

**INTERNATIONAL
MOBILITY REGULATION
FOR STUDENTS
IPAM LISBOA**



CHAPTER I GENERAL PROVISIONS

Article 1

Object

The present Regulation defines the general rules for the ERASMUS+ Mobility Programme and other mobility programmes applicable to the Portuguese Institute of Marketing Administration in Lisboa, hereafter referred to as IPAM-Lisboa.

Article 2

Application

The exchange and mobility programs at IPAM-Lisboa promote the exchange of experiences and learning, via transnational partners, that provide the students:

- a) The enrichment of their learning;
- b) The promotion of creativity, competitiveness and employability;
- c) Stimulating personal fulfilment, social cohesion and active citizenship;
- d) Encouraging the discovery of other realities and cultures, and learning other languages.

Article 3

International Relations Office

1. The International Relations Office (IRO) works under the direct dependence of IPAM-Lisboa's Management Board, constituting a structure of coordination, operational support and monitoring in the development of internationalization activities in education;
2. The International Relations Office is headed by the Coordinator of IRO, assisted by the Internationalisation Coordinator, appointed by the Management Board on the advice of IPAM-Lisboa's Director.

Article 4

Competencies of the International Relations Office

It is the IRO's responsibility, without prejudice to the other competences attributed to it under the present regulation:

- a) Propose to the Coordinator of Internationalization the celebration of exchange protocols with Higher Education Institutions and other partners in the framework of the Erasmus + Program and others;

- b) To promote the dissemination of the mobility programmes among the academic community;
- c) To organize the application processes to the different programmes;
- d) Ensure the convenient information to the interested parties about the international partners and the exchange conditions;
- e) To ensure the implementation of other course-related exchange programmes, to which IPAM-Lisboa is part;
- f) To promote the full integration of visitors (students, faculty and non-teaching staff in mobility) in the educational community of IPAM-Lisboa;
- g) To play the role of information office and liaison of IPAM-Lisboa with the international networks of which it is a member;
- h) Provide all the information requested by IPAM-Lisboa's bodies and services regarding the implementation of the academic mobility programme;
- i) Represent IPAM-Lisboa within the scope of its attributions;
- j) Support IPAM-Lisboa students in the enrolment process at the partner institutions, together with the Internationalization Coordinator;
- k) Organize welcome weeks for international students;
- l) Organize and participate in events promoting IPAM-Lisboa internationally.

Article 5

International Relations Office Coordinator

The Coordinator of the International Relations Office is responsible for coordinating the activities related to the mobility programs under this regulation.

Article 6

The Internationalization Coordinator

The Internationalization Coordinator is responsible for:

- a) Support IPAM-Lisboa students abroad (outgoing) in all academic matters, before and during the mobility period, namely in the choice of the host institution and in the completion of the Study Plan or Internship Plan (Learning Agreement or Training Agreement), as provided in article 18 of the present regulations;
- b) To support incoming students in all academic matters, before and during the mobility period, namely in what concerns course(s) to be attended and in the contact with teachers;
- c) To promote and extend relations with partner institutions;
- d) To welcome representatives of partner institutions and organize their visit to IPAM-Lisboa (classes, seminars or others);
- e) Publicize the mobility programmes to the students;
- f) Perform all the acts within its competence foreseen in the present regulations.

CHAPTER II

EXCHANGE STUDENTS

Article 7

Mobility students

For the purpose of the present regulations, the following are considered:

- a) Students Abroad: IPAM-Lisboa students who are attending an exchange program at a partner institution with which IPAM-Lisboa has a protocol (outgoing students);
- b) Incoming students: students from partner institutions with which IPAM-Lisboa has a protocol and who are attending an exchange program at IPAM-Lisboa (incoming students).

Article 8

Citizens of other states

Foreign nationality students, attending or wishing to attend IPAM-Lisboa, benefit from mobility programs under the terms of the respective regulations.

CHAPTER III

APPLICATION FOR MOBILITY PROGRAMS

Article 9

Admissibility requirements

1. Students who are enrolled and have a valid enrolment in an IPAM-Lisboa undergraduate and/or master's degree in the academic year/semester in which the mobility takes place, can apply to the mobility and exchange programmes.
2. Students who have passed a minimum of 30 ECTS in the degree they are attending, or who are attending the 2nd semester or the following ones, are eligible for the mobility and exchange programs.

Article 10

Length of mobility and exchange

The minimum and maximum length of mobility and exchange depend on the programs. It is up to the applicant to make sure that his/her application is compatible with the specific rules of the program to which he/she is applying.

Article 11

Combined study and internship period

It is possible to combine a Curricular Internship in a single mobility scheme, provided that the curricular internship takes place in the respective semester of the study plan and under the supervision of IPAM-Lisboa, and that its validation follows the rules established for internships. Course(s) taking place in the same semester must be taken at IPAM-Lisboa regardless of the international internship.

Article 12

Process instruction

The Coordinator of the International Relations Office sets the annual deadline for the completion and processing of applications.

1. All applications for international mobility are submitted through the portal defined for that purpose.
2. When processing the application, the student chooses three possible host institutions by order of preference.

Article 13

Applicant Selection

1. Once the application process is completed, the results are published according to the students' seriation.
2. For the purposes of mobility application seriation, the following elements are considered: the student's average, the number of course(s) taken and the number of ECTS credits obtained. These elements are recorded after the final evaluation period immediately preceding the date of candidate selection, according to the following criteria:
 - a) Student average in relation to the degree average, whose weighting factor is 55%;

- b) Number of ECTS credits already completed in the degree, divided by the total number of ECTS credits possible to be completed until the end of the semester prior to the moment of application (number of semesters x 30 ECTS credits), whose weighting factor is 45%.
3. Applicants can only be admitted to the mobility program if their financial situation is regularized.
4. Other eligibility criteria:
 - a) Valid bilateral agreement with the host partner institution;
 - b) IPAM-Lisboa having a valid and up to date Erasmus+ letter.

Article 14

Special period for vacancy filling

In duly justified cases, the Coordinator of the International Relations Office may determine the opening of a special application period.

For the special period of filling vacancies, the rules are the same as the ones stated for the regular application period.

Article 15

Applicant placement

1. The candidates shall be ranked on the basis of the criteria referred to in Article 13.
2. In case of a tie between candidates competing within the same area of study, and assuming the same preferences for the host institutions, an interview conducted by the Coordinator of the IRO and the Coordinator of Internationalization is held with the concerned candidates.
3. The results of the applications are disclosed within the deadlines set for each program and can have one of three possible outcomes: admitted, not admitted and excluded. In the last case, the result must be duly substantiated.
4. In case of withdrawal, they are replaced by the students who remain in the substitute position (i.e., not admitted). For substitution purposes, the applications of the students with the best classification will be considered.

Article 16

Complaints

Complaints may be lodged against the results within 5 working days after the date on which the results are announced. Complaints are submitted through a request and considered by the IRO.

Article 17

Final placement list

The final placement list is made public within 30 (thirty) days after the end of the application period, on the IRO's virtual page.

Article 18

Preparation of the mobility period

1. Selected students are assigned to the host institutions and receive instructions on the application process at the partner institutions, by e-mail.
2. The course(s) to be taken at the host institution must be previously approved by the Course Director, through the completion of the Study Recognition Proposal. When preparing the study plan, a limit number of ECTS credits should be established corresponding to the number that the student would do if he/she were not in mobility. The study recognition proposal only applies to curricular units that take place during one semester.
3. Each course at the host institution must correspond to 1 (one) course at IPAM-Lisboa.
4. Once the Proposal for Studies' Recognition is approved, the student must fill out the Learning Agreement, a document to be signed by the student and by the International Relations Offices of both institutions.
5. Once the study plan or internship plan has been defined, it is the student's responsibility to complete and send the application documents to the host institution.
6. The student can change his study plan or internship plan, provided that he does so within 15 days from the beginning of the mobility period and after approval by the Course Directors, the IRO and ensuring that the changes in the internship plan maintain the ECTS credit targets initially approved.

Article 19

Scholarships

1. Scholarships are awarded according to the candidate selection criteria set forth in article 13 of these regulations.
2. The criteria for selection of the Santander Mobility Grants are defined annually by the Coordinator of the IRO and by Banco Santander Totta, and disclosed in a specific notice duly published on the office's website.

Article 20

Mobility grants

Mobility grants are not scholarships. The purpose of the mobility grant is to help the student to bear part of the extraordinary expenses that this type of mobility requires, and it is not intended to cover all the expenses during the period of study abroad. Acceptance of the application to the mobility program does not in itself guarantee the awarding of the grant; the student may attend a mobility program without being awarded a grant, and in any case he/she will enjoy all the rights inherent to his/her status.

Article 21

Amounts

1. The amounts of the Erasmus mobility grants are fixed each year for each country and, as a general rule, made known to those interested during the application period for mobility and exchange programs.
2. The grant awarding process is responsibility of the Coordinator of the International Relations Office, and the amount to be allocated depends on the number of months and mobility's destination country, and on the EU budget allocated to IPAM-Lisboa for that year.
3. The amounts of the Santander mobility grants are defined by Banco Santander Totta S.A., and published in a specific notice on the International Relations Office website.

Article 22

Withdrawal before mobility begins

Any student who is forced to withdraw from the program must inform the IRO, in writing, as soon as possible. The IRO will inform the host institution regarding the student's withdrawal, justifying it with the reasons stated by the student.

Article 23

Withdrawal after mobility begins

1. Once the mobility period has begun, the student may only withdraw for health reasons or for other compelling reasons. In these cases, the student must inform the host institution and contact the International Relations Office immediately.
2. Withdrawals at this stage, even with justification supported by an appropriate document, may imply:
 - a) Repayment of the grant and other funding received to carry out the mobility period;

- b) That academic recognition is not guaranteed.

Article 24
Admitting students from foreign institutions

1. The selection of visiting students is an exclusive responsibility of the home institution, according to the number of agreed vacancies for the exchange program.
2. Every semester, the IRO defines an application period, and information is sent in advance to all partner institutions.

CHAPTER IV
STUDENTS IN ABROAD EXCHANGE

SECTION I
Departure and stay in the foreign institution

Article 25
Enrollment at IPAM-Lisboa

1. The student in exchange programme enrolls with the Academic Services of IPAM-Lisboa, in the year and course(s) that he/she would take if he/she were not in the programme.
2. The student is not exempt from fulfilling the administrative conditions and paying the due fees, during the mobility period.

Article 26
Residence of the student in the host institution

1. Once the student's admission to the host institution is confirmed, the responsibility for other institutional contacts, transportation and accommodation lies with the student, without prejudice to the collaboration of the International Relations Office.
2. The institutional relationship between the IPAM-Lisboa's student and the host institution, during the period of mobility, should be mediated by the International Relations Office.
3. Once at the host institution, the student must immediately report to the structures that supervise the mobility programmes at that institution and follow the procedures that are in force there.

4. Upon arrival at the host institution, the student must inform the IRO of his address and other contact details, at least an e-mail and a telephone number, as well as any subsequent changes.

Article 27°

Study period and amendments

1. Upon the student's arrival at the host entity, any change deemed necessary to the program must be formalized within 15 days.
2. Any deemed necessary subsequent modifications to the study plan, must be formally agreed upon by the three parties involved and immediately executed.

Article 28

Student's duties abroad

1. During the stay in the host institution, the student must be committed to developing his/her education and learning, be assiduous in teaching activities or in the institution, and adopt a behaviour that honours both home and host institutions.
2. If a serious violation of the duties mentioned in the previous number occurs, the student may be notified to immediately return to Portugal, under penalty of non-recognition of the study plan carried out at the partner institution.

Article 29

Extension of the study period

1. An extension of the international mobility period can be agreed between the entities involved, provided that:
 - a) The arrangements and subsequent agreement are made before the end of the current mobility period;
 - b) The extension takes place immediately after the current mobility period, with no interruption between them, with the exception of school vacations or closure of the host entity. If there is an interruption, it must be duly justified by the home entity and approved by the national agency;
 - c) The mobility period, including any approved extension, does not exceed the maximum eligible duration of the mobility, i.e., 12 months.
2. To formalize the extension request, the student must do it by sending an email to the International Relations Office of IPAM-Lisboa, with prior approval from the host institution. Once the request is accepted, the student must provide a reformulation of the Study Recognition Proposal and Learning Agreement.

3. The student may associate the extension request for the study period abroad with a corresponding request for a supplementary scholarship. The authorization of the period extension does not guarantee nor oblige the attribution of the supplementary scholarship. Attending a mobility program should not, by itself, lead to an extension of the period of the degree, beyond what would be expected if the student were to complete his or her academic degree, only by attending IPAM-Lisboa.

Article 30

Failing courses at the host institution

1. If the student fails a course at the host institution, he/she will not be considered equivalent to the corresponding course(s) at IPAM-Lisboa.
2. In this case, there is always the possibility of making this particular assessment in an appeal and/or special season, if the assessment methodologies allow it. The student must follow the registration procedures and pay the corresponding fees to the School Office of IPAM-Lisboa.
3. In case of total academic failure, the student must return in full the Erasmus grant he/she was awarded and automatically loses the Erasmus student status.

SECTION II

Returning to IPAM-Lisboa

Article 31

Presenting to the international relations office

1. At the end of the mobility period, the student must deliver the final mobility documentation at the IRO: Transcript of Records issued by the partner institution and the certificate of stay. In case of Erasmus+ mobility, the student must respect all the requirements of the program to successfully complete the mobility process.

SECTION III

Academic Recognition

Article 32

Recognition conditions

1. The academic recognition is based on the academic recognition plan that integrates the study contract and on the ECTS - European Credit Transfer System, and considers three elements:

- a) Information about the study programs and the student's grades;
 - b) Mutual agreement between the partner institutions and the student;
 - c) The use of ECTS credits.
2. The course(s) or the work plan successfully completed at the host institution will be recognized by IPAM-Lisboa, as long as they correspond to the study plan or internship plan previously defined by the student and the Course Director, and as long as they are registered in the Learning or Training Agreement.
 3. Academic recognition of studies completed outside IPAM-Lisboa, will only be validated upon presentation of the original Transcript of Records, or equivalent evaluation document, issued by the host institution.

Article 33

Recognition and rating process

1. The original Transcript of Records, or equivalent evaluation document issued by the host institution, duly signed by its legal representatives and authenticated with the respective stamp, should be sent to the IRO of IPAM-Lisboa.
2. The Transcript of Records should record each course taken, with the corresponding grades and number of ECTS credits. It is the student's responsibility to make sure that all this information is contained in the Transcript of Records, requesting, if necessary, the issuance of documents that complement any missing information.
3. In the case of internship mobility, the certificate issued by the host institution must contain the student's evaluation according to the parameters pre-established by IPAM-Lisboa.
4. The student must make a credit application for the course(s) completed during the mobility period, by submitting the appropriate form in the online secretariat, attaching:
 - a) Copy of the Study Recognition Proposal validated by the Course Director;
 - b) Copy of the Transcript of Records, or equivalent assessment document.
5. Academic recognition is not given to students in the following cases:
 - a) Failure to comply with the approved study plan or internship plan;
 - b) Failure to pass examinations or assessment at the host institution;
 - c) Failure to present the original Transcript of Records, or equivalent evaluation document;
 - d) Serious misconduct.
6. Courses taken at institutions where the ECTS credit system does not prevail, the ECTS credits will be awarded corresponding to the homologous courses of the study plan of IPAM-Lisboa, to which recognition has been assigned.
7. As a rule, an Academic Recognition Plan corresponds to 30 ECTS credits for a semester and 60 ECTS credits for a school year, trying to balance the student's workload at the host institution with the equivalent ECTS credits at IPAM-Lisboa.

The differential, when unavoidable, cannot exceed the maximum limit of 6 ECTS credits per semester.

8. Grades obtained abroad are recorded in the diploma supplement.

Article 34

Final Assessment

1. The assessment periods for exchange students are the same as for other IPAM-Lisboa students.
2. During the mobility period at the host institution, the student cannot take the normal season of final assessment at IPAM-Lisboa.
3. During the appeal season of the final assessment, if it doesn't coincide with the mobility period, the student may take the following tests, under the following conditions:
 - a) The course(s) in which he/she did not pass, provided that he/she has not benefited from the appeal assessment period at the host institution;
 - b) The course(s) in which he/she enrolled at IPAM-Lisboa, and that were not included in the study plan.
4. It is allowed to take the exams related to the previous semester, corresponding to the normal or appeal assessment seasons, which the student could not take due to calendar incompatibility with the mobility program.

CHAPTER V

INCOMING STUDENTS

SECTION I

Welcoming at IPAM-Lisboa

Article 35

Arriving at IPAM-Lisboa

1. The IRO provides support to incoming students by registering them in the course(s) of their study plan and choosing their schedule, amongst other necessary acts to normalise their situation.
2. Each incoming student is given a Student Card, along with all the benefits of ordinary IPAM-Lisboa students.
3. As soon as the incoming student has a place to stay in Portugal, he/she should inform the International Relations Office regarding their address and other contact details, such an e-mail address and a telephone number, as well as any subsequent changes.

Article 36

Integration process

1. Incoming students are integrated in IPAM-Lisboa's academic environment and enjoy the same status as other students.
2. The IRO provides the necessary help and clarifications for the full integration of incoming students in the academic environment.

SECTION II

Assessment

Article 37

Incoming students' assessment

Incoming students are subject to the same assessment methods as other IPAM-Lisboa students, or to the regime defined by the course teacher at the beginning of the semester, who may adapt the rules of the assessment regime to the specific situation of these students.

Article 38

Language of instruction

1. The language of instruction and assessment in both bachelor's and master's degrees is Portuguese or English, depending on the chosen program.
2. In the case of students attending the global degrees, the language of instruction is English.
3. The incoming student is informed about the syllabus and teaching language at the time of his/her application to IPAM-Lisboa.

CHAPTER VI

FINAL AND TRANSITORY PROVISIONS

Article 39

Gaps and doubts of interpretation and application

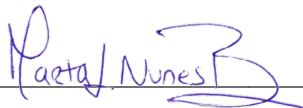
The Coordinator of the IRG, on his own initiative, or by proposal of IPAM-Lisboa's Internationalization Coordinator, will resolve any omissions and questions of interpretation and application of these regulations.

Article 40 Coming into effect

This regulation takes effect after its approval by the Scientific-Technical Council of IPAM-Lisboa.

Lisbon, March 9th, 2022

Dean of IPAM Lisboa



(Marta Bicho, PhD.)