

Master Exchange

2025-2026

- 1) All students 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 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;
- Not having withdrawn from a previous period of mobility as an FEP student without relevant justification;
- 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.

Note: Students will be eligible for mobility only if they verify at the end of 2024-25 a minimum of 22,5 ECTS per semester and per year of enrollment and an average grade rounded to units of 12 points or higher.

- 5) **Ranking criteria**

Students will be allocated to the slots available according to the academic performance on the 1st of October 2024 based on the following criteria

1. Bachelor's degree classification;

2. Cycle of studies where the students is currently with preference for the higher cycle;
3. Number of ECTS obtained per year of enrollment, in the current cycle of studies:
$$(180 + \text{ECTS earned in the current cycle of studies}) / (3 + \text{number of registrations in the current cycle of studies, excluding the current one});$$
4. 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**): **20 January 2025**.
- **Appeals:** 20 to 22 January 2025. 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 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;

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

- **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) 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 (erasmus@fep.up.pt) until **6 February 2025**.
- C. Slots will be allocated to students according to their placement order in the “**Final List**”.

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**.

10) 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 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: 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.