

## Scholarship Regulations

### Scholarship Program "tb.lx"

#### Article 1

##### Scope

1. This Regulation establishes the rules for the implementation of "tb.lx" Scholarship Programme (hereinafter, Scholarships) in the academic year 2021/2022, established by the Collaboration Protocol (hereinafter, Protocol) signed between DTB Tech & Data Hub, Unipessoal Lda (hereinafter, tb.lx) and INSTITUTO SUPERIOR TÉCNICO (hereinafter, IST).
2. The purpose of the Scholarship Programme is to support the training of IST students with recognized merit and financial needs, under the terms of the Protocol and present Regulations.
3. The scholarships are fully funded by "tb.lx" and are exclusively intended for undergraduate students in Computer Science and Engineering and Electrical and Computer Engineering, and Master's students in Computer Science and Engineering, Electrical and Computer Engineering and Data Science and Engineering.

#### Article 2

##### Characterization

1. The Scholarship Programme aims at supporting the education of students with recognized merit and financial shortcomings, by granting an annual scholarship worth 1,200.00 (one thousand two hundred euros).
2. Students who meet the conditions set out in the present Regulations may apply for the scholarships.
3. The applications shall be assessed by a jury whose constitution and competences are mentioned in the present Regulations.
4. The award decision will be communicated to the candidates by IST. In case of award of a grant, the student will sign a grant holder contract with IST containing the rights and duties of both parties.

#### Article 3.

##### Grant conditions

The grants are intended for IST students enrolled in undergraduate courses: Computer Science and Engineering and Electrical and Computer Engineering; and master's courses: Computer Science and Engineering, Electrical and Computer Engineering and Data Science and Engineering.

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Whose average for the first-time entry into Higher Education is not less than 13 points; or who are enrolled in the above-mentioned courses having already completed all the curricular units of the previous years and whose average classification is not inferior to 13 points;

1. Enroll in a minimum of 30 ECTS per semester, except when the student
  - I. Is enrolled in a lower number of ECTS because he/she is a final year student
  - II. Is not able to enroll in a minimum of 30 ECTS due to regulatory rules concerning the enrolment in the thesis, dissertation, project or internship of the course;
2. Proof of financial difficulties by being integrated in a household with a per capita income lower than 22 times the social support index in force at the beginning of the academic year, plus the value of the maximum fee annually established for the respective study cycle in public higher education. For this purpose, the applicant shall present the IRS payment note and proof of the household size, which may be complemented with other documents proving the current disposable income situation of the household;
3. Not to benefit from any other Scholarship, other than those that exclusively support the annual tuition fees;

#### **Article 4**

##### **Applications**

1. Students who meet the eligibility requirements set out in the present Regulations and attested by valid and updated documents may apply for the grants.
2. Applications shall be made within the deadlines identified in article 6.
3. The opening and results of applications will be announced on the IST Academic Development Office (IST-NDA) website and all applicants will be informed by email, respecting the deadlines mentioned in article 6.
4. The applications will be evaluated by a Jury whose constitution and competencies are mentioned in article 7.
5. In order to formalize the application, the following must be submitted:
  - a. Copy of the Citizen's Card;
  - b. Copy of the IRS payment slip for the previous calendar year;
  - c. Copy of the IRS declaration of all members of the household for the calendar year of the application and respective annexes;



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- d. Proof of the size of the household, issued by the Parish Council of the area of residence or downloaded from the Finance Portal;
  - e. Copy of the document proving the dismissal, issued by the employer and the insertion in the Job Centre - in case any of the household members is unemployed;
  - f. Copy of the last month's unemployment benefit and/or social insertion income of all the members of the household who are unemployed;
  - g. Copy of the IMI or proof of IMI exemption in case the household owns real estate;
  - h. Proof of movable assets (proof of all credits in bank accounts, savings, savings certificates, shares and term deposits;
  - i. Proof of the applicant's IBAN, issued by the bank with the bank's identification;
  - j. Declaration, under oath, that he/she does not benefit from any other scholarship or similar subsidy granted by any other entity, except for the one that is limited to cover the annual cost of tuition fees;
  - k. Declaration of the applicant authorizing IST to share his data with tb.lx for the purposes of the Scholarship regulations;
  - l. Declaration of the household members that appear in the documents that their personal data have been shared with IST for the purposes of the scholarship's regulation;
  - m. Motivation letter that should address the following topics: academic background; what motivates you to pursue a career in technology; project or activity that motivates you and makes you proud; How do you see yourself contributing to the sustainable future of transportation.
  - n. For the purpose of verifying the students' economic situation, the jury may request additional information and, within this scope and purpose, people who deal directly with the students in question may be consulted.
6. The application must be made by filling in the form, made available online for that purpose on the NDA-IST site.
7. The information and documents requested are intended, namely, to
- a) Provide tax and social security information on all the members of the household;
  - b) Verify the satisfaction of the eligibility conditions;
  - c) Calculate the household's per capita income.
8. The student is fully responsible for the truthfulness, integrity and actuality of the information provided and documents delivered, as required by the principles of trust and good

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faith.

9. Any errors or omissions in the information provided and documents delivered are the sole responsibility of the student.

10. The applicants and the other members of their household shall be required, whenever applicable, to give their individual and express consent for the processing of their personal data.

10. The consent referred to in the previous number must include the express authorization to IST to transfer the personal data to tb.lx, with the strict purpose and scope of the processing of such data for the purposes of the application deliberation.

#### Article 5

##### Income to be considered

1. In accordance with the Regulation for Scholarships for Higher Education Students, the household income is the sum of the following amounts received by the applicant and the other members of the household

- a) Income from dependent work;
- b) Business and professional income
- c) Capital income
- d) Income from land;
- e) Pensions
- f) Social benefits;
- g) Housing support on a regular basis;
- h) Training grants.

#### Article 6

##### Deadlines

The Programme's procedural phases and respective deadlines are as follows:

Stage	Deadlines
Receipt of applications	March
Seleção dos candidatos	April *
Communication of results	April
Scholarship Contract Signing	May

\*If any information regarding DGES scholarships is missing



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#### Article 7. Jury

1. The jury of the tb.lx Scholarship Programme has the following composition:
  - a) CEO of tb.lx, or whoever he appoints;
  - b) President of IST, or whomever he/she may appoint;
  - c) Coordinator of the NDA-IST.
2. It is the Jury's responsibility, in general, to analyse, select and decide on the applications for the above-mentioned cycles.
3. It competes to the Jury, in particular
  - a) Interview the selected candidates aiming particularly at the fulfilment of the conditions for the attribution of the Scholarships foreseen in the present Regulations;
  - b) Sort the candidates according to the eligibility conditions;
  - c) Award the scholarship(s), or not, if all the awarding conditions are not fulfilled;
  - d) In the event of non-compliance by the scholarship holder, to determine the amounts due to be returned by the scholarship holders and the respective conditions.
4. The jury's deliberations are sovereign and may not be appealed.

#### Article 8 Rejection

The candidacy request is preliminarily rejected:

1. The submission of the application, including the documents that must instruct it, after the deadlines defined and disclosed for that purpose on the NDA-IST website;
2. The incomplete instruction of the process;
3. The non-provision, within the established deadlines, of the complementary information requested for reasons imputable to the applicant.

#### Article 9 Payment of the scholarship

The scholarship is paid by IST directly to the student as follows:

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1. After proving the eligibility conditions and the signature of the Scholarship Contract, to be made available by IST.
2. Divided into 3 monthly instalments from May to July.
3. By bank transfer to the student's IBAN account, as stated in the respective Grant Agreement signed with IST, whose due proof of ownership and bank identification is an integral part thereof, as provided for in the Protocol.

#### **Article 10**

##### **Termination of the scholarship**

1. The following shall constitute grounds for termination of the entitlement to full or partial payment of the scholarship
  - a) The loss, in any capacity, of the status of student in the course for which the Scholarship was awarded;
  - b) Failure to inform of changes in income and household conditions that result in non-compliance with the conditions for awarding the Scholarship, as defined in these Regulations;
  - c) Failure to fulfil the commitment of providing 30 hours per semester of volunteer work in an institution of relevant social interest to be selected by the student, which should be certified by an official declaration of the entity in question, as defined in the present Regulation;
  - d) The lack of suitability of the student.
2. The student is obliged to repay any amounts unduly received and IST may use all legal means to effect said repayment.
3. Any grant holder who does not repay any amounts unduly received within the stipulated period will be barred from reapplying for tb.lx grants at IST.

#### **Article 11**

##### **Renewal of Scholarship**

1. If the protocol is renewed, scholarship holders of the "tb.lx Scholarship Programme" may request renewal of their scholarship for the following academic year, up to the end of August of the year following that in which they applied for a scholarship.
2. The renewal of the scholarship depends on the cumulative satisfaction of the following criteria
  - a) Approval, in the previous academic year, in curricular units included in the corresponding study plan with a minimum of 48 ECTS (European Credit Transfer System);
  - b) Average weighted by the number of ECTS of the marks obtained in the curricular units of the marks obtained in the approved curricular units of no less than 13 points;



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c) The continuity of the financial reasons that justified the granting of the scholarship in the previous year are proven.

#### **Article 12**

##### **Mobility students**

Students who are awarded scholarships and who undertake a period of mobility studies, in the country or abroad, within the scope of legally recognised programmes, shall retain the right to receive the scholarship, under the terms of the present regulations, during the mobility period.

#### **Article 11**

##### **Obligations of the Recipients of Scholarships**

The beneficiaries of the Scholarships undertake to:

1. Comply with the obligations set out in the Protocol for the scholarship holders;
2. Commit themselves to their studies in order to obtain the desired academic success in the following years;
3. Inform IST of any changes in their financial situation that may justify non-compliance with the conditions for awarding the scholarship;
4. Sign the Grant Agreement with IST, listing all rights and duties of both parties.

#### **Article 12**

##### **Amendments and omissions**

1. Any amendment to these Regulations is only valid if reduced to writing and signed by the parties, with express mention of the articles deleted, altered or added.
2. Omissions and omissions in these Rules of Procedure shall be considered and decided upon by the Parties.

#### **Article 13**

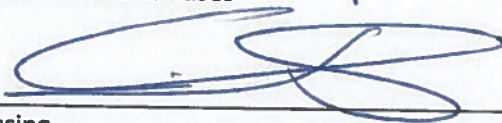
##### **Validity**

The present Regulations of the "tb.lx" Scholarship Programme shall come into force from the date of signing, and shall remain valid until 31st July, 2022.

Lisbon, 25 of 03 de 2022

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**tb.lx by Daimler Trucks & Buses**



Christian Lessing  
Chief Executive Officer

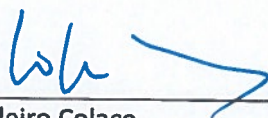
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CHAVE MÓVEL

**INSTITUTO SUPERIOR TÉCNICO**



Professor Rogério Anacleto Cordeiro Colaço  
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