



Lisbon School
of Economics
& Management
Universidade de Lisboa

RULES AND REGULATIONS FOR PARTICIPATION IN MOBILITY PROGRAMMES

BACHELORS DEGREE



**Article 1
(Background)**

These Rules and Regulations set out the norms for applying to and participating in a mobility programme (hereinafter referred to as the Programme) at a Foreign Higher Education Institution (hereinafter referred to as the Host Institution) for ISEG Bachelor's students under one of the bilateral agreements celebrated each Academic Year.

**Article 2
(Eligibility)**

- a) Students applying for mobility programmes must be duly enrolled at ISEG.
- b) To be eligible to apply for a Programme, students must have already passed at least 54 ECTS and be enrolled in the 2nd or 3rd Year of a Bachelor's degree.
- c) The conditions stipulated in the previous sub-paragraph must be satisfied by the date of the re-sits period for knowledge assessment of the 1st Semester of the academic year during which the application is submitted.
- d) Students must have no outstanding payments still due.

**Article 3
(Frequency conditions)**

The Programme must satisfy the following requirements:

- a) Have a duration of one academic semester, with a minimum period of 90 days.
- b) Cannot be to study 1st Year course units of the recommended syllabus of ISEG Bachelors' degrees.

**Article 4
(Credits)**

- a) The wording of the Learning Agreement must include the award of 30 to 36 ECTS, for the purpose of academic recognition, to be agreed with the Coordinator of the department of the degree. On attaining this limit, if applicable, all remaining excess credits will be referred to as extra-curricular units in the diploma supplement.
- b) The credited course units may exempt the student from having to complete the obligatory course units of their syllabus at ISEG, as long as they are previously approved in the "Academic Recognition Agreement". However, the number of ECTS to be studied at the Host Institution must be at least 80% of the total number of ECTS of the ISEG course units proposed for credits. Should



a foreign course unit fail to comply with these requirements, then it can be joined with another one, both of which will always count as the equivalent of a single ISEG course unit.

- c) Failure to pass the minimum number of ECTS per semester can result in being obliged to return the mobility grant, should it have been awarded. The minimum limit is 3 ECTS for Erasmus mobility of 3 months, and 6 ECTS for Erasmus mobility of a whole semester (from 4 to 6 months).

Article 5

(Applications)

- a) The application period for Programmes is stipulated by the International Mobility Office (hereinafter referred to as the IMO).
- b) Students must rank their preferences of available Host Institutions in their application, which should also indicate the semester during which they would prefer to carry out the Programme.
- c) It is the student's responsibility to obtain all the necessary information about the Host Institutions, including the study plans and course units offered, the specific requirements demanded by each Institution (for example, language requirements, such as minimum scores for language certificates (e.g., Cambridge, TOEFL, or IELTS), the minimum number of ECTS required for admission, the language in which the degree is taught, minimum average admission grade, etc.), accommodation, and other relevant information regarding admission to study at the Host Institutions.
- d) Late applications or requests to change applications after the deadline are not accepted.
- e) Students are only allowed to apply to participate in one mobility programme per Academic Year.
- f) Students are permitted to apply for the Erasmus programme or other exchange programmes during different Academic Years. However, the maximum duration of exchange mobility may not exceed a total of 12 months.

Article 6

(Selection of applicants)

- a) The selection of applicants and the respective attribution of exchange programmes is carried out in accordance with a ranking which is specifically prepared for this purpose.
- b) This ranking is calculated based on the ECTS-weighted arithmetic average (rounded off to hundredths) of the best obligatory course units passed, totalling 60 ECTS, by the date of the resit period for knowledge assessment of the 1st Semester of the academic year during which the application is submitted. Should the number of obligatory course units passed total less than 60 ECTS, then a classification of 8 will be attributed to the missing ECTS for the calculation of the average grade for the ranking. In the case of a tie when applying the criterion of the arithmetic average, the criterion used will be the highest grades achieved for course units.
- c) The average of the ranking cannot be less than a grade of 10.



- d) In cases where a student finishes studying for his/her Bachelor's degree before the start of mobility and has already been selected to study for a Master's degree at ISEG, he/she can maintain the place attributed under the terms of the bilateral agreement, as long as this also provides for mobility during the 2nd Study Cycle and the host institution accepts this change. In this case, the student will be subject to the Rules and Regulations for Participation in Mobility Programmes – Masters.

Article 7

(The process after the selection of applicants)

- a) After the selection and ranking of applicants, the results are published on the FENIX portal, within five working days after the deadline for the application period.
- b) After the results are published, students are contacted by the IMO to start the administrative process.
- c) Students are obliged to submit the documentation requested by the IMO by the stipulated deadline. Failure to do so results in the application being annulled and the application of the ruling of Paragraph b) of Article 12.

Article 8

(Mobility Programme Coordinators for each Bachelor's degree)

For each degree, the Dean's Office of ISEG will nominate a Coordinator from the faculty to coordinate the academic credits process, who is hereinafter referred to as the Coordinator.

Article 9

(Course units proposals)

- a) Each selected student must submit to the IMO a proposal listing the course units that they wish to study at the Host Institution. This proposal will be formalised in the "Academic Recognition Agreement" and must be accompanied by the respective syllabi and reading lists of the Host Institution's course units.
- b) In cases where the equivalence between the foreign course units and those of ISEG has already been recognised academically in the "credit tables" of the respective degree, which is available for consultation on ISEG's website, students are exempt from providing the respective syllabi of the foreign course units.
- c) The "Academic Recognition Agreement" referred to in Paragraph a) must mention which course units of the Host Institution will most likely be recognised as obligatory course units of the 2nd and/or 3rd Years of the respective ISEG degree, and/or the course units of the Host Institution which will likely be considered to be conditioned or free elective course units. Whenever necessary, the Coordinator can consult the person responsible for the obligatory course unit



when the course unit is from another department. Those course units which are considered to be elective course units by ISEG have to be validated by the IMO. To ensure parity, the coordination team cannot emit different deliberations regarding course units of the same degree, namely *Economia* and Economics, or *Gestão* and Management. Should such a discrepancy occur, then a request for a new deliberation will be requested, with the ultimate decision resting with the Scientific Board.

- d) A maximum of only two foreign language course units can be credited for the group of elective course units, which cannot exceed 10 ECTS.
- e) A course unit can only be credited as an elective course unit if its syllabus is in the area of Economics, Management, Mathematics, Social Sciences, or Languages. Personal Development activities are automatically considered to be extra-curricular units.
- f) It is forbidden to sit ISEG grade-improvement exams for course units studied at a Host Institution.

Article 10

(Learning Agreement)

- a) After approval of the Academic Recognition Agreement, the student must complete the Learning Agreement, a document which is signed by the IMO.
- b) The Learning Agreement is signed by the student, the IMO, and the Host Institution representative.
- c) The student is responsible for sending the Learning Agreement to the Host Institution and for returning it to the IMO, duly signed, before his/her departure from Portugal.
- d) On arriving at the Host Institution, it is the student's responsibility to review/correct/alter the Learning Agreement for such reasons as cancellation of the course unit offer and/or incompatibilities in terms of schedule, or the significant alteration of the syllabus of a course unit in relation to the original version at the time of application. The alteration should be sent by e-mail to the IMO by 30 days (maximum deadline) after the start of lectures at the host institution, for subsequent analysis by the Coordinator.

Should the student fail to fulfil this condition, then ISEG's has no commitment to academically recognise the courses units in question.

Article 11

(Sitting written assessment exams at ISEG)

Exceptionally, students can request to be enrolled for written assessment exams for the obligatory course units of their degree which are scheduled to take place during the semester in which they are in mobility. This enrolment must to be requested by e-mail to the IMO, one month before the start of the respective assessment period at ISEG.



The student must read the "Teaching Methods and Assessments" in force for the course unit in question by consulting the course unit's page on the Fenix portal and/or the faculty responsible for the course unit.

Article 12

(Cancelling mobility)

- a) After the definitive results of the various phases of the contest are released, there is a 72 hour-long period during which those students who have been offered a place and who wish to cancel their mobility can confirm their intention to do so, free of charge. If the student cancels after this deadline, they will be obliged to pay the same amount as the late enrolment fee stipulated in the ISEG fee table.
- b) The following situations are considered to be a "cancellation":
 - a. Failure to meet the deadlines to submit the documents stipulated by either ISEG or the Host Institution;
 - b. Failure to meet the conditions required by the Host Institution;
 - c. Failure to start and/or cancel their mobility.
- c) Should the cancellation occur after the communication to the Host Institution of the acceptance of the student's application to study, then the student is responsible for informing the Host Institution and for notifying the IMO at the same time.
- d) Even if the cancellation is communicated under the terms mentioned in Paragraphs b) and c) above, this does not exempt the student from fulfilling all obligations to the Host Institution, especially with regards the payment of accommodation and/or enrolment fees, or any other charges.

Article 13

(Registration and Tuition Fees)

The student must be enrolled at ISEG for the entire duration of the Programme and continue to regularly pay his/her tuition fees by the stipulated deadlines.

Article 14

(Confirmation of period of study)

The student must send written confirmation of his/her period of study to the IMO, by a maximum of 15 days after the end of mobility, (using the designated form called the "Letter of Confirmation"), which should be duly signed and stamped by the Host Institution.



Article 15
(Submission of documents)

The student is obliged to submit all the documentation requested by the IMO by the stipulated deadlines. Failure to do so implies the application of the provisions of Paragraph a) of Article 12.

Article 16
(Recognition of studies)

- a) Course units which are passed at the Host Institution, which correspond to obligatory ISEG course units in the Learning Agreement, are recognised as such. The number of ECTS attributed to these courses are the same as those of the corresponding course unit at ISEG.
- b) Course units which are passed at the Host Institution, which correspond to conditioned elective ISEG course units in the Learning Agreement, are recognised as such. The number of ECTS attributed to these courses are the same as those of the corresponding course unit at ISEG.
- c) Course units which are passed at the Host Institution, which correspond to free elective ISEG course units in the Learning Agreement, are recognised as such. The designation of the origin of the course and the number of ECTS of origin attributed by the Host Institution will be credited.
- d) The academic education of ISEG students who complete a period of mobility as part of an exchange programme will be fully credited, as long as the Programme has been previously approved by the Coordinator of the Department and/or by the IMO, in an Academic Recognition Agreement.
- e) In cases where student mobility occurs outside the context of the Erasmus+ Programme, where no information on the European Credit Transfer and Accumulation System (ECTS) is available, students must submit the hours of study of the foreign course units. The attribution of credits must be carried out in accordance with the table below:

Table No. 1

Conversion of lecture hours to ECTS

(only for institutions that are not part of the Erasmus+ programme, without ECTS information)

Hours/Semester	Credits to be attributed by ISEG
52+	6 ECTS
40-51	5 ECTS
35-39	4 ECTS



In cases when the hours of study of the course units are different from the intervals cited in the table above, ISEG's Mobility Programmes Coordinator pronounces on the number of ECTS to be credited.

Article 17

(Recognition of grades)

- a) At the end of the Programme, and on receipt of the pass certificate (transcript of records) issued by the Host Institution, which certifies the achievement of the agreed Learning Agreement and the respective final grades, the IMO then proceeds to analyse and calculate the conversion of the grades awarded by the Host Institution to national grades. Only official documents issued by the Host Institution are accepted.
- b) The conversion methodology adopted is based on the Curricular Crediting and Integration of Professional Experience and Academic Education Rules and Regulation of ISEG, *Diário da República* official gazette, No. 175/2018, Series II, of 2018-09-11, Deliberation No. 8688/2018.
- c) The Host Institution must submit a report of the final grades awarded for the course units passed. In cases where this condition is not met and the national grade scale covers at least two classifications, the numerical grade attributed by ISEG is the equivalent of the first of these (the minimum classification).
- d) After analysing and converting the grades to the Portuguese scale, the student receives, by e-mail, the "credit report" which details the grades awarded. On receipt of the above-mentioned notification, the student has five working days to inform the IMO in writing, should they intend not to make use of one or more of the attributed credits. Should the student disagree with the accreditation attributed, he/she can ask the IMO for the re-analysis of the process just once during the five working days following the date of the communication of the decision.
- e) The validation of the conversion of the grades awarded in mobility is carried out by the Scientific Board, in compliance with the provisions of Article 17 of Notice No. 181-D/2015, of the 19th of June.

Article 18

(Non-compliance)

- a) Failure to comply with the norms of the Programme and these Rules and Regulations, as well as those of the Learning Agreement, can result in sanctions, such as the following:
 - i) the non-recognition of the study period;
 - ii) the suspension of the administrative process at ISEG;
 - iii) the total or partial return of any financial grants.



- b) The sanctions provided for in i) and ii) of the previous paragraph are applied by ISEG's Mobility Programmes Coordinator, after having heard the student, and having received information from the Host Institution.
- c) The sanction provided for in iii) of Paragraph a) is applied by the Mobility Nucleus of University of Lisbon.

Article 19

(Students' behaviour)

- a) When studying at the Host Institution, the student must behave in such a way that does not dishonour ISEG and University of Lisbon.
- b) The violation of the provision of the previous paragraph, as understood by the Host Institution, can result in the immediate suspension of any financial grants, should they exist, and the status of Student in Mobility is annulled, with the student being notified that he/she must return to Portugal.
- c) The sanctions provided for in the previous paragraph are applied by ISEG's Mobility Programmes Coordinator, after receiving information from the Host Institution and on hearing the student.

Article 20

(Entry into force)

These Rules and Regulations enter into force on the date of their signature and apply to all Programmes in operation as from the 2022/2023 Academic Year.

Article 21

(Doubts)

All doubts regarding the application and interpretation of these Rules and Regulations will be resolved by the Dean's Office of ISEG and by ISEG's Mobility Programmes Coordinator.

ISEG, 26th of September, 2022

The Dean of ISEG

(Professor Clara Raposo, PhD)