



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

A student that wish to do a mobility period at the University of Évora must submit an **Incoming Mobility Process Proposal** through SIUE. The proposal presupposes the filling of certain general mobility data, as well as the registration of the Learning Agreement to be attended at University of Évora. After being duly completed by the student, it must be submitted to the Academic Services / Mobility Support Office which, after validation, submit it to the respective Course Commission. All this process takes place online, in the SIUE.

This guide describes the process on how to create an **Incoming Mobility Process Proposal for Students**.

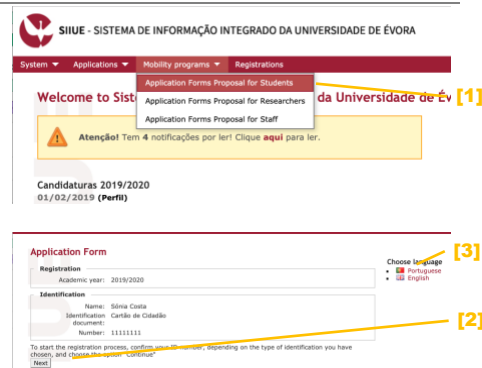
### 1. Access to SIUE and start the Mobility Process Proposal

The **Incoming Mobility Process Proposal** is online, on **SIUE** at <http://siue.uevora.pt>. To do this, you must first register in this system (to create a username and password) - see the **SIUE QUICK GUIDE: New User Registration** for help with this procedure.

Once properly registered, you must re-access the **SIUE** using previously created access credentials.

After authentication, click on **Mobility Programs » Application forms proposal for Students [1]** and you will have access to an initial identification page where you must click **Next [2]** to proceed to the next page - **Application Form**.

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



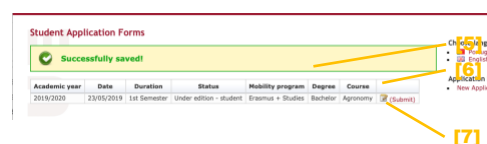
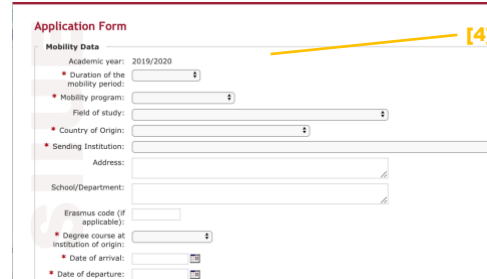
### 2. Create the proposal

To create an incoming mobility proposal, you must start by completing all the requested data [4] concerning mobility such as (mobility data to be carried out, institution, etc.)

Fields marked with \* are mandatory.

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

If the Mobility Proposal is successfully created, you will see this information [5] and will immediately have the Proposal available [6], where you will have access to two options on it: [DATA EDIT] [7] - which can be used to view / change the data previously registered, or to fill in the data of the Learning Agreement.

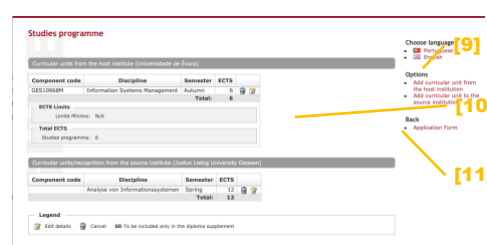


### 3. Learning Agreement

After creating the Mobility Process Proposal, click [DATA EDIT] [7]. You can consult and change all the data entered here, and also, through the right side option of the **Application Form » Study Programs [8]**, access the page through which you will have to define the Learning Agreement.

Through the side options **Add curricular unit from the host institution** and **Add curricular unit to the source institution [9]** you can register the various Curricular Units. As you add it, they are displayed on the page [10].

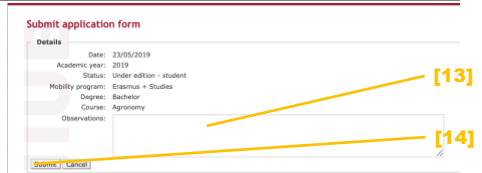
At the end, click **Back » Application Form [11]** to return to the details of the Process so that you can complete it.



### 4. Submit

After the proposal is created (2) and the Learning Agreement registered (3), it is necessary to submit it for validation.

To do this, click **Submit [12]**, so that the process is submitted to the Mobility Support Office for validation. You can add a **Note** here [13], and you must click on **Submit** at the end [14].



### 5. Questions / Suggestions

For clarification of any academic questions, please contact the Academic Services - Mobility Support Office [mobilidade@sac.uevora.pt].

