

REGULATION

**FOR INTERNATIONAL MOBILITY
FROM UNIVERSIDADE EUROPEIA**

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Rector's Validation:

CHAPTER I
General provisions

Article 1

Object

1. The current regulation defines the general rules of the ERASMUS+ Mobility Programme and other mobility programmes applicable at Universidade Europeia.
2. The funding of the Erasmus+ Programme is based on the appropriations attributed for this purpose by the European Commission and by the Erasmus+ National Agency— Education and Training, hereinafter referred to as NA.
3. Universidade Europeia provides other mobility typologies, based on inter-institutional agreements, made with higher education institutions from third countries.
4. Students' mobility is made in compliance with the legal provisions in force related to mobility, as set out in the Decree - Law No. 42/2005, from 22 of February and by the Legal Framework for Degrees and Diplomas from Higher Education (RJGDES), approved by the Decree - Law No 74/2006, from 24 of March, altered by the Decree -Laws No. 107/2008, from 25 of June, 230/2009, from 14 of September, 115/2013, from 7 of August, and republished by the Decree-Law No. 65/2018, from 16 of August, being applicable to all students from Universidade Europeia.

Article 2

Management of mobility programmes

1. The management of the different mobility Programmes by Universidade Europeia is the competence of the Rector, who may delegate to the vice-rector or the pro-rector.
2. Universidade Europeia's International Relations Office, hereinafter referred to as GRI, ensures the execution of acts which may be committed under their management.
3. The management of the mobility programmes is ensured, in each Faculty, by a Coordinator, nominated by the legally and statutorily competent body.

Article 3

Management instruments for the mobility programmes

1. Regarding the mobility of students, several programmes are foreseen.
2. The Erasmus+ Programme, has the following management instruments:
 - a) Inter-institutional Agreement;
 - b) *Application Form*;
 - c) Study / Internship Contracts - *Learning Agreement for Studies/ Traineeship*;
 - d) Mobility Agreement for the Education/Training Programme;
 - e) Erasmus+ Contract;
 - f) Declaration of Stay;
 - g) Academic Track Record Certificate or Achievement Declaration – *Transcript of Record*;
 - h) European Health Insurance Card.
3. For other mobility programmes, the following management instruments are provided:
 - a) Inter-institutional Agreement;
 - b) *Application Form*;
 - c) Study / Internship Contracts - *Learning Agreement for Studies/ Traineeship*;
 - d) Mobility Agreement for the Education/Training Programme;
 - e) Declaration of Stay;
 - f) Academic Track Record Certificate or Achievement Declaration – *Transcript of Record*;
 - g) Health Insurance.
4. Management instruments in force:
 - a) Inter-institutional Agreement is the instrument upon which two higher education institutions establish, for an area or a set of knowledge areas, the number of mobility flows foreseen for each one of the actions: Students Mobility for Studies (SMS), Mobility of Students and Recent Graduates for Internships (SMT), Mobility of Lecturers for Teaching Purposes (STA) and Teaching, Technical and Administrative Staff Mobility for Training Purposes (STT);
 - b) *Application form* is for the host institution;
 - c) Study / Internship Contracts – Learning Agreement for Studies/ Traineeship, is the document which establishes the study / internship plan that each student or recent graduate shall develop in the host institution, specifying the number of

corresponding ECTS, as well as the manner in which their recognition will be obtained from Universidade Europeia, if completed with success;

- d) The Mobility Agreement for the Education/Training Programme is the document which establishes the work plan to be developed at the host institution by invited teaching, technical or administrative staff;
- e) Erasmus+ Contract is the contractual document established between Universidade Europeia and the Programme beneficiary that formalises their participation, identifying the host institution, the mobility duration, the attribution or not of a funded scholarship and the related rules;
- f) Declaration of Stay is the document used to prove the mobility duration at the host institution;
- g) Academic Track Record Certificate or Achievement Declaration – *Transcript of Records* is the document attesting ones performance in the study/internship mobility period, containing information namely about the evaluation results and the number of ECTS obtained in the course units defined in the Study Contract - Learning Agreement for Studies, or declaring the carrying out with success or not of the activities foreseen in the internship contract - Learning Agreement for Traineeship;
- h) European Health Insurance Card, document intended for guaranteeing medical assistance in member states of the European Union.

Article 4

Attribution of Rectory services

Services under the Rectory's responsibility:

- a) Represent Universidade Europeia before NA and the European Commission;
- b) Elaborate Universidade Europeia's institutional applications to different mobility programmes, taking into account the identified necessities from the Faculties;
- c) Establish Inter-institutional Agreements with peer institutions, delegating powers on GRI;
- d) Knowing and transmitting the Programmes' rules;
- e) Receiving and managing the Programme's funds, with the supervision of the financial services;

- f) Allocate the funds for the initial distribution of scholarships to their beneficiaries, with the supervision of the financial services;
- g) Report to NA the Programme's execution, taking into account the information provided by the Faculties;
- h) Transmit to the Faculties information, guidelines and deadlines related to the Programme's execution;
- i) Issue the Erasmus+ Contracts to the beneficiaries of the Programme, based on the processes sent by the Faculties;
- j) Indicate to the financial services when to proceed with the payment of scholarships to their beneficiaries;
- k) Verify, together with the Faculties, the compliance from the beneficiaries of the obligations imposed from the Programme;
- l) Indicate to the financial services when to proceed with possible redistribution of funds among the beneficiaries of the Programme;
- m) Verify, validate and archive the mobility process within the Programme framework;
- n) Indicate to the financial services, when there are grounds for the recovery from the beneficiaries, of the exposed scholarship sums and their reimbursement.

Article 5

Attributions of the International Relations Office

1. The International Relations Office is responsible for:
 - a) The organization of the annual application to the Erasmus+ programme and other mobility programmes;
 - b) The disclosure of application deadlines and procedures;
 - c) The definition of the selection criteria, ranking and attribution of scholarships;
 - d) The elaboration of printed documentation and other procedures for the annual application;
 - e) The annual selection of students, recent graduates, teaching, technical and administrative staff to the Programme;
 - f) The disclosure of admitted candidates for mobility;
 - g) The disclosure of the ranking results for candidates to scholarships;

- h) Handing in the required documentation to students for the mobility period at the host partner institutions;
- i) Define, with the Course Coordinators, the selected students or recent graduates, the study or internship plan to develop at the host institutions, prior to the start of the mobility period, ensuring its validity, in view of the attended programme's recognition, when executed with success;
- j) Indicating the Programme's beneficiaries to the host institutions and establish the respective Study / Internship Contracts - *Learning Agreement for Studies/ Traineeship*, Work Programmes for the Teaching Mission or Training Work Programme;
- k) The organization of complete processes, duly organized, of the selected candidates, along with the respective database containing their relevant information;
- l) Sending candidates entire mobility process to host partner institutions;
- m) Monitoring extension requests, dropouts and unsuccessful situations that occurred;
- n) Verify beneficiaries compliance with the obligations imposed by the Programme;
- o) Creation of necessary operational instructions for the smooth running of the Programme;
- p) Management of foreign students' mobility period at Universidade Europeia.

Article 6

Funding of Mobility Programmes

The funding attributed by the Erasmus+ National Agency and from Santander's Mobility Programme to Universidade Europeia, is managed by the Inter-institutions and International Relations Office according to the rules approved and followed by Ensilis – Educação e Formação, unipessoal, Lda.

Article 7

Complaints

1. From all decisions on matters foreseen in the current Regulation there may be a justified complaint presented in writing to GRI, supported by all evidence considered relevant, within 10 working days from being notified of the decision.

2. Complaints related to Faculty decisions, within the framework of their responsibilities on matters foreseen in the current Regulation, should be presented to the Faculty's Dean.

Article 8

Model documentation

The Faculties shall use models from the Inter-institutional Agreement, Study Contracts– *Learning Agreement for Studies*, Internship Contracts – *Learning Agreement for Traineeship* and in the Erasmus+ Programme the Mobility Agreement for the Teaching Programme and the Mobility Agreement for the Training Programme established, yearly, by the NA, with the Powers of Attorney and Student Sheet being established and provided by GRI.

CHAPTER II

Mobility of students and recent graduates

Article 9

Admission on the mobility programmes

1. Without prejudice to the specific rules established for each course, those who can apply to the mobility programmes for carrying out a study and/or internship period are:
 - a) Degree students;
 - b) Masters and PhD students.
2. Degree students can only go on the mobility programme once they have concluded their 1st academic year.
3. The Erasmus + Internship may be done during the study cycle or up to 12 months after its conclusion.

Article 10

Participation arrangements on the mobility programmes

1. The duration of the mobility period should respect the following conditions:
 - a) For studying, a minimum duration of three months (90 days) and a maximum of twelve months;

- b) For internships, a minimum duration of two months (60) days and a maximum of twelve months.
2. More than one participation on each of the actions is granted, as long as the maximum limit of twelve months for mobility is not exceeded on the Erasmus+ Programme by study cycle.
 3. Recent graduates' internships are carried out within the twelve months immediately after ending the study cycle, counting for this purpose the indicated date on the final certificate, and being accounted for this purpose the maximum mobility duration on the related study cycles.

Article 11

Extension of the mobility period

- 1 Participants of the mobility programmes that are found to be on mobility status and wish to extend their stay may do so in compliance with the maximum duration limit of the mobility period defined in the previous article.
- 2 The request should be formalized and authorized by GRI, with the agreement of the Course Coordinator, and by the host institution at least 30 days in advance in relation to the foreseen ending date for the mobility period.
- 3 The participant should, together with the Faculty and the host institution, establish a new Study Contract - *Learning Agreement for Studies* or Internship Contract - *Learning Agreement for Traineeship*, for the extension period.
- 4 Participants on the Erasmus+ Programme and other mobility typologies, may receive additional funding for the extension period, checking the conditions mentioned in points 7 and 8 of article 16-A of the present Regulation.

Article 12

Host Institution

1. For study mobility purposes, the students may apply to higher education institutions with whom their Faculty or Universidade Europeia has a valid inter-institutional agreement for the academic year and the applicant's study area.

- 2 Academic internships carried out in higher education institutions, under an Inter-institutional Agreement, may be done under the study mobility framework (ex. Lab internships, research geared to Masters or PhD theses), being covered by a Study Contract - *Learning Agreement for Studies*.
- 3 Concerning professional internship mobility, students or recent graduates should propose a host institution from a country participating in the Programme, according to the list of eligible organizations available in the Erasmus+ Programme Guide for the referred year of mobility. The existence of an Inter-institutional Agreement is not necessary, being covered by an Internship Contract - *Learning Agreement for Traineeship*.
- 4 Mobility is not permitted to the country where their institution of origin is located, nor to the country where the beneficiary resides.

Article 13

Students' pre-application process

1. The pre-application to host institutions shall be formalized through Universidade Europeia's *Blackboard* platform, mentioned will be, by order of preference, the countries and partner institutions one applied to.
2. Dates for the application submission via the platform shall be announced by GRI.
3. Publicizing the results is made on the respective platform of each Faculty.

Article 14

Students' selection process

1. Upon ending the application process, the results in accordance with the students' ranking shall be published.
2. For the purpose of ranking mobility applications the following elements shall be considered: student's average, the number of course units made and the number of credits obtained. These elements are registered after the exam period immediately prior to the date of selecting candidates, according to the following criteria:
 - a) Student's average in relation to the course average, whose weighting factor is of 45%;

- b) Number of credits already made on the course, divided by the total number of possible credits that are realizable until the end of the semester prior to one's application (No. of semesters x 30 credits), whose weighting factor is of 55%.
3. Candidates may only be admitted on the Programme, if their financial situation has been settled.
 4. Masters students can only apply to the 1st, 2nd and 3rd academic semesters when the Masters is of 120 ECTS or the 1st, 2nd semesters when the Masters is of 90 ECTS.
 5. Other eligibility criteria:
 - a) Valid bilateral Agreement with the host partner institution;
 - b) Universidade Europeia has the valid Erasmus+ card;
 - c) Masters of 120 credits: mobility should be carried out on the 1st, 2nd and 3rd semesters;
 - d) Masters of 90 credits: mobility should be carried out on the 1st and 2nd semesters.

Article 15

Proceedings after the selection of candidates

1. Publicizing the results is made on the respective *Blackboard* platform of each Faculty, according to the mobility calendar, listed annually by GRI.
2. Possible complaints should be directed to GRI's Coordination, within a period of 5 days after the date of the ranking publication. The decision allows an appeal to the Rector.
3. GRI should verify if the mobility processes are duly filled in, completed and signed by GRI's Coordinator and by the student (*application form*, copy of identification documents, powers of attorney according to the provided model, European health insurance card, study or internship contract – *Learning Agreement for Studies/Traineeship*), with the indication of the proposed scholarship amount.

Article 16

Formalization of the application

1. The calendar for the formalization of the application shall be listed annually by GRI.
2. For the formalization of the application, the student process should contain the following documents:

- a) Study recognition proposal, according to the study plan they wish to carry out at the host institution to which they were selected for, signed by the Course Coordinator;
- b) Bank identification Number;
- c) European health insurance card number or of the insurance policy, if the mobility is made in a country that does not belong to the European Union;
- d) Passport number, validity and issuing entity.

Article 17

Contract signature

1. Beneficiaries of the Erasmus+ Programme have to sign, with GRI, the Erasmus+ Contract which gives them the Erasmus+ student/ trainee status, independently of their attribution of a scholarship with Erasmus+ funding.
2. For the remaining mobility programmes, candidates should sign, with GRI, a contract which gives them mobility student status.
3. The contract may, equally, be signed by an attorney, nominated by the beneficiary for this purpose.

Article 18

Quitting

If the student wishes to quit the Programme they are registered on, they should communicate their decision to GRI, duly substantiated and in writing. This communication obligation should be made in any phase of the invitation process.

Article 19

Preparation for mobility

1. A student assumes full responsibility for the organization of the trip, accommodation and insurance.
2. It is up to the student to ensure compliance with the deadlines stipulated from GRI and the handing in of all necessary documentation, namely those requested by host partner institutions.

3. The student should appear at their Host partner institution, on the first day of the academic year. If any impediment exists they should communicate to GRI at Universidade Europeia, for the subsequent communication to the partner institution.

Article 20

Mandatory documentation in the mobility period

1. Arrival confirmation – is a document which proves that the student presented themselves at the host institution and began their mobility period. This document should be signed and stamped by the host institution, upon the student's arrival and immediately sent to GRI. Occurred alterations to the *Learning Agreement* should be equally communicated to GRI and to the Course Coordinator.
2. Any alteration requires the Course Coordinator's approval and is only valid if it has the agreement of both Universidade Europeia and the host institution.
3. Unauthorized alterations to the study plan leads to the non-recognition in the equivalency of the credits carried out.
4. Arrival confirmation, possible alterations and acceptance, should be communicated within a maximum period of 30 days:
 - a) Alteration to the *Learning Agreement*, when applicable.
 - b) Approval of the alteration to the *Learning Agreement* by the coordinator.

Article 21

Mandatory documentation after concluding the mobility period

1. Declaration of stay – is a document which proves the carrying out of the study period abroad. The referred document should be signed and stamped by the host institution at the end of the stay period, to be handed in at Universidade Europeia's GRI.
2. Student Report for students under the Erasmus+ programme – all students that carry out mobility under the Erasmus+ programme should fill in a final individual report (of the respective academic year), within a period of 15 days after their return, making use of an electronic tool specifically developed for this purpose.
3. Proof of linguistic assessment tests (OLS) for students under the Erasmus+ programme.
4. Copy of the Transcript Certificate of the Grades issued by the host institution.

Article 22

Attribution of funded scholarships

1. Mobility scholarships are intended for aiding costs incurred from the study or internship period abroad, not fully covering all costs.
2. The selection for the mobility Programme does not guarantee the attribution of a mobility scholarship being funded to all the participants.
3. Erasmus+ scholarships are distributed in accordance with the attributed funding from NA to Universidade Europeia and allocated to the participating Faculties, taking into account the scholarship table and the rules defined for the Programme by the European Commission and by NA, following the ordination of candidates established by the Faculty, after applying the ranking criteria.
4. Santander's mobility scholarships are distributed according to the ranking criteria defined by Santander and Universidade Europeia and published in the Regulation provided on the *Blackboard* platform.
5. Mobility without attribution of a funded scholarship is possible, this being called "zero scholarship", benefitting those candidates with "zero scholarship" all the Programme's rights and duties in equal treatment to those beneficiaries with funded scholarship.
6. In the case of Erasmus+ scholarships, it is possible, in the initial attribution, to combine funded mobility scholarships with mobility days from the "zero scholarship", up to a maximum of 29 days from "zero scholarship".
7. The Faculties shall positively discriminate in the scholarship attribution to grantees from social services, in order to guarantee equal access to the Programme.
8. If Erasmus+ funding is available on the project and as long as the Programme rules enable it, scholarship adjustments to the Programme's beneficiaries can be made by GRI, according to the following priorities:
 - a) Attribution of a funded mobility scholarship to "zero scholarship" beneficiaries;
 - b) Attribution of funds to days on "zero scholarship", to beneficiaries who have been attributed a funded scholarship combined with mobility days on "zero scholarship", under the Erasmus+ Contract;

- c) Attribution of funding for extension periods, for candidates that have formalized an extension period request to the Faculty, in conformity with the provisions of Article 11 of the current regulation.
9. With no funding available to fully cover the costs associated to the foreseen situations in the above point, priority shall be given to grantees from social services.

Article 23

Scholarship amounts

1. The amount from Erasmus+ mobility scholarships is listed annually by the European Commission and by NA, for groups of countries, according to the table elaborated by NA and taking into account the mobility's duration.
2. Students that carry out mobility periods lower than the period defined in the Erasmus+ contract, may undergo a reduction in their scholarship proportionate to the real period carried out, with this reduction possibly leading to the repayment of the amounts received.

Article 24

Scholarship scheme

The payment of mobility scholarships shall be made in two instalments:

- a) The first instalment, corresponding to an amount ranging between 70 % and 80 % of the scholarship's sum, shall be paid after signing the Erasmus + Contract;
- b) The second instalment shall be calculated after handing in all mandatory documentation, as described in art. 33 of the current regulation and the checking of the correspondence of the Erasmus+ mobility period to the contracted period;
- c) The amount to be received in the second instalment shall be calculated on the basis of the real duration of the mobility period, proved by the Declaration of Stay;
- d) If the amount received from the first instalment is above the scholarship amount, the beneficiary shall refund part of the scholarship received;
- e) For the purpose of points b) and c) of the current article, an addendum shall be issued to the Erasmus+ Contract, which shall be sent to the beneficiary by electronic mail.

Article 25

Scholarship refunds

1. To beneficiaries that do not comply with the Erasmus+ Contract it may be requested a full refund or part of the attributed Erasmus+ scholarship.
2. Full repayment is requested in the following situations:
 - a) Non-attainment of university achievements during the Erasmus+ mobility period, as defined in article 30 of the current regulation;
 - b) Not carrying out the required minimum duration for mobility, related to the action they are participating in;
 - c) To waiver the mobility option;
 - d) Adopting, at the host institution, punishable behaviour in accordance with article 31 of the current regulation;
 - e) Not handing in, within the established deadlines, documents demonstrating mobility: Declaration of Stay; Academic Track Record Certificate; requested reports and language assessment tests (OLS).
3. In cases of non-compliance of the Erasmus+ Contract for reasons that are not directly attributable to the beneficiary, such as Force Majeure situations, as long as they are duly justified and substantiated by official documents (medical certificates, etc.), situations which should always be submitted for approval by NA, which, in each case, determines the final scholarship amount to be attributed to the beneficiary.
4. Partial repayment of the Erasmus+ mobility scholarship is requested from the students that reduce their mobility period, for the corresponding amount of unfulfilled mobility days, with the Declaration of Stay serving as proof.
5. Improper receipt of the amounts from the Erasmus+ scholarship obliges one to repay the respective amount.
6. Scholarship repayments are requested through the sending of written communication (Letter and electronic message), with the beneficiaries having a 15 day period, after receiving the repayment request, to proceed accordingly.
7. Unfulfilled repayment requests shall have compulsory collection measures, in force, applied to them.

8. For all intents and purposes, unfulfilled repayment shall be considered as a debt with Universidade Europeia.

Article 26

Recognition assurances

1. Mobility is guaranteed through the European credit transfer and accumulation system (ECTS), based on the mutual recognition of the value of the training carried out and the acquired competences, as established in Universidade Europeia's Regulation of Accreditations, published in the Official Gazette 2.^a series — No. 3 — 4 of January of 2017.
2. All Erasmus+ mobility periods shall be obligatorily recognized, through the accreditation of the Diploma Supplement's registration.

Article 27

Academic Recognition

1. The course units that students carry out at the host institution shall be fully recognized by Universidade Europeia, as long as they correspond to what was previously defined, according to the Study/Internship Contract (*Learning Agreement for Studies/ Traineeship*).
2. The referred recognition in the abovementioned point is conferred in the study cycle that the student is found enrolled and registered in at Universidade Europeia.
3. In the case of the student carrying out course units at the host institution that do not correspond to what was previously defined, according to the Study/Internship Contract (*Learning Agreement for Studies/ Traineeship*), their recognition is not guaranteed.
4. Course units that were not recognized may be included in the Diploma Supplement as extracurricular.
5. The Study Contract should include the number of extracurricular credits, with this amount not being able to exceed the number of curricular credits.
6. The international mobility student shall conclude at the host institution the set course units from their Study Contract and obtain there the respective final grade, as they are not able to improve their grade at Universidade Europeia, be it of those course units or the course units they were recognized upon.

7. Recognition can only be considered by each Faculty upon the presentation of the Academic Track Record Certificate, issued by the host institution.
8. If the student does not fully comply with the Study Contract at the host institution, the Course Coordinator shall decide which of the course units at their home institution are not considered accredited, always guaranteeing that the number of credits carried out at the host institution is equal or above those course units being accredited at the home institution.

Article 28

Special international exams

1. A special mobility exam is one which is carried out by a student who did mobility, within Universidade Europeia's mobility programme.
2. Registration should be made through the platform on a form provided for registration purposes for exams from the special international period.
3. Students who carried out their mobility in the 1st semester and 2nd semester should sit their exams in September, with the second exam period being in October, in accordance with the academic calendar.

Article 29

Grading

1. The grades from the recognized course units shall result from their conversion based on the ECTS grading system, enabling, in the case of the host institution adopting an identical grading scale to that in Portugal (scale from 0 to 20), the course units maintain the grades obtained.
2. The recognition process of the studies and respective accreditations and grades are approved by Universidade Europeia's Scientific Council.

Article 30

Performance

1. For the purpose of guaranteeing minimum quality levels of mobility, and for the validation of the right to a funded mobility scholarship, it is understood as a minimum performance level from the study mobility period:
 - a) 3 ECTS for Erasmus+ mobility with a duration of up to 4 months;
 - b) ECTS for Erasmus+ mobility of 1 semester (between 4 and 7 months);
 - c) 12 ECTS for Erasmus+ mobility of 2 semesters (between 7 and 12 months);
 - d) Or the carrying out, with success, of all the credits foreseen in the approved Study Contract (*Learning Agreement for Studies*), in the case of foreseeing the carrying out of a number of ECTS lower than required in paragraphs a), b) and c) of the current point.
2. In the case of mobility for internship purposes, successful performance should be proven by the host institution, through the student/recent graduate evaluation document during the Erasmus+ Professional Internship, or from a declaration attesting the carrying out, with success, of activities that the student/recent -graduate aimed for in the Internship Contract (*Learning Agreement for Traineeship*).

Article 31

Student behaviour

1. During their stay at the host institution, the student makes efforts to develop their university training, being assiduous in provided classes and seminars, and adopting a behaviour that honours Universidade Europeia, namely in their Student Ethics Charter.
2. The violation of the previous point, appraised by the Programme's Coordinator from the host institution, may result in the immediate suspension of the funded mobility scholarship, if it exists, and the loss of Erasmus+ student status, with the student being notified to return to Universidade Europeia.
3. The penalties foreseen in the abovementioned point shall be applied by GRI's Coordination, upon receiving the information from the Programme's Coordinator at the host institution and the student's hearing.
4. In the case of a problem of an academic nature arising, connected to the host institution, or even of a personal nature that inhibits the smooth carrying out of the mobility period, the beneficiary should immediately inform GRI, so that they are able to take due diligence.

5. The Rector reserves the right of instructing the student's return in cases such as:
 - a) Absence of logistic conditions for reception purposes;
 - b) Non-compliance of the approved course units in the Study Contract with the provided course units at the host institution;
 - c) Verification, after the event, of possible irregularities in the student's process;
 - d) Disciplinary and/or behavioural problems of the student in mobility mode.

Article 32

Erasmus+ Student Charter

Universidade Europeia recognizes the rights and duties registered in the Erasmus+ Student Charter.

Article 33

Returning to Universidade Europeia

1. After their return and in the period of 15 days, the beneficiary should present to GRI:
 - a) The Declaration of Stay, which confirms the start and end dates of the study period, signed and stamped by the host institution at the end of one's stay;
 - b) The Academic Track Record Certificate or, in the case of the mobility being due to carrying out an internship, the Achievement Declaration, issued by the host institution.
2. The beneficiary should also submit:
 - a) The Final Report on the European Commission's platform, *Mobility Tool* (access sent by email address from GRI);
 - b) Linguistic assessment tests OLS (access sent by email address from GRI).
3. The non-delivery of any document defined in No. 1 of the current article, or the lack of submission of the report and/or test defined in No.2 of the current article, entails the loss of the right to the Erasmus+ scholarship and its respective return in full.

Article 34

Personal data

1. The beneficiaries pledge to supply all data that is requested from them to permit the elaboration of the Erasmus+ Contracts and validate their participation on the Programme.
2. Contact data communicated upon applying are kept available throughout the mobility period and, after ones return, until the due closure of the Erasmus+ process.
3. Any alteration to contact data (permanent address, telephone or e-mail address) shall be communicated to GRI.
4. Universidade Europeia pledges to treat personal data in accordance with the legislation in force and not to transmit students' personal data to institutions that are not directly linked to the Programme's management (NA and European Commission), without the prior consent of the parties involved.

Mobility of Lecturers and Technical and Administrative Staff

Article 35

Admissibility

1. Those who can apply to the Erasmus+ Programme, for the carrying out of mobility, are lecturers and technical and administrative staff with a labour contract at Universidade Europeia or its Faculties, regardless of the type of contract and its duration.
2. Universidade Europeia's staff may apply to one of the following actions:
 - a) Staff mobility for teaching periods (STA) — limited to staff with a teaching contract;
 - b) Staff mobility for training periods (STT) — intended for teaching personnel and technical and administrative staff, to obtain training in a higher education institution or in a company from a country participating in the programme (excludes the participation in conferences).
3. Under this action, it is also possible to invite personnel of a company or public or private organizations to provide a teaching or training period at Universidade Europeia.

Article 36

Mobility duration

1. Teaching and training mobility should have a minimum duration of 2 days, excluding the days of travel, and a maximum of 2 months.

2. In the case of the mobility for teaching periods, there exists the obligation of at least 8 hours of classes being taught.

Article 37

Selecting the host institution

1. For teaching mobility activities (STA), the lecturers may apply to the higher education institutions with which the respective Faculty has an Inter-institutional Agreement valid for the action and the academic year that the candidate is applying to.
2. In the case of staff mobility for training purposes (STT), this mobility may occur in a higher education institution or in a company, not being necessary the existence of an Inter-institutional Agreement.
3. The search and contact with the host institution are carried out by the interested parties (teaching, technical or administrative staff) or by GRI.
4. The host institution shall accept the lecturer, the technical or administrative staff member for the carrying out of the Erasmus+ mobility and agree with the Mobility Agreement for the proposed Teaching or Training Programme, prior to the carrying out of the mobility period.
5. Mobility is not permitted to the country where the home institution is located nor to the country of residence.

Article 38

Application and selection process for teaching and training periods

1. Those lecturers and collaborators from Universidade Europeia who are interested in the Erasmus+ mobility programme, should apply through GRI.
2. The application period for the referred application in the abovementioned point runs between the 1st and the 31st of October.
3. Required documents for applying to the Erasmus+ mobility programme should be sent to GRI, within the deadline, by e-mail to Erasmus.docentes.staff@universidadeeuropeia.pt:
 - a) ID Card No./ Citizen Card, Fiscal Card No. and NIB (bank identification number);
 - b) Lecturers Mobility Application Sheet duly filled in and signed;

- c) *Staff Mobility for Teaching*: Teaching Mission Form duly signed by the lecturer, by the Erasmus Coordinator from the host institution and from the home institution, with the respective stamp;
 - d) *Staff Mobility for Training*: Training Mission Form duly signed by the Collaborator, by the Erasmus Coordinator from the host institution and from the home institution, with the respective stamp;
4. After disclosure of the results, the formalization of applications should be concluded until 31 of May of the year in which one wishes to carry out the mobility. The mobility may be carried out until 30 of September.
 5. Ranking criteria: attribution of teaching missions is made according to the following priorities:
 - a) Lecturers that exercise coordination functions for internationalization within each organic unit of Universidade Europeia (limited to one sole application per year);
 - b) Lecturers that have never made teaching missions within the Erasmus Programme framework or those that have elapsed more than three years;
 - c) Lecturers that choose teaching missions for Universities that contribute for the consolidation and development of ties between the institutions, for the preparation of future cooperation and research projects;
 - d) Lecturers that choose teaching missions for institutions with which there are Bilateral Agreements with the highest number in learners use.
 6. The attribution process of Mobility Scholarships shall be coordinated by the Rector with the possibility of delegation of powers to the Vice-Rector who may be assisted by a representative of the founding body.
 7. The attribution of training missions is made according to the following priorities:
 - a) Collaborators that exercise coordination functions in Universidade Europeia's International Relations Office;
 - b) Collaborators that have never made missions within the Erasmus Programme Framework or such events have elapsed more than three years;
 - c) Other collaborators that exercise functions in Universidade Europeia's International Relations Office.

8. The selection panel shall consist of Universidade Europeia's Vice-Rector, who chairs and the coordinators for the international area affecting each one of the Faculties / Organic Units of Universidade Europeia. They shall determine, in which conditions and which lecturers, the teaching missions with ERASMUS+ financial support shall take place.
9. In the selection of lecturers, mobility activities that contribute for the consolidation and development of ties between the institutions, for the preparation of future cooperation and research projects, shall be considered as priority.
10. Universidade Europeia's Inter-Institutional and International Relations Office from the respective campus shall inform the applying lecturers, by e-mail, of their decision.

Article 39

Programme's funding

The funding attributed by the National Agency to Universidade Europeia, within the Programme's framework, is distributed by GRI in collaboration with the financial services, in accordance with the agreed rules.

Article 40

Proceedings after the selection of candidates

After the selection of candidates, the processes shall be verified by GRI for the issuing of the Erasmus+ Contract.

Article 41

Signing of the contract

1. After issuing the contract, GRI should arrange for the beneficiary to sign.
2. After the return of the signed contract, GRI requests from the financial services, the payment of the scholarship.
3. The contract may, equally, be signed by an attorney, nominated by the interested party (teaching, technical or administrative applicant) for this purpose.

Article 42

Attribution of scholarships

1. The selection of the lecturer, technical or administrative applicant for the Erasmus+ mobility does not guarantee the attribution of a funded scholarship.
2. The scholarships are distributed according to the funding attributed by NA to Universidade Europeia, taking into account the scholarship and the rules defined by the Programme, following the ordination of candidates established by GRI.
3. In the attribution of scholarships to personnel:
 - a) It is obligatory the attribution of at least a 2 day scholarship, along with the supporting amount for the trip;
 - b) It is possible to combine the attribution of funded mobility scholarships with mobility days from the “zero scholarship”, not attributing funding for the total amount of mobility days;
 - c) It is also possible the Erasmus+ mobility with the “zero scholarship” — without scholarship funding, benefitting those candidates with “zero scholarship” all the Programme’s rights and duties in equal treatment to those beneficiaries with funded scholarship.
4. With there being Erasmus+ funding available in the project, and as long as the Programme’s rules enable it, the Rectory’s services proceed with the adjustments to the scholarships of the beneficiaries of the Programme, with a view to, and respecting the following order:
 - a) Attributing a funded mobility scholarship to “zero scholarship” beneficiaries;
 - b) Attributing funding for days on “zero scholarship”, to beneficiaries who have been attributed a funded scholarship combined with mobility days on “zero scholarship”, according to the Erasmus+ contract.

Article 43

Scholarship amounts

1. The mobility scholarships for lecturers, teaching and administrative candidates are aimed at contributing to travel and subsistence costs.
2. Support for the trip is calculated by resorting to the rules defined by NA based on the distance between Universidade Europeia and the host institution.

3. Subsistence costs are calculated on the basis of the country of destination and the number of mobility days, which may include the travel dates, as long as they are duly proved, according to the NA table annually in force.

Article 44

Scholarship refunds

1. To beneficiaries that do not comply with the Erasmus+ contract it may be requested a full refund or part of the attributed Erasmus+ scholarship.
2. In cases of non-compliance of the Erasmus+ Contract for reasons that are not directly attributable to the beneficiary may be considered as Force Majeure situations, as long as they are duly justified and substantiated by official documents (medical certificates, etc.), situations which should always be submitted for approval by NA, which, in each case, determines the final scholarship amount to be attributed to the beneficiary.
3. Partial repayment of the Erasmus+ mobility scholarship is requested from the beneficiaries that reduce their mobility period, for the corresponding amount of unfulfilled mobility days, with the Declaration of Stay serving as proof.
4. Improper receipt of the amounts from the Erasmus+ scholarship obliges one to repay the respective amount.
5. Scholarship repayments are requested through the sending of written communication (Letter and electronic message), with the beneficiaries having a 15 day period, after receiving the repayment request, to proceed accordingly.
6. For all intents and purposes, unfulfilled repayment shall be considered as a debt with Universidade Europeia.

Article 45

Personal data

1. The beneficiaries pledge to supply all data that is requested from them to permit the elaboration of the Erasmus+ Contracts and validate their participation on the Programme.
2. Contact data communicated in the beneficiary sheet is kept available throughout the Erasmus+ period and, after ones return, until the due closure of the Erasmus+ process.

3. Any alteration to contact data (permanent address, telephone or e-mail address) shall be communicated to GRI. Improper receipt of the amounts from the Erasmus+ scholarship obliges one to repay the respective amount
4. Universidade Europeia pledges to treat personal data in accordance with the legislation in force and not to transmit students' personal data to institutions that are not directly linked to the Programme's management (NA and European Commission), without the prior consent of the parties involved.

Article 46

Returning to Universidade Europeia

1. After their return, and within a 15 day period, the beneficiary should present to GRI:
 - a) The Declaration of Stay, which confirms the mobility period, signed and stamped by the host institution at the end of one's stay;
 - b) In the case of mobility for teaching periods, the declaration of stay should mention the number of hours taught at the host institution;
 - c) Proof of the travel dates, namely through a copy of the tickets or boarding passes;
 - d) The Final Report, on the European Commission platform, *Mobility Tool*, access sent by e-mail, from GRI.
2. The non-delivery of any document or the lack of submission of the report, defined in point 1 of the current article, entails the loss of the right to the Erasmus+ scholarship and its respective return in full.

CHAPTER V

Final provisions

Article 47

Doubts and omissions

Omission cases and interpretation doubts or from the application of this Regulation are decided by the Rector.

Article 48

Entry into force and application

The current Regulation comes into force on the following day to its publication and is applicable to all Erasmus+ mobility actions within Universidade Europeia's framework.

Lisbon, 15 of June of 2020

Professor Pedro Barbas Homem

Rector of Universidade Europeia