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| **Activity** | **Description** |
| 1. Profiles5. Selection4. Preferences3. Expectations and Objectives2. Dissemination | 1. The SME must inform the HEI which candidate profiles intends to recruit.
2. The HEI publishes on-line the information shared by the SME regarding of the Apprenticeship.
3. Students inform the Course Directors about their expectations and objectives on the Apprenticeship.
4. Students who were unable to arrange Apprenticeships must select 3 within the placements proposed by the HEI and send to the Course Director in order of preference, considering the disseminated profiles.
5. Students may be selected through interview, choice made by the SME, or if the SME prefers, the HEI makes the students selection. For the interview, candidates must contact the SME in order to schedule it. The ranking by the HEI is made taking into account:

a. Simple average of the Curricular Unit (CU) performed;b. Simple average of the CU of the dominant department;c. Geographical proximity of the student’s residence to the SME.In case of a tie after applying the ranking criteria, it is the responsibility of the Course Director to choose which candidate is the most suitable to the proposal according to the expectations shared in point 3. |