

Master Exchange

2024-2025

- 1) All students 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 online (SIGARRA).
- 3) [FEP PARTNER Schools](#)
- 4) **Mandatory eligibility criteria**
 - Be a first-year student of a Master Programme at FEP;
 - Bachelor average **grade of 12 or higher** (out of 20);
 - No record of inappropriate behaviour communicated to the Pedagogical Council;
 - Tuition fees properly regularized before the beginning of mobility.

Note: Failure to meet any of the requirements above precludes acceptance of the pre-application. Students will be eligible for mobility only if, they verify an average grade rounded to units of 12 points and a minimum of 22,5 ECTS per semester and per year of enrollment.

5) Ranking criteria

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

1. Average grade rounded to units (bachelor students) or (**bachelor average grade master students**);
2. Cycle of studies where the students is currently with preference for the higher cycle;
3. Number of ECTS obtained per year of enrollment;



Master: $(180 + \text{ECTS earned in the current cycle of studies}) / (2 + \text{number of registrations in the current cycle of studies})$;

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

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. The date and time of submission of the pre-application is used as a tie-breaking criterion.

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 through the e-mail erasmus@fep.up.pt;
- **Payment of deposit (50€):** Students from the provisional list (placed or not) 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 (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:

1) 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 enroll at 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 in 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.