

Regulation of Mobility Programs

(Approved by the Pedagogical Council, unanimously, on November 27, 2023)

Preamble

1. The Faculty of Medicine of the University of Coimbra (FMUC) participates in several programs, hereinafter referred to as Mobility Programs, which allow its students to attend part of their course at another University.
2. The Mobility Programs also aim to encourage the international exchange of teachers and non-teaching staff, between national/foreign universities.
3. The 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 the FMUC and national/foreign higher education institutions is carried out through a Learning Agreement for Studies or a 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 the 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 does not apply to students from other 2nd cycle courses and to students from the 3rd cycle of the FMUC, as well as to teachers and non-teaching staff.

Article 2 (Concepts)

For 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:** the FMUC students who are attending mobility programs at a partner university;
- c) **Incoming students:** students from partner universities who are attending the FMUC;
- d) **Host Institution:** Higher Education institution, to which the student is applying;
- e) **Registration:** 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 registration 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 the FMUC there is a Faculty Coordinator and a Departmental Coordinator for each Integrated Master Course, supported by the IRO at the FMUC.

Article 4 (Competences)

The **Faculty Coordinator** supports the Dean and the Pedagogical Council of the FMUC, concerning 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. Concerning Outgoing students, the Departmental Coordinator is responsible for:
 - a) Helping the student to choose the host university and 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 the 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), to determine their mobility periods.

3. Concerning 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 the 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 the FMUC by foreign students, under 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. the 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. Registering and applying within the application deadlines imposed by the 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 (registration, 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 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, inform the 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 the DRI, the FMUC Departmental Coordinators and the IRO.
13. Comply with the deadlines stipulated by the DRI and the IRO. Failure to comply will result in the student being unable to apply for a mobility program in the current academic year.

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 the FMUC;
2. Communicating any change proposal to the Learning Agreement for studies/Traineeships to the Department Coordinator;
3. Complying with the class attendance at the FMUC;
4. Complying with the dates defined for each examination period at the 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 the Student Hub 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 fulfilment, 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 centres; 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; and 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 a bilateral agreement.

3. The list of bilateral agreements must be updated and published every academic year up to 15 days before the start of registrations.
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 the 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 in a 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 the FMUC and to students who intend to attend, in a given academic year, course units or traineeships at one of the institutions with which the FMUC has a Bilateral Agreement valid for that academic year.

6. 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 the FMUC must be equal to or higher than 13.50 points, without rounding, for the 1st and 2nd cycles of the MIM, and equal or higher than 12.50 points 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 the FMUC cannot exceed 50% (or 2) of the number of years completed there, regarding 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 the FMUC must be less than 10% of those already passed.

13. Students may carry out a maximum of two mobilities in the same academic year. The second mobility can only occur if it does not interfere with the interests of other students who have not completed mobility in previous academic years.

Within the scope of one:

a) internship mobility with institutions, with which the FMUC does not have any bilateral agreement, there does not impede the student from carrying out mobility;

b) study and internship mobility, with institutions with which the FMUC has a bilateral agreement, the student will have to wait for the entire ranking process to be completed and will only be able to apply if there are remaining vacancies;

14. Students who take the exam in the Special Examination period or in the extraordinary examination period in October must also inform the IRO, via email, regarding their approval.

15. Failure to comply with what is described in the previous point of this Article is the sole responsibility of the student and will result in the non-validation of their application, and consequent exclusion from the mobility process.

Article 10 (Registration)

1. The registration must be made through NONIO, on Inforestudante, in the section 'Application for Outgoing Mobility'.

2. When completing the registration, 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 is applying, duly ordered and in order of preference.

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

4. After the registration deadline, the applicant will be notified via NONIO if the submitted application meets the requirements.

5. In the registration, 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 points 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

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 course completion.

3. MIM students, who have failed to 1st Cycle course units and apply for a mobility program for the 4th year, even if the failed course units are approved in an extraordinary examination period, will not be able to, during the academic year relating to the mobility application, benefit from the bonus awarded to the 4th year, as per the previous point.

4. In the event of a tie, the ranking process will also consider 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.

5. Applicants will be excluded if:

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

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

7. Once the selection process is complete, the IRO surveys students with failed course units. In this way, these students, duly identified, particularly those in a barrier year, will have their mobility application pending until the end of the academic year;

8. Only upon approval in all course units, at the end of the academic year, will the IRO reactivate the application so that the student can begin mobility;

9. In the case of students who have not obtained approval in one or more course units, and who have to access the extraordinary examination period in October, they will only be able to apply for mobility in the 2nd semester.

10. Students in the situation described in the previous point must meet the deadlines stipulated for this purpose and inform the IRO, via email, about their situation after the aforementioned period, for verification and validation of the application.

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 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 given 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.
6. Only students who have not been placed in any of the previous calls will be able to apply for a 3rd Call, making it impossible to carry out any type of mobility in that academic year, even in a non-registered institution.

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 the 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.
3. Students who submit two mobility applications for the same academic year, whether for the same Program or not, will only be able to proceed with both applications to different institutions if there are remaining places. The student cannot, therefore, occupy 2 places on the list of agreements, whether for Study or Traineeship mobility.
4. Under the provisions of paragraph 13 of Article 9 of this regulation, students who intend to carry out two mobilities in the same academic year may occupy the remaining places.

Article 14

(Application)

1. The selected students are contacted, promptly and according to the deadline defined by the Host Institution, to present a study plan proposal to the Departmental Coordinator, to define 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, the 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 the 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 the 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 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 the FMUC.
5. After being accepted by the FMUC, the Learning Agreement is signed by the student, the Departmental Coordinator of the 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.
9. When preparing the study contract, the student must take the following into account:
 - a) In the case of a semester mobility, it cannot exceed 32 ECTS;
 - b) In the case of annual mobility, it cannot exceed 60 ECTS;
10. Given the incompatibility that sometimes appears during the preparation of the study contract, the student may exceptionally, and only in the case of annual mobility, exceed 60 ECTS, by attending a curricular unit that is credited in an optional scientific area.
11. During the registration phase, the student must consider that the number of credits cannot exceed the maximum allowed for an academic year: 60 ECTS. If the student, in the academic year in which he/she undertakes the mobility, does not complete the 60 ECTS registration number, he/she must, in the following academic year, request authorization from the UC to register for the missing registration credit/s, complying with payment of the fees defined for this purpose.

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 on Inforestudante and send to the 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 the FMUC.
4. The course units that the student has passed at the Host Institution are automatically recognized by the Dean of the 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 the 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. The IRO is responsible for:
 - a. Making the conversion to the ECTS scale of the grades obtained at the 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 the 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 consider the results of the last 3 academic years in each course unit.
6. For this purpose, every two academic years, the "Mode" of classifications for each curricular unit of the last 3 academic years is calculated, under the provisions of Decree Law, No. 42 of 2005.

7. Credits and classifications proposed by the Departmental Coordinator will be ratified by the Dean of the FMUC, who will send them to the Academic Services of the University of Coimbra.
8. If the student does not obtain approval for all Course Units foreseen in the Learning Agreement for Studies or Traineeships, he/she will have to obtain approval for the course units at the FMUC, which are necessary to ensure the ECTS credits provided for in the study plan.
9. The attendance of failed 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.
10. Grade improvement can only be made in the following academic year, at the FMUC.

Chapter IV

Outgoing students

Section I

Departure and stay at the Host University

Article 19

(FMUC registration)

1. The student in mobility must enrol 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 the 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 endeavour to develop his/her university education, go to classes, traineeships and seminars regularly, and adopt a behaviour that honors the 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, to decide which sanctions to apply.



Article 22

(Rights of the student at the Host Institution)

Under the provisions of Article 144 of the UC Academic Regulations, all UC students who carry out “ERASMUS” mobility are covered by the “Student on outgoing mobility” status, allowing them access to the special period to carry out curricular units they attended and failed at the host institution.

Registration for these exams is carried out by the student himself, on Inforestudante, without intervention from the Faculty. Given the specificities of assessment of most of the MIM curricular units, the IRO informs students of the need to obtain proof from the host institution of how they performed /approved the practical component, and communicate/send this information to the regents so that they are aware.

In the case of students who:

- Obtain proof with a practical grade, the IRO will convert it to the Portuguese scale, if necessary.
- They only receive proof of attendance for the practical component, without a grade, the student must keep the grade they obtained in the special exam.

Section II

Return to the FMUC

Article 23

(Presentation to the 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. 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 the FMUC

Article 24

(Arrival at the FMUC)

1. The Departmental Coordinator of the FMUC provides support to students concerning 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 the IRO.

Article 25

(Teaching language)

The language of teaching and assessment is Portuguese.

The Erasmus Program offers the possibility of attending OLS - Online Language Support- courses, so all you need to do is access the platform <https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language> and register.

Article 26

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 27

(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, under 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, and 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 28

(Exams)

- 1- Incoming students are entitled to the same exam periods defined for the FMUC students. Performing any special exam outside the established examination periods requires a favourable opinion from the Departmental Coordinator and authorization from the Pedagogical Council.
- 2- Incoming students must scrupulously comply with the FMUC exam calendar, regardless of exams they may have to take at their Home University, during their mobility period.
- 3- In case of overlapping exams (day and time), considering that the Incoming student may be enrolled in course units from different years, they must request the FMUC Pedagogical Council to schedule an exam date, under the Head of the course unit in question, so that you have two possibilities to take the exam, similar to what happens with FMUC students.

Article 29

(Exam registration)

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

- 2- Under Article 144 of the UC Academic Regulations, and by default, Incoming students do not have the right to take exams during a special period at FMUC.

Article 30
(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.
3. To take an exam in just one of the areas of the integrated course units, incoming students must provide proof, through an official document from their home institution, of the grade they obtained in the other area(s) of that same course unit of the FMUC;
4. The acceptance of equivalences to single disciplines (isolated course units in the originating institutions) already completed by incoming students, except for situations in which the syllabus differs, requires authorization from the teacher responsible for the single discipline.

Chapter VII
Teaching mobility

Article 31
(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 32

(Duration and goals)

1- Teaching Mobility will last for a minimum of 2 consecutive days (minimum of 8 hours of teaching) and a maximum of 2 months, excluding travel days, unless they are actual teaching days.

2- In the case of ERASMUS International mobility, the duration must be 5 days with a minimum of 8 hours/2 consecutive days of teaching. It is recommended that there be a balance between the number of days spent on mobility and the number of teaching hours. Please note that there is no scholarship payment on Sundays.

3- Missions may be combined with other activities, particularly with activities financed by other projects, as long as there is no overlapping of times/days and double community funding is not incurred.

4- Teaching Missions must preferably be carried out by the end of September and, obligatorily, during teaching activities at the host university.

5- During the mobility period, the teacher will teach at a university with which the FMUC has a cooperation agreement. It aims to foster cooperation between the FMUC and a partner university.

Article 33

(ERASMUS Teacher/Researcher at the 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, and for that, he/she may receive an Erasmus scholarship.

2. The ERASMUS Teacher/Researcher must have a work contract with the UC/FMUC, with the aim of teaching.

3. In the case of Researchers at the Research Centers of the UC, whose employment contract does not include teaching with/at the UC, they are not eligible to be beneficiaries of these missions.
4. Researchers who do not have a teaching part in the contract, but who teach, can go on teaching missions, as long as they attach a copy issued by the Human Resources Office (SGRH) relating to the Cooperation Protocol between the UC and the Center to which they are attached and an opinion with the ERASMUS Coordinator and the Faculty Management.
5. Teachers/researchers interested in carrying out a Teaching Mission must first contact the ERASMUS Departmental Coordinator and/or FMUC's IRO, to check if there is an agreement that provides for teaching mobility between the University of Coimbra and the Host Institution intended.

Article 34 (Bilateral agreement)

1. The fact that there is a Bilateral Agreement does not mean that there is necessarily an agreement for 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 the DRI, the ERASMUS Departmental Coordinator and/or the IRO.
3. If there is no Bilateral Agreement that contemplates 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 the DRI.

Article 35 (ERASMUS + scholarship)

- 1- The fact that there is an ERASMUS agreement does not necessarily imply that the mobility is funded. Under these conditions we speak of mobilities “without subsidy” or ERASMUS+ Teaching Missions with “zero scholarship”.

2- If a scholarship is awarded, it corresponds to a minimum of 2 days and a maximum of 5 days;

3- The ERASMUS scholarship is based on the scholarship table that is drawn up every academic year by the National Agency (AN) and includes two headings: individual support and travel;

4- From the end of November 2023, and under higher order, it will be possible to combine with the ERASMUS scholarship, the payment of support as subsistence allowances, to be carried out depending on the level and whether or not meals are made available by the host entity. This possible additional payment must be made via PEP EI or PI (Project Structure Plan/Individual Projects) which results from the project margins of each professor/researcher.

5- In this sense, and under the provisions of Article 38, each beneficiary must, when submitting the travel request, choose the FMUC budget, which presents the Faculty Director as responsible

6- In the same Lugas you must select the box “There are expenses to be covered by another budget”, indicating your EI or PI budget.

7- To benefit from the subsistence allowance, you must attach the mission program.

8- If you do not have any EI or PI, you should check with the FMUC if there is a budget that can accommodate this extra payment, otherwise you should indicate in the Lugas request that the trip has no cost to the Faculty, as you will receive an Erasmus scholarship.

9- The daily amounts to be paid by the UC, as additional support and as subsistence allowances, set according to the 3 salary brackets and whether or not meals are made available by the hosting entity will be in the following percentage:

- 70% - no meals available;
- 40% - with provision of 1 meal per day and
- 20% - with provision of more than 1 meal per day.

Article 36

(Selection procedure)

- 1- The DRI contacts the FMUC/IRO to find out which teachers/researchers intend to carry out Teaching Missions in the following academic year.
- 2- Based on the responses received, by the deadline defined annually, the DRI prepares the UC's application to the ERASMUS Program, in which it requests the AN for the necessary financial support to carry out the mobilities.
- 3- As soon as the DRI is aware of the ERASMUS funding allocated by AN, it communicates the amount of funding to the FMUC's IRO. The IRO will be responsible for determining under what conditions interested parties will carry out teaching missions with ERASMUS financial support, namely in establishing funded days or in support with their funds.
- 4- As soon as the DRI receives from the FMUC the classification of Teaching Missions, and if everything is duly completed as defined and all criteria are respected, the FMUC must inform the teachers/researchers of the decision on funded support or placement and list standby/substitute.

Article 38

(Application)

1. At least one (1) month before the Teaching Mission begins, and, at the latest, until March 30th, the teacher/researcher will have to:
 - a) Establish contacts with the partner university, to determine the dates and content of your teaching mission. This negotiation is formalized by completing and signing the Teaching Mission Program by the candidate teacher/researcher and the host university.
 - b) Formally agree on the Teaching Mission Program, together with the foreign university, and before the mission begins;
 - c) Complete the online application form at <https://ls.uc.pt/index.php/659933?newtest=Y&lang=pt>

- d) Request the European Health Insurance Card – ADSE, I.P. beneficiaries, to receive assistance abroad. The card can be requested online: www.adse.pt/atendimentoonline/
- e) When the DRI receives the documents provided for in paragraphs b) and c), it begins the ERASMUS mobility administrative process: it issues the ERASMUS Contract and, if applicable, submits the Scholarship payment request.
- f) The speed of the process depends on the date of formalization of the application, and there is no guarantee of advance payment of scholarships for teaching missions, whose documents reach the DRI less than 1 month in advance of the date of completion of the mobility.
- g) To minimize the number of teachers/researchers with zero grants, there will be a new call for funding, giving funding priority to teachers/researchers who have not yet carried out any mission. At this stage, if possible, the ranking already carried out at the beginning of the year will also be considered. This phase will predictably take place during April.

Article 38

(Request for travel on duty)

- 1- The teacher is responsible for submitting the travel on duty, through the Lugas platform, directing his request to the Dean of the FMUC and choosing a budget depending on him.
- 2- You must inform DRI of your Lugas number or send an email to dri.mobilidade@uc.pt

Article 39

(Return to the FMUC)

After completing the Teaching Mission, the teacher has a maximum period of 15 days to deliver the final documents to the DRI or the IRO of the 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://ls.uc.pt/index.php/428888?lang=pt>

All other procedures that are not specifically covered in this Chapter must comply with the provisions of the DRI Mobility Guide for ERASMUS+ Teaching Missions (STA).

Chapter VIII

(Training mobility- staff, teacher and researcher)

Article 40

(Object)

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.

Article 41

(Duration and goals)

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 42

(Eligibility)

1- Participants in this activity must have a work contract with the UC.

2- If the host entity is a “University”, it must hold an ERASMUS Charter for Higher Education, but it is also possible to carry out a training period in a “company”.

3- The institution in question must be located in one of the countries of the European Union Member States or in the Program Countries outside the EU (North Macedonia, Iceland, Liechtenstein, Norway, Turkey and Serbia).

4- In the case of scholarship holders, as the scholarship holder is not considered an employee or collaborator of the university, he or she is not eligible to carry out an STT mobility.

5- Teaching staff, as well as researchers, can apply for training missions, and must send an email to the DRI from the Dean of the FMUC, indicating the importance of training for the activity they carry out. This participation is always subject to the possibility of being awarded a scholarship, as preference will be given to technical staff employees 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 43

(ERASMUS+ Scholarship)

1- The award of an ERASMUS Mobility Grant for Training Missions is subject to the conclusion of a mobility contract between the UC and the beneficiary;

2- The amount of the Training Mobility Grants varies depending on the duration and destination of the mission, always taking as a reference the grant table defined annually by the AN. The scholarship includes two items: expenses for individual support and travel expenses;

3- The ERASMUS+ training grant will be paid via bank transfer, as a rule, before the mobility takes place.

- 4- The amount of the scholarship will correspond to the sum of the cost of “individual support” and the trip.
- 5- Priority will be given, when attributing scholarships, to technicians whose professional activity is directly linked to student mobility and/or the management of the ERASMUS+ Program and whose professional activity has an impact on the good execution of the program;
- 6- Mobilities with zero scholarships are eligible.

Article 44 **(Selection procedure)**

The DRI selects candidates according to the criteria:

- 1) give preference to technical staff employees;
- 2) correct completion of forms;
- 3) delivery of all documentation within the application deadline, at least one month in advance of the start date of the mission;
- 4) analysis of the ranking of candidates according to information from the hierarchical superior;
- 5) analysis of the proposal according to its impact on the good execution of the program;
- 6) give preference to those who have fewer training sessions completed in previous years;
- 7) give preference to mobilities within staff weeks promoted by similar institutions;
- 8) give preference to institutions that belong to partner networks and consortia.

Article 45 (Application)

1- Beneficiaries interested in carrying out a training mission can consult the page <http://staffmobility.eu/> where they will find the training provided by the various institutions;

2- If you are interested in carrying out Staff Training, you must inform the DRI (dri.mobilidade@uc.pt) indicating which institution you intend to go to. At the same time, they must register with the desired Staff and wait for the results;

3- In case of acceptance, the beneficiary must fill out the “Superior Information” form and send it for authorization. After authorization from the hierarchical superior, the document must be sent to FMUC's IRO;

4- After the decision, the DRI informs the beneficiary of the STT. If the process is accepted, the STT beneficiary must go to the DRI page (<http://www.uc.pt/driic/Pessoal/stafftraining>) and complete the Training Program (this must be completed in as much detail as possible), sign and send to the host institution to obtain the signature;

5- For the STT beneficiary to be eligible to receive a mobility grant, they must have agreed in advance with the host entity the Training Program/Staff Mobility for Training – Mobility Agreement and that it be signed by them. This means that contacts with the host partner institution will have to be ensured by the STT beneficiary themselves and made before applying the DRI, for analysis and decision;

6- When the STT beneficiary receives the training program signed by the host institution, they must apply online at <https://ls.uc.pt/index.php/573439?lang=pt>;

7- The DRI will begin the mobility process, namely the request for payment of the ERASMUS Grant, if applicable, as well as issuing a contract, among others;

8- The speed of the process depends on the delivery dates of the documents mentioned above, and there are no guarantees of early granting of a mobility grant, whose documents reach the DRI within less than 1 month of the date of the trip.

Article 46 (Request for travel on duty)

- 1- The STT beneficiary is responsible for making his/her own request for a mission abroad, through the Lugus platform;
- 2- From the end of November 2023, and in accordance with higher order, it will be possible to combine with the ERASMUS scholarship, the payment of support as a subsistence allowance, to be carried out depending on the level and whether or not meals are made available by the host entity. This additional payment must be requested through the Training PEP;
- 3- In this sense, and **in the case of training actions for Technical Staff without payment of a registration fee**, Lugus must be submitted to request a mission using the name of the person responsible and choosing the budget UC0053.C – External Training; the Lugus number must be made known to the DRI by sending a PDF to the email: dri.mobilidade@uc.pt;
- 4- To benefit from the aid, you must attach the training program provided by the institution that organizes the Staff.
- 5- **In the case of training courses for Technical Staff that have a registration fee**, the mission request must be combined, based on a budget under the ERASMUS program that will pay the registration fee and the budget UC0053.C – External Training who will bear the value of the subsistence allowance;
- 6- Interested parties should contact the DRI to find out what budget to indicate for payment of the registration fee;
- 7- In this sense, Lugus must be submitted to request the mission request, first indicating the ERASMUS Budget, using the name of the person responsible who will be the Vice-Rector for External Relations and Alumni and, in the same Lugus, you must click on square “There are expenses to be covered by another budget”, indicating the name of the person responsible for the budget UC0053.C – External Training;
- 8- The DRI must be informed of the Lugus number by sending a PDF to the email: dri.mobilidade@uc.pt;

9- To benefit from the cost allowance, interested parties must attach the training program provided by the institution that organizes the Staff or, in the case of “Job Shadowing”, the training plan that was agreed with the destination institution;

10- **In the case of training for Teachers without payment of a registration fee**, the provisions of paragraph 2) of this article are applied;

11- Each STT beneficiary teacher must choose the FMUC budget, which presents the Faculty Dean as responsible; in the same Lugas you must click on the square “There are expenses to be covered by another budget”, indicating your EI or PI budget. You must inform DRI of your Lugas number by sending a PDF to the email: dri.mobilidade@uc.pt

12- The daily amounts to be paid by the UC, as additional support, as subsistence allowances, set according to the 3 salary brackets and whether or not meals are made available by the hosting entity, will be in the following percentage:

- 70% - no meals available;
- 40% - with provision of 1 meal per day and
- 20% - with provision of more than 1 meal per day.

13- **In the case of training for Teachers with payment of a registration fee**, the mission request must be combined, based on a budget under the ERASMUS program that will pay the registration fee and the PEP EI or PI that will bear the value of the subsistence allowance;

14- The STT beneficiary teacher must contact the DRI to find out what budget to indicate for payment of the registration fee;

15- Each STT beneficiary teacher must submit Lugas to request the travel on duty request, first indicating the ERASMUS Budget, using the name of the person responsible who will be the Vice-Rector for External Relations and Alumni and, in the same Lugas, must click on the square “There are expenses to be covered by another budget”, indicating the name of the person responsible so that you can choose your EI or PI budget. The Lugas number must be made known to DRI by sending a PDF to the email: dri.mobilidade@uc.pt;

16- Both in the case of Technical Staff and Teaching Staff, to benefit from the cost allowances, the training program provided by the institution that organizes the training must be attached or, in the case of self-proposed training, the training program that was agreed with the destination institution.

Article 47 **(Return to the FMUC)**

After completing the Training Mission, the beneficiary has a maximum period of 15 days to submit the final documents to DRI or FMUC's GR11:

- a) Copy of the training certificate, signed by the host institution, and mentioning the number of training days);
- b) Training mission report, to be completed online, via the link EU-EUSURVEY@nomail.ec.europa.eu), sent by the European Commission;
- c) In the case of Technical Staff, who wish for the training carried out to be recognized as professional training, a copy of the document available at: <https://www.uc.pt/driic/Pessoal/stafftraining> (Staff Mobility) must be brought Evaluation Form), so that it can be authenticated by colleagues at the host institution.

All other procedures that are not specifically covered in this Chapter must comply with the provisions of the DRI Mobility Guide for ERASMUS+ Training Missions (STT).



Chapter IX
Final and transitional provisions

Article 48
(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 the FMUC be appealed.

Article 42
(Implementation)

This Regulation come into force in the academic year 2023-2024.



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 the 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 the FMUC

I - MEASURES IMPLEMENTED BY THE INTERNATIONAL AND INTERINSTITUTIONAL RELATIONS OFFICE of the 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 the 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	
Registration	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	
Official application	1st Semester / academic year - until 01/05 2nd Semester - until 09/30	