



## QUICK GUIDE: Create an Incoming Mobility Process Proposal for Students

Upon receiving the e-mail for **admission** to a Mobility Program at UÉ, the student is informed that they must formalize their Mobility Proposal (**Learning Agreement / Training Agreement**) at SIUE. The Student can only start mobility after completion and approval of the mobility process, and signature of the contract by all involved.

This guide outlines the Student's process of creating an Mobility Proposal for Incoming Students.

This entire process takes place online, at SIUE, and goes through the following phases: (i) create the proposal; (ii) define the Study Plan/Internship Plan to be carried out at the University of Évora; and (iii) submit the proposal to the Mobility Support Office (SAC) for analysis.

### 1. Access to SIUE

Access **SIUE** at <http://siue.uevora.pt> using the credentials you created to submit the application (where the username corresponds to the E-mail).



After authentication, click on **Mobility Programs » Mobility Proposal for Incoming Students [1]** and you will have access to an initial page of Mobility Proposal.



### 2. Start the Mobility Proposal

On the **Mobility Proposals** page you will be able to create a new proposal by clicking on **Application Form » Create Proposal [2]**



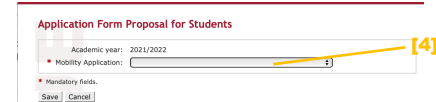
You may at any time change the Page language (between Portuguese  and English  ) [3]

### 3. Create the Proposal




To create the mobility proposal, you must start by choosing the application to which you were admitted [4] and for which you want to make the proposal for the mobility process.


Then fill in all the requested data. Fields marked with \* are mandatory.

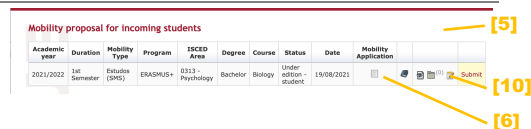
At the bottom of the page, choose **Save** to save all the information entered and create the proposal.




### 4. Edit the Proposal

After creating the Proposal, you will immediately have access to it [5], and you will then have access to several options about the Proposal:  [View the data entered];  [Insert Documents]; or  [Edit Details]. Finally, you must **Submit [10]** the proposal.

Through the option  [PROGRAMME OF STUDIES] [6] you can propose the plan to be fulfilled in the mobility (see next section)

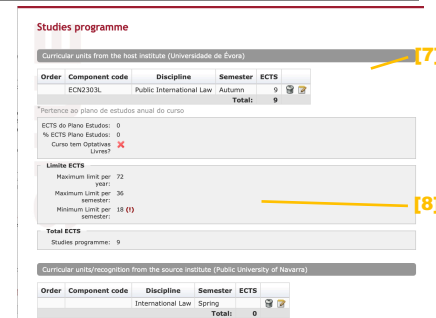


### 4. Learning Agreement / Training Agreement

After creating the Mobility Proposal, and through option  [6] go to the page where you should define the **Study Program or Internship Program** proposed in the scope of mobility.

#### » STUDIES PROGRAMME:

Through the side options **Add curricular unit from the host institution** and **Add curricular unit to the source institution [7]** you can register the various Curricular Units. As you add it, they are displayed on the page [8].




#### » TRAINING AGREEMENT:

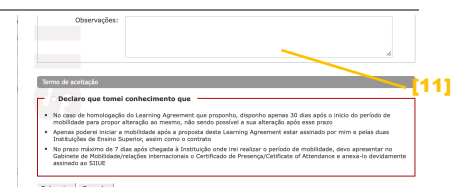
Through the side option **Edit Program [9]** you can edit the information registered for the internship program.



### 6. Submit

After the proposal is created (3.) and the Learning Agreement registered (5.), it is necessary to submit it for validation.

To do this, click  **Submit [10]**, so that the process is submitted to the Mobility Support Office for validation. You can add a **Note** here [11], and you must click on **Submit** at the end.



### 7. Questions / Suggestions

For any questions, please contact the SAC.Online - the Online Service Desk of the Academic Services [<http://atendimento.sac.uevora.pt>]