



Lisbon School
of Economics
& Management
Universidade de Lisboa

RULES AND REGULATIONS FOR PARTICIPATION IN MOBILITY PROGRAMMES

MASTERS 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 Masters students under one of the bilateral agreements celebrated each Academic Year.

Article 2 (Eligibility)

- a) Students applying for mobility programmes must be duly enrolled in a Masters at ISEG.
- b) Students can only participate in a Programme during the 1st or 2nd Semester of the 2nd Year of their degree.
- c) Student 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 Master's degrees.

Article 4 (Credits)

- a) The wording of the Learning Agreement must include the award of a maximum of 30 ECTS, for the purpose of academic recognition, to be agreed with the Coordinator of the degree.
- b) The credited course units may exempt the student from having to complete the obligatory course units of their syllabus at ISEG, if 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 ECTS number of the credit proposal. 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. They should also indicate during which semester they would prefer to participate in 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 grades of the course units of the 1st Semester of the 1st Year of the degree. Course units of the 1st Year of the degree which have not been passed will be given a grade of 8 for the calculation of the average. 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) In cases where there are the same number of places available for both the 1st and 2nd Study Cycles, priority is given to 1st Cycle students in their allocation.
- d) The average of the ranking cannot be less than a grade of 10.



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 in order 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 10.

Article 8

(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, bearing in mind the scientific area of their Masters. This proposal will be formalised in the “Academic Recognition Agreement” and must be accompanied by the respective syllabus and reading list of the Host Institution's course units.
- b) The internal “Academic Recognition Agreement” form mentioned in Subparagraph a) must mention which course units of the Host Institution will eventually be recognised as obligatory course units and/or free elective/conditioned course units of the 2nd Year of the respective ISEG Masters. Whenever necessary, the degree’s Coordinator can consult the person responsible for the obligatory course unit when the course unit is from another department.
- c) A course unit can only be credited as an elective/conditioned course unit if its syllabus falls into the areas of Economics, Management, Mathematics, and Social Sciences. Personal development activities and courses in Foreign Languages are automatically considered to be extra-curricular units.
- d) It is forbidden to sit ISEG grade-improvement exams for course units studied at a Host Institution.



Article 9

(Learning Agreement)

- a) After approval of the “Academic Recognition Agreement”, the student has to complete the Learning Agreement, which is a document that will be signed by the IMO.
- b) The Learning Agreement must be signed by the student, the IMO, and also the Host Institution.
- 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) The proposal of mandatory or optional curricular units is formalized by the Learning Agreement, being forwarded to the IMO for analysis of the coordination of the respective Master’s Degree.
- e) On arrival at the Host Institution, it is the student’s responsibility to review/correct/alter the Learning Agreement for reasons such as: the 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 10

(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, he/she 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 by the Host Institution;
 - b. Failure to meet the conditions required by the Host Institution;
 - a. Failure to start and/or cancel their mobility.
- c) On attaining the deadline mentioned in Paragraph a) of this Article, the student is obliged to inform IMO in writing of his/her decision to cancel the mobility.
- d) 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.



- e) 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 11

(Registration and Tuition Fees)

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

Article 12

(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 13

(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 10.

Article 14

(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) 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, in an “Academic Recognition Agreement”.

- c) In cases where student mobility occurs outside the context of the Erasmus+ Programme, where no information is available on the on the European Credit Transfer and Accumulation System (ECTS), students have to present 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 which 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 15

(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 16
(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 Universidade de Lisboa.

Article 17
(Students' behaviour)

- a) When studying at the Host Institution, the student must behave in such a way that does not dishonour ISEG and Universidade de Lisboa.
- 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 they have to 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.



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Article 18
(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 19
(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 September, 2022.

The Dean of ISEG

(Prof. Clara Raposo, PhD)