



Regulation of Mobility Programs

(Approved by the Pedagogical Council on 23.11.18)

Preamble

1. The Faculty of Medicine of the University of Coimbra (FMUC) participates in several programs, hereinafter referred to as Mobility Programs, which allows its students to attend part of their course in another University.
2. The Mobility Programs also aim to encourage the international exchange of teachers and non-teaching staff, between national/foreign universities.
3. FMUC joined the Mobility Programs by establishing Bilateral Agreements with similar national/foreign institutions that allow the mobility of teachers and non-teaching staff.
4. Student mobility between FMUC and national/foreign higher education institutions is carried out through a Learning Agreement for Studies or Learning Agreement for Traineeships.

Chapter I (General Provisions)

Article 1 (Object)

This Regulation establishes the structure of the International and Interinstitutional Relations Office (IRO) at FMUC, the regime applicable to the selection of Outgoing students from the 1st and 2nd Cycles of Integrated Masters in Medicine and Dentistry (MIM and MIMD, respectively).

This selection regime is not applicable to students from other 2nd cycle courses and to students from the 3rd cycle of FMUC, as well as to teachers and non-teaching staff.

Article 2 (Concepts)

For the purposes of this Regulation, the following definitions shall mean:

- a) **Mobility Programs:** programs that allow students to attend part of their course, course units or traineeships, in another University;
- b) **Outgoing students:** FMUC students who are attending mobility programs at a partner university;

- c) **Incoming students:** students from partner universities who are attending FMUC;
- d) **Host Institution:** Higher Education institution, to which the student is applying;
- e) **Pre-Application:** process with defined deadlines and requirements, in which the student proposes to join one or more mobility programs;
- f) **Application:** applicants propose a plan with the subject equivalences and apply to the Higher Education institution, in which they were placed, after the pre-application ranking and selection processes;
- g) **Learning Agreement for Studies:** contract signed between the student and the Departmental and/or Institutional Coordinators of the University of Coimbra (UC) and the Host Institution that presents a study plan to be fulfilled by the student during the mobility period;
- h) **Learning Agreement for Traineeships:** contract signed between the student and the Departmental and/or Institutional Coordinators of the UC and the Host Institution that presents a traineeship program to be fulfilled by the student during the mobility period;
- i) **Transcript of Records (ToR):** certificate of the course units passed at the host institution.

Article 3 (Structure)

The Coordination of Mobility Programs is carried out at the University of Coimbra, International Relations Unit (DRI), by an Institutional Coordinator and by Departmental Coordinators in the Faculties.

At FMUC there is a Faculty Coordinator and a Departmental Coordinator for each Integrated Master Course, supported by the IRO at FMUC.

Article 4 (Competences)

The **Faculty Coordinator** supports the Dean and the Pedagogical Council of FMUC, with regard to international and national mobility, and has the following functions:

1. To propose the establishment of Bilateral Agreements with other higher education institutions, which must be ratified by the UC;
2. The analysis and approval of Bilateral Agreements proposed by higher education institutions in other countries;
3. The analysis of cooperation agreements and/or amendments to existing agreements, proposed by higher education institutions in other countries;
4. To propose the establishment of cooperation agreements and/or amendments to existing agreements, with other higher education institutions;
5. To participate in the annual meetings of the ECTS-MA (ECTS - Medical Association) and in thematic networks on medical education. Where appropriate, to also participate in other meetings of national or international associations with an emphasis on medical education or student mobility, teaching and non-teaching staff.

The Departmental Coordinator of each Integrated Master Course is responsible for:

1. Providing information to foreign faculties about the FMUC curriculum, so that students who may be interested in applying can consult. To this end, the Information Package will be regularly updated and sent to Universities participating in the program. It will also be published online on the FMUC webpage;
2. With regard to Outgoing students, the Departmental Coordinator is responsible for:
 - a) Helping the student to choose the host university and to prepare the Learning Agreement that will be sent to the institution;

- b) Analyzing the student mobility application, taking into account the rules and recommendations of the mobility program itself, from the UC and in compliance with this Regulation, to select and rank the applicants;
- c) Analyzing and approving the study plans of students from FMUC who are going to study at foreign or national higher education institutions, proposing the subject equivalences, after analyzing the course units' programs in each Institution;
- d) Recognizing the course units that Outgoing students have passed as mentioned in the Transcript of Records;
- e) Analyzing requests for extension of the mobility period and subsequent approval;
- f) Analyzing requests for changes to the Learning Agreement for Studies/ Traineeships and subsequent approval;
- g) Promoting the distribution of students, who apply for traineeship mobility for the 6th year of the Integrated Master in Medicine (MIM), in order to determine their mobility periods.

3. With regard to Incoming students, the Departmental Coordinator is responsible for:

- a) Supporting and guiding foreign national students during their stay in Coimbra, by analyzing and approving their study plan at FMUC and by promoting a good articulation between the course units to be attended;
- b) Making the conversion to the ECTS scale and sending the grades obtained at FMUC by foreign students, in accordance with ECTS standards (Transcript of Records), to the coordinators of the sending institutions.

4. Making or promoting preparatory and/or follow-up visits to partner institutions or those of potential interest, as well as receiving and guiding visiting professors.

Article 5 (Third-country Nationals)

1. FMUC students who are not citizens of member states of the European Union can attend mobility programs under the same conditions as national students.

2. The status of the students covered by the previous number, at the Host Institution, is determined by the conditions of acceptance of these universities.
3. The FMUC, in the instruction of the application process, informs the Host Institutions of the principle of equal treatment promoted in the Faculty and ensures that the applicant can be treated, in the Host Institution, as any applicant from the European Union.

Article 6 (Responsibility of the Outgoing Student)

The Outgoing Student is responsible for:

1. Carefully evaluating the suitability of the Universities to which he/she is applying to carry out the intended period and study plan;
2. Pre-applying and applying within the application deadlines imposed by DRI in the online platform NONIO, hereinafter referred to as NONIO;
3. Preparing the proposal for a Learning Agreement for Studies or Traineeships based on the course contents ministered at the Host Institution and submitting it to the Departmental Coordinator for approval;
4. Formalizing the entire mobility process (pre-application, application, changes to the Learning Agreement for Studies/Traineeships, delivery of the Transcript of Records, etc.) at NONIO;
5. Applying at NONIO by submitting the requested documents within the established deadlines;
6. Meeting the deadlines established by partner universities for delivering/sending of documents;
7. Whenever necessary, proposing changes to the Learning Agreement for Studies/Traineeships and obtaining the approval of the Departmental Coordinator at both institutions involved;
8. In case of withdrawal, informing DRI and the Departmental Coordinator of this intention. If this occurs after the ranking process, during which a vacancy was allocated, the student will be prevented from applying for mobility programs in the following academic year, unless justified;

9. In case of withdrawal or non-compliance with the full plan of the Study Plan, mandatorily returning all or part of the scholarship that he/she has received;
10. In case of withdrawal in the middle of the mobility period, taking responsibility and the consequences inherent to the reintegration process during the academic year;
11. Delivering the document proving arrival to the Host Institution within 15 days after arrival and the document proving departure from the Host Institution within 15 days after departure;
12. Respecting the opening hours established and published by DRI, FMUC Departmental Coordinators and by the IRO.

Article 7

(Responsibility of the Incoming Student)

The Incoming student is subject to the established and planned rules for FMUC students.

The Incoming Student is responsible for:

1. Complying with the Learning Agreement for Studies/Traineeships at FMUC;
2. Communicating any change proposal to the Learning Agreement for studies/Traineeships to the Department Coordinator;
3. Complying with the classes attendance at FMUC;
4. Complying with the dates defined for each examination period at FMUC;
5. Registering the exams in NONIO;
6. Informing the IRO, at the end of the mobility period, of the departure date. The student must also go to Casa da Lusofonia to end the mobility process.

Chapter II

(Application for Mobility Programs)

Article 8

(Mobility Programs)

1. Mobility programs aim to promote student mobility and aim to:
 - a) Contribute to the development of quality lifelong learning and its possibilities;
 - b) Reinforce personal fulfillment, social cohesion, active citizenship and European citizenship;
 - c) Promote creativity, competitiveness and employability;
 - d) Promote learning and linguistic diversity;
 - e) Provide personal, academic and professional enhancement;
 - f) Contact other working and teaching methods.

2. Within the scope of student mobility, several programs are planned:
 - a. Erasmus+ program:
 - i. Erasmus Studies: allows a period of studies to be carried out in European higher education institutions with which the UC has cooperation agreements signed;
 - ii. Erasmus Traineeships: allows traineeships to be carried out in higher education institutions, enterprises, laboratories or research centers; the traineeship must be performed in a work context and full time and can be curricular or extracurricular, being in the latter case recognized in the Diploma Supplement. The following are excluded from this modality: European Institutions (including European Agencies); European program management organizations; Diplomatic representations of the student's country based in the host country (embassies, consulates, etc.).
 - b. Almeida Garrett Program allows national mobility;
 - c. Protocols signed with Universities in Brazil, exclusive to the 6th year;
 - d. Other mobilities inside or outside the European Union, provided that there is bilateral agreement.

3. The list of bilateral agreements must be updated and published every academic year up to 15 days before the start of pre-applications.

4. The IRO must publish on its website the calendar of the entire process, with all phases included, as soon as it obtains this information from the UC.

Article 9

(Students admitted to the competition)

1. Students can only apply for mobility programs from the 2nd year / 4th semester of frequency in the MIM and MIMD of FMUC and with a minimum of 60 ECTS, already taken in the respective course.
2. Students will not be able to carry out a mobility period if they are on prescription situation or at risk of prescription.
3. Considering that the 3rd and 5th grades are barrier years, MIM students who have not completed all course units/ECTS from the “1st study cycle” (1st, 2nd and 3rd Years) or all the course units/ECTS from the first five course years cannot participate in a mobility program.
4. The year transition system in the 3rd, 4th and 5th year of the MIMD is based on a precedence system, which means that the MIMD student will not be able to attend course units during the mobility, if he/she did not pass to the course units of the previous academic year.
5. Mobility programs are open to students regularly enrolled at FMUC and to students who intend to attend, in a given academic year, course units or traineeships at one of the institutions with which FMUC has a Bilateral Agreement valid for that academic year.
6. In order to guarantee formative coherence and control over the academic path of the FMUC student, the student will not be able to carry out the mobility, under the ERASMUS Studies Program, in two consecutive academic years.
7. Only students from the 6th year of the MIM, students from the MIMD and students from other 2nd and 3rd cycle courses can apply to Brazilian higher education institutions with which the UC has a cooperation agreement.
8. Students should consult the language skills required by the host institution and ensure that they meet the requirements.

9. The average obtained in the course units already taken in the Integrated Masters Courses of FMUC must be equal to or higher than 13.50 values, without rounding, for the 1st and 2nd cycles of the MIM, and equal or higher than 12.50 values for the 1st and 2nd cycles of the MIMD.

10. The average that will be considered for the ranking is the average from the previous academic year.

11. The number of enrollments at FMUC cannot exceed 50% (or 2) of the number of years completed there, with reference to the year applying to the program.

12. The number of failures to the course units of the study plan for Integrated Masters in Medicine and Dentistry at FMUC must be less than 10% of those already passed.

Article 10 **(Pre-application)**

1. The pre-application must be made through NONIO, in Inforestudante, in the section 'Application for Outgoing Mobility'.

2. When completing the pre-application, the applicant must check the registration:

a) updated personal data, including IBAN and swift code;

b) academic data;

c) the selection of the mobility program;

d) the scope of mobility: study or traineeship;

e) the period of studies in which the student intends to carry out the mobility program: yearly, 1st semester or 2nd semester, which is mandatory for the 1st phase. If the student does not occupy a place during this phase, he/she can change the mobility period in the 2nd phase.

f) maximum of three higher education institutions per mobility program, to which the student if applying for, duly ordered and in order of preference.

3. The period when the pre-application should be completed will be set out in a previously defined specific calendar. Although it is possible to submit several pre-applications, students must choose only one.

4. After the pre-application deadline, the applicant will be notified via NONIO if the submitted application meets the requirements.
5. In the pre-application, the student must mention a proxy to represent him/her in all matters related to the mobility period during his/her absence.

Article 11

(Applicant selection and ranking)

All pre-selected applicants may be admitted to the mobility programs to which they apply. However, if there is an excessive number of applicants for the number of vacancies set in the bilateral agreement, applicants will be ranked according to the following criteria:

1. The applicants' ranking process is clarified and disclosed, at a specific moment, during the joint FMUC / DRI "Clarification Session", which is disseminated to the academic community.
2. The weighted average of the classifications, corresponding to the classifications obtained and registered up to the previous academic year, adding 0.5 values per year, and starting from the 3rd year, according to the following:

2nd Year: Average without bonus

3rd Year: Average + 0.5 Bonus points

4th Year: Average + 1.0 Bonus point

5th Year: Average + 1.5 Bonus points

6th Year: Average + 2.0 Bonus points

a) If there are applications from recent-graduated students (only applicable within the scope of the ERASMUS+ Program), the ranking process is done by the average of course completion.

3. In the event of a tie, the ranking process will also take into account the following criteria and in the following order:

- a) It will be given priority to those who have never participated in a mobility program;
- b) Number of course units already passed;
- c) Number of ECTS credits already obtained;
- d) Lesser number of failed course units;
- e) Fewer enrollments to reach the number of course units or ECTS;
- f) Other complementary criteria that can be defined by the Departmental Coordinator in each academic year.

4. Applicants will be excluded if:

- a) They don't have the minimum average required in this Regulation;
- b) They submit the pre-application after the established deadline;
- c) There are errors, inaccuracies or omissions when filling out the pre-application forms;
- d) They make false statements.

After selection and ranking procedures, the list of eligible students will be released to all applicants via email and within a set deadline.

Article 12

(Procedure after applicants' selection)

1. After communicating the selection results, the applicants must inform the IRO, within 3 working days, if they accept or give up the application via email.
2. When confirming their vacancy, the applicants establish a binding agreement by choosing the Host Institution, which cannot be changed later, notwithstanding point 3.
3. The exchange of the Host Institution is allowed, provided that the applicant in the lowest position does not occupy a vacancy to which other applicants in a higher position would be entitled. In this circumstance, the applicants in the higher position will be asked to give their consent.

4. Applicants who give up their vacancy or who are not placed in any of the 3 options will be informed, via email, and within 3 working days after communicating their acceptance or withdrawal, about the remaining vacancies and the period for a 2nd call for applications.

5. The 2nd call for applications takes place within a period of 3 working days and a placement process must be carried out, in the same way as in the 1st call. The list of applicants placed will be communicated, via e-mail, within 2 working days after the application period for the 2nd call.

a) Only students who have not been placed in the 1st call or give up their vacancy, may apply to the 2nd call, according to a predefined schedule.

b) Applications for the 2nd call will only happen to one of the mobility programs that the applicant has applied for in the 1st call.

Article 13

(Special call for filling vacant positions)

1. In duly substantiated cases on the number of vacancies to be filled and students to be placed, the Departmental Coordinator and/or DRI may determine the opening of a special application call.

2. The rules foreseen for the general competition are applied to the special call for filling vacant positions.

Article 14

(Application)

1. The selected students are contacted, in a timely manner and according to the deadline defined by the Host Institution, to present a study plan proposal to the Departmental Coordinator, with a view to defining the course units/traineeships to be performed at the Host Institution.

2. When the course units/traineeships to be performed at the Host Institution have been defined, students must complete the application in NONIO, where the Application Guide, for guidance, can be found.

3. If applicable, the student must also complete the application of the Host Institution and send the requested documents.
4. After the student finishes the application, DRI will send it to the Host Institution.

Article 15

(Learning Agreement for Studies/ Traineeships)

1. The Learning Agreement for Studies/Traineeships is the document signed between FMUC, the Host Institution and the student, in which the course units/traineeships that the student intends to attend at the host institution and correspondents at FMUC are established. The Learning Agreement for Studies/Traineeships identifies the course units/traineeships and the number of ECTS to be obtained by the student, as well as the time span in which the mobility period will elapse.
2. The Learning Agreement for Studies/Traineeships must be drawn up by the student, bearing in mind the information collected on the course units offered at the Host Institution and the corresponding syllabi.
3. The student must present the study contract proposal to the Departmental Coordinator, for prior approval, within a maximum period of 15 days after confirmation of his/her vacancy.
4. The number of ECTS credits to be obtained at the Host Institution must be as close as possible to the number of ECTS credits granted in the study plan at FMUC.
5. After being accepted by FMUC, the Learning Agreement is signed by the student, the Departmental Coordinator of FMUC and/or the Institutional Coordinator of the UC, being subsequently approved and signed by the Departmental Coordinator at the Host Institution.
6. Exceptionally, as a way of offsetting the number of ECTS credits to be obtained, the Learning Agreement may include course units from the following course year, in the case of:
 - a) The Host Institution does not fully approve the Learning Agreement;

- b) Not existing at the Host Institution the course unit in the student's study plan;
 - c) Existing a justified schedule incompatibility at the Host Institution.
7. Any changes to the Learning Agreement must be submitted to the IRO for approval within one month after the date shown on the arrival certificate, by email. This change must be made in NONIO.
8. The student who intends to extend his/her mobility period, will only be able to do so with the IRO approval, during the academic year in which the mobility period takes place.

Article 16

(Signature of the Mobility Contract)

1. All students who are going to attend a mobility program must sign a Contract, which is also signed by the legal representative of the University of Coimbra.
2. In case of absence, the Contract may be signed by the Proxy appointed by the student.

Chapter III

Recognition of course units

Article 17

(Conditions for the recognition of Course Units)

1. It is the student's responsibility to submit the certificate of arrival and departure signed by the Host Institution within 15 days after his/her arrival/departure in Inforestudante and send to DRI by e-mail.
2. The equivalences for subsequent crediting are established by the Departmental Coordinator, when formalizing applications, and with the express agreement of the students.
3. With regard to elective courses, and with the consent of the Departmental Coordinator, the student is free to choose course units at the host institution with

undeniable interest in his/her medical training, even though the course units do not exist at FMUC.

4. The course units that the student has passed at the Host Institution are automatically recognized by the Dean of FMUC, as long as they respect the study/traineeship contract previously defined by the student and the Departmental Coordinator.

5. For the purposes of the preceding paragraph, the student must communicate to the Departmental Coordinator any changes to the study plan that occur during the student's stay at the Host Institution, by sending the new discipline syllabus and other complementary information, up to one month after the date shown on the arrival certificate.

6. Academic recognition of completed studies during the mobility program can only be considered by the Dean of FMUC when presenting the original or equivalent Transcript of Records, issued by the Host Institution.

Article 18

(Crediting and grading conversion)

1. The original Transcript of Records or equivalent document issued by the Host Institution, duly signed by its legal representatives and authenticated with the respective stamp, must be delivered to the IRO. It is the student's responsibility to obtain this document.

2. The Transcript of Records must register each of the Course Units made with the respective grades and corresponding ECTS credits. It is the student's responsibility to make sure that this information is contained in the document, requesting, if necessary, the issuance of documents that complement any missing information.

3. IRO is responsible for:

A. Making the conversion to the ECTS scale of the grades obtained at FMUC by Incoming students, according to the ECTS rules and send the corresponding information, Transcript of Records, to the coordinators of the Sending Institutions;

- B. Proceeding with the accreditation of the passed course units and provide the grades to the FMUC students, after returning from mobility, according to the ECTS (European Credit Transfer System) rules and submit them for ratification by the Dean of FMUC.
4. The equivalences for subsequent crediting are established by the Departmental Coordinator, when formalizing applications, and with the express agreement of the students.
 5. The classifications attributed to each course unit held at the Host Institution will result from the conversion of the ECTS scale to the numerical scale (from 0 to 20) of the FMUC, according to a table of correspondences that will take into account the results of the last 3 academic years in each course unit.
 6. Credits and classifications proposed by the Departmental Coordinator will be ratified by the Dean of FMUC, who will send them to the Academic Services of the University of Coimbra.
 7. If the student does not obtain approval to all Course Units foreseen in the Learning Agreement for Studies or Traineeships, he/she will have to obtain approval to the course units at FMUC, which are necessary to ensure the ECTS credits provided for in the study plan.
 8. The attendance of overdue course units complies with the provisions of Article 40 of the Special Rights Regulation for Students of the University of Coimbra, including situations of a barrier year.
 9. Grade improvement can only be made in the following academic year, at FMUC.

Chapter IV

Outgoing students

Section I

Departure and stay at the Host University

Article 19

(FMUC registration)

1. The student in mobility must enroll at the University of Coimbra, in the corresponding academic year and course units.
2. The student is not exempt from paying the tuition fee set by the University of Coimbra for the mobility period he/she is attending at the Host Institution, where he/she is exempt from payment.
3. The student must appoint a proxy who, during his/her absence abroad, represents him/her in all necessary administrative acts.

Article 20**(Permanence of the student at the Host Institution)**

1. Once the student's admission to the Host Institution is confirmed, the responsibility for further institutional contacts, transport and accommodation rests with the student in mobility.
2. The institutional relationship with the student during the period of stay at the Host Institution must be made through mediation by the Departmental Coordinator of FMUC.
3. Upon arrival at the host institution, the student must inform the FMUC Departmental Coordinator of his/her address and the best ways to contact him/her; the same applies to subsequent changes.

Article 21**(Duties of the student at the Host Institution)**

1. During his/her stay at the Host Institution, the student must endeavor to develop his/her university education, go to classes, traineeships and seminars regularly, and adopt a behavior that honors FMUC and the University of Coimbra.
2. Outgoing students must comply with the entire Study/Traineeship Contract, including assessments at the Host Institution.

3. Non-compliance with the rules of the Programs, this regulation, the regulation of the Faculty, as well as the provisions of the Outgoing Student Contract, may determine sanctions, such as:

- a) Failure to recognize the study period;
- b) The total or partial return of the scholarship possibly granted to the student.

4. The cases provided for in the previous point will be taken into consideration by the Pedagogical Council, after hearing the IRO and the student, in order to decide which sanctions to apply.

Section II

Return to FMUC

Article 22

(Presentation to IRO)

1. At the end of the study period, the student in mobility or the Proxy must present themselves to the FMUC Departmental Coordinator within one week, except in duly justified events of force majeure, and deliver the certificate with the course units held at the Host Institution (Transcript of Records).
2. The student will be given a form for the preparation of the report regarding the mobility period, which must be completed and returned to the FMUC Departmental Coordinator within 15 days.
3. Failure to deliver the documents referred to in point 1 within the established deadline, due to the student's responsibility, may lead to the non-recognition of the training carried out at the Host Institution.

Chapter V

Incoming Students

Section I

Reception at FMUC

Article 23

(Arrival at FMUC)

1. The Departmental Coordinator of FMUC provides support to students with regard to their enrollment in the academic year, the preparation of the schedule and other acts necessary to regularize their situation.
2. As soon as the Incoming student has the accommodation address and contacts defined for his/her stay in Portugal, he/she must communicate them to the Departmental Coordinator and IRO.

Article 24

(Teaching language)

The language of teaching and assessment is Portuguese.

Article 25

Additional integration measures

Without prejudice to the provisions of the preceding paragraphs, a set of measures that intend to improve the students' reception is also applicable to Incoming students, and these measures are published in Annex I "Incoming Student Integration Plan" of this Regulation.

Article 26

(Rights and duties of the Incoming student)

1. The Incoming student has the right to:
 - a) Have a study/traineeship contract signed between the sending and the host universities;
 - b) Have a certificate of results (Transcript of Records) at the end of the mobility issued by the host university, indicating the credits and grades obtained;

- c) Have the credits recognized by the home university during the study period, in accordance with the study/traineeship contract;
 - d) Not being charged any fees related to registration, exams or use of laboratories and libraries during the mobility period at the host institution;
 - e) Have a scholarship granted in the country of origin that must be maintained during the study period abroad;
 - f) To be treated by the host university in the same way as it treats its students;
 - g) Integrate existing associations at the host university, namely networks of tutors and peers organized by student associations such as the Erasmus Student Network, Medicine and Dentistry Students Associations.
2. The Incoming student has the duty to:
- a) Respect the rules and obligations of the mobility contract signed with the home university;
 - b) Ensure that any changes to the study/traineeship contract are approved by the home and host universities, meeting the deadline defined by the home and host entities;
 - c) Accomplish the total period of studies agreed at the host university, including exams or other forms of assessment, and respect the rules and regulations of that institution;
 - d) In the case of curricular traineeships, receive a traineeship certificate, with the summary of the tasks performed and the evaluation. The host university also assigns an academic record bulletin.
 - e) In the case of extra-curricular traineeships, have his/her mobility recognized in the Diploma Supplement.
 - f) In the case of recent graduates, under the ERASMUS+ Program, have his/her mobility recognized in the Europass Mobility document.

Chapter VI

Evaluation and Classification

Article 27



(Exams)

Incoming students are entitled to the same exam periods defined for FMUC students. Performing any special exam outside the established examination periods requires a favorable opinion from the Departmental Coordinator and authorization from the Pedagogical Council.

Article 28 **(Exam registration)**

Incoming students must comply with the same exam registration procedures established for FMUC students.

Article 29 **(Single disciplines)**

1. The evaluation and classification of the different course units of Propaedeutics I and II, Pathology of Digestive System, Neurosciences and Mental Health, Thoracic and Vascular Pathology, Urinary Tract Pathology, Gynecology and Obstetrics and Musculoskeletal Pathology cannot be independently considered in the various areas.
2. Assessments are carried out using the same model and within the same deadlines established for the other students.

Chapter VII **Teaching mobility**

Article 30 **(Object)**

Teaching mobility is one of the central activities in inter-university cooperation, which aims to contribute to the promotion of the European dimension and the quality of Higher Education. Performing an ERASMUS Teaching Mission

represents, for the teacher, an opportunity for personal and professional valorization.

Article 31
(Duration and goals)

Teaching Mobility for Teaching Missions - ERASMUS Staff Mobility Teaching Assignment (STA) will have a minimum duration of 2 consecutive days (minimum of 8 hours of teaching) and maximum of 2 months, during which the teacher will teach at a university with which FMUC has a bilateral agreement. It aims to foster cooperation between FMUC and a partner university.

Article 32
(ERASMUS Teacher at FMUC)

1. The Erasmus Teacher is a teacher who will give classes integrated into the teaching program of a partner university, for a short period of time, and for that he/she may receive an Erasmus scholarship.
2. The Erasmus Teacher must have a work contract with the University of Coimbra / FMUC, with the aim of teaching.
3. Teachers interested in carrying out a Teaching Mission should first contact the ERASMUS Departmental Coordinator and/or the IRO of FMUC, to verify if there is an agreement that allows the teaching mobility between the University of Coimbra and the intended Host Institution.

Article 33
(Bilateral agreement)

1. The fact that there is a Bilateral Agreement does not mean that there is necessarily an agreement for the teaching mobility.
2. Teachers wishing to undertake a period of teaching at a partner higher education institution, must always submit their application for mobility to DRI, the ERASMUS Departmental Coordinator and/or the IRO.

3. If there is no Bilateral Agreement that contemplates the teaching mobility, he/she must provide the necessary contacts for the Departmental Coordinator ERASMUS and/or IRO to take the necessary steps to establish the Agreement.
4. Before applying, the teacher should carefully read the STA Mobility Guide provided by DRI.

Article 34 **(ERASMUS + scholarship)**

The fact that there is an ERASMUS agreement does not necessarily imply that the mobility is funded.

Article 35 **(Application)**

1. At least one month before the Teaching Mission begins, the teacher must:
 - a) Complete the online application form at <https://surveys.uc.pt/index.php/65993?lang=pt>;
 - b) Formally agree on the Teaching Mission Program, together with the foreign university, and before the mission begins;
 - c) The two documents referred to in the preceding paragraphs must be sent to DRI (or to the IRO of FMUC), at least 1 month before the teaching mission begins and until March 30 for all the mobilities foreseen till the end of the academic year.
2. When DRI receives the documentation referred to in point 1, the Dean of the Faculty is informed about the absence of the teacher on the planned date, to participate in the Program. DRI issues the ERASMUS + Teacher Contract and, if applicable, makes the request for payment of the ERASMUS+ Scholarship, according to the scholarship table defined annually by the ERASMUS+ National Agency.
3. It is the teacher's responsibility to make his/her own request for travel on official duty abroad, under the ERASMUS + Program.

Article 36

(Return to FMUC)

After completing the Teaching Mission, the teacher has a maximum period of 15 days to deliver the final documents to the DRI or IRO of FMUC:

- a) Declaration proving the accomplishment of the teaching mission;
- b) Final Teaching Report, to be completed online, through an e-mail sent directly to the teacher by the European Commission;
- c) Anonymous survey - fulfilment via the website:
<https://surveys.uc.pt/index.php/survey/index/sid/428888/lang/en>

Chapter VIII (Staff mobility)

Article 37 (Duration and goals)

Staff mobility for training purposes - ERASMUS Staff Training (STT) aims to allow the mobility of technical staff to carry out training in European partner institutions or companies located in one of the countries participating in the program, and thus contribute to the improvement of their professional skills.

A training mission will have a minimum duration of two consecutive days (excluding travel days) to 2 months, but the usual is one week.

Article 38 (Eligibility)

Participants in this activity must have a work contract with the University of Coimbra and priority will be given, in the award of scholarships, to technicians whose professional activity is directly linked to student mobility and / or to the management of the ERASMUS+ Program and also whose professional activity has an impact on the successful execution of the program.

Article 39

(Application)

1. At least one month before the Mission begins, the technician must:
 - a) Complete the online application form at <https://surveys.uc.pt/index.php/573439?lang=pt>;
 - b) Formally agree on the Training Mission Program, together with the foreign university and, before the mission begins;
 - c) The two documents referred to in the previous paragraphs must be sent to DRI, at least 1 month before the mission begins.
2. It is up to the technician to make his/her own travel request via Lugas.

Article 40**(Return to FMUC)**

After completing the Training Mission, the technician must deliver the following documents to DRI:

- a) Declaration proving the completion of the training mission, signed by the host institution (mentioning the number of training days);
- b) Training report, to be completed online, through a link sent by the European Commission;

Chapter IX**Final and transitional provisions****Article 41****(Integration of gaps)**

The doubts raised in the execution of this Regulation and the omitted cases are submitted for the appreciation of the Departmental Coordinator, and the decision of the Dean of FMUC be appealed.

Article 42**(Implementation)**



This Regulation come into force in the academic year 2018-2019.

Annex I of the Regulation of Mobility Programs

In order to help overcome the difficulties faced by Incoming students who are under mobility programs at the Faculty of Medicine of the University of Coimbra (FMUC), the International and Interinstitutional Relations Office (IRO) of FMUC in together with the Medical Students' Association (NEM) and Dentistry Student's' Association (NEMD), prepared the following Plan, which gathers a set of measures that will improve the reception and facilitate the integration of these students in our School.

Incoming Student Integration Plan at FMUC

I - MEASURES IMPLEMENTED BY THE INTERNATIONAL AND INTERINSTITUTIONAL RELATIONS OFFICE of FMUC

1. The Departmental Coordination of Mobility Programs at the FMUC provides support to students, with regard to their enrollment in the academic year, the preparation of their schedule and other acts necessary to regularize their situation.
2. Incoming students are subject to the evaluation regime in force at FMUC, according to the ERASMUS+ regulation which says: "Incoming students must fulfil, in each course unit of the Faculty of Medicine of the University of Coimbra, the same program and have the same attendance and assessment rules defined for students of the Faculty of Medicine of the University of Coimbra."
3. Taking into account the language barriers and related comprehension difficulties, we propose, as an alternative to the assessment regime adopted for each course unit, that students may choose to take an oral exam rather than the written theoretical exam, provided that there is consent from the Professor(s), and in the language the Professor considers most appropriate;

4. In order to avoid overlapping assessment tests, the scheduling of the oral test may be brought forward, if there is an agreement between the professor(s) and the student(s).

5. When exams overlap, the student is obliged to communicate it to the Pedagogical Council in a timely manner, so that a new date can be set, and the student can take profit from the two examination periods to which he/she is entitled.

6. We also propose that, in the case of written exams, the Incoming student can have additional time, never less than 20 minutes, and that he/she can use a bilingual dictionary (mother tongue/Portuguese) during the test.

7. Measures no. 3, 4 and 6 are only applied to Incoming students with a native foreign language.

8. Other measures that are being developed by this Office:

- a) Portuguese Language Course: to be credited;
- b) Require language certificate when sending the application: Level A2 / B1;
- c) More support from the Faculty of Medicine together with the IRO and NEM/AAC, namely: initial guidance - provision of study material, organization of practical classes and schedules, promoting socio-cultural activities.

II - MEASURES IMPLEMENTED BY THE MEDICAL STUDENTS' ASSOCIATION (NEM/AAC)

Creation of a Foreign Student Support Office:

- a) Election of a student responsible for the support office for these students, who must be in permanent contact with the IRO and be available to be consulted in decisions involving mobility programs;
- b) Creation of a database with: Name, mobile phone number, e-mail of the committee chairmen, discipline representatives, class representatives;
- c) Creation of a database with: schedules of all classes; List of Erasmus students and respective schedules;
- d) Update of information available online for International Mobility students;
- e) Edition of the NEM / AAC Student Guide in English, by course units;
- f) Definition of the opening hours;
- g) Creation of a bank of study materials, provided free of charge to students of mobility programs, which result from donations from former students.

Annex II

Timetable for selecting applicants for mobility programs

	Dates	
Pre-application	1/12 to 31/01	- Submission in InforEstudante; - Essential reading of the Application Guide
Ranking and placement	04/02 to 15/02	- IRO will ask for official averages and publish an ordered list of applicants. In this period, the 2nd call of applications and drawing lot of the 6th year of MIM will take place
Change of destination	18/02 to 28/02	



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Official application	1st Semester / academic year - until 01/05 2nd Semester - until 09/30	
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