

ULISBOA DIGITAL AMBASSADORS

GENERAL GUIDELINES

Enrolment in this project implies acceptance of the following terms and conditions:

1. ORGANISATION

The University of Lisbon (ULisboa) organises this project, which is regulated by the terms and conditions established in these guidelines. Participation implies compliance with all the requirements of these guidelines and other applicable legislation.

2. OBJECTIVES

ULisboa's objective is to form a team of international students, 1st cycle and integrated masters, to publicise the University to potential interested parties. In addition, the institution aims to give the selected students experience in institutional communication.

3. ADDRESSEES

The project is aimed at all international students with valid enrolment and registration at ULisboa and studying for a bachelor's or integrated master's degree.

4. APPLICATIONS

Applications are submitted by filling in the application form, available at: <https://forms.gle/rNUmG9zS8rXJkYiU6> between **24 July and 17 August**.

For the application to be valid, the student must fill in the form and send a photograph and a video, no longer than 1 minute, giving a brief personal presentation and the motivation for applying to the project.

5. ANALYSIS OF APPLICATIONS

Applications will be analysed by the University of Lisbon's Communication team and the students with the best communication skills and ability to empathise with the target audience will be selected.

6. DUTIES OF AMBASSADORS

The ambassadors selected must:

- Have a sense of responsibility and commitment to the project;
- Publicise ULisboa through campaigns and content aimed at the academic community;
- Be available on the scheduled dates for content production, always in conjunction with and without prejudice to their academic duties directly related to their educational paths;
- Commit to confidentiality regarding any data they may have access to in the performance of their duties.

7. RIGHTS OF AMBASSADORS

As part of the project, ambassadors are entitled to:

- A kit from the University of Lisbon;
- A certificate of participation;
- Participate in the process of creating digital content ideas;
- Access to events related to the activity of digital content production;
- To be included on ULisboa's guest list for events.

8. ADDITIONAL INFORMATION

- ULisboa has the right to use information and the personal image of ambassadors in its media, always in accordance with the regime provided in the Regulation (EU) no. 679/2016, of 27 April (General Data Protection Regulation) and other legislation on the protection of personal data.
- ULisboa may, unilaterally, terminate the ambassador's activity within the scope of the project in the event of non-compliance with any of the

duties set out in the guidelines. To this end, the institution must notify the student by the means at its disposal (email and/or telephone number).

- The relationship established between ambassadors and ULisboa does not generate or constitute any subordinate labour relationship or the provision of services and it is governed by the rules of these guidelines.