

MOBILITY REGULATIONS OF THE INSTITUTO SUPERIOR MANUEL TEIXEIRA GOMES

Chapter I – General Provisions

Section I – General Rules

Article 1 - Subject Matter

This Regulation establishes the procedures for the different types of mobility available to students, teachers and staff of the Instituto Superior Manuel Teixeira Gomes (ISMAT).

Article 2 - Program Management

1. The coordination of ISMAT's mobility programs is the responsibility of the Directorate and the Executive Administration.
2. The Directorate and the Executive Administration are advised by the services regarding the execution and monitoring of mobility processes, at the technical, strategic, and administrative levels.
3. In each organizational unit, a Mobility Coordinator is appointed who is responsible for promoting mobility within the organizational unit, seeking to establish strategic partnerships and links with other higher education institutions.

Article 3 - Strategic Management

The strategic management of mobility programs is the responsibility of the Lusófona International Office (LIO), which is specifically responsible for:

- a) Developing strategies and mechanisms to support the definition of guidelines for the institution's internationalization policy.
- b) Ensuring coordination with the Directorate, organizational units, and external entities, with a view to attracting funding and establishing strategic partnerships in the field of internationalization.
- c) Establishing, managing, and promoting inter-institutional partnerships through the signing and renewal of cooperation agreements.
- d) To promote internationalization initiatives and foster academic mobility for students, faculty, and technical and administrative staff.
- e) To manage ERASMUS+ projects, including coordination with partners, defining the number of places available, and applying criteria for awarding scholarships.
- f) To represent ISMAT before the National ERASMUS+ Agency and other relevant entities in the context of international mobility.

Article 4 - Administrative Management

The administrative management of mobility programs is the responsibility of the EVA Service – Internships, Active Life and Mobility Service, which is specifically responsible for:

- a) Opening application periods for mobility programs.



- b) Preparing proposals for ranking and selecting students, teachers, and technical and administrative staff, in accordance with the criteria established in these regulations, whenever it has the necessary information for their application.
- c) Submit scholarship proposals, in programs where applicable, based on the ranking criteria defined in these regulations, provided that they possess the necessary information for this purpose.
- d) Accompany selected students in the process of preparing initial study plans and formalizing their respective learning agreements in coordination with the Mobility Coordinator.
- e) Record the grades obtained by outgoing students based on the Transcript of Records and Learning Agreements.
- f) Issue the certification of academic results (Transcript of Records) for incoming students.
- g) Monitor and ensure the management of all administrative processes inherent to mobility programs, both with regard to students and teaching and non-teaching staff.

Article 5 - Mobility Coordinator

The responsibilities of the Mobility Coordinator are:

- a) To propose to the Directorate and the LIO the establishment of bilateral agreements with other higher education institutions and to suggest, when pertinent, changes to these agreements.
- b) To provide opinions on new bilateral agreements proposed by higher education institutions from other countries.
- c) To monitor participants in mobility programs, particularly regarding their integration.
- d) To evaluate and approve Learning Agreements.
- e) To provide information to foreign institutions about the curriculum of courses taught in the organic unit for consultation by potentially interested students.
- f) Maintain up-to-date public information on the offerings of the organic unit, as well as design a catalogue of curricular units that can be undertaken by students in exchange programs.
- g) Advise and guide outgoing students in the process of choosing the host university and in the preparation of the Study Contract.
- h) Analyse student mobility applications, taking into account the rules and recommendations of the mobility program and the internal regulations of ISMAT.
- i) Analyse and approve the study plans of students who will study at foreign or national higher education institutions, proposing the respective correspondences, after analysing the curricular unit programs in each institution.
- j) Proceed with the recognition of the curricular units in which outgoing students have obtained approval, as mentioned in the Transcript of Records and included in the Learning Agreement previously approved by all parties.
- k) Analyse requests for extension of the mobility period and subsequent approval.
- l) Analyse requests for changes to the study/internship contract and subsequent approval.
- m) Support and guide incoming students during their stay at ISMAT, analysing and approving their study plan and promoting the proper articulation between the various curricular units to be attended.

n) Promote integration and welcoming activities for incoming students and teachers.

Article 6 - Program Management Instruments

The following are program management tools:

- a) Interinstitutional Agreement (IIA): an institutional mobility agreement signed between ISMAT and international Higher Education Institutions.
- b) Learning Agreement: an agreement signed between the student, the home institution, and the host institution, establishing the work plan and respective ECTS credits.
- c) Transcript of Records: a document containing a detailed list of course units completed within the mobility program.
- d) Financial Contract: a contract signed between the student, teacher, or staff member and the COFAC Administration, for the purpose of awarding a Mobility Grant (Students) or a Mobility Financial Subsidy (Teachers and Staff).

Article 7 - Awarding of scholarships

- 1. The number of grants available for each organic unit is determined annually by a joint order from the ISMAT Directorate and Administration.
- 2. Funding may not be allocated for all days of a given mobility period; it is possible to combine mobility grants with "Zero Grant" mobility days.
- 3. In the cases foreseen in the previous paragraph, students, teachers, and staff benefit from all the rights and duties of the Mobility Program, under the same circumstances as staff undertaking funded mobility programs.

Article 8 - Return of scholarships

Failure to comply with the terms of the contract may result in the full or partial return of the awarded grant in the following cases:

- a) Partial return of the grant when the mobility period is shorter than defined, for the value of days not worked.
- b) Full return in the event of non-performance of the planned mobility or failure to comply with the obligations associated with the established contract.

Article 9 - Settlement of scholarships

Scholarship amounts may be adjusted in the following situations:

- a) If the mobility lasts less than agreed.
- b) If the in-person mobility or the virtual component is not fulfilled.
- c) If the required documents are not submitted after the mobility is completed.

Article 10 - Application procedure

Participants must register through the EWP – Dashboard platform and submit the following supporting documents:

- a) Learning/Teaching/Training Agreement.
- b) Proof of IBAN of the scholarship recipient, in the case of outgoing mobility.
- c) Insurance/European Health Insurance Card.



Article 11 - Signing of the Contract

1. The application process is completed with the signing of the mobility contract, which specifies the mobility conditions, the scholarship amount awarded, and the payment rules.
2. The contract referred to in the previous paragraph is entered into between the participant and the ISMAT Administration.
3. The contract is only finalized after formal acceptance of the participant by the host institution, i.e., with the Learning/Teaching/Training Agreement signed by all parties.

Article 12 – Certification

The competent services certify:

- a) The participant's arrival through a specific declaration.
- b) The participant's stay through a specific declaration that includes information about the start and end dates of the mobility.
- c) In the particular case of students:
 - i) They issue a Transcript of Records/Certificate.
 - ii) They include mention of the activity in a diploma supplement.

Section II - Specific Rules for Students

Part I - Incoming Students

Article 13 - Responsibilities of Incoming Students

1. Incoming mobility students are subject to compliance with the internal rules and regulations applicable to ISMAT students throughout the mobility period.
2. Specific responsibilities of incoming students include:
 - a) Fully complying with the previously approved Study or Internship Agreement.
 - b) Communicating any proposed changes to the Study or Internship Agreement to the Mobility Coordinator, requesting prior validation.
 - c) Ensuring attendance at classes, in accordance with the schedules established by the host organic unit.
 - d) Strictly complying with academic calendars and the dates defined for each assessment period.
 - e) Inform the Mobility Coordinator of the expected return date upon completion of the mobility period.
 - f) Consult the ISMAT language requirements beforehand and ensure that you possess the necessary skills to adequately participate in academic activities.

Part II - Outgoing Students

Article 14 - Responsibilities of Outgoing Students

1. The responsibilities of outgoing students in partner institutions include:
 - a) Conducting a thorough assessment of the suitability of the host institutions to their academic expectations and the study plan they intend to pursue, under the guidance of the mobility coordinator of the organic unit.

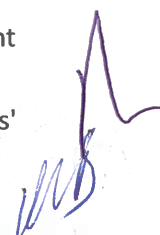
- b) Submitting the application and completing the registration within the established deadlines, strictly complying with all the rules and requirements defined for the process, particularly regarding the submission of documentation and verification of eligibility conditions.
 - c) Meeting the deadlines stipulated by the host institutions for the delivery and/or sending of required documentation.
 - d) If it is necessary to amend the Study/Internship Agreement during the mobility period, the student must prepare a proposal and submit it to the Mobility Coordinator for approval via the Dashboard.
 - e) Notify the Mobility Coordinator of the intention to withdraw from the mobility period, whenever such a situation occurs.
 - f) Submit to the EVA, within a maximum of 5 days after arrival, proof of arrival at the host institution, as well as, within the same period after returning, proof of departure from said institution.
2. In case of withdrawal or non-compliance with the approved full study plan, the total or partial return of any mobility grant awarded may be required.
3. If withdrawal occurs during the mobility period, the student must fully assume the responsibilities and consequences associated with the reintegration process in the respective academic year.

Article 15 - Eligibility conditions (outgoing)

1. Candidates for mobility grants must cumulatively meet the following requirements:
- a) Be enrolled in a higher education study cycle leading to a degree (1st, 2nd or 3rd cycle) in the academic year of application for mobility and in the academic year of the mobility.
 - b) Have passed a minimum of 60 ECTS credits in the same study cycle in previous academic years.
 - c) Have a regularized financial and administrative situation.
2. Candidates who wish to apply for an internship grant after completing their study cycle must express their interest before completing their degree.

Article 16 - Application and Selection Process for outgoing students

- 1. ISMAT annually defines the internal calendar for mobility grant applications.
- 2. This calendar is published on the website, Moodle, and promotional materials.
- 3. Applications are submitted online through the DEWP – Dashboard platform, which students access with their credentials.
- 4. Applications must be accompanied by the submission of the following documents: motivation letter, curriculum vitae, IBAN (proof of the applicant's IBAN), European Health Insurance Card, and record of assessments up to the application date.
- 5. Depending on the specific requirements of each program and the host institution, the student may be required to present a foreign language proficiency certificate.
- 6. The selection of students for mobility programs is the responsibility of the organic units' Directors, who will subsequently be ranked according to the defined general ranking criteria.
- 7. The allocation of places is done by the Mobility Coordinator of the organic unit.



Article 17 - Ranking Criteria for Scholarship Award

1. The ranking of candidates for the purpose of awarding mobility grants will be based on the following criteria:

- a) Weighted average of the grades obtained and recorded up to the end of the academic year prior to the application.
- b) An additional bonus of 0.5 points will be awarded for each year of study from the 3rd year onwards, as follows:

2nd Year: average without bonus;

3rd Year: average plus 0.5 points;

4th Year: average plus 1.0 point;

5th Year: average plus 1.5 points;

6th Year: average plus 2.0 points.

2. In tie situations, the following tie-breaking criteria will be applied, in the order indicated:

- a) Priority to candidates who have never previously participated in mobility programs.
 - b) Highest number of ECTS credits obtained up to the end of the previous academic year.
 - c) Highest number of approved curricular units up to the end of the previous academic year.
3. Once the selection and ranking process is completed, the list of ranked students will be published and made available to all candidates within the timeframe stipulated in the relevant calendar.

Article 18 - Procedure after selection of outgoing students

- 1. After the selection of candidates, the competent services communicate the results to the Host Institutions.
- 2. Students are informed of the results foreseen in the previous paragraph via institutional email.
- 3. This nomination does not imply approval of the mobility, which is only definitive upon acceptance by the host HEI.
- 4. ISMAT cannot be held responsible for the non-acceptance of mobility candidates, even if a selection process has taken place.
- 5. After approval by the Host Institution, the student must submit their Learning Agreement through the Dashboard platform, which includes 30 ECTS (semester mobility) or 60 ECTS (annual mobility).
- 6. The Learning Agreement is only valid when signed by the student, the mobility coordinator of the respective organic unit, and the head of the host institution.
- 7. In the event that the certificate referred to in the previous paragraph is not accepted by the host institution, the student is responsible for presenting a valid certificate required in that country/institution.

Article 19 - Recognition of credits, equivalencies and classifications

- 1. The ECTS credits defined in the Learning Agreement are mandatorily recognized by ISMAT.
- 2. The recognition of credits and grades obtained by mobility students is the responsibility of the Mobility Coordinator, in conjunction with the accreditation panels of the organic unit appointed for this purpose.

3. Credits and grades obtained in curricular units successfully completed at the host institution are recognized, provided that they are duly included in the Learning Agreement and appear on the academic record certificate (Transcript of Records).
4. The student's academic transcript will include a reference to the attendance of curricular units completed within the Erasmus+ Program, and this information will also be included in the diploma supplement, when issued.
5. In the case of a curricular internship, the student must submit a report to the Study Cycle Director or Internship Supervisor or Mobility Coordinator for evaluation and grading.

Article 20 – Classification

1. If the host institution adopts a grading scale identical to that of Portuguese higher education institutions, the grades obtained will be maintained.
2. If these grading scales are different, the conversion of grades is the responsibility of the study program director.

Article 21 - Student Performance and Conduct

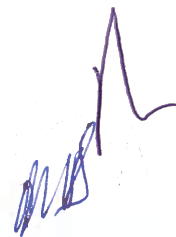
1. The student must maintain behaviour appropriate to their status as an ISMAT student.
2. Violation of this principle may result in the suspension of the mobility period and the partial or total return of the funding already allocated.

Article 22 - Extension of the Mobility Period

1. Once the mobility period is completed, students may request an extension of its duration, up to the maximum limit defined in the program.
2. The request must be made during the mobility period at the Host Institution, at least one month in advance, and there can be no interruption.
3. The extension request must be communicated to the mobility coordinator of the respective organizational unit and to the competent administrative services, with prior validation from the person responsible for the Host Institution.
4. The extension request must be accompanied by a new Learning Agreement or Internship Agreement, duly validated and signed by the student, their guardian at the Host Institution, and the respective ISMAT Mobility Coordinator.
5. In the case of an extension of mobility, the increase in the grant is dependent on available funding.
6. The updated Transcript of Records relating to the mobility period must be sent to EVA before the start of the extension period.

Article 23 – Insurance

1. Outgoing students are covered by school insurance, including civil liability and accident coverage, upon request for extension through the relevant services.
2. Incoming students must have school insurance, covering civil liability and accident coverage.
3. Additionally, participants must have a European Health Insurance Card or take out health insurance with European coverage.



Article 24 - Registration, Tuition Fees and other charges

1. Students participating in mobility programs pay tuition fees exclusively at ISMAT.
2. Students must be enrolled in the curricular units listed in the Learning Agreement at ISMAT during the mobility period.
3. The host institution may require payment of tuition fees, insurance, or other charges, provided they are proportional in value, the verification of which is the responsibility of each student with their respective institution.
4. During the mobility period, school insurance coverage remains valid, provided the student makes the corresponding payment at ISMAT upon annual enrolment renewal.
5. Each student is responsible for requesting the European Health Insurance Card from the competent authorities and/or for taking out health insurance and must ensure that they carry the corresponding documentation with them during the mobility period.
6. Incentives for student mobility may be defined annually by decision of the Administration.

Article 25 - Return to ISMAT

After completing the mobility period and upon return, the student must:

- a) Submit to the administrative services (EVA) the declaration of stay mentioning the dates of the mobility period, signed by the person responsible at the Host Institution, within 5 working days.
- b) Submit to the administrative services (EVA) the Transcript of Records, within 30 working days.
- c) Complete the online mobility evaluation survey according to the program rules.

Section III - Specific Rules for Staff

Article 26 - Responsibilities of Teaching and Non-Teaching Staff

1. It is the responsibility of the Staff Mobility Candidate to:
 - a) Promote Inclusive Institutional Communication.
 - b) Establish and strengthen relationships between Higher Education Institutions from different participating countries.
 - c) Demonstrate and present the dynamics of ISMAT and the acquisition of knowledge resulting from the organization of information, with a view to good practices and innovation, in both institutions in the sharing of knowledge, experiences and pedagogical methodologies.
2. To ensure high-quality activities with the greatest impact, mobility must be related to professional and personal development.

Article 27 - Scholarship Application

1. Applications from teaching and non-teaching staff are submitted by the applicant on the Collaborator Portal, during the periods specified in the calendar.
2. Applications are evaluated by the Director of the organic unit / service to which the teacher/collaborator is linked, in which the relevance and context of the work plan and the strategic nature of the partner entity must be indicated, taking into account the mission and objectives of the organic unit / service.
3. After approval in accordance with the provisions of the preceding paragraphs:

- a) LIO evaluates the application and its formal and strategic context;
- b) EVA ensures budgetary allocation and financial viability.

Article 28 - Criteria for awarding scholarships

1. The ranking of candidates for the purpose of granting mobility scholarships will be based on the following criteria:

- a) Relevance of the mobility, taking into account the objectives and results that contribute to the internationalization strategy of the organizational unit.
- b) Result of the evaluation of the proposal by the Mobility Coordinator (50%).
- c. Financial availability.

2. In case of a tie, the following tie-breaking criteria will be applied, in the order indicated:

- a) Priority to candidates who have never previously participated in mobility programs;
- b) Result of the last performance evaluation with a weighting of 50%;
- c) Seniority.

Article 29 - Return to ISMAT

1. Upon their return, the professor or collaborator on mobility must complete their mobility process by submitting the following to the administrative services within 5 days:

- a) A statement of attendance, confirming the mobility period, stamped and signed by a responsible person at the Host Institution, indicating the number of hours taught at the Host Institution if it is a teaching mobility.
- b) Boarding passes that serve as proof of border crossings on dates close to the days of mobility activities, or other documents in the case of a grant with travel via Green Travel (gas stations, highway tickets).
- c) Complete the online mobility evaluation survey according to the program guidelines.
- d) Summary report of activities carried out within the scope of the mobility.

2 – Failure to submit the documentation will result in the full return of the scholarship amount granted.

Capítulo II – Regras específicas do programa ERASMUS+

Section I – General Rules of the ERASMUS+ Program

Article 30 - Mobilities within the ERASMUS+ Program

The ERASMUS+ KA1 program, in the outgoing modality, includes the following mobility categories:

- a) SMS – student mobility for studies.
- b) SMP – student mobility for internships.
- c) STA – teacher mobility for teaching assignments.
- d) STT – teacher or staff mobility for training.



Article 31 - Interinstitutional Agreements

1. For the purposes of study mobility (SMS) and teaching assignments (STA), a valid Interinstitutional Agreement for the academic year in question between ISMAT and the Host Institution is mandatory.
2. Internship (SMP) and training (STT) mobility may be carried out without the requirement of an Interinstitutional Agreement.

Article 32 - Allocation of Erasmus+ Grants

1. The value of ERASMUS+ grants is set biannually by the National ERASMUS+ Agency, taking into account the cost of living in the host country.
2. The grant amount awarded results from weighting this value and the number of days of mobility.
3. Supplements may be added to the grant amount if it is an ecological trip or a trip supporting inclusion.

Article 33 - Return of Scholarships

The participant is required to return the full amount of the scholarship granted in the following cases:

- a) In the particular case of students, completion of less than 22 ECTS credits per semester of mobility and 44 ECTS credits per year of mobility, except in specific and justified cases to be assessed by the competent services.
- b) In all cases:
 - i) Failure to complete the planned mobility period due to *force majeure*;
 - ii) Failure to complete the ERASMUS+ survey within a maximum of 45 days after the end date of the mobility.

Section II – Student Mobility**Article 34 - Eligibility of Students and Recent Graduates**

The following may apply for study and internship mobility:

- a) Undergraduate and integrated master's students after completing the 1st year of the curriculum and the number of ECTS credits required in the internship regulations of the study cycle, if any.
- b) Master's and doctoral students.

Article 35 - Participation Regime in the Erasmus+ Program

1. The duration of mobility periods must comply with the following deadlines:
 - a) For studies (SMS), a minimum duration of two months and a maximum of twelve months.
 - b) For internships (SMP), a minimum duration of two months and a maximum of twelve months.
- 2 - In the particular case of students enrolled in integrated master's programs, the maximum mobility limit is 24 months, distributed as 12 months during the first three years, plus 12 months during the last two years.

Article 36 - Allocation of Erasmus+ Scholarships to Students

1. In the context of mobility for studies and internships, the student receives the full amount of the total grant awarded up to five working days before the mobility and after notifying the services of the start of the mobility period, as evidenced by a document issued by the host institution.
2. Students who are not awarded an ERASMUS+ grant may benefit from a mobility period with a "Zero Grant," maintaining the rights and duties of students with funded grants.

Section III – Mobility of Faculty and Staff**Article 37 - Mobility of Teaching Staff**

1. Teaching staff may apply for teaching assignments (STA) or training assignments (STT).
2. Non-teaching staff may only apply for training assignments (STT).
3. Participation in activities within the scope of conferences and research seminars is not covered by the provisions of the preceding paragraphs.

Article 38 - Application Process

1. Applications for teaching and non-teaching staff are submitted by the applicant on the Employee Portal, according to a calendar published annually, authorized by the director of the organic unit / service director to which the teacher/employee belongs, in which the relevance and context of the work plan and strategic nature of the partner entity is indicated, taking into account the mission and objectives of the mission.
2. After approval, registrations are carried out online, through the Dashboard platform, using institutional credentials.
3. Applications must be accompanied by the following documents:
 - a) Citizen Card or Passport.
 - b) Proof of personal IBAN.
 - c) Teaching or training agreement, duly signed by the parties involved in the agreement.

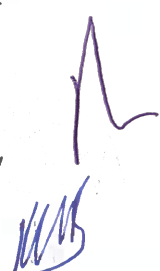
Article 39 - Eligibility Requirements for Staff

Candidates for the mobility grant must meet the following requirements:

- a) In the case of non-teaching staff, have a valid contractual relationship with COFAC, the institution that founded ISMAT, at the time of the mobility.
- b) In the case of teaching staff, perform teaching and training functions integrated into the permanent teaching staff of one of ISMAT's organic units in the academic year in which the mobility takes place.

Article 40 - Participation Regime in the Erasmus+ Program for Staff

1. Without prejudice to other specific rules defined by ISMAT, teaching and training mobility must have a minimum duration of 2 days and a maximum of 2 months, excluding travel days.
2. In teaching mobility, there is a requirement to teach at least 8 hours of classes.
3. In combined mobility, STA and STT, the minimum number of hours is 4.



Article 41 - Allocation of Erasmus+ Grants for Staff

Within the scope of STT and STA mobility, staff receive the full grant amount prior to travel.

Article 42 - Amount of scholarships

1. The grant associated with a teaching or staff mobility, whether within the scope of STT and STA mobilities or within the scope of a BIP, includes a travel support amount and a per diem amount.
2. The amounts referred to in the previous paragraph are defined biannually by the National ERASMUS+ Agency, according to the distance and the cost of living associated with the destination country.

Section IV – Mobilities through Blended Intensive Programs (BIP)

Part I - General Provisions

Article 43 – Admissibility

ISMAT students, teachers, and staff are eligible to participate in Blended Intensive Mobility Programs (BIP).

Article 44 - Duration of Mobility

- 1 - Mobility in BIP is characterized by a combination of short-term in-person activities with a mandatory virtual component.
- 2 - The expected duration of in-person mobility can vary between 5 and 30 days.
- 3 - In the case of the virtual component, this can occur before, during, or after the in-person mobility.
- 4 - The virtual component has no defined duration.

Article 45 – Credits

A BIP mobility program, combining in-person and virtual components, should be awarded at least three ECTS credits.

Article 46 - Partner Institutions

1. The implementation and promotion of BIPs require a bilateral or multilateral agreement with the institutions involved in the program.
2. All Higher Education Institutions from Member States of the European Union, Third Countries associated with the ERASMUS+ Program, and Third Countries not associated with this Program may be considered eligible to be partners in a BIP.
3. To verify eligibility for funding under the Erasmus+ program, BIP mobility must meet the following requirements:
 - a) to have at least three institutions from different Member States of the European Union and from third countries associated with the ERASMUS+ Program, one of which is the organizing institution.

b) a minimum of 10 participants, with the funding amount varying according to the total number of participants.

4. The in-person activity may be carried out at the facilities of the organizing institution or at any other location within its country.

Part II - Organizing an incoming BIP

Article 47 - Application Deadlines

If ISMAT is the organizing institution, the initial expression of interest must be addressed to LIO five months in advance.

Article 48 - Application process

1. Validation of the BIP requires:

a) Prior opinion from the LIO regarding the process documentation and alignment with ongoing projects.

b) Validation from the DGPA regarding the budget.

2. The application process for organizing a BIP must include the following documents:

a) Completed specific form on the Collaborator Portal.

b) List of participants and their email contacts.

c) List of teachers involved in the organization and their contacts.

d) Budget proposal.

Article 49 - Procedure after approval

Participants must register through the Dashboard platform before the BIP mobility program and submit the following documents:

a) Identification document.

b) Learning/Teaching/Training Agreement.

Article 50 - Eligible Expenses

The following are considered eligible expenses:

a) Rental of rooms or other spaces.

b) Acquisition of specific materials for the development of the training activity.

c) Rental of transport within the scope of the training provided (study visits).

d) Expenses inherent to the development of the participants' work, if applicable (namely fuel, consumables).

e) Fees of guest lecturers/speakers and related expenses (travel, food).

f) Expenses for organizing a social event for the participants.

Part III - Participation in a BIP (outgoing)

Article 51 - Application Process

1. The initial expression of interest in applying must be addressed to the LIO three months in advance by the Mobility Coordinator of the organic unit.



2. The application process must include the following documents:

- a) Completed form on the Employee Portal.
 - b) List of selected participants, with email contact, telephone number, employee number and IBAN (online banking or ATM receipt).
3. Participation in the BIP requires prior approval from the LIO regarding its alignment with ongoing projects and from the EVA regarding the verification of financial availability.
4. Failure to submit the documents or their incorrect completion will invalidate the mobility.

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Article 52 - Awarding of scholarships

1. Student grants are set biannually by the ERASMUS+ Agency and correspond to a *per diem* payment.
2. For faculty and staff, the mobility grant operates under the same system as STA and STT grants, varying according to the host destination.

Article 53 - Termination of mobility

1. After completing the in-person and virtual components of the mobility, the following documents must be submitted to the EVA (Educational Support System) for students:
 - a) Certificate of attendance duly signed by the head of the host HEI (Higher Education Institution) and with information regarding the start and end dates of the activity.
 - b) Boarding passes or proof of travel, in the case of teachers and staff.
 - c) ERASMUS+ survey.
 - d) Transcript of Records.
2. In the case of teachers and collaborators, they must submit the following documents to the EVA:
 - a) Certificate of attendance for the activity issued by the partner institution.
 - b) Boarding passes or proof of travel.
 - c) ERASMUS+ survey.
 - d) Individual report.

Article 54 - Recognition of claims

1. ECTS credit recognition can be done through the accreditation of a curricular unit within a study cycle or in a diploma supplement.
2. Training completed within a BIP (Basic Intervention Program) is recorded in the diploma supplement, when issued.

Chapter III – Other Mobility Programs

Mobility AULP – Association of Portuguese Language Universities

Article 55 - Objectives

1. The AULP Mobility Program aims to:
 - a) Promote academic mobility and address the shortcomings of the credit equivalency system in the Portuguese-speaking world.

- b) Internationalize higher education.
 - c) Disseminate Lusophone culture and foster global communication.
2. AULP defines the criteria and manages the mobility program.
 3. The mobility program mentioned in the previous paragraph is published on the AULP website.

Mobility Overseas

Article 56 - Objectives

1. The Overseas program aims to promote student mobility to destinations outside the European Area.
2. The rules and procedures underlying an Overseas mobility are identical to those required within the framework of an ERASMUS+ mobility.
3. Overseas mobilities do not provide for the direct allocation of financial support (scholarship).

Mobility Free Mover

Article 57 – Objectives

1. Free Mover Mobility allows students to undertake mobility outside the scope of official programs.
2. In the case of incoming mobility, the Free Mover student status at ISMAT requires registration as an external student.
3. In the case of outgoing mobility, students should inquire beforehand about the requirements and conditions to be met at the institutions where they intend to pursue their studies.

Chapter IV - Final Provisions

Article 58 - Entry into force

This regulation shall enter into force upon approval by joint order of the Director and the Administrator.

