

## **International Mobility Programme Regulations**

(Updated: December 2018)

### **Preamble**

The Instituto Superior Técnico, hereinafter referred to as IST, offers its students a wide variety of International Mobility Programmes in order to allow them to delve into a multinational and multicultural experience, which is today a critical component of the educational background of a professional of science, engineering and architecture.

### **Chapter I** **General Provisions**

#### **Article 1**

##### **Purpose**

These regulations lay down administrative and academic management procedures for Mobility programmes in which IST participates, without prejudice to their own governing rules. Mobility programmes provide students attending courses of 2<sup>nd</sup> Cycle programmes or 4<sup>th</sup> and 5<sup>th</sup> year of Integrated MSc programmes with an opportunity to study abroad.

#### **Article 2**

##### **Programme Management**

1. Mobility programme management remains the responsibility of the Governing Board member for International Affairs, with delegated responsibilities to the Coordinator of International Affairs Area, where appropriate.
2. The Mobility and International Cooperation Unit, hereinafter referred to as NMCI, will ensure the performance of tasks adopted under that body.
3. Mobility programmes are managed by a person scientifically responsible for each programme, known as Mobility Coordinator, who is appointed by the President of IST, as proposed by the Programme Coordinator and approved by the relevant Department.
4. Any situations not provided herein, will be subject to a decision of the Governing Board as proposed by the Programme Mobility Coordinator.

#### **Article 3**

##### **Responsibilities in Programme management**

1. As regards OUTGOING students, the NMCI is entrusted with:
  - a) Inviting applications for the different programmes.
  - b) Proposing grant awards (Erasmus+, Santander, among others), as selected by the Mobility Coordinators, which should be approved by the member of the Governing Board for International Affairs.
2. As regards INCOMING students, the NMCI is entrusted with:
  - a) Inviting applications for the different programmes.
  - b) Sending the Transcript of Records, hereinafter referred to as ToR, issued by the Academic Area, of students who will take a mobility period at IST.

3. Without prejudice to the duties of the Scientific Board and Programme Coordinators, Mobility coordinators of OUTGOING students are responsible for:
  - a) Seriation and selection procedures.
  - b) Defining the Learning Agreement, hereinafter referred to as LA, under the Erasmus+ programme, and the Study Programme under the Programmes outside Europe, to be developed in Receiving Institutions;
  - c) Defining, at IST, the Initial Study Programme, and the respective academic recognition;
  - d) The changes to the Initial Study Programme that are made to the LA under the Erasmus+ Programme, in the 'During Mobility' chapter, and under the programmes outside Europe that are made to the Amended Study Programme;
  - e) Elaborating the Final Study Programme on the basis of the ToR of the Receiving Institution;
4. Without prejudice to the duties of the Scientific Board and Programme Coordinators, the Mobility coordinators for INCOMING students are responsible for:
  - a) Accepting students who are coming for a study period at IST, as well as the respective LA / Study Programmes;
5. Any amendments to the LA and Study Programmes made by INCOMING students must be submitted to the NMCI until 15 October for the 1<sup>st</sup> semester and 15 March for the 2<sup>nd</sup>.

#### **Article 4**

##### **Specific programme rules**

1. Where appropriate, any specific rules that govern mobility programmes, in particular in what concerns grant award, must be observed.
2. Under the Erasmus+ Programme, beneficiaries of Mobility grants may be students who are:
  - a) Nationals of a EU Member State or of another eligible country;
  - b) Nationals of another country outside EU, who bear a valid residence permit and have enrolled in a programme leading to a university degree.
  - c) Officially recognised by Portugal as refugees or stateless persons.

#### **Chapter II**

##### **Applications, seriation and grant award**

#### **Article 5**

##### **Eligible students**

1. In order to be eligible, students must have concluded or obtained equivalency to a minimum number of 120 ECTS of 1<sup>st</sup> cycle courses, on the date of application and, simultaneously, a minimum grade of 12.50 (on a 0-20 scale), calculated as the average weighted by the ECTS of the courses that have already been concluded prior to the closure date of the application and rounded to the second decimal place.
2. Students with a minimum grade of 12 (on a 0-20 scale) and a minimum number of 120 ECTS of 1<sup>st</sup> cycle courses, may be eligible for mobility as long as: (i) there is a favourable opinion of the Mobility Coordinator and (ii) there are unfilled mobility vacancies by applicants with a minimum grade of 12.50 (on a 0-20- scale) or higher.
3. Students may be admitted conditionally for a period of study abroad as long as they meet the necessary requirements prior the end of the academic year in which they apply, i.e. a 12.00 grade and 120 ECTS of 3<sup>rd</sup> cycle courses, provided that: (i) there is a favourable opinion of the Mobility Coordinator and (ii) there are unfilled mobility vacancies by applicants with a grade higher than the minimum grade; for selection purposes, students in these conditions will always be admitted after those mentioned in paragraphs 1 and 2 of this article.

4. Applications of students with an average grade lower than 12.00 (on a 0-20 scale) will not be considered.
5. Exceptionally and with the agreement of the respective Mobility coordinator, students with an average grade greater than 12.00 (on a 0-20 scale) are eligible to mobility as long as they show to have been directly involved in activities of recognized merit in favour of the IST community. The final decisions on these situations remain with the Vice-President for International Affairs.
6. Students who apply for mobility programmes under an MSc programme and change programmes retain the right to mobility, but only in the 2<sup>nd</sup> semester, and are be subject to the availability of destinations in the new MSc programme.
7. Each Mobility Coordinator may send every year a proposal of the number of vacancies to be filled in the respective MSc programme to the NMCI. The number of vacancies is approved by the Governing Board.
8. Under the Erasmus+ programme, in each study cycle, students may apply for studies (SMS – Student Mobility for Studies) and placement (SMP – Student Mobility for Placement) which total 1-year duration at most.
9. As far as SMPs are concerned, newly graduates may also be admitted, as long as the placement is concluded within 1 year after graduation.

#### **Article 6**

##### **Application process**

1. Applications for SMS or SMP are open once a year, at a later established date and on a yearly basis. With regard to SMP, students can submit them even after concluding the application period, as long as they meet admission criteria and deliver mandatory documents one month before mobility starts. These mobility options outside the application period will take place without grant awards.
2. The NMCI is responsible for disclosing relevant information and application instructions to mobility programmes, in particular through the Internet webpage.
3. Students should indicate the receiving universities, by order of preference.
4. Any withdrawal must be communicated by email to the respective coordinator and to NMCI. This must be communicated as soon as possible and, at least, 2 months in advance from the start of the Mobility period. Any withdrawals after this deadline, except for properly justified exceptional cases, may make the student lose his right to the Mobility in the two subsequent academic years.

#### **Article 7**

##### **Seriation process**

1. Successful applications will go through a seriation process, with regard to receiving institutions and according to the following criteria by order of priority:
  - a) Largest average grade of all already concluded 1<sup>st</sup> and 2<sup>nd</sup> cycle courses, weighted by ECTS and rounded to the second decimal place;
  - b) Largest number of ECTS and already concluded courses;
  - c) Least number of annual enrolments/already concluded ECTS ratio.
2. In Mobility for studies:

- a) After going through the said seriation process, the students who want to change receiving institutions should contact the respective coordinator, who will officially inform the NMCI;
- b) Students admitted conditionally, in accordance with paragraph 3 of article 5, will be re-evaluated on a later stage by the Mobility coordinator of his study area when all admission requirements are met.

## **Article 8**

### **Erasmus+ Grant Award Process**

1. The grant award process depends on the National Agency's budget allocation to the University of Lisbon and the sums allocated by IST's Governing Body.
2. Priority for grants will be given to students who, in the same study cycle, have not been benefitted from other grant for studies or for placement (SMS, SMP or Santander grant).
3. Where it is not possible to award a grant, the student may undertake his period of study abroad with a zero-grant, benefitting from all other rights of any other student in these conditions.
4. The grant amount varies according to the receiving country and the number of Mobility months, and this information may be checked in the Erasmus+ general regulation.
5. According to the rules of the National Agency, if a grant is awarded, part of the mobility period may not be financed up to the maximum number of days under a zero-grant permitted by current regulations and legislation.
6. Grants will be separately distributed to SMS and SMP students, according to the following rules:
  - a) Applicant seriation rules will meet the criteria contained in paragraph 1 of Article 7 of this regulation.
  - b) Grants will be awarded per MSc programme, irrespective of the shared responsibility in some Mobility coordinators; 'awarded grant' means a 6-month mobility period.
  - c) In each MSc programme, at least 1 grant will be awarded, as long as there are applicants admitted on the date of grant distribution.
  - d) Other grants will be distributed according to the Hondt method, based on successful and conditional applicants (which are counted at 50%, rounded to the nearest unit) that exist at the time of grand award.
  - e) It will be up to the International Relations Area to define the date on which the grants are distributed through the MSc programmes and to reallocate surplus grants in the several MSc programmes.
7. The grant is paid in two instalments: 80% of the total amount at the beginning of the mobility and 20% at the end of the mobility and after delivering the following documents:
  - a) Permanence Statement (delivered at the NMCI);
  - b) Report of studies or placement (completed online).
8. Erasmus+ students who do not accomplish at least 6 ECTS during the 6-month period of study abroad, or 12 ECTS in the 1-year mobility period, should return the grant.
9. In student mobility for placement (SMP), students who fail to conclude the agreed placement period will be asked to return the grant totally or in part; moreover, the minimum duration of placements is 2 months and the maximum duration is 12 months.

10. Students who give up should inform the NMCI in writing until the end of November of the academic year in which they apply (in the case of 1<sup>st</sup> semester mobility or 1 year) or until the end of January (in the case of 2<sup>nd</sup> semester mobility).

#### **Article 9**

##### **Santander Grant Awards**

1. As far as Santander mobility programmes are concerned, 15 Iberoamerican will be awarded.
2. Priority for grants will be given to students who, in the same study cycle, have not benefitted from other student mobility for studies or for placement (SMS, SMP or Santander grant).
3. MSc students will be distributed grants as follows:
  - a) Applicant seriation rules will meet the criteria of paragraph 1 of Article 7 of these regulations.
  - b) Through the seriation method mentioned in subparagraph a., available grants will firstly be distributed to the applicant that ranks first in each MSc programme in which there are successful applications.
  - c) Other grants, if any, will be distributed in accordance with seriation method in subparagraph a., irrespective of the applicants' MSc programmes.
4. The students who have been firstly placed in a different destination and change on a later date to an eligible destination of Santander grants, lose their right to the respective grant.
5. Programme rules may be viewed on the webpage given by Santander Bank. All students must register on this website and open a Santander account (in case they do not have one).
6. The grant for selected students to the second semester will only be transferred after the submission of the application to the NMCI. Any withdrawal from the grant will make the student with the second best average grade receive it.
7. The grant is transferred in full to a student Santander account, as soon as the money is allocated to IST and all administrative procedures required by the NMCI dealt with.

#### **Article 10**

##### **Applications to Receiving Institutions**

1. Under the Erasmus+ programme, after the contact made by the NMCI, eligible students for mobility must prepare, with the respective Mobility Coordinator, the following documents to be sent to the receiving institutions:
  - a) LA, signed by the student and by the Mobility Coordinator, and delivered at the NMCI.
  - b) The elaboration of the LA must observe the minimum number of 30 or 60 ECTS, depending on whether the student undertakes a mobility period of respectively one semester or one academic year.
  - c) A student that does not obtain approval in any course must return the amount received as a mobility Erasmus+ grant.
  - d) Some receiving universities may require language proficiency tests (such as the TOEFL, IELTS or CAE).
2. Under the Programmes Outside Europe, after NMCI's contact, eligible students for mobility must prepare, with the respective Mobility Coordinator, the following documents to be sent to the receiving universities:
  - a) The documents required by the receiving institutions, which necessarily include

- the application for and the study programme (among other documents).
- b) Some receiving institutions may require language proficiency tests.

**Article 11**  
**Handling of procedures**

1. Before leaving for a mobility period the student should:
  - a) Prepare IST's initial Study programme form, which includes the courses he will undertake during the mobility period and the courses that give equivalency at IST. This document allows the student to enrol at IST during the mobility period.
  - b) Sign the Student Form, in the case of the Erasmus+ programme.
  - c) Appoint a proxy with wide powers to represent him in all matters related to the mobility programme in which he participates.
3. During the mobility programme, changes to the initial study programme will only be accepted by express authorisation of the Mobility Coordinator, who will inform the NMCI accordingly. The student must complete the LA with changes (Erasmus+ programme), or the study programme with changes (for programmes outside Europe).
4. The Mobility Programme may authorize to extend studies at the host university for one more semester (only for students who undertake the mobility period in the 1<sup>st</sup> semester of IST). For the purpose, the student must present a LA with which the coordinators of both institutions agree and submit a study programme. The student must inform the NMCI of his plans until the end of December.

**Article 12**  
**Mobility duration**

1. Under the Erasmus+ and SMILE programmes and Bilateral Cooperation agreements, an academic mobility period may vary from six months to one year.
2. CLUSTER Double Degree programmes require 60 ECTS at the home institution.
3. TIME Double Degree programmes usually require 120 ECTS at the receiving institution and 60 ECTS at the home institution.
4. The duration of other mobility programmes, in particular leading to a Double Diploma is established in the respective regulatory standards.

**Article 13**  
**MSc dissertation**

1. For an MSc thesis work under a mobility programme there should be two supervisors, one at the IST and one at the receiving institution.
2. The student must enrol in this course (MSc) at IST within legal deadlines.
3. If the student is taking a mobility period at IST, he must enrol in that course.
4. The dissertation defence must be carried out at IST, even though the student has defended it at the receiving institution; where this is specifically envisaged in an agreement, In Double Degree Programmes or others, a single dissertation defence may take place in accordance with the terms of the said agreement.
5. Where the thesis is defended at the receiving university, the students must deliver a copy of the dissertation at the Graduation Area in a pen drive or a CD.

## **Chapter III**

### **Course recognition**

#### **Article 14**

##### **Requirements for credit recognition**

1. The courses taken in the receiving institution are recognised in full through the *ToR*.
2. Credits may be awarded for the successful completion, under a mobility period, of crosscutting courses up to 3 ECTS per year.
3. Courses in which the student has been previously enrolled and evaluated at IST cannot be taken under a mobility programme. ECTS will not be recognised where it occurs.
4. No more than 7.5 ECTS may be credited per semester under a mobility programme, for 1<sup>st</sup> cycle courses taught at IST. In one-year mobility periods, this limit is 15 ECTS.
5. Courses successfully taken under a mobility period may only be recognised through the submission of the *ToR*, which is issued by the host institution, and the completion of the Final Study Programme Form that is the Mobility Coordinator's responsibility.
6. There may be a maximum tolerance of 10% of the total number of ECTS when establishing equivalencies between the courses taught at the receiving institution and at IST.

#### **Article 15**

##### **Equivalencies and grades**

1. Equivalencies and grades are given by the Mobility Coordinator and subject to approval by the Scientific Board.
2. Equivalencies may be awarded (i) course per course or (ii) between groups of courses.
3. Where appropriate, grades are given in accordance with the ECTS system, in particular when the mobility period is taken in institutions with ECTS, or according to the credit and grade conversion table of universities outside Europe, which is issued by the Scientific Board of Técnico Lisboa (IST).

## **Chapter IV**

### **Student Duties**

#### **Article 16**

##### **Student behaviour**

1. Students should adopt a behaviour that dignifies IST, in particular by observing the code of conduct and best practices and the charter of rights and guarantees.
2. Any breach of the provisions of the previous paragraph, as confirmed by the Programme or Institutional Receiving Institution Coordinator, may lead to the immediate suspension of the grant, if any, and to the loss of the mobility student statute, and the notified student should return to his home institution.

#### **Article 17**

##### **Delivery of documents**

1. The Erasmus+ mobility student must deliver, up to 30 days after his arrival, the following document:
  - a) Permanence statement to be issued by the Receiving Institution, which must be delivered at NMCI.

**Chapter V**  
**Final Provisions**

**Article 18**  
**Enrolment**

1. Under the different mobility programmes, students must remain enrolled at IST during the mobility programme.

**Article 19**  
**Fees**

1. Students who undertake mobility programmes must pay tuition fees, which corresponds to the mobility period at the home institution.
2. Mobility students are exempt from tuition in the receiving institution.
3. Where mobility is undertaken under a double diploma programme, specific requirements may be established in each programme on tuition payment.

**Article 20**  
**Non-compliance**

1. Non-compliance with the Mobility Programme Regulation and the Mobility Contract may lead to sanctions, such as:
  - a) Non-recognition of the study period;
  - b) Suspension of the administrative process;
  - c) Refund of the grant, wholly or in part.

Lisbon, 10 December 2018

  
TECNICO LISBOA

Prof. Arlindo Oliveira | President of IST



## **ANNEX – MOBILITY PROGRAMMES FOR STUDIES AVAILABLE AT IST**

### **International Mobility Programmes**

#### *1. Credit award programmes*

- a) ERASMUS+
- b) SMILE (under the Magalhães Network)
- c) Programmes under Bilateral Agreements
- d) Erasmus Mundus Mobility programmes

#### *2. Degree award programmes*

- a) CLUSTER Double Degree Programmes
- b) Erasmus Mundus Double Degree Programmes
- c) InnoEnergy Double Degree Programmes
- d) TIME Double Degree Programmes
- e) Double Degree Programmes under bilateral agreements

### **National Mobility Programmes**

#### *1. Almeida Garrett Programme*