

Bachelor Exchange

2024-2025

- 1) All students, eligible or not, who wish to do mobility in the academic year 2024-2025 must submit a pre-application in the period and according to the procedures stipulated on this document. No spontaneous applications will be accepted after the pre-application deadline.
- 2) **Pre-application period:** from 15 December 2023 to 15 January 2024. The student must submit the pre-application on-line (SIGARRA).
- 3) [FEP PARTNER Schools](#)
- 4) **Mandatory eligibility criteria**
 - Students enrolled in one of the courses Economics or Management undergraduate degrees at FEP;
 - The students enrolled in the first year only may apply for doing a mobility in the 2nd semester 2024-2025;
 - Tuition fees properly regularized before the beginning of mobility;
 - Approval on at least **54 ECTS** and minimum **average grade rounded to units of 12** out of 20;
 - Approval on at least **35 ECTS** per registration/enrolment year (excluding the last);
 - No record of inappropriate behaviour communicated to the Pedagogical Council;
 - No risk of academic suspension.

Notes:

- (i) failure to meet any of the requirements above precludes acceptance of the pre-application. For the students enrolled in the 1st year these requirements must be met at the end of the academic year (**July 2024**).

- (ii) Ineligible students, even if they are not placed during the pre-application process, should express their intention of doing the mobility by submitting the pre-application. The eligibility conditions will be reevaluated after the publication of the "**final list of placements**", according to point 8), below.

5) Ranking criteria

Students enrolled in the **last years of the bachelor degree (FEP)** or students enrolled in masters and doctorate programs at FEP, will be allocated to the slots available according to the academic performance **on the 1st of October 2023**:

1. **Average grade rounded to units (bachelor students)**, or bachelor average grade (master students), or bachelor or master average grade (doctorate students);
2. Cycle of studies where the students is currently enrolled, with preference for the higher cycle;
3. Number of ECTS obtained/number of years enrolled;

Master or Doctorate: $(180 + \text{ECTS in the current cycle of studies}) / (3 + \text{number of registrations in the cycle of studies})$;

Bachelor: $(\text{ECTS in the cycle of studies} / \text{number of registrations in the cycle of studies})$.

Note: the number of registrations excludes the current one. 1 registration is assumed if the student is entitled with credit transfers from a different programme.

4. Average grade rounded to the third decimal place, in the respective cycle of studies.
5. For the students enrolled in the 1st year of bachelor degree (FEP), the selection criterion is: grade of access to FEP. Masters and Doctorates students and those enrolled in the last years of bachelor have priority over the students enrolled in the first year.
6. The date and time of submission of the pre-application is used as a tie-breaking criteria.

IMPORTANT: Regardless of the decision of FEP, the host institution has the final word on the acceptance of the student.

6) Notice of placement results

- Ranked placement of applicants (**provisional list**): **19 January 2024**
- **Appeals:** 19 to 22 January 2024. Any complaints should be addressed to the International Mobility Unit at erasmus@fep.up.pt;

- **Payment of deposit (50€):** Students eligible from the **provisional list** must proceed with the payment of deposit until **25 January 2024 (the ones who fail to make the deposit will not be included in the final placement list)**. To do so, students should access their “Open Account” → Outstanding payments → MB (ATM) icon corresponding to the deposit → Assign.

Note: The students from QTEM and Dual Degree programme are **exempted from the payment of deposit**.

- **Final placement list publication:** 31 January 2024.

7) Unplaced students

The students that were not placed in any destination as published in the Final List will be able to take the **remaining slots** according to **point 8)**, below. **The slots released by students that were placed in a destination as published in the Final List** will only be offered in the September call, and **will not be considered as remaining slots** for this call.

The students that were not placed in any destination as published in the Final List and that are **not able (or do not wish) to take the remaining slots** should inform the International Mobility Unit (erasmus@fep.up.pt) of the reason for dropping out, together with the student and IBAN numbers. For the drop outs communicated until the **end of February**, the treasury office will be informed to refund the deposit in March.

8) Remaining slots: after 31 January 2024.

- A. These slots will be **filled exclusively** by the students who submitted the pre-application and were not placed at any university.
- B. Students should check for open slots (Sigarra) and express the interest for one of the remained slots to the International Mobility Unit, through the e-mail erasmus@fep.up.pt until **6 February 2024**.
- C. Slots will be allocated to students according to their placement order in the **“Final List”**.
- D. For ineligible students, the eligibility conditions will be reevaluated up until the end of the Resit-exam period. Fulfilling the requirements, the students will be allocated according to the average grade, being given preference to those who will meet the requirements at the end of the Regular-exam period.

9) Formalization of the application at SIGARRA

Mandatory: All students placed and interested in the mobility programme, must follow the [PROCEDURES](#) until **29 February 2024**.

Other relevant information for the pre-application process:

Preferences: In order to define the preferences concerning the host University in the pre-application period, students should access the information about the partner universities (available at [FEP PARTNER Schools](#)) and be aware of the following topics:

- The teaching language (in most cases, a language proficiency certificate is required, such as TOEFEL, IELTS, CPE - Certificate of Proficiency of English, etc.);
- The study plan, which has to fit with the courses the student intends to take in the host university;
- Any other type of specific requirements.

Scholarship: Not being a current beneficiary of any other grant from a European Institution grant (*e.g.*, projects Merging Voices, Mobile 22, etc.), students are eligible for an Erasmus + scholarship according to the rules of the Erasmus+ Programme for eligible countries, even having benefited from an Erasmus grant for studies during previous study cycle. In the application process for a scholarship, applicants to strategic partnerships with Kedge, Kozminski, Prague, São Paulo, Warsaw and QTEM universities will have preference over students that apply under other international mobility projects. The students from master and doctorate programs and the students enrolled in the last years of bachelor degree (FEP), have priority over the students enrolled of the first year of bachelor degree.

Students with special educational needs may apply for additional financial support from the Erasmus+ National Agency, <https://www.erasmusmais.pt/?lang=en>.

Tuition fees: Students in the mobility programme are exempted from paying for tuition fees at the host institution;

Trading places: exchanges with other students are not allowed.

Deposit: the treasury office will be informed to refund the deposit:

- In March 2024, for students who will **not be placed** in any destination;
- At the end of April 2025, for students who will be in **exchange in the 1st semester** 2024-2025;
- At the end of July 2025, for students who will be in **exchange in the 2nd semester** 2024-2025.