

ISCED Area

Mobility Type

022 1st

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 SIIUE. 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 SIIUE, and goes through the following phases: (i) create the proposal; (i) 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 SIIUE

Access SIIUE at http://siiue.uevora.pt using the credentials you created to submit the ap the username corresponds to the E-mail).	plication (where silve - sistema de informação integrado da Universidade de Évora
After authentication, click on Mobility Programs » Mobility Proposal for Incoming St will have access to an initial page of Mobility Proposal.	Welcome to Sist
2. Start the Mobility Proposal	
On the Mobility Proposals page you will be able to create a new proposal by clicking on Create Proposal [2]	Application Form » Mobility proposal for incoming students Drev are whatly proposal registered. Chess Propose, Start Register Area, to case a set and the set of the
You may at any time change the Page language (between Portuguese 🚺 and English 🗄	置)[3]
3. Create the Proposal	
To create the mobility proposal, you must start by choosing the application to which you and for which you want to make the proposal for the mobility process.	J were admitted [4] Application Form Proposal for Students Application Form Proposal for Students Adams Additive year: 2021/2022 Mobility Application: 1
Then fill in all the requested data. Fields marked with * are mandatory.	Save Canol

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: Discrete 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 <i>[6]</i> go to the page where you should define the Study Program or Internship Program proposed in the scope of mobility.	Studies programme Currodur unit from the heat institute (thiversidade de Éven) Order Component code Discipline Semester ECTS Public International Law Autom 9 9 9 2
» 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].	Terlat: 9 Terlat
 * TRAINING AGREEMENT: Through the side option Edit Program [9] you can edit the information registered for the internship program. 6. Submit 	Order Component code Discipling Spring Total: Totaling Training Agreement: - Program de et.liglo If I and to an and
After the proposal is created (3.) and the Learning Agreement registered (5.), it is necessary to submit it for validation.	Observaçõe:
To do this, click Submeter 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.	Declare que tensi controllemente que No casi de introducionada que No casi de la control de la contro

7. Questions / Suggestions

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