mobility start date.

Failure to meet this deadline without valid justification may result in cancellation of the approved mobility and withdrawal of Erasmus+ funding. Any advance payments made must be fully reimbursed by the beneficiary within deadlines communicated in writing by their home HEI.

ARTICLE 12**DURATION, FUNDING AND DEADLINES FOR IMPLEMENTING MOBILITIES**

1. The Erasmus+ Programme stipulates the following minimum durations for mobility:
 - a. A minimum of 5 days and a maximum of 30 days for short-term third-cycle mobility²⁵.
 - b. A minimum of 2 months (60 days) and a maximum of 12 months (360 days) for long-term third-cycle mobility²⁶
 - c. A minimum of 8 teaching hours for each teaching period²⁷.
 - d. A minimum of 2 working days for each training period.

²⁴ Beneficiaries shall ensure that they hold the correct type of insurance, which may include the EHIC, and that the policy extends to cover school insurance. Additionally, they should inform themselves about the situation in the host country regarding visa requirements. The procedures associated with contracting the insurance and, if applicable, obtaining a visa—both valid during the mobility period—as well as any associated costs, shall be the sole responsibility of the beneficiaries.

²⁵ The Erasmus+ Programme provides for short-term third-cycle mobilities in a blended or face-to-face format. Each consortium University shall be responsible for verifying the previous mobilities of its third-cycle candidates so as not to exceed a maximum of 360 days. Notwithstanding, in the case of doctoral candidates enrolled in joint study programmes with other universities, given the absence of joint verification mechanisms, it is the responsibility of each doctoral candidate to ensure that the maximum limit of 360 days is not exceeded—this includes all Erasmus+ mobilities, irrespective of whether they are short-term or long-term, or undertaken as recent PhD graduates.

²⁶ Within the context of the Erasmus+ Programme, and specifically for the purposes of calculating the duration of the mobility and the grant to be awarded, one month corresponds to 30 days.

²⁷ As outlined in the Erasmus+ Programme Guide, if the mobility lasts for more than one week, the minimum number of teaching hours in any incomplete week must be proportional to the duration of that incomplete week.

2. For this call, the consortium determines the maximum duration and grant amount²⁸ to be allocated to each mobility, in line with the funding approved by the National Erasmus+ Agency for KA131 projects (mobility between Programme Countries).
3. For long-term third-cycle mobilities: study mobilities will be funded for up to a maximum of 150 days (5 months) and internship mobilities for up to a maximum of 120 days (4 months). Short-term mobilities will be funded according to the number of days proposed by the applicants, provided that the stipulated minimum and maximum periods for this type of mobility are observed.
4. For the mobilities of teaching staff, researchers and administrative staff approved in this call, the consortium sets the maximum mobility duration at 5 working days and 2 travel days, subject to available funding²⁹. Weekend days will only be funded if they qualify as:
 - a. Documented working days;
 - b. Travel days.
5. Mobility proposals selected for funding must be implemented on the mobility dates proposed in the application. The proposed mobility dates should consider that:
 - a. the start date of mobility must be on or after 1 December 2025;
 - b. the mobility period concludes on or before the **31st of July 2026**.

ARTICLE 13

CHANGES TO APPROVED MOBILITY

Any modifications to a mobility proposal selected through the competitive application process may only be granted exceptionally, based on justified institutional necessity/advantage to the home university, which will coordinate with the Consortium Coordination, if necessary.

For academic staff, researchers, and administrative staff, any request to modify an already selected mobility proposal must be approved by the candidate's immediate superior.

1. Date changes

- a) Any changes to the initially approved mobility dates (with or without financial impact³⁰) must be formally requested in writing as early as possible and at least one month before the originally scheduled dates.
- b) Under no circumstances may the new mobility dates exceed the MIND PhD24 project end date (31st July 2026).

2. Destination Changes

- a) Changes to the host institution and/or destination country are not permitted except in cases of force majeure beyond the candidate's control, as per Article 16 of the present document.
- b) The home university will inform the candidate in writing (email) of the steps to regularise the situation if the change is approved, or of its rejection.
- c) Changes will only be valid after written (email) confirmation from the home university.
- d) Under no circumstances should the **Learning/Work Agreement** be signed or approved externally

²⁸ Subject to the availability of funds, an amount exceeding the established maximum may be awarded.

²⁹ Subject to the availability of funds in this call, a longer maximum duration may be considered, with the corresponding grant award.

³⁰ In cases where the originally planned mobility period is effectively extended, no additional funding will be automatically granted; any extra funding is subject to the availability of funds within the project. Conversely, if the duration of the originally approved mobility is reduced—provided that the minimum duration specified by Erasmus+ is still met—the awarded funding may be reduced, and the corresponding amount required to be refunded.

before the modification request is formally decided.

- e) The grant holder is fully responsible for expenses incurred due to unauthorised changes to the approved mobility proposal.

ARTICLE 14

ELIGIBLE FUNDING AND COSTS

The Erasmus+ grant is not intended to cover the costs arising from mobility entirely; instead, it is a contribution towards meeting the additional expenses (travel and subsistence) incurred during study, traineeship, teaching or training period abroad³¹.

The beneficiary is responsible for assessing these costs and securing co-funding solutions should the mobility expenses exceed the Erasmus+ grant provided.

The amount of financial support to be allocated will be determined by the effective dates of the mobility, taking into account:

- Travel support.
- Mobility days.
- The travel days in the case of STA and STT mobilities – up to a maximum of 2 days, provided that these do not coincide with working days.³²

The calculation of travel support is based on the “distance band”, which fixes the geographical distance between the place of origin and the destination. The consortium will use the European Commission's online distance calculator to determine the applicable “distance band” for each mobility proposal.

This calculation establishes the total unitary contribution for the outbound and return journey, meaning that travel support is paid only once.

By definition, the “place of origin” is the place where the home university is located, and the “destination” is where the host institution is based. Should different locations be reported for the origin and destination, the beneficiary must notify the home university in writing immediately after selection and at least two months before the planned start date of the mobility, indicating the reason for this situation. It must await written authorisation before proceeding with the mobility.

If the journey originates from a location other than that of the home university and/or leads to a destination different from where the host institution is based, the actual travel itinerary must be supported by travel tickets or other invoices specifying the places of origin and destination.

³¹ The Erasmus+ Programme provides top-ups for doctoral candidates from backgrounds considered of “fewer opportunities”, as well as specific support for applicants with special educational needs. Those interested in these forms of support should contact the International Relations Office at their home University to ascertain the eligibility conditions.

³² In the event of an overlap between a travel day and an activity day, only one day will be counted for calculation purposes.

Travel support (based on unit costs)

Travel Fixed travel support for students, recent graduates, and HEI staff	
Eligible costs	SMS, SMP, STA and STT Grant
Contribution towards the participant's travel expenses is based on the distance between their place of origin and the location where the mobility activity takes place (distance must be measured using the distance calculator provided by the European Commission).	Distances between 10 and 99 km: 28 € / participant (Green Travel: 56 €)
	Distances between 100 and 499 km: 211 € / participant (Green Travel: 285 €)
	Distances between 500 and 1999 km: 309 € / participant (Green Travel: 417 €)
	Distances between 2000 and 2999 km: 395 € / participant (Green Travel: 535 €)
	Distances between 3000 and 3999 km: 580 € / participant (Green Travel: 785 €)
	Distances between 4000 and 7999 km: 1,188 € / participant
	Distances of 8000 km or above: 1,735 € / participant

In line with the Erasmus+ Programme Guide, green travel is defined as journeys where most of the trip uses low-emission or non-polluting transport (e.g., bus, train, or shared car).

Individual support

Physical student and recent graduate mobility		
Mobility destination	SMS Grant (Learning)	SMP Grant (Traineeship)
Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Norway, Sweden, The Netherlands <u>Partner Countries from Region 14:</u> Andorra, Monaco, San Marino, Vatican City <u>Partner Countries from Region 13:</u> Faroe Islands, Switzerland, United Kingdom	450€ / month (+travel)	600€ / month (+travel)
Group 2: Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	400€ / month (+travel)	550€ / month (+travel)
Group 3: Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye	350€ / month (+travel)	500€ / month (+travel)

Short-term physical student and recent graduate mobility Doctorate students and BIP participants		
Mobility destination	Duration of physical activity	SMS SMP STA STT Grant
Continental Portugal Autonomous Regions (Azores and Madeira)	Up to the 14 th day of activity	79€ / month (+travel)
	From the 15 th to the 60 th day of activity	56€ / month (+travel)

Physical staff mobility Continental Portugal and the Autonomous Regions of the Azores and Madeira		
Mobility destination	STA (Teaching) and STT (Training) Grants	
	Up to the 14 th day of activity	From the 15 th to the 60 th day of activity
Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Norway, Sweden, The Netherlands <u>Partner Countries from Region 14:</u> Andorra, Monaco, San Marino, Vatican City <u>Partner Countries from Region 13:</u> Faroe Islands, Switzerland, United Kingdom	140€ / month (+travel)	98€ / month
Group 2: Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	125€ / month (+travel)	88€ / month
Group 3: Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye	110€ / month (+travel)	77€ / month
Partner countries from Regions 1 - 12	190€ / month (+travel)	126€ / month

The Erasmus+ National Agency determines the fixed subsistence rates in the table. However, the grant may cover fewer days than the effective mobility duration, depending on available funding.

Payment Method: The mobility grant will be transferred to the beneficiary's account as stipulated in the Erasmus+ Grant Agreement signed with the home university. To facilitate this, all documents listed in Article 11 of this document must be submitted at least one month before the mobility start date.

Double Funding: If travel is funded by sources other than Erasmus+ (e.g., a participant is already at the destination for non-Erasmus+ activities), this must be immediately reported to the home university. No additional support for travel costs will be provided to avoid double funding the same activity.

FCT Grants: The Erasmus+ grant is compatible with FCT grants under Article 16 (Exclusivity) of FCT grant regulations, provided the FCT grant does not include an international component and the contractual work plan with the Foundation is upheld. Doctoral candidates must verify compatibility directly with FCT if

uncertain.³³

Reimbursements: The grant will be adjusted based on actual mobility dates if a mobility period is shortened. The home university will calculate the amount to be reimbursed using the tables in Article 14 and notify the grant holder in writing (email). The grant holder must repay the full amount within stipulated deadlines.

Grounds for full or partial reimbursement:

- a) Complete withdrawal from the mobility period
- b) Failure to meet Erasmus+ Grant Agreement conditions
- c) Invalid enrolment/employment status with the home university during mobility
- d) Violation of the host institution's code of conduct
- e) Failure to submit the Erasmus+ Final Report
- f) Non-submission of mandatory documents

Erasmus+ mobility under the MIND PhD24 project is approved as part of the grant holder's academic/professional duties. Mobility days cannot coincide with leave days overlapping with work obligations. Breach of this rule will require full repayment of the grant.

ARTICLE 15

MANDATORY PROCEDURES AFTER THE MOBILITY PERIOD

Present all documents requested by the home universities, particularly:

- A document attesting to the participant's presence and the activity undertaken abroad, in the form of a **statement of the period of stay, signed, dated and stamped³⁴** by the host institution. This statement must specify the name of the beneficiary, the purpose of the activity, and, where applicable, the hours of work/teaching, as well as the start and end dates of the mobility stated in the Grant Agreement, excluding travel days – applicable to all types of mobility.
- Evidence of travel, such as scanned plane boarding passes and/or transport tickets (train, bus, etc.), fuel receipts, toll receipts, among others – applicable to STA and STT mobilities.
- A document containing the evaluation issued by the Host Institution (transcript of records or qualitative assessment) – applicable to SMS and SMP mobilities.
- Evidence of completion and submission of the Final Erasmus+ Report (survey sent by email by the European Commission) within a maximum of 30 days after the notification to do so – applicable to all types of mobility.

ARTICLE 16

FORCE MAJEURE

The Erasmus+ Programme Guide allows for a participant to invoke a force majeure situation during the mobility period.

"Force majeure" is understood to be any unforeseeable and exceptional situation or event beyond the control of the parties and not attributable to error or negligence on the part of one of them or the entities subcontracted by them, affiliated entities or third parties involved in the implementation, which prevents either party from fulfilling one of its obligations under the Agreement and which could not have been

³³ If it is not possible to combine FCT funding and Erasmus+ funding, the doctoral candidate may carry out the mobility under the Erasmus+ framework on a "zero grant" basis (with no funding allocated by the Erasmus+ Programme), while retaining the other associated benefits (e.g., exemption from fees at the host institution, mention in the diploma supplement, etc.).

³⁴ As part of the effort to dematerialise processes, the consortium promotes the use of digital signatures in all individual mobility projects it implements, for all mobility documents requiring a signature, namely those issued by host institutions. In such cases, the requirement to use a stamp does not apply.

overcome despite due diligence. A failure of service, equipment or material defects, or delays in making them available—unless directly resulting from a relevant case of force majeure—as well as labour disputes, strikes or financial difficulties, cannot be invoked as force majeure situations.

A force majeure situation can only be taken into consideration if reported by the participant to the home University and the consortium coordination within a maximum of 10 days after their return or as soon as it becomes known, and only when the force majeure invoked is duly proven by documentation and authorised by the National Erasmus+ Agency, which is responsible for making this decision.

No reimbursement of the mobility grant will be requested from the beneficiary in three exceptional cases or situations:

- a. In the event of the death of the individual during mobility
- b. In the event of a natural disaster resulting in total loss of property or destruction of facilities
- c. In the event of a domestic or other accident resulting in the loss of property, duly documented

ARTICLE 17

RESPONSIBILITIES OF CANDIDATES

By submitting their application, candidates are responsible for:

- Familiarising themselves with the Erasmus+ Programme rules.
- Being available to fulfil the specific tasks required by the mobility activity they apply for.
- Reading, understanding, accepting, and fully complying with the participation conditions in this document and other relevant official mobility documentation, particularly regarding eligibility criteria (general and specific) and Erasmus+ financial support allocation rules.

ARTICLE 18

DEADLINES

The Code of Administrative Procedure (CPA) regime shall be applied to calculate deadlines.

ARTICLE 19

CLAIMS AND APPEALS

Any decision the consortium makes on the matters provided for in this document may be appealed. Such an appeal must be submitted in writing within 10 working days from the notification of the decision.

ARTICLE 20

ADDITIONAL INFORMATION AND CONTACTS

All matters omitted from this document, without prejudice to the application of the Administrative Procedure Code, shall be subject to analysis by the competent services at the member institutions of the MIND consortium. The International Relations Office of the University of Porto, the consortium's coordinating body, is responsible for providing all clarifications relating to the implementation of the MIND PhD24 project.

Any questions not covered in this document or any doubts regarding its interpretation should be directed to the consortium coordination via email at international@reit.up.pt.