

International Ambassador Programme Regulations

Preamble

The Instituto Superior Técnico, hereinafter referred to as Técnico, offers its national and international students, who are under a degree or credit mobility programme, the opportunity to participate in disseminating and promoting it among its international partners, while acting as its privileged interlocutors and promoters.

Chapter I General Provisions

Article 1 Purpose

These regulations provide for the framework of administrative management, application, training and participation in the International Ambassador Programme promoted by Técnico.

Article 2 Programme Management

1. The Programme shall be managed by the International Affairs Area, hereinafter referred to as AAI.
2. The International Mobility and Cooperation Unit, hereinafter referred to as NMCI, shall ensure that every act under said management has been performed.
3. Any situations that are not covered under these regulations shall be subject to an order from AAI.

Article 3 Programme management responsibilities

The NMCI shall be responsible for

- a) Disseminating the Programme among student population.
- b) Opening and managing applications.
- c) Ensuring that future international ambassadors receive appropriate training, in articulation with other services involved.

Chapter II Dissemination

Article 4 Programme Dissemination

1. The dissemination of the Programme shall observe the Timetable defined by the AAI, in articulation with other units/services involved.
2. Firstly, the Programme shall be disseminated during the welcome weeks (upon enrolment and during the formal welcome sessions for international students; through other

channels for national students), by inviting them to be acquainted with the Programme and join it.

3. The programme shall also be disseminated through other institutional channels of communication, such as email, the FÉNIX portal, Técnico's page on Facebook, Técnico's International Student page on Facebook, AAI's webpage - <http://ai.tecnico.ulisboa.pt/> or Técnico's webpage <http://ai.tecnico.ulisboa.pt/en>.

Chapter III **Applications**

Articles 5

Admission for application

1. Applicants eligible for the International Ambassador Programme must be all students who have concluded or are undertaking or will undertake a degree or credit mobility period within the time defined for the duration of the programme for each applicant (national or international). The NMCI shall be responsible for providing relevant information and guidelines to apply for the International Ambassador Programme, through the AAI's webpage.

Article 6

Application deadlines

1. Applications are open for **national students** twice a year, between March and April, for students who undertake their studies in the 1st semester (1 year), and in this case students will participate as ambassadors in the following academic year; in the 2nd semester between October and November for students that undertake their studies in the 2nd semester.
2. Applications are open for **foreigner students** twice a year: between October and November for students that undertake their studies in the 1st semester; between March and April for students who undertake their studies in the 2nd semester. The participation in the Programme shall start after the conclusion of a mobility period at Técnico.

Article 7

Application and Evaluation Process

1. Applications are made online. Students must submit a Motivation Letter.
2. The applications submitted will be analysed by a jury composed of 3 members: the Coordinator of the International Affairs (AAI), the Coordinator of the Mobility and International Cooperation Office (NMCI), and the Coordinator of the Student's Support Unit (NAPE).
3. The candidates will be notified via e-mail about the results.

Chapter IV **Rights and Duties**

Article 7

Ambassador Training

1. Técnico International Ambassadors must attend a compulsory training action before starting their cooperation in disseminating initiatives promoted by Técnico.
2. The purpose of this training is to acquaint future Ambassadors with the specific nature of their future activities, while empowering them to deliver Técnico's institutional presentation and answer the most frequently asked questions by students outside Técnico.
3. The institutional training of general nature shall be complemented with the development of training in crosscutting skills in the areas of Communication and Oral Presentations through specific software.

Article 8

Ambassadors' rights

1. Have access to the compulsory training in 3 specific components set out in Article 7.
2. Have access to the certificate of recognition of participation in the programme in case he or she complies with all requirements defined in these regulations.
3. Be provided with a starter kit with all material he or she needs as a Técnico ambassador.

Article 9

Ambassadors' duties

1. Attend the three compulsory preparatory actions.
2. Record a witness statement on video on his or her previous mobility experience (for foreign students) and his or her experience as an ambassador (for national students).
3. Be associated with an ambassador's email throughout the programme, by way of which he or she will clarify doubts posed by students interested in a mobility period in Técnico or in the destination / origin country of the ambassadors involved in the programme.
4. Have carried out, throughout the programme, at least one event as an ambassador in which he or she should present a summary (2 pages), which describes the activities carried out with some photos that give proof that the event was performed.

Article 10

Programme recognition

1. At the end of this programme, a certificate of participation will be issued, if:
 - a) The students have attended the compulsory training actions;
 - b) The students have participated, at least, in one dissemination event as Técnico ambassadors.
2. Students may apply at the Home University that this activity is introduced in the Diploma Supplement.

Chapter V
Final Provisions

Article 11
Programme Duration

The programme shall last six months at least and two months at most, from the respective mobility that led them to apply for the programme.

Article 12
Noncompliance

Failure to comply with the Ambassador Programme Regulations shall have the following consequences:

- a) The participation in the programme will not be recognized;
- b) The certificate of participation in the training actions will not be issued.

Lisbon, March 2016

The Vice-President for International Affairs of IST

Professor Luís Miguel Silveira