



## **ERASMUS+ PROGRAM**

### **Key Action 1: Learning Mobility of Individuals for Higher Education Students**

#### **2<sup>nd</sup> Cycle Regulation**

#### **I. GENERAL INFORMATION**

1.1. Erasmus mobility offers master's students the opportunity to complete one of the semesters of the 2nd year of the Master's program at one of the partner universities of the Faculty of Human Sciences (FCH).

1.2. The recognition of this period of study should be subject to prior agreement, through a written document – the Learning Agreement - which should be signed by the parties involved: the universities and the student.

1.3. Erasmus students enjoy the rights and duties of the Erasmus student status, but are obliged to comply with all the provisions of the FCH Regulation.

1.4. FCH students can only participate in one study mobility program in the 2<sup>nd</sup> cycle.

1.5. Candidates for the Erasmus program should be informed of the obligations and responsibilities arising from their stay at a foreign university for a semester. They should also undertake to meet the deadlines of the documents required for application. If these deadlines are not met, candidates shall be excluded from the selection process.

1.6. Host universities may require a certificate of language skills as a proof of proficiency in the in the language in which classes are taught.

1.7. It is mandatory to take a language proficiency test before the start and upon completion of the mobility program through an electronic tool created for this purpose, *the OLS - Online Linguistic Support*.



Students' language skills will be evaluated and, if necessary, they will have to complete an online course during mobility to improve their skills in the working language

Upon obtaining the OLS test results, students whose grade is lower than that recommended by the receiving institution and / or the Portuguese Catholic University will be invited to take the the aforementioned course.

## **II. ERASMUS GRANTS**

2.1. The National Agency for Erasmus+ Education and Training (AN) allocates mobility grants aimed at complementing the subsistence expenses during the mobility period abroad, and should therefore not be considered scholarships

2.2. Awarding of grants:

The amount of the grant allocated is based on the table published annually by the National Agency. The amounts are distributed by three groups of countries according to the level of life (high, medium and low), are fixed and include the amount referring to the trip.

2.3. Reimbursement of grants:

2.3.1. If there is an interruption of study period (partial withdrawal), the National Agency determines the reimbursement of the amount corresponding to the period of withdrawal, except in cases of force majeure, duly justified, documented and accepted by the National Agency.

2.3.2. If any of the following circumstances is verified: (1) failure to complete a minimum study period of two months; (2) total withdrawal from studies; (3) failure to successfully complete studies, the entire grant should be reimbursed.

## **III. REGISTRATION**

3.1. ANNUAL REGISTRATION

Students who have been selected must pay the corresponding annual registration for the following school year, within the specified period.



### 3.2. REGISTRATION IN FCH COURSES

3.2.1. During the semester in which students are undertaking their mobility, the Erasmus office shall enroll students in the mobility subject created specifically for this purpose.

3.2.2. In semester in which students attend FCH, enrollment in seminars must follow the instructions given by the Course Secretariat.

## IV. TUITION FEES

4.1. Students undertaking the Erasmus mobility program are exempted from paying fees for registration and examinations at the host university.

4.2. During the mobility period, monthly fees will be established in the value of 30 ECTS.

## V. LEARNING AGREEMENT

5.1. It is the candidates' responsibility to collect information about the Erasmus + program and the institution they wish to attend. Once selected, candidates must prepare a Learning Agreement to be submitted to the approval of Erasmus FCH Coordinator who, in turn, consults the coordinator of the Master's program in which the candidates are enrolled.

5.2. The Erasmus Coordinator of the Master's is responsible for guiding, recommending or adjusting the subjects the students will register for at the host university. The student shall bear all risks arising from mobility, including the possibility of failing subjects or not completing the course within the initially foreseen timeframe.

5.3. The Learning Agreement has to be approved by those responsible for Erasmus at both institutions. Students are carriers of the document. They should submit it as soon as possible for the assessment of the Erasmus Coordinator of the host university, who must sign the agreement. It will have to be stamped by the services of the host university.



5.4. Students undertaking mobility will be timely informed about the return deadline of the Learning Agreement to FCH. The established deadline must be strictly respected.

5.5. Any request for amendment to this Agreement studies must be presented in writing to the Erasmus Coordinator and approved by both universities.

5.6. Students who withdraw from studies halfway through the school term will be responsible for all the consequences of the reintegration process in the course of the school year.

## VI. RECOGNITION OF CREDITS

6.1. Candidates for the Erasmus Program should take note of the Order entitled 'Table of Classification Equivalence' for each partner university. (See Appendix)

6.2. Regardless of the number of credits allocated to each subject at the host university, recognition is given **to only one subject** of the FCH course syllabi.

6.3. Should there be incomparability between the number of credits per subject, the Coordinator shall consider, along with the student, the possibility of a compensation system. Thus, if the set of subjects defined in the Learning Agreement correspond to a less number of credits that would have been obtained with the same number of subjects completed at FCH, the student will have to attend one or more additional subjects in order to reach the balance between the sum of the credits at the sending and receiving universities.

6.4. Additional subjects should be complementary to the content of the subjects for recognition of credits to be achieved.

6.5. For the equivalence process to be carried out normally, students must be informed at the beginning of the semester about all evaluation criteria in the various subjects they will be attending at the host university.

## VII. CERTIFICATES



7.1. At the end of the mobility program, the host university will issue a certificate of attendance and achievement based on the agreed study plan and with evaluation results duly presented in ECTS and on a quantitative scale.

7.2. The classification certificate must be signed by the teacher of the subject and / or the Erasmus Coordinator and duly authenticated by the services of the host university. Documents are not accepted in digital format.

7.3. When sent directly to students, certificates must be handed in personally to the Erasmus FCH secretariat. The process of equivalence is subject to a formal request by addressed to the Director of the FCH, through which the students request equivalence to the courses completed abroad.

7.4. It is the responsibility of the Erasmus Office to fill out the form with credit recognition according to the student's Learning Agreement. The document will then be submitted for approval by the respective course Coordinator.

## **VIII. WITHDRAWAL FROM THE PROGRAM**

8.1. Unless the result of medical reasons or duly proven force majeure, withdrawals from the Erasmus + before mobility are subject to the following penalties:

- i) Students who withdraw cannot apply to this program again;
- ii) Payment of a fine resulting from the late registration in FCH subjects.

8.2. For the withdrawal of the program be considered, students must not only previously meet with the Erasmus Coordinator of the course they are attending, but also present a request to the School Board, with a justification of the causes of withdrawal. The possible penalty shall be the result of the joint opinion of the Director of Faculty and the FCH Erasmus Coordinator.

## **IX. OMITTED CASES**

Any situation not covered by this regulation shall be decided by the Director of FCH upon request.

Lisbon, 13 February 2015.