iWONDER+

Inclusive Wide Overseas Network for Development within ERasmus+

GUIDELINES FOR APPLICANTS 2025

STUDENT AND STAFF MOBILITY

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Introduction

Erasmus+ Programme

Erasmus+ is the European program for education, training, youth, and sport for the period between 2021 and 2027 and aims to enhance the personal and professional development of all citizens, reinforcing European identity, sustainable growth, social cohesion, and employability. It promotes the work of organizations within the scope of European or international partnerships with a wide range of public and private stakeholders, fostering the exchange of knowledge and innovation in the fields of education, training, youth, and sport.

KA171 - International Credit Mobility (ICM)

Key Action 171 - International Credit Mobility (ICM) promotes and supports the mobility of people who are enrolled or working in a higher education institution (HEI), from a Programme Country to a Partner Country or vice versa, namely:

Student mobility

- Can be carried out in any field and study cycle (short cycle / bachelor / master / PhD) and is open to recent graduates.

- Physical mobility can last from 2 to 12 months.

- It can consist of a period of study in an HEI or a period of internship in a company, research institute, laboratory, organisation or any other relevant workplace.

Staff mobility

- Can be carried out by any type of higher education staff or by invited staff from outside the HEIs.

- Mobility duration: 5 to 60 days.

- It can consist of a teaching mission to teach at a partner HEI or a training mission in the form of a training event abroad (e.g. job shadowing, observation periods, structured training, etc.).

IWONDER+ - Inclusive Wide Overseas Network for Development within ERasmus+

Coordinated by the Polytechnic University of Cávado and Ave (IPCA), Portugal, the IWONDER+ project was **approved in 2025**. It aims to promote knowledge sharing, mutual development, and enhanced understanding between IPCA and the project partners by encouraging student and staff mobility, as well as the exchange of best practices. Over its 36 months of implementation, the project will provide **65 scholarships** to students, teaching staff, and non-teaching staff from participating institutions following the signing of an inter-institutional agreement between IPCA and each of the **29 partner institutions** across **20 countries**.

General Project Information

1. Partnership

Coordinating Institution

Country	University	Contact
Portugal	Polytechnic University of Cávado and Ave	sri@ipca.pt

Partner Institutions

Country	University	Contact
Albania	Universiteti Fan S Noli Korce	fstillo@unkorce.edu.al
	Universiteti I Tiranes	erida.elmazi@unitir.edu.al
Bosnia and Herzegovina	University of Mostar	marija.nakic@sum.ba; inja.stojkic@sum.ba
Montenegro	Javna Ustanova Univerzitet Crne Gore Podgorica	irouom@ucg.ac.me; marijaj@ucg.ac.me
Egypt	Mansoura University	muiro@mans.edu.eg; erasmus.mu@mans.edu.eg
	Cairo University	info@iro.cu.edu.eg heidi.bayoumy@cu.edu.eg
Jordan	Al-Hussein Bin Talal University	international@ahu.edu.jo
	Princess Sumaya University for Technology	a.shammout@psut.edu.jo
	Yarmouk University	international@yu.edu.jo
Morocco	Université Cadi Ayyad	b.elafqih@uca.ma
	Université Moulay Ismail	n.bouzoubaa@umi.ac.ma
Tunisia	University of Tunis El Manar	monia.najar@isi.utm.tn; khalifa.harbaoui@utm.tn
Bhutan	Royal University of Bhutan (Jigme Namgyel Engineering College)	tshewanglhendup.jnec@rub.edu.bt; ngawangchojey.jnec@rub.edu.bt
Cambodia	Pannasastra University of Cambodia	iroffice@rupp.edu.kh; kimsoungho@puc.edu.kh
	Royal University of Phnom Penh	iroffice@rupp.edu.kh; pak.sokmesa@rupp.edu.kh
Indonesia	UNIVERSITAS AIRLANGGA	int.grants@global.unair.ac.id
Lao People's Democratic Republic	Souphanouvong University	palitha@su.edu.la; palitha_su@yahoo.com
Macao	City University of Macau	faywu@cityu.edu.mo
Nepal	Kathmandu University	uddhab.pyakurel@ku.edu.np; nccs@ku.edu.np
Thailand	Burapha University	punwalai@go.buu.ac.th
Vietnam	University of Danang	hlngoc@ac.udn.vn
	Vietnam National University, Hanoi	lta@vnu.edu.vn; ducvc@vnu.edu.vn; quangph@vnu.edu.vn
Cape Verde	Universidade de Cabo Verde	acim@unicv.cv
	University of Mindelo	risanda.soares@um.edu.cv
Mauritius	University of Technology, Mauritius	kpadachi@utm.ac.mu
Mozambique	Universidade Pedagógica	griup.ac.mz@gmail.com
	Universidade Rovuma	sgiquira@unirovuma.ac.mz
Sao Tome and Principe	Universidade de São Tomé e Príncipe	helgaaguiar@hotmail.com; raquel.moreno.psy@gmail.com
Tanzania	University of Dar es Salaam	muyadavid87@gmail.com

2. Priority Fields of Study

Country	University	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Albania	UNKORCE	x	x		x			x		x											
	UNITIR				x				x		x	x	x	x	x	x		x		x	
Bosnia and Herzegovina	SUM			x	x				x				x					x		x	
Montenegro	UCG								x	x	x		x	x							
Egypt	MANS	x		x				x	x			x	x	x							
	CU	x		x				x	x			x	x	x							
Jordan	AHU	x		x				x	x			x	x	x							
	PSUT	x		x				x	x			x	x	x							
	YU	x		x				x	x			x	x	x							
Morocco	UCA	x		x				x	x			x	x	x							
	UMI	x		x				x	x			x	x	x							
Tunisia	UTM	x		x				x	x			x	x	x							
Bhutan	JNEC											x	x	x	x						
Cambodia	PUC	x	x	x	x			x	x				x								
	RUPP			x	x						x										
Indonesia	UNAIR	x									x	x	x								
Lao PDR	SU		x	x					x				x	x							
Macao	CityU	x	x	x					x												
Nepal	KU		x			x	x		x											x	
Thailand	BUU			x				x		x			x			x	x	x			
Vietnam	UDN	x	x	x	x							x	x	x				x			
	VNU	x			x			x					x		x	x					
Cape Verde	UniCV																				
	UM																				
Mauritius	UTM																				x
Mozambique	UP	x	x	x	x		x		x		x		x	x				x			
	UniRovuma	x	x	x	x		x		x		x		x	x				x			
Sao Tome and Principe	USTP	x	x	x	x		x		x		x		x	x				x			
Tanzania	UDSM	x	x	x	x		x		x		x		x	x				x			

Fields of Study

1. Accounting
2. Finances
3. Business
4. Management
5. Taxation
6. Legal Studies
7. Marketing
8. Tourism
9. Tourism Management
10. Industrial Engineering
11. Applied Artificial Intelligence
12. Computer Engineering
13. Electrotechnical Engineering
14. Medical Informatics Engineering
15. Digital Games Engineering
16. Illustration and Animation
17. Graphic Design
18. Industrial Design
19. Sports
20. International relations (for creation of IRO at UTM)

3. Eligibility Criteria

All participants with an academic or professional connection to the Polytechnic University of Cávado and Ave (IPCA) or any partner institution within this project are eligible for an Erasmus+ scholarship under the IWONDER framework.

General Criteria

- Sufficient linguistic proficiency for the mobility in the host countries to which they are applying for;

- Possession of the required academic/professional qualifications for the fields of study/work;

- Ensure the fulfilment of specific and additional criteria applicable to the type of mobility applied for;

- Not having any other Scholarships to be executed under the IWONDER project;

- For special needs, an accompanying document must certify the current state of vulnerability, and the host institution must be informed of any required special logistics;

- Erasmus+ scholarships are designed to cover only supplementary expenses incurred during the stay abroad. Participants should not rely on them to cover essential living costs (i.e., the Scholarships may not cover all expenses during the mobility period);

- Host institutions may establish additional internal criteria. Applicants must pay close attention to any specific academic requirements (outlined in the academic offering).

Student Mobility

- Bachelor students must be enrolled in at least the second year of higher education at the start date of the mobility period abroad.

- Master students must have successfully completed a bachelor's degree and be enrolled in a master's programme at their home institution at the time of application and the start of the mobility period.

- PhD students must have completed at least one year in this study cycle and have a defined research project.

The study period abroad must align with the learning and personal development needs related to the student's degree and be integrated into their study programme.

Erasmus+ allows students to study or undertake training abroad more than once as Erasmus+ students, provided the minimum duration for each activity is met and a total of 12 months per study cycle is not exceeded.

Staff Mobility

Teaching and non-teaching staff must have a contractual link with IPCA or an IWONDER+ partner institution to apply for a scholarship.

There are two types of staff mobility:
- Teaching mobility: Allows teaching at a partner HEI abroad. Teaching mobility can occur in any common academic field and must include a minimum working period of five (5) days, involving

at least eight (8) hours of teaching, plus, if applicable, an additional maximum two (2) travel days.

- Training mobility: Promotes the professional development of teaching and non-teaching staff through participation in training activities abroad (excluding conferences) and job shadowing/observation at a partner higher education institution. The training mobility must have a mandatory minimum duration of five (5) working days, plus, if applicable, an additional maximum two (2) travel days.

4. Scholarships
Types and number of available scholarships

Country	INCOMING students (to IPCA)	OUTGOING students (from IPCA)	INCOMING Staff (to IPCA)	OUTGOING Staff (from IPCA)
Albania	4[a]	2[a]	2	2
Bosnia and Herzegovina	2[a]	[c]	1	[c]
Montenegro	2[a]	2[a]	1	1
Egypt	2[a]	[c]	[c]	[c]
Jordan	3[a]	[c]	[c]	[c]
Morocco	2[a]	[c]	[c]	[c]
Tunisia	1[a]	[c]	[c]	[c]
Bhutan	1[a]	[c]	1	[c]
Cambodia	1[a]	[c]	1	[c]
Indonesia	1[a]	[c]	1	[c]
Lao People's Democratic Republic	1[a]	[c]	1	[c]
Macao	1[a]	[c]	1	1
Nepal	1[a]	[c]	1	[c]
Thailand	[c]	[c]	1	1
Vietnam	1[a]	[c]	1	[c]
Cape Verde	2[a]	[c]	2	[c]
Mauritius	[c]	[c]	3[b]	3[b]
Mozambique	3[a]	[c]	3	[c]
Sao Tome and Principe	2[a]	[c]	1	[c]
Tanzania	2[a]	[c]	1	[c]
Total	**31**	**4**	**22[d]**	**8[d]**

(a) Four-month Scholarship
(b) Exclusive for International Cooperation Office development
(c) No funding available for this type of mobility
(d) Reserved mobility spots may be allocated strategically based on the internationalisation process of the involved institutions. If applicable, these spots will be removed from the partner institutions' selectable options in the online application form.

Financial Support
The IWONDER project provides the following financial support for selected participants:
- Subsistence allowance (amount varies according to the type, country, and direction of mobility);
- Travel expenses between the scholarship holder's home city and the host country (amount varies by destination);
- Health, accident, and travel insurance valid for the entire funded mobility period.

1) Subsistence allowance

STUDENT Mobility (SMS)	Mobility periods: Up to 4 months
	From IPCA to Partner Countries: 700 EUR/month
	From Partner Countries to IPCA: 850 EUR/month
STAFF Mobility (STA / STT)	Mobility periods: 5 days (+ 2 travel days if applicable)
	From IPCA to Partner Countries: 190 EUR/day
	From Partner Countries to IPCA: 170 EUR/day

2) Travel

Country	Travel distance	Travel Allowance
Albania	Between 2000 and 2999 km	395,00 €
Bosnia and Herzegovina	Between 2000 and 2999 km	395,00 €
Montenegro	Between 2000 and 2999 km	395,00 €
Egypt	Between 3000 and 3999 km	580,00 €
Jordan	Between 4000 and 7999 km	1 188,00 €
Morocco	Between 500 and 1999 km	309,00 €
Tunisia	Between 500 and 1999 km	309,00 €
Bhutan	8000 km or more a	1 735,00 €
Cambodia	8000 km or more	1 735,00 €
Indonesia	8000 km or more	1 735,00 €
Lao People's Democratic Republic	8000 km or more	1 735,00 €
Macao	8000 km or more	1 735,00 €
Nepal	8000 km or more	1 735,00 €
Thailand	8000 km or more	1 735,00 €
Vietnam	8000 km or more	1 735,00 €
Cape Verde	Between 3000 and 3999 km	580,00 €
Mauritius	8000 km or more	1 735,00 €
Mozambique	8000 km or more	1 735,00 €
Sao Tome and Principe	Between 4000 and 7999 km	1 188,00 €
Tanzania	Between 4000 and 7999 km	1 188,00 €

To verify the travel distance, consult the Erasmus+ Distance Calculator:: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

The financial support for the "travel distance" represents the maximum amount allowed by the Erasmus+ programme, contributing to a round-trip journey between the home and host HEIs. If the allocated amount does not cover the desired trip's cost, participants will be responsible for covering the remaining expenses through other means. All selected participants are responsible for purchasing their travel tickets, according to the established mobility dates and the minimum stay period at the host HEI.

For incoming students, the scholarship is paid in three instalments by cheque:
- **50%** upon arrival at IPCA and after signing the grant agreement.
- **30%** within 75 days of the mobility starting date.
- **20%** before the end of the mobility period.

For **incoming** teaching and non-teaching staff, the scholarship is fully paid full by bank cheque upon arrival and signing the contract.

For **outgoing** students, teaching and non-teaching staff, the total scholarship amount is transferred to their bank account before the mobility.

5. Mobility Applications under the IWONDER Project

Application preparation

During the application preparation phase, applicants must:

- Carefully read the application guidelines;
- Verify if they fulfil all the eligibility criteria;
- Ensure fluency in the language of the course or working language of the host HEI;
- Confirm they have the required academic/professional qualifications in the relevant fields of study/work;
- Gather all necessary information and documents for the application.
- Ensure the application proposal is objective, specific, and feasible, outlining the methodology, impact, benefits, and ability to achieve the proposed goals within the scholarship duration;
- Clearly articulate the motivation for the mobility in the application, highlighting expected benefits and outcomes.

Applicants should also:

- Be aware of the real costs of living in the partner institutions and assess them taking into account the monthly scholarship amount, in case of selection;
- Be prepared for need of adapting to different cultural realities and climatic conditions, in case of selection;
- Consider the need to have financial means available to secure flight and accommodation bookings as early as possible to obtain the best prices, as well as to cover initial living expenses upon arrival before receiving the mobility grant.
- Be informed of the need of obtaining a visa for the purpose and duration of the mobility programme applied for and bear any associated costs.

Application Process

Students and staff interested in mobility under IWONDER+ must submit their applications exclusively online within the established deadlines via the provided link in each call.

Application Documents

Applicants must submit, whenever deemed necessary, along with the online application, a digital copy of several documents, including those identified below.

Students

- Photo
- Passport (or another formal ID)
- Curriculum Vitae, preferably in Europass format (http://europass.cedefop.europa.eu), a portfolio, or other documents specific to the field of study/internship;
- Language proficiency certificates (mandatory if required by the host HEI);
- Motivation letter (max. one page), explaining the reasons for applying, specific skills, academic interests, professional experience, commitment to return to the home country,

and the benefits of the mobility grant for the Student and his context;

- Proof of enrolment at the home institution;

- Transcript of Records issued in English by the home university, detailing all courses completed and grades obtained. The document must be dated, signed, and stamped by the issuing institution or digitally certified. Otherwise, it will be deemed invalid and result in immediate disqualification;

- Study plan proposal;

- Nomination or Letter of Support from the Home University – This document must be issued by a professor or the candidate's respective academic department. It must be dated, signed, and stamped by the home institution; otherwise, it will not be considered valid, and the application will be rejected. (Mandatory for all applicants).

- Other relevant document for the application.

For Teaching and Non-Teaching Staff

- Preliminary work plan proposal;

- Motivation letter (max. one page), explaining reasons for applying, specific skills, academic interests, professional experience and benefits of mobility for the applicant and his professional tasks;

- Authorisation to undertake mobility at the partner HEI from the applicant's supervisor (only for IPCA staff).

- Nomination from the partner university to undertake mobility at IPCA (only for partner HEI staff).

6. Application and Mobility Deadlines

Calls for applications are opened based on the availability of mobility grants and are disseminated internally at IPCA and partner HEIs in advance.

For students, semester mobility must occur between February 2026 and July 2028.

For teaching and non-teaching staff, mobility periods may begin at any time after September 2025, provided all necessary documents (work plan, visa, travel arrangements, and insurance) are in place. All mobility activities must be completed by December 2027.

Calls for applications are open to the entire academic community, both from IPCA and its partner higher education institutions, considering the approved mobility flows and common areas of interest. Calls for applications are disseminated via email.

7. Evaluation and Selection Process of applications

All applications must be submitted to IPCA following the defined procedures and deadlines of each call. Partner HEIs will validate and evaluate their respective applicants. Applications positively assessed will then be reviewed by the receiving IPCA Schools/Institutes/Services for final decision.

For IPCA, staff applications will be evaluated by a IPCA jury responsible for the final selection of the applicants, while student applications will be evaluated by the corresponding IPCA's School Mobility Coordinator.

The qualitative evaluation of applications is based on specific criteria, including:

- Outstanding/excellent academic achievements in the relevant study/research area;

- Proposal in priority areas identified by IWONDER+ countries/partners, mentioned in the table of page 4 of this document;

- Candidate's academic potential;

- Individual, institutional, and regional impact of the proposed mobility;

- Level of language proficiency necessary for successful completion of the proposed Mobility;

- Motivation;

- Recommendations;

- Work/research experience and professional qualifications;

- Cross-cutting considerations (gender balance, equal opportunities, belonging to a vulnerable group).

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

All outgoing applications from IPCA will be forwarded to the respective host HEIs for validation.

8. Applicants with Fewer Opportunities

According to the Erasmus+ Programme Guide 2025 (p. 434), "People with fewer opportunities means people who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme."

As one of the priorities of the Erasmus+ Programme is to promote equal opportunities and access, inclusion, diversity and equity in all its actions, facilitating access for participants with fewer opportunities than their peers, preference will be given to applicants with fewer opportunities, whenever there is an equivalent assessment in the selection process.

The following types of obstacles will be considered under this project:

Disability: Covers physical, mental, intellectual or sensory disabilities which, in interaction with various barriers, may affect a person's full and effective participation in society on an equal basis with others. Compulsory proof: presentation of a document, in English, proving the current state of physical/mental health. For example: a doctor's sworn statement; a recent medical examination; etc.

Health Issues: obstacles may be due to health problems, such as serious illnesses, chronic diseases or any other condition affecting physical or mental health that prevents participation in the programme. Compulsory proof: presentation of a document, in English, proving the current state of physical/mental health. For example: a doctor's sworn statement; a recent medical examination; etc.

Socio-Economic Obstacles: Economic disadvantages such as low living standards, low income, students who need to work to support themselves, reliance on social protection, precarious situations, poverty, etc. Compulsory proof: submission of a document, in English, proving the vulnerable socio-economic situation. This document must be dated, signed and stamped by the issuing organisation.

Geographic and Discrimination-Related Obstacles: living in remote or rural regions, small islands or peripheral/ultraperipheral regions, problematic urban areas, areas with fewer services (limited public transport, poor infrastructure) or less developed areas in third countries, etc. Situations of discrimination linked to gender, age, ethnicity, religion, beliefs, sexual orientation, disability or intersecting factors (a combination of two or more of these obstacles related to discrimination).

Compulsory proof: submission of a document, in English, proving the situation of vulnerability. This document must be dated, signed and stamped by the issuing organisation.

Additional Financial Support (Top-ups): Participants in the above situations may receive additional funding, subject to the available funding for each of the countries in the Programme and the presenting the required documentation.

9. Implementation of Mobility

Responsibilities of Sending and Receiving Institutions

Travel and Subsistence Scholarships: All selected participants are responsible for purchasing their own travel tickets and arranging accommodation, always complying with to the established mobility dates. For incoming participants, the scholarship (as per EU rates) is paid by cheque upon arrival. For outgoing participants, the scholarship is transferred to their bank accounts before mobility. A Learning Agreement/Mobility Agreement is signed between IPCA, the scholarship holder and the Partner HEI defining the conditions, benefits, and responsibilities, related to the implementation of the project. A Grant Agreement is signed between IPCA and the scholarship holder, outlining the terms of the mobility, including the duration, financial support, and payment conditions.

Visas: It is the responsibility of the scholarship holder to obtain a visa in their country of origin, whenever this is necessary for the mobility to take place. Each host HEI will issue the appropriate documents so that the selected students/teaching and non-teaching staff can apply for a visa, in accordance with national legislation.

Insurance: IPCA guarantees insurance for all students and teaching and non-teaching staff (including civil liability, accidents and serious illnesses, death and travel insurance, when relevant).

Recognition: In the case of student mobility, it is mandatory for all sending HEIs to consider the period of study abroad as an integral part of the study programme at the home HEI. The scholarship holder's home HEI must guarantee full academic recognition (including exams and other forms of assessment) of the study period carried out at the host HEI by signing the Learning Agreement, provided the student has passed it. Students must ensure that the study plan is discussed with the professor in charge prior to departure for the host HEI and that all the necessary documents for the validation (recognition) process are provided to the home HEI in good time.

The home and host HEIs must organise preparation sessions and integration activities for the scholarship holders, as well as support them in finding accommodation and guarantee access to all the services offered by the HEIs.

Responsibilities of Scholarship holders

The scholarship holders must reimburse the full/partial scholarship amount in cases of:

- Withdrawal from mobility;
- Non-compliance with the host HEI's internal regulations;
- Non-compliance with the sending HEI's internal regulations;
- Failure to meet the requirements of their study/work programme;
- The scholarship holder has not obtained approval in any of the course units or activities undertaken (no ECTS awarded).

- Failure to meet the minimum mobility period established by the programme.

Other Obligations:

- The scholarship holder cannot accept any other EU mobility grant during the scholarship period.

- Any changes to the study/research/work period must be communicated to both sending and receiving HEIs. A new Learning Agreement/Work Plan must be signed if necessary.

- At the end of the mobility, students will receive a Transcript of Records detailing achieved results. All students must obtain a positive mark in at least one subject/activity included in their study programme/internship;

- The scholarship holders must promptly communicate any difficulties during mobility (e.g., language barriers, integration issues, health insurance problems, accommodation difficulties) via email to both sending and receiving HEIs.

- Teaching and non-teaching staff must comply with the established programme, as well as the duration established for the mobility - 5 working days plus, if applicable, 2 travel days. Failure to fulfil these obligations may result in non-payment or return of the grant.

10. Information and Support

IWONDER Project Coordination Contacts:

International Relations Office
Polytechnic University of Cávado and Ave (IPCA)
IPCA Campus
Vila Frescaínha S. Martinho
4750-810 Barcelos, Portugal

Tel: + 351 253 802 207
Email: sri@ipca.pt
Website: www.ipca.pt

Each partner institution has appointed a contact person responsible for supporting potential applicants from their institutions. Official contacts for each institution can be found in the "General Project Information > Partnership" section.