



ATHENS NETWORK
ADVANCED TECHNOLOGY
HIGHER EDUCATION NETWORK

ATHENS WEEK

GENERAL RULES FOR ATHENS STUDENTS: THINGS TO KNOW

ParisTech is the General Coordinator of the ATHENS Programme. All students commit themselves to respect the ParisTech general rules.

PHILOSOPHY OF THE PROGRAMME

- The ATHENS week is a programme dedicated to academic excellency but also to **cultural exchange** and **new course experience**.
- The first selection stage is handled locally by your Home institution local coordinator who may either propose or refuse your application to the programme.
- The final selection stage is handled by ParisTech. Due to the number of participants (+/- 2000 students at each Session) the process is computer-aided considering several constraints: the minimum and maximum places available in each course, the diversity of participants in each course, the number of choices you make, etc.
- **Our objective is to ensure the participation of a maximum of students.**

BEFORE REGISTRATION

- Obtain confirmation from your Home institution that you can participate in the ATHENS Session (leave your university for one week).
- Check the [ATHENS NETWORK website](#)
- Make sure that you are able to fund the costs (travel and living costs) in cities where you select courses. There is no financial support from IST's side.
- If you are an **exchange student** currently studying at an ATHENS member institution (ERASMUS, Double Diploma students, etc.), you are not permitted to return to your Home Institution and town of origin to follow an ATHENS Session + you must inform your Home Institution of your intention to participate in an ATHENS Session.
- Check the visa requirements (if applicable).

WHEN REGISTERING

- Read the course descriptions + check the attendance requirements.
- **Apply for a minimum of 3 courses** (up to 6). If you apply for less than 3, there is a risk you won't be placed in any course!
- Do not select a course if you are not interested in nor if you don't meet the requirements!
- Be aware that the choice of the courses is final.
- Do not forget to mention if you need lodging or not during your stay abroad.
- Make sure all data is correct on your registration form (e.g. housing, name spelling, etc.). Your Student Identity Number is your IST ID. The bachelor/master programme that you are enrolled in your course at IST.
- Read the Student Commitment.
- **After submitting your application**, you must download the application and the Student Commitment forms (PDF file), print out and submit the forms to your ATHENS local coordinator for final confirmation. Without this confirmation, ParisTech will not consider the application.
- In case of questions related to the application process, **please contact your ATHENS Local Coordinator** (the NMCI office - rossela.leitao@tecnico.ulisboa.pt and ana.barbosa@tecnico.ulisboa.pt), **not the host institution.**

AFTER REGISTRATION

- Once you get the confirmation of your acceptance, **you are committed to follow the course officially awarded to you by the Central Selection Committee in Paris.** You are not allowed to make any changes.
- Check [ATHENS NETWORK website](#) for message with vital information related to housing, European Dimension activities, meeting point, etc.
- Make your travel arrangements as soon as possible.
- Final details on the Session will be available on each host institution's website about 10 days before the Session.
- Cancellations are only allowed in exceptional and dully justified circumstances; The participation in the weekend cultural activities is mandatory.



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DURING ATHENS WEEK

- You are expected to attend and to actively participate in the course you are following, as well as to pay for and follow the European Dimension activities.
- You are not a simple tourist; you represent your Home institution! In case of misbehaviour, your home institution will impose sanctions.

AFTER ATHENS WEEK

- You will be asked to complete an **on-line Evaluation questionnaire** at the end of the course. Student evaluations help the Programme to develop. Thank you for participating!
- The Host Institution evaluates students **according to its proper system of grading**. No complaints will be accepted.
- Grades are released on the ATHENS web-platform at the latest 6 weeks after the end of the Session.
- Certificates with marks are released at the latest 2 months after the end of the Session.