

ULISBOA DIGITAL AMBASSADORS

GENERAL GUIDELINES

Participation in this initiative implies acceptance of the following guidelines:

1. ORGANIZATION

The University of Lisbon (ULisboa) organizes this activity, which is governed by the terms and conditions set forth in these guidelines. By participating, you agree to comply with all requirements of these guidelines and other applicable legislation.

2. OBJECTIVES

ULisboa's objective is to form a team of national and international students from various academic levels to promote our University to potential applicants and provide selected students with experience in institutional communication.

3. ELIGIBILITY

- All students (national and international) with valid enrollment and registration at ULisboa and currently enrolled in the 1st, 2nd, or 3rd cycles.
- In the 2026/2027 academic year, Digital Ambassadors must be enrolled in the same level of study as in 2025/2026.

4. DIGITAL CAMPAIGNS

- Admitted candidates will serve as ULisboa Digital Ambassadors during the 2026/2027 academic year.
- Candidates for Digital Ambassadors may apply in one of three categories:
 - Campaign for candidates entering through the National Higher Education Entrance Exam;
 - Campaign for candidates for master's and doctoral programs and other non-degree-granting graduate programs;
 - Admissions campaign for applicants entering under the special program for international students.

5. APPLICATION

- **SUBMITTING YOUR APPLICATION**
 - Submit your application by filling out the registration form, available at <https://forms.gle/c4EoCsGAaXSf2mzJ7>.
 - For your application to be valid, you must complete the form and submit a photo and a video, no longer than 1 minute, in which you give a brief personal introduction and explain your motivations for applying to be a ULisboa ambassador.
 - You must attach proof of enrollment for the current academic year.
 - From the three available categories, you must select the one that applies to you, based on your personal experience.
- **APPLICATION DEADLINE**
 - Submit your application between April 13 and May 13, 2026 (5:00 PM).
 - The University of Lisbon’s Communications Department reserves the right, if necessary, to hold a second round of applications, on a date to be announced in due course.

6. APPLICATION REVIEW

- Applications will be reviewed by the University of Lisbon’s Communications Department, and students with the greatest ability to communicate and build rapport with the target audience will be selected.

7. RESULTS

- The result of your application will be sent to your email.
- If a second round of applications is held, your application may remain in “alternate” status, with the final decision deferred to the second round.

8. DUTIES OF DIGITAL AMBASSADORS

Selected Digital Ambassadors must:

- Demonstrate a sense of responsibility and commitment to the project;
- Promote ULisboa through campaigns and content aimed at the academic community;
- Be available on the scheduled dates for content production, always in coordination with and without prejudice to their academic duties directly related to their studies;
- Undertake a commitment to confidentiality regarding any data to which they may have access in the performance of their duties;

- Not publicly disclose their participation in this project until instructed to do so by the ULisboa Communications Department.

9. RIGHTS OF DIGITAL AMBASSADORS

As part of the initiative, Digital Ambassadors are entitled to:

- A University of Lisbon kit;
- A certificate of participation signed by the Rector of ULisboa, which may be attached to the student's Diploma Supplement;
- Actively participate in the process of generating ideas for digital content;
- Access to certain events related to digital content production;
- Be included on ULisboa's guest list for events.

10. ADDITIONAL INFORMATION

- ULisboa has the right to use the information and personal image of the Digital Ambassadors in its media, always in accordance with the provisions of Regulation (EU) No. 679/2016 of April 27 (General Data Protection Regulation) and other legislation on the protection of personal data.
- ULisboa may unilaterally terminate the Digital Ambassador's participation in this project in the event of a breach of any of the duties set forth in these guidelines, and shall notify the student of such termination through the means at its disposal (email and/or telephone).
- The relationship established between the Digital Ambassadors and ULisboa does not create or constitute any subordinate employment relationship or service provision arrangement, and is governed by the provisions of these guidelines.