Annex to Erasmus+ Inter-Institutional Agreement

INSTITUTIONAL FACTSHEET

UNIVERSIDADE DE LISBOA – INSTITUTO DE GEOGRAFIA E ORDENAMENTO DO TERRITÓRIO (IGOT-ULisboa)

(University of Lisbon – Institute of Geography and Spatial Planning)

1. Institutional Information

1.1. Institutional details

| Name of the institution | UNIVERSIDADE DE LISBOA  
| Institute of Geography and Spatial Planning |
| Institution website | http://www.igot.ulisboa.pt/ |
| Institutional Coordinator | Full Professor Maria Lucinda Fonseca (President) |
| Contact details | IGOT - Edifício IGOT, Rua Branca Edmée Marques  
| | 1600-276, Lisbon – PORTUGAL  
| | ☎: (+351) 21 044 30 00  
| | ✉: erasmus@igot.ulisboa.pt |

1.2. Departmental ERASMUS Coordinator:

| School | Institute of Geography and Spatial Planning |
| MOBILITY Coordinator | PhD Dr. Paulo MORGADO  
| | E-mail paulo@campus.ul.pt |
| Responsibility | International Cooperations Programs Coordinator - incoming and outgoing students |
| Contact details | IGOT - Edifício IGOT, Rua Branca Edmée Marques  
| | 1600-276, Lisbon – PORTUGAL  
| | ☎: (+351) 21 044 30 00  
| | ✉: erasmus@igot.ulisboa.pt |
| Website | http://www.igot.ulisboa.pt/ |
| Exchange students | http://www.igot.ulisboa.pt/mobilidade/ |
| Course Catalogue | http://www.igot.ulisboa.pt/ensino/ |
2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

<table>
<thead>
<tr>
<th>Type of mobility</th>
<th>Subject area</th>
<th>Language(s) of instruction</th>
<th>Recommended language of instruction level *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Mobility for Studies</td>
<td>Any</td>
<td>Portuguese**</td>
<td>B1</td>
</tr>
<tr>
<td>Staff Mobility for Teaching</td>
<td>Any</td>
<td>Portuguese **</td>
<td>B2</td>
</tr>
</tbody>
</table>


** Students may have support in English (bibliography, performing written works, presenting orally works, in the communication with teachers).

2.2. Additional requirements

The UNIVERSIDADE DE LISBOA welcomes students and staff with disabilities. Please contact the Departmental ERASMUS Coordinator (erasmus@igot.ulisboa.pt).

2.3. Calendar

2.3.1 Nomination Deadlines:

<table>
<thead>
<tr>
<th>Winter term</th>
<th>Nomination: 31st May</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Application: 30th June</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer term</th>
<th>Nomination: 31st October</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Application: 30th November</td>
</tr>
</tbody>
</table>

2.3.2. Decision Response

We will send our decision by email normally not later than six weeks after we have received the complete and signed print of the application form.

2.3.3. Transcripts of Records

A Transcript of Records will be issued normally six weeks after the student has handed in his/her last exam/paper.

2.3.4. Termination of Agreement

In the event of unilateral termination of this agreement, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

P LISBOA109: Student performances are graded individually and not on a statistical basis. In general, the University of Lisbon and IGOT use the grading system charted below.
### IGOT-ULisboa Grade | ECTS Grade | DEFINITION
---|---|---
18-20 | A | EXCELLENT outstanding performance with only minor errors
16-17 | B | VERY GOOD above the average standard but with some errors
14-15 | C | GOOD generally sound work with a number of notable errors
12-13 | D | SATISFACTORY fair but with significant shortcomings
10-11 | E | SUFFICIENT performance meets the minimum criteria
1-9 | F/FX | FAIL considerable further work is required

### ECTS credits
- one semester: 30 ECTS credits
- one full academic year: 60 ECTS credits

### 3.2. Visa
Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the ERASMUS Charter for Higher Education.

**Institute of Geography and Spatial Planning**

Contact: Elisabete NUNES, (+351) 21 044 30 00 | erasmus@igot.ulisboa.pt

Website: [http://www.igot.ulisboa.pt/](http://www.igot.ulisboa.pt/)

Central Office – Rectorate
Contact: +351 210 113 482 | +351 210 170 196 | erasmus@ulisboa.pt

### 3.3. Insurance
Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the ERASMUS Charter for Higher Education.

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### 3.4. Housing
Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the ERASMUS Charter for Higher Education.

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### 3.5. Student Services
Information about social and cultural activities in Lisbon and Portugal is offered, also orientation to life on campus and support in other areas that may be useful during the stay at IGOT-ULisboa (Student Association - AEIGOT, ERASMUS Lisboa, ERASMUS Life Lisboa...)

Updated: January 2017