

OPEM Lisboa Scholarships Programme

Regulation

The Polytechnic Institute of Lisbon (IPL) coordinates the OPEM LISBOA project (ref. LISBOA-02-0752-FEDER-034104), co-financed by Portugal 2020, within the European Regional Development Fund (ERDF), promoting the Polytechnic of Lisbon, in the three main objectives of its mission: teaching, research, development and artistic creation, at national and international level.

Along with its four strategic axes, this project's activities are focused on the international disclosure of the training and academic programs, internship, research and artistic creation activities at Politécnico de Lisboa, in order to attract the attention and interest of students, teachers, trainees and international stakeholders, as well as to generate international opportunities for students and teachers of Politécnico de Lisboa and its community partners.

In this context, IPL intends to implement a Scholarship Program for European Youth who intend to participate in exchange activities and the development of their skills, contributing for a high-level qualification according the new European labour market reality as well exchange of experiences among the Institutions.

The regulatory principles of the OPEM LISBOA Scholarship Program are presented as follows:

Article 1.º

General dispositions

1. The OPEM LISBOA Grants Program covers two types of participants under the ERASMUS+ program:

(a) Incoming Scholars - foreigner students, recent graduates and researchers, who are at IPL to attend a mobility period for studies, internship, or to participate in research projects at Schools of Polytechnic of Lisbon or at associated partners in public and private sectors.

b) Outgoing scholars - undergraduate, master's degree students, recent graduates and researchers who, under the exchange program, are selected and starting its international mobility plans.

2. Considering this typology of ERASMUS+ mobilities, the OPEM LISBOA program have two main different activities:

(a) **Incoming participants** - during their stay and academic attendance it is expected that participants deepen their knowledge about the Polytechnic of Lisbon, the political, economic and social culture of the city of Lisbon, in order to transmit these experiences in their countries and home institutions. The selected participants must choose between (1) to develop research activities in ongoing projects, promoted by teams and researchers from the Polytechnic of Lisbon or associated Institutions, or (2) to attend internships at IPL Schools and departments or at partner entities, public or private.

b) **Outgoing participants** - with the support of students, recent graduates and researchers who attend an external mobility period, IPL intends to create a network of ambassadors who will act in the dissemination of information about the academic offer of Politécnico de Lisboa and the city of Lisbon, giving them greater notoriety among partner institutions and international citizens, enhancing the international exchange of training, artistic and scientific knowledge and the strengthening of mobility. Participants are expected to be able to identify innovative ways to give visibility and promote Polytechnic of Lisbon and the city of Lisbon at international level; to propose and/or organize fairs and workshops sessions about mobility destinations or make presentations to other students; to create cultural and recreational activities promoting Portugal and home institution at their receiving institution and student community; and to develop networks and contacts for the dissemination of information about our Politécnico and the city of Lisbon.

Article 2.º

Duration and number of scholarships to be awarded

1. Scholarships are for 3 months period, non-renewable.
2. A maximum of 40 scholarships is planned, 20 Incoming and 20 Outgoing.

Article 3.º

Applications

1. National and foreigner citizens who have the conditions established in article 1 of the present Regulation can participate in Politécnico de Lisboa Incoming & Outgoing Scholarships.
2. The call is open from October 1st to October 15th, 2021.
3. Applications should be submitted via email to gpei@sp.ipl.pt with following documents:
 - (a) Curriculum vitae in Europass format, dated and signed;
 - b) Motivation letter (maximum: 1 page A4);
 - c) Detailed action plan, according to the established in article 4 (maximum: 2 pages A4);
 - d) Documents that the applicant considers relevant to support the application;
4. The reference to the OPEM LISBOA Scholarship Program should be indicated in the subject of the e-mail.
5. The organization is responsible for registering and coding the applications, maintaining the anonymity of the participants, for the selection committee.

Article 4.º

Action Plan

1. The action plan that the scholarship candidate proposes, taking in consideration that the main goal is the growth of inter-knowledge of home and receiving institutions, must highlight the following aspects:

Incoming participants

a) According to his/her fields of training and interest, the applicant proposes to carry out one of two activities:

- Research and development, in projects that are in progress, promoted by teams and researchers from Politécnico de Lisboa or its associated entities;
- Internships, in schools or departments of IPL or in its partner entities, public or private;

Outgoing participants

a) To establish the channels to be used as a contact point for students interested in studying at the Polytechnic of Lisbon;

b) To identify innovative ways to give visibility and promote the Polytechnic of Lisbon and the city of Lisbon at international level;

c) To define target groups and include international and communication offices where the participant is studying or other alike institutions;

d) To propose and/or organize fairs and workshops about mobility destinations or make presentations to other students;

e) To create cultural and recreational activities promoting the country and home institution among the student community of the receiving institution;

f) To develop university networks and contacts to spread information about Politécnico de Lisboa;

g) To ensure an active participation online and in social networks;

2. The scholar cannot change the action plan submitted and approved without the written consent of the Polytechnic of Lisbon and the host institution(s).

Article 5º.

Evaluation and selection of applications

1. The Selection Committee is responsible for selecting the candidates to be admitted, evaluating the action plans and awarding the scholarships:

a) President of the Selection Committee: Fernando Manuel Fernandes Melício, Pro-President for Internationalization and Cooperation

b) Members: José Manuel Cavaleiro Rodrigues, Pro-President for Development, Innovation and Entrepreneurship; Rute Isabel Antunes Nunes Agostinho, Pro-President for School Success and Transversal Skills; Maria Cristina Ferrão Marques, Coordinator of the of International Relations and Academic Mobility Office (GRIMA).

2. The evaluation of the applications will be made on a scale of 0 to 20, weighting the Action Plan (50%), the Curriculum Vitae (30%) and the Motivation Letter (20%).

Article 6º.

Dissemination of results

1. Presidency of the Polytechnic of Lisbon within GRIMA and Special Projects and Innovation Office (GPEI) are responsible for the Program organization.

2. The final results of the evaluation will be published in a list published on the institutional website of the Polytechnic -of Lisbon at www.ipl.pt and the approved candidates will be notified by e-mail.

Article 7º.

Financing

1. The fixed amount of the scholarship is 600 euros, which is considered to guarantee accommodation and living expenses in the receiving city.

2. The scholarship to be awarded may complement funds from other European or extra-European mobility programs, namely the ERASMUS+ programme or the specific programs sponsored by the Association of Portuguese-speaking Universities or by the Organization of Ibero-American States.

3. The grant amount will be paid in two parts: 70% at the beginning of the mobility/internship/research period and 30% at the end of the mobility period, upon submission and approval of the Final Report.

Article 8º.

Deadline for acceptance

1. Within 5 working days of notification of the scholarship award, participants will receive a scholarship contract which. Participant have to sign it and declare his/her acceptance, by writing.
2. The failure of the statement referred in the previous number is considered a withdrawn from scholarship awarded.

Article 9.º

Scholarship contract

1. The grant contract must be written and contain the following information:
 - (a) The data of the Polytechnic of Lisbon and Participant, signatories to the grant contract;
 - b) The identification of the Scholar supervisor/tutor;
 - c) The action plan to be carried out by the Scholar;
 - d) The mention of the period and starting date of the scholarship;
 - e) The mention of the applicable regulation;
 - f) The amount of the grant awarded.

Article 10º.

Final Considerations

1. It is mandatory that the participants have to submit a final report at the end of mobility/research/internship period. If participant fail to deliver the report, the second part of the grant would not be paid.
2. Outgoing participants who complete all the activities foreseen in the Action Plan and deliver the Final Report will receive a Certificate of Participation and may propose the inclusion of the activity in the Diploma Supplement to their degree course completion.
3. Any doubts or omissions arising from the application of the Regulation will be solved by an order of the President of the Polytechnic of Lisbon.