



## University Fernando Pessoa's General Rules for Outgoing International Student Mobility

2015-2016

### 1. International Student Mobility

Students of University Fernando Pessoa (UFP) who comply with the eligibility criteria have the possibility to perform a period of international mobility for studies and/or training.

### 2. Places for international student mobility

2.1 International mobility periods for studies are performed at institutions of higher education outside Portugal with whom UFP has a student Exchange agreement under the Erasmus+ Programme (within the European area), or another existing bilateral exchange agreement.

2.2 The number of students that can perform a period of international study mobility is limited to the places agreed between UFP and the host institutions of higher education.

2.3 Training periods are performed at the higher education institutions referred above, when they have the necessary conditions for providing the traineeships, or at companies/institutions located outside Portugal and eligible for receiving trainees under the Erasmus+ Programme.

### 3. Duration of the international student mobility

3.1 Students can apply for a maximum period of 12 months and may combine studies with training (including a traineeship as recent graduates). The duration of the semester will vary according to the academic calendar of the host institution and the expected study programme to be completed. For mobilities under the Erasmus+ Programme, the minimum duration for studies is 3 months, and for training is 2 months.

3.2 A breach in the minimum duration of an international mobility period under the Erasmus+ Programme will result in a refund by the student of any financial support that he/she may have received through this programme.

3.3 Any request for an extension of the international mobility period for studies beyond one semester is analysed on a case-by-case basis, supported by written justification by the student and the host institution, and is valid only after formal acceptance by UFP and by the host institution.

### 4. Eligibility of students for international mobility

4.1 To participate in an international mobility period, students must be registered and attending a degree programme at UFP, resulting in a diploma or recognized qualification at tertiary level, have already completed 60 ECTS. This 60 ECTS credit limit is not applicable for training mobility under the Erasmus+ Programme.

4.2 Can only be considered mobility students those who are officially nominated by University Fernando Pessoa, after going through the selection procedures by the International Relations Office (IRO), and who receive official acceptance by the host institution.

4.3 The mobility student will only be considered as such after signing the Erasmus+ student contract/Exchange student contract.

## 5. Applications for international mobility periods for studies

5.1 Students who wish to perform a study period in international mobility are selected during the application periods defined by UFP's IRO. Applications are presented individually.

5.2 Application criteria for study periods:

5.2.1 Only complete applications delivered within the indicated deadlines and fulfilling all the admission criteria will be considered.

5.2.2 Only applications regarding host institutions with which UFP maintains student exchange agreements (for the indicated study areas) will be considered. The IRO publishes an updated list of places and host institutions by study area at the beginning of each application period.

5.2.3 Each student can apply for 3 host institutions simultaneously, by order of preference, but not for the Erasmus+ Programme and for an exchange period outside the European area at the same time.

5.2.4 Applications of students from the Faculty of Science and Technology or from the Faculty of Human and Social Sciences having more than three uncompleted course units from previous semesters will not be accepted.

5.2.5 Applications of students from the Faculty of Health Sciences having any uncompleted course units from previous semesters will not be accepted.

5.2.6 For application purposes, uncompleted course units (total or partial) refer to those courses belonging to past semesters to which the student has already been registered to, and that have not been completed by the moment of the application.

5.2.7 Students who are temporarily registered at UFP under a bilateral exchange agreement cannot apply for a period of international mobility through this institution.

5.2.8 UFP reserves the right to refuse new applications from students whose previous application or international mobility period have been cancelled due to non-compliance to the rules and duties that they are bound to either at UFP or at the host institution, or that have been cancelled by the applicant's own initiative.

5.3 Selection of candidates for study period:

5.3.1 In the places available for each pair 'host institution/study area', candidates in first option will be successfully ranked according to the following criteria:

- 1- most advanced curricular year, regarding the applicants' study programme (when comparing study programmes of different length, the lowest number of curricular years for the conclusion of the study programme will be used)
- 2- lowest number of uncompleted course units from past semesters;
- 3- highest ECTS weighted average, rounded to two decimal places;

5.3.2 A "*Fraco*" [Weak] or "*Não recomendável*" [Non-recommendable] mention in at least one of the recommendation letters from the teachers is a factor of exclusion of the application.

5.4 Publication of results

The results are published by the IRO up to 30 days after the end of the application period, with the indication "*Colocado na vaga para [instituição de destino]*" (Selected for the place at [host institution]) or "*Não colocado*" [Not selected].

## **6 – Applications for an international mobility for training periods**

6.1. Students that wish to apply to international mobility for training periods (professional training) through the Erasmus+ Programme are selected throughout the academic year, whenever there is a company or institution willing to receive a student for training and, when applicable, there are mobility grants for training periods.

6.2 The results of applications for an international mobility for training periods through the Erasmus+ Programme, when accepted, will be published by the IRO.

6.3 When the training period is performed through a partner institution, to seek academic recognition for a course unit at UFP, the application and selection procedures will be the same as the ones indicated for study periods (article 5.)

## **7- Cancellation of the international mobility**

7.1. The existence of uncompleted course units above the limits indicated in 5.2.4 and 5.2.5, before the beginning of the international mobility, is a cause for cancelling it.

7.2 On UFP's initiative, the international mobility may be cancelled at any time, whenever the students fail to comply with the present rules, or any other academic and administrative rules at UFP.

7.3 On the host institution's initiative, the international mobility may be cancelled at any time, whenever the students fail to comply with their duties and regulations indicated by that institution.

7.4 Students can, on their own initiative and through a properly based and timely notice to IRO in writing, cancel their application or the international mobility period for which they have been selected. They are, however, responsible for any financial obligations related to their mobility period that may have been contracted by themselves or by UFP.

7.5 Students can, on their own initiative and through a properly based and timely notice to IRO in writing, cancel the international mobility after it has begun. They are, however, responsible for any financial obligations related to their mobility period that may have been contracted by themselves or by UFP, as well as for returning any financial support from which they have benefited, such as exemptions of tuition fees, mobility grants or other forms of support.

7.6 A cancellation on the student's own initiative implies that he/she cannot present a future application for international mobility, except in cases of exceptional circumstances duly proven and accepted by the IRO.

## **8. Costs of participation in an international mobility period**

8.1 Students in international mobility for a study period do not pay any tuition fees at the host institution.

8.2 Students will be responsible for all personal and academic expenses resulting from the mobility period (including travel costs, accommodation, food, books and photocopies), as well as for cost related to a valid health insurance in regard to the host country and duration of the mobility period. Students are also responsible for expenses related to study visas, when applicable.

8.3 During the mobility period, students continue to pay the regular tuition fees and administrative fees at UFP.

## **9. Financial support - Erasmus+ Programme**

9.1 A student who is selected for an international mobility period for studies or training under the Erasmus+ Programme may benefit from a mobility grant paid by the European Union through the said programme. These grants are not meant to cover the full costs incurred by the mobility students.

9.2 The mobility grants are distributed by UFP according to the instructions from the Portuguese National Agency for the Erasmus+ Programme.

9.3 If the amount of grants provided by the Portuguese National Agency to UFP is insufficient to allow one grant for each mobility student, the available grants will be assigned according to the following:

- social-economic conditions of the students' household;
- under-representation of the study area within UFP's students international mobility;
- under-representation of the host country within UFP's students international mobility;

9.4 Students who benefit from an Erasmus+ mobility grant for studies or training are bound to all the conditions defined by the Portuguese National Agency including, but not limited to, completing the mobility agreed between the student and UFP and the consequences that result from failing to do so.

9.5 Students who benefit from an Erasmus+ mobility grant will receive those amounts after signing the Erasmus+ student contract, in the terms of payment defined on the said contract.

9.6 Students who are eligible for an Erasmus+ Supplementary Grant can apply for such a grant, in the conditions defined by the Portuguese National Agency.

9.7 Failure to follow the terms of the contract and its addenda, agreed between the student and UFP, will result in the refunding of any amounts from which the student has benefited.

## **10. Financial support – UFP**

10.1 Students selected for a period of international mobility for studies within the European area (Erasmus+) can benefit from an exemption of the payment of tuition fees at UFP, according to the same criteria as those regarding access to the Merit Grant.

10.2 The exemption of tuition fees is awarded to students who have achieved outstanding academic results (approval in all course units of their study programme up to the academic year of application, and an average grade no lower than 16 at those course units), and is applied to the duration of the international mobility as defined in the Erasmus+ student contract. This exemption is not valid for extensions of the originally agreed student mobility.

10.3 Students who are selected for a training period in international mobility in the European area (Erasmus+) benefit from exemption of payment of the applicable training fees at UFP, whenever they exist.

10.4 International mobility periods outside the European area through bilateral exchange programmes do not benefit from any financial support.

10.5 Failure to follow the conditions defined in the mobility contact and its addenda, agreed upon between the student and UFP, implies the payment of the amounts related to an exemption of study fees from which the student may have benefited.

## **11. Obligations of students selected for an international mobility period**

11.1 Before the mobility begins, students must:

11.1.2 Inform UFP's IRO regarding any official acceptance received from the host institution, whenever it is sent directly to the student.

11.1.3 Obtain the European Health Insurance Card (for mobility periods inside the European Union) or any other health insurance, suitable for the host country, that ensures access to health services and the coverage of expenses related to medical treatment.

11.1.4 Buy a personal accident insurance that meets the required fields in the *Erasmus + Programme Guide* before starting the Erasmus + mobility. This is mandatory.

About the professional civil liability insurance for professional traineeships, the student must check with the host company if it has such insurance for trainees, otherwise the trainee must buy this professional civil liability insurance in the country where the traineeship takes place.

11.1.5 Participate in the Online Linguistic Support (OLS): this participation is mandatory for all students in the mobility activities under the Erasmus + programme using English, French, German, Italian, Spanish or Dutch as main study language.

OLS will consist in the following:

1. Test 1: evaluation of the student's linguistic proficiency before the mobility
2. Language course: at the beginning of the mobility (if applicable)
3. Test 2: evaluation of the student's linguistic proficiency at the end of the mobility

Tests 1 and 2 for assessing linguistic proficiency are mandatory for all students, but if the student fails test 1, it does not mean that he/she cannot be eligible for the mobility programme. The language course is optional. The evaluation tests and the OLS language courses have no cost to students.

11.1.6 Deliver the language certificate required by the host university (when required) according to the Common European Framework of Reference (CEFR).

11.1.7 Sign the Erasmus+ student contract/exchange student contract.

11.1.8 Obtain the study visa through the appropriate consulate, whenever one is required by law by the host country.

11.1.9 Fulfil all the necessary procedures at UFP's Student Office, including registration and enrolment for course units that compose their study degree, as during the mobility period they are still UFP students.

11.2 During the mobility period, students must:

11.2.1 Inform UFP's IRO of the beginning of the study/training period, by sending the Confirmation of Arrival form, with all the necessary information, including the contacts at the host country.

11.2.2 Inform UFP's IRO of any changes to the study/training programme, no later than 30 days after the beginning of the mobility period.

11.2.3 Perform the study/training programme agreed with UFP and the host institution.

11.2.3.1 Commit themselves to complete a minimum of 75% of the credits agreed in the learning agreement.

11.2.4 Keep up to date with their obligations and rights as mobility students, including all communications and requests sent by UFP's IRO by email.

11.2.5 Complete the duration of the mobility period as defined in the Erasmus+ student contract/exchange student contract.

11.3 At the end of the mobility period, the student must:

11.3.1 Inform UFP's IRO of the end of the study/training period, by presenting the Confirmation of Departure form, with all the necessary information.

11.3.2 Fulfil the contract obligations related to any financial support that they might have benefited from, namely, in the case of Erasmus+ mobility grant beneficiaries, filling out the Portuguese National Agency's electronic report.

11.3.3 Deliver any original transcript of records obtained during the mobility period, whenever they have been directly sent to the students, as well as any other document that might certify the completion of the study /training period.

11.4 General obligations:

11.4.1 During the international mobility period, students remain bound to UFP and to its internal regulations, namely the disciplinary rules.

11.4.2 Students may be subject to disciplinary procedure whenever they jeopardize the reputation of the institution and/or the partnerships that UFP holds with its counterparts.

11.4.3 Failure by the student to follow the conditions required for his/her study/training period abroad may imply:

- returning the awarded mobility grant, partially or in full;
- repaying the awarded exemption of tuition fees, added of any penalties that may apply;
- disciplinary procedure;
- cancellation of registration.

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