



**Lisbon School  
of Economics  
& Management**  
Universidade de Lisboa

**RULES AND REGULATIONS ON PARTICIPATION IN MOBILITY PROGRAMMES  
UNDERGRADUATE  
(RG-2026-05/V07)**

Regulations Approved by the Presidency of the Lisbon School of Economics and Management  
2026-05

**Article 1**  
**(Context)**

These regulations set out the rules governing applications for and attendance at a mobility programme (hereinafter referred to as the Programme) at a foreign higher education institution (hereinafter referred to as the Host Institution) by students on at ISEG, with the exception of collaborative degree programmes, and under the bilateral agreements concluded for each academic year.

**Article 2**  
**(Eligibility)**

- a) Students applying for mobility programmes must be enrolled at ISEG in an undergraduate degree.
- b) To apply for a Programme, students must have previously passed at least 54 ECTS credits.
- c) The conditions set out in the previous point must be met by the end of the resit examination period for the first semester of the academic year in which the application is made, for students enrolled in the 2nd or 3rd year of the course.
- d) The student's financial situation must be in order.

**Article 3**  
**(Attendance requirements)**

The programme must meet the following requirements:

- a) it must last for one academic semester, with a minimum stay of 60 days;
- b) it must not include course units from the first year of the recommended pathways for ISEG's Undergraduate's degree programmes.

**Article 4**  
**(Credits)**

- a) The Learning Agreement must be drawn up for a number of credits between 30 and 36 ECTS, for the purposes of academic recognition, with the agreement of the course coordination team.  
If this maximum limit is exceeded, any remaining excess credits, if completed, will be listed in the diploma supplement as extracurricular units.
- b) Credit-bearing course units may exempt the student from having to take compulsory course units in the study plan they are following at ISEG, provided that this has been previously approved in the study plan proposal (FENIX portal). However, the number of ECTS credits for each course unit to be taken at the Host Institution must be at least equal to 80% of the number of ECTS credits for the ISEG course unit proposed for credit transfer. If a foreign course unit does not meet the requirements, it may be combined with another, with the correspondence always being to a single ISEG course unit;

c) Failure to meet the minimum credit requirement per semester may result in the repayment of any mobility grant awarded. The minimum requirement is 3 ECTS credits for Erasmus mobility periods of 2 or 3 months, and 6 ECTS credits for Erasmus mobility periods lasting a full semester (between 4 and 6 months).

**Article 5**  
**(Applications)**

- a) Applications for the Programmes are open during a period to be set annually by the International Mobility Office (hereinafter referred to as the IMO).
- b) In their application, students must rank their preferences regarding the available host institutions. They must also indicate the semester in which they wish to undertake the Programme.
- c) It is the student's responsibility to obtain all necessary information about the host institutions, including the study programmes and course units offered, and the specific requirements set by each institution (e.g. language requirements, such as minimum scores on language certificates (e.g. Cambridge, TOEFL or IELTS), minimum ECTS credits required for enrolment, language of instruction, minimum entry grade, etc.), accommodation, and other information relevant to admission to the host institutions.
- d) Applications or requests to amend applications will not be accepted after the deadline.
- e) Students may only participate in one Mobility Programme per academic year.
- f) Applications may be made to the Erasmus programme or other exchange programmes in different academic years.

**Article 6**  
**(Selection of candidates)**

- a) The selection of candidates, including the allocation of places, is carried out in accordance with a ranking drawn up for this purpose.
- b) The ranking of candidates is calculated based on the arithmetic mean, weighted by the number of credit units (rounded to two decimal places), of the highest marks achieved in compulsory course units passed, totalling 60 ECTS, up to the completion of the assessment of knowledge during the resit period of the first semester of the academic year in which the application is made. If the number of compulsory course units passed is less than 60 ECTS, a grade of 8 is assigned to the missing ECTS for the purpose of calculating the ranking average. In the event of a tie in the calculation of the ranking average, the criterion of compulsory course units with the highest grades will be used.
- c) Candidates whose academic record deviates from the recommended course of study for the degree programme in which they are enrolled will be penalised by 0.20 points in the ranking calculation, which is cumulative, for each additional academic year of enrolment.

- d) The average ranking must not be lower than 10.
- e) In cases where a student completes their Undergraduate's degree before the start of the mobility period, and has been selected for a Master's degree at ISEG, they may retain the place awarded through the competitive selection process provided that the bilateral agreement/protocol includes mobility in the second cycle of studies and the Host Institution authorises this change. In this case, the student will be subject to the Regulations on Attendance at Mobility Programmes (Master's Degrees).

#### **Article 7**

##### **(Procedure following the selection of candidates)**

- a) Once the candidates have been selected and ranked, the list of results is published on the FENIX portal within a maximum of 5 working days after the close of the application period.
- b) Following the publication of the results, students are contacted by the IMO to inform them of the administrative process.

#### **Article 8**

##### **(Coordinators of undergraduate mobility programmes)**

For each undergraduate degree programme, the ISEG Dean's Office shall appoint at least one member of faculty to coordinate the academic accreditation process, hereinafter referred to as the Coordinator.

#### **Article 9**

##### **(Proposal for course units)**

- a) Each selected student must submit, via the FENIX portal, a proposal setting out the course units they wish to take at the Host Institution. This proposal must be accompanied by the relevant syllabuses and reading lists for the course units offered by the Host Institution.
- b) The proposed study plan referred to in point a) must list the course units of the Host Institution that may be recognised as compulsory course units for the 2nd and/or 3rd years of the respective ISEG Undergraduate's degree, and/or the course units from the Host Institution that may be considered as conditional or free-choice optional course units. Where necessary, the coordination team may consult the person responsible for the compulsory course unit, in cases where they belong to another department.
- c) Within the overall curriculum of Undergraduate's degree programmes, with the exception of the Undergraduate's degree in Finance, a maximum of two foreign language course units may be counted towards the free-choice elective group, and these may not exceed 12 ECTS credits.

- d) A course unit may only be counted as an elective if its syllabus falls within the fields of Economics, Management, Mathematics, Social Sciences or Languages. Personal development activities are automatically classified as extracurricular activities.
- e) Grades of course units taken at the Host Institution may not be upgraded at ISEG.

**Article 10**  
**(Learning Agreement)**

- a) Once the study plan has been approved, the student must complete the Learning Agreement, a document which will be signed by the IMO.
- b) The Learning Agreement must be signed by the student, the IMO and the representatives of the Host Institution.
- c) The student is responsible for completing the Learning Agreement and ensuring it is signed by all three parties – the student, ISEG and the Host Institution – before their departure
- d) It is the student's responsibility to review, correct or amend the Learning Agreement for reasons such as: cancellation of a course, and/or timetable conflicts, an error in the number of credits, or a significant change to the course syllabus compared to the version known at the time the study plan was proposed. The amendment must be submitted via the FENIX portal for review by the coordination team within 30 days (maximum deadline) of the start of classes at the Host Institution. Should the student fail to comply with this condition, ISEG's commitment to academic recognition shall not apply to those course units.
- e) Any change that has not been previously authorised will result in the non-recognition of ECTS credits upon return to ISEG.

**Article 11**  
**(Sitting written assessment exams at ISEG)**

In exceptional circumstances, students may register, within the deadlines set for this purpose, for written assessment exams for compulsory course units of their Undergraduate's degree programme, which are held during the semester in which they are on exchange.

Students must familiarise themselves with the "Teaching Methods and Assessment" in force for the course unit by consulting the course unit's page on the Fenix portal and/or the member of faculty responsible.

**Article 12**  
**(Withdrawal from mobility)**

- a) Following the publication of the final results of the selection process, there will be a period of 72 hours during which a student who has been placed and wishes to withdraw from their place may confirm their withdrawal via the Fenix portal, free of charge. Should the student withdraw after this

period, they will be obliged to pay an amount equivalent to the late payment fee as set out in the ISEG fee schedule.

b) The following situations are considered to constitute “withdrawal”:

a. Failure to meet the deadlines for formalising the application or submitting documents set by either ISEG or the Host Institution;

b. Failure to meet the Host Institution’s requirements;

c. Failure to proceed with and/or interruption of the mobility programme;

c) Should withdrawal occur after the Host Institution has been notified of the student’s appointment, it is the student’s responsibility to inform the Host Institution, whilst simultaneously notifying the IMO.

d) Withdrawal, even if notified in accordance with the terms set out in points b) and c) above, does not exempt the student from fulfilling any obligations towards the Host Institution, namely the payment of accommodation deposits and/or registration fees, or any others.

### **Article 13**

#### **(Enrolment and tuition fees)**

Throughout the duration of the Programme, students must be enrolled at ISEG in an undergraduate degree and must pay their tuition fees on time within the specified deadlines.

### **Article 14**

#### **(Declaration of Stay)**

The student must send to the IMO, within a maximum of 15 days after the end of the mobility period, confirmation of the arrival and departure dates (using University of Lisbon’s form provided for this purpose, entitled “*Declaração de Estada*” (Declaration of Stay), duly signed/stamped by the Host Institution.

### **Article 15**

#### **(Submission of documents)**

The student must submit all documentation requested by the IMO within the deadlines set for this purpose. Otherwise, the fee set out in Article 13(a) shall apply.

### **Article 16**

#### **(Recognition of studies)**

a) Course units successfully completed at the Host Institution, which in the Study Agreement correspond to compulsory course units at ISEG, shall be recognised as such. The number of ECTS credits to be awarded for these course units is the number of ECTS credits for the corresponding ISEG course unit.

- b) Course units successfully completed at the Host Institution, and which in the Study Agreement have been validated for credit within ISEG's elective group, are recognised as such.
- c) The original title of the course unit and the original number of ECTS credits awarded by the Host Institution shall be recognised.
- d) The academic studies of ISEG students undertaking a period of mobility as part of an exchange programme shall be credited in full, provided they have been previously approved by the coordination team and/or the IMO, in a study plan proposal validated on the FENIX portal.
- e) In cases where student mobility takes place outside the scope of the Erasmus+ Programme, and where no information is available in the European Credit Transfer and Accumulation System (ECTS), students must submit the workload of the foreign course units. In such cases, the conversion of credits will be calculated in accordance with the table below:

**Table 1**

**Conversion of teaching hours to ECTS credits**

**(only for institutions not participating in the Erasmus+ programme, where no ECTS information is available)**

Hours/semester	Credits to be awarded by ISEG
+50	6 ECTS
+40	5 ECTS
+35	4 ECTS
30	3 ECTS

If the workload of the course units falls outside these ranges, the Head of the International Division will give their final opinion on the number of ECTS credits to be awarded.

**Article 17**

**(Recognition of grades)**

- a) At the end of the Programme and upon receipt of the transcript of records, issued by the Host Institution, certifying compliance with the agreed Programme Contract and the respective final results, ISEG shall analyse and convert the grades obtained at the Host Institution to the national grading scale. Only official documents issued by the Host Institution shall be accepted.
- b) The conversion methodology adopted is based on the Regulations on the Accreditation and Curricular Integration of Professional Experience and Academic Qualifications of ISEG Lisbon School of Economics and Management, Official Gazette No. 175/2018, Series II of 11 September 2018, Order No. 8688/2018.

c) The Host Institution must submit the distribution of final grades obtained by students who have passed the course units. Where this condition is not met and the national grading scale covers at least two grades, the numerical grade to be awarded by ISEG shall correspond to the first of these (minimum grade).

d) Once the grades have been analysed and converted to the national scale, the student will receive, by email, the "credit statement" showing the results obtained. Upon receipt of the aforementioned notification, in cases where the student wishes to waive one or more of the credits awarded, they may do so within the following five working days. Should they disagree with the crediting carried out, they may request a review of the case by the IMO, on a one-off basis, within the five working days following the date of dispatch of the notification of the decision.

e) The validation of the conversion of grades obtained during mobility will be carried out by the Scientific Board in accordance with the provisions of Article 17 of Ministerial Order No. 181-D/2015, of 19 June.

#### **Article 18 (Non-compliance)**

a) Failure to comply with the Programme's rules and these regulations, as well as with the Study Agreement, may result in sanctions such as:

- i) non-recognition of the period of study;
- ii) suspension of the administrative process at ISEG;
- iii) full or partial repayment of any grant awarded.

b) The sanctions provided for in points (i) and (ii) of the preceding paragraph shall be applied by the Institutional Coordinator of ISEG's Mobility Programmes, following a hearing with the student and receipt of information from the Host Institution.

c) The sanction provided for in point (a)(iii) shall be imposed by the Centre for International Mobility and Partnerships of the University of Lisbon.

#### **Article 19 (Student conduct)**

a) At the Host Institution, the student must conduct themselves in a manner that brings credit to ISEG and the University of Lisbon.

b) Any breach of the provisions of the preceding subparagraph, as assessed by the Host Institution, may result in the immediate suspension of the grant, if any, and the loss of Mobility Student status, with the student being notified that they must return to Portugal.

c) The sanctions provided for in the preceding paragraph shall be applied by the Head of the International Division following receipt of information from the Host Institution and after hearing the student.

**Article 20**  
**(Entry into force)**

These regulations shall enter into force on the date of their signature and shall apply to all Programmes running from the 2025/2026 academic year onwards.

**Article 21**  
**(Queries)**

Any queries regarding the application and interpretation of these regulations shall be clarified by the ISEG Dean's Office and the Institutional Coordinator of ISEG Mobility Programmes.

ISEG, 5 May 2026

Dean of ISEG  
(Prof. João Duque, PhD)