

## **International Mobility Programme Regulations**

(Reviewed: September 2013)

### **Preamble**

The Instituto Superior Técnico, hereinafter referred to as IST, offers its students different International Mobility Programmes with the purpose of exposing them to a multinational and multicultural experience, which is an important component to prepare them to become professionals of science, technology and architecture.

### **Chapter I General Provisions**

#### **Article 1 Purpose**

These regulations set out the administrative and academic management procedures of the mobility programmes in which IST participates, without prejudice to specific regulatory standards which govern each of those programmes. The programmes are designed to allow students, who attend course units of 2<sup>nd</sup> cycle programmes, to participate in mobility programmes.

#### **Article 2 Programme Management**

1. The responsibility for the Management of the Mobility Programmes rests with the member of the Governing Management for International Issues.
2. The Mobility and International Cooperation Unit, hereinafter referred to as NMCI, will ensure the performance of the acts that are carried out under the said body.
3. The management of the programmes is ensured by a person scientifically responsible for each programme, known as the Mobility Coordinator, who is appointed by the President of IST on a proposal from the Programme Coordinator.
4. Any circumstances not covered herein, will be subject to a decision of the Governing Board on a proposal from the Programme Mobility Coordinator.

#### **Article 3 Responsibilities in the management of the Programmes**

1. The NMCI is entrusted with:
  - a. Calling for applications for the various programmes.
  - b. Proposing to award scholarships (Erasmus, Santander), following the selection carried out by the Mobility Coordinators, which should be approved by the member of the Governing Board for International Issues.
  - c. Sending the Transcript of Records, issued by the Graduate Unit, of the students who will pursue a mobility period at IST.
2. Without prejudice to the competences of the Scientific Board and the Programme Coordinators, the Mobility Coordinators are entrusted with:
  - a. Carrying out the selection and arrangement procedures of applicants.
  - b. Setting out the Learning Agreement, hereinafter referred to as LA, to be carried out in the Host Universities.

- c. Establishing at IST the initial Study Plan (course workload), as well as any necessary amendments and the respective academic recognition.
- d. Elaborating the Final Study Plan made on the basis of the Transcript of Records of the Host University.
- e. Accepting students under a mobility programme to be pursued at IST, as well as the respective Study Plans.
- f. Changing the initial Study Plans which must be submitted by no later than 30 October for the 1<sup>st</sup> semester and by no later than 30<sup>th</sup> March for the 2<sup>nd</sup> semester.

#### **Article 4**

##### **Specific Programme Provisions**

1. Where appropriate, the specific provisions that govern the mobility programmes must be observed, namely in what concerns the award of scholarships.
2. Under the Erasmus Programme, mobility scholarships will only be awarded to:
  - a) Students who are nationals of a EU Member State or of another eligible country;
  - b) Students who are officially recognized by Portugal as refugees, stateless persons or permanent residents.

#### **Chapter II**

#### **Applications**

#### **Article 5**

##### **Students admitted to a competition procedure**

1. Only applications of students who have completed at least 120 ECTS credits of course units of the 1<sup>st</sup> cycle upon the application term will be admitted.
2. Applicants, who fail to meet the requirements at the time of their application, may be admitted conditionally through a new evaluation carried out by the Mobility Coordinator.
3. The minimum score necessary shall be 12.50 (on a 0 to 20 scale), calculated as a weighted average by the ECTS of the course units already concluded upon application and calculated to the second decimal place.
4. Each Mobility Coordinator may send annually to the NMCI the proposal of the number of mobility vacancies to be filled in the respective MSc Programme. The number of vacancies will be approved by the Governing Board.
5. Students with a minimum score of 12 (on a 0 to 20 scale) may also be admitted, provided that: (i) there is a favourable opinion of the Mobility Coordinator and (ii) there are mobility vacancies that remain unfilled by applicants with a score higher than the minimum score.
6. Applicants' average below 12 (on a 0 to 20 scale) shall not be admitted.

#### **Article 6**

##### **Application procedure**

1. Applications will take place once a year, at a date to be announced on an annual basis, for mobility in the next academic year.
2. The NMCI will be responsible for providing the information deemed relevant and the instructions for application to the mobility programmes, namely through the website.
3. Applicants must indicate up to ten host universities, by order of preference.
4. Any waiver must be communicated forthwith to the respective coordinator and to the NMCI.

#### **Article 7**

##### **Arrangement procedure**

1. The applications selected as admissible shall be arranged, regarding the universities the applicants wish to attend, on the basis of the following criteria, by order of priority:
  - a) The greatest average of all course units already concluded, of 1<sup>st</sup> and 2<sup>nd</sup> cycles, weighted by the ECTS calculated to the second decimal place;
  - b) The greatest number of ECTS credits and course units already concluded;
  - c) The least ECTS number of delayed course units;

- d) The least number of annual enrolments to the number of ECTS credits already concluded ratio;
- e) After the arrangement procedure, the candidates who wish to change the host university should contact the respective coordinator that will inform the NMCI in writing thereon;
- f) Students accepted under certain conditions, in accordance with Article 5, paragraph 3, should contact the mobility coordinator of the respective study area.

### **Article 8**

#### **Applications to Host Universities**

1. Students accepted for mobility should prepare, with the respective Mobility Coordinator, the following documents to be sent to the host universities:
  - a) The Application Form of the Host University, signed by the Mobility Coordinator and by the NMCI;
  - b) The LA, signed by the applicant and by the Mobility Coordinator and forwarded to the NMCI.
  - c) The elaboration of the LA must observe at least 20, 30 or 60 ECTS credits, whether the student carries out a mobility programme (respectively, 3 months, 6 months, or 1 academic year).
  - d) Any student who fails to pass any course unit must return the mobility scholarship in full.
  - e) Language skill tests may be required (such as TOEFL, IELTS or CAE) by some host universities.

### **Article 9**

#### **Proceedings after students are accepted by the Host University**

1. Before starting the mobility programme, students must:
  - a) Prepare the form for the initial Study Plan of IST, which lists the course units to be taken under the mobility programme and the course units eligible for equivalency at IST. This document allows any student to register at IST during the mobility period;
  - b) Fill out the Student Form, as regards the mobility programmes in which a scholarship will be awarded (e.g. Erasmus an Santander);
  - c) Appoint a representative mandated to represent him/her in all issues related to the mobility programme in which he/she participates.
2. During the mobility period, only the amendments to the initial study plan are accepted, where explicitly authorized by the Mobility Coordinator, who will inform the NMCI thereafter.
3. The Mobility Coordinator may authorize the extension of studies at the host university for one more semesters (only for students who carry out the mobility at the 1<sup>st</sup> semester of IST). For the purpose, the student should only submit a LA with which the coordinators of both institutions agree and submit the study plan. The student must communicate his/her intention to the NMCI by the end of December.

### **Article 10**

#### **Duration of the Mobility Period**

1. Under the Erasmus, SMILE and Cooperation with Brazil, China and Russia, mobility may have three months, one semester or one academic year.
2. The CLUSTER Double Diploma Programmes require that each student completes 60 ECTS credits at the host university and 60 ECTS credits at the home university.
3. The TIME Double Diploma Programmes usually require that each student completes 120 ECTS at the host university and 60 ECTS credits at the home university. With

regard to the agreement signed with the Polytechnic School of the University of São Paulo, a one and a half year study period is carried out at the host university.

4. The duration of other mobility programmes, namely aiming at the Double Diploma is that established in the respective regulations.

#### **Article 11 Master Dissertation**

1. As regards the Master Dissertation under a mobility programme, two supervisors must be designated, one at IST and one at the host university.
2. Students must enroll in the course unit 'Master Dissertation' at IST within the legal deadlines.
3. In terms of incoming mobility students (at IST), who are making a dissertation, must be enrolled in that course unit.
4. The defense of the dissertation must be carried out at IST, even though the Dissertation has been defended at the host university.
5. With regard to the Double Diploma Programmes, the Dissertation may only be defended once, provided that it is set out in the agreement.

### **Chapter III Course unit recognition**

#### **Article 12 Requirements for the credit recognition**

1. The course units completed at the host university shall be fully recognized through the Transcript of Records.
2. Credits may be awarded for completion, under a mobility programme, of course units that include crosscutting competences up to 3 ECTS credits per year.
3. Under mobility programmes, course units in which students were previously enrolled and evaluated at IST cannot be taken. There will be no recognition of ECTS credits when this happens.
4. No more than 7.5 ECTS credits may be credited, by semester carried out under a mobility programme, which correspond to 1<sup>st</sup> cycle course units of IST. This limit is of 15 ECTS credits if the mobility period runs for one year.
5. The recognition of the course units taken under a mobility programme may only be considered against the submission of the Transcript of Records issued by the host university and the completion of the Final Study Plan Form for which the Mobility Coordinator is responsible.
6. There may be a maximum tolerance of up to 10% of the ECTS number when establishing equivalencies between the course units of the host university and IST.

#### **Article 13 Equivalencies and scoring**

1. The equivalencies and scoring shall be given by the Mobility Coordinator and approved by the Scientific Board.
2. The equivalencies may be awarded in two forms: (i) through every course unit or (ii) between blocks of course units.
3. Where appropriate, the scoring will be given in accordance with the ECTS system, notably when the mobility is carried out in schools with the ECTS system.

## **Chapter IV Students' Duties**

### **Article 14 Students' Behaviour**

1. Students must adopt a behaviour that dignifies IST.
2. Breach of the provisions of the previous number, confirmed by the Programme or Institutional Coordinator of the Host University, may lead to the immediate suspension of the scholarship, if any, and the loss of the status of mobility student, and the student shall be notified to return to his/her home university.

### **Article 15 Handover of Documents**

1. Mobility students must forward, until 30 days after the date of arrival, the Statement of Residence to be issued by the Host University, which must be handed over at the NMCI.

## **Chapter V Final Provisions**

### **Article 16 Enrollment**

1. Under the different mobility programmes, the student must remain enrolled at IST, during the mobility period.

### **Article 17 Tuition Fees**

1. Students who participate in mobility programmes will make the payment of tuition fees which correspond to the mobility period, at the home university.
2. Mobility students are exempt from paying tuition fees at the host university.
3. Where the mobility is carried out under a double diploma programme, there may be specific conditions established in each agreement regarding the payment of tuition fees.

### **Article 18 Non-compliance**

1. Noncompliance with the Mobility Programme Rules and Regulations, and with the mobility contract, may lead to:
  - a) The non-recognition of study periods;
  - b) The suspension of the administrative process;
  - c) The return of the scholarship, wholly or in part.

Lisbon, \_\_ September 2013

The President of IST

Prof. Arlindo Oliveira

## ANNEX – MOBILITY PROGRAMMES AVAILABLE AT IST

The International Mobility programmes currently available at IST are:

- a) ERASMUS
- b) SMILE Programme of the Magalhães network
- c) Cooperation with Brasil
- d) Cooperation with China
- e) Cooperation with Russia
- f) Erasmus Mundus Mobility Programmes
- g) KIC InnoEnergy Mobility Programmes
- h) Double Diplomas under the CLUSTER network
- i) Double Diplomas under the TIME network
- j) Other Double Diploma mobility agreements