

## Bachelor Exchange 2025-2026

- 1) All students, eligible or not, who wish to do mobility in the academic year 2025-2026 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.

Information session => [International Week](#)

- 2) **Pre-application period:** from **15 December** 2024 to **15 January** 2025. 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 2<sup>nd</sup> semester 2025-2026;
- 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 **36 ECTS** per registration/enrolment year (excluding the last);
- No record of inappropriate behaviour communicated to the Pedagogical Council;
- Not have more than 15 ECTS credited by recognising previous training at a Higher Education Institution other than the FEP;
- No risk of academic suspension.

**Notes:**

- (i) For the students enrolled in the 1st year these requirements must be met at the end of the academic year (October 2025).
- (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 will be allocated to the slots available according to the academic performance on the **1<sup>st</sup> of October 2024** based on the following criteria

1. **Average grade rounded to units;**
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:  
  
(ECTS in the cycle of studies / number of registrations in the cycle of studies, excluding the last one)
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 criteria.

For students enrolled in the 1<sup>st</sup> year of the bachelor (FEP), there is a single criterion: entry grade into the FEP. Students enrolled in the last two years of FEP degrees have priority over students enrolled in the 1<sup>st</sup> year.

**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**): **20 January 2025**;
- **Appeals:** 20 to 22 January 2025. Any complaints should be addressed to the International Mobility Unit at [erasmus@fep.up.pt](mailto:erasmus@fep.up.pt);
- **Payment of deposit (50€):** Students eligible from the **provisional list** must proceed with the payment of deposit until **25 January 2025 (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.
- **Final placement list publication:** **31 January 2025**.

## 7) Drop Outs

Students not placed on the Final List will be able to take up the **remaining slots** in accordance with point **8)** below. Drops out by students who have been placed on the Final List will not be considered as remaining slots in the current call but will be offered in the September call.

Students not placed on the Final List and who are unable/unwilling to be placed in the **remaining slots** should inform the International Mobility Unit ([erasmus@fep.up.pt](mailto:erasmus@fep.up.pt)) by the **end of February**, about their student number and IBAN number. The deposit will be refunded from March onwards.

## 8) Remaining slots: after 31 January 2025

- 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](mailto:erasmus@fep.up.pt) until **6 February of 2025**.
- 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 in the final resit-exam. The students will be allocated according to the average and after the placement of the eligible students, giving preference for those who fulfill the requirements in the 1st exam evaluation.

## 9) Formalization of the application at SIGARRA

**Mandatory:** All students placed and interested in the mobility programme, must follow the [PROCEDURES](#) until **28 February 2025**.

### 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 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.

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:** Deposit will be returned:

- for unplaced students, in **March** 2025;
- for students on mobility during the 1st semester, at the end of **April** 2026;
- for students on mobility during the 2nd semester, at the end of **July** 2026.

**Drops out:** All placed students who drop out without relevant justification will not be selected for future applications to mobility programmes as FEP students.