**ERASMUS+ INCOMING STUDENTS**  
**2017/2018 APPLICATION**

**Introduction**  
The Institute of Geography and Spatial Planning of the University of Lisbon (IGOT-ULisboa) is a teaching and research unit, and together with the Centre for Geographical Studies (CEG) is becoming more and more integrated in national and international teaching and research networks. Therefore, International Students studying at IGOT are key participants in promoting and enhancing cooperation between institutions. The Erasmus+ Programme has become an instrument in promoting exchanges and enhancing the visibility of IGOT and its research centre, CEG.

**ERASMUS+ STUDIES**  
**Erasmus+ Application**  
To participate in the Erasmus+ Student Mobility (Studies or Training) at IGOT-ULisboa, students must be nominated by their university’s the International Office. Please note that for the Erasmus exchange there must be a signed bilateral agreement between both institutions.

**Official nomination by the home university**  
The office responsible for the Erasmus+ programme at the home university **must** officially nominate the student by email (erasmus@igot.ulisboa.pt), with the following information:

- Home university name and Erasmus+ code (e.g. P LISBOA 109)
- Field of studies / Bilateral Agreement ISCED code
- Student’s full name, Gender and email
- Study period (Academic year / Winter semester / Summer semester)
- Level of study: Bachelor (1st cycle) / Master (2nd cycle) / PhD (3rd cycle)

The **nomination deadlines** **must** be made by the home university by, no later than:

- **May 31st**: Academic Year / Winter semester:
- **October 31st**: Spring semester

**IGOT application procedures**  
After the official nomination, each student will be contacted by IGOT’s Erasmus Office, by email, with all the information needed to complete the Erasmus+ application.

All applications **must** be made online (https://fenix.igot.ulisboa.pt/accountCreation). Before the online application, students **must** have the following documents ready to upload:

- Erasmus+ Learning Agreement, completed according to the course units (subjects) during the period of study, signed and stamped by the home university;
- Identification Card or Passport, valid during the exchange period in Portugal;
- European Health Insurance Card or proof of application for European Health Insurance Card or private health insurance policy;
- Transcript of Records, issued and signed by the home university;
- 1 passport-style colour photo;
• A letter of motivation (letter of intent) explaining why you chose IGOT-ULisboa and its courses (1 page maximum);
• Accommodation form, only if the student wants to apply to the University of Lisbon Student Residences;
• Any other documents the student considers important.

To aid students in choosing the subjects while studying at IGOT, the study plans can be found on the IGOT website: 1st Cycle (Undergraduate), 2nd Cycle (Master’s) and 3rd Cycle (PhD’s).

Students can only choose subjects according to their level of study, i.e., 1st cycle students cannot choose subjects from the 2nd cycle, however, 2nd cycle students may choose subjects from the 1st cycle.

Please note:
Students coming for the winter semester must choose subjects related to the 1st, 3rd and 5th semesters;
Students coming for the spring semester must choose from the 2nd, 4th and 6th semesters.

Timetables, can be found on IGOT’s website.

IMPORTANT NOTES:

a) Students must bring the original documents and give them to the Erasmus officer on arrival.
b) Some subjects (options) may vary from year to year.
c) Once the Learning Agreement is received and the subjects validated, students will be enrolled and placed in classes according to their availability (after the 2017/2018 timetables are posted).
d) If students make changes to the Learning Agreement during the exchange period, these will be dealt with accordingly.

STUDENT APLICATION DEADLINES

All documents must be received by IGOT’s Erasmus Services by, no later than:

• June 30th: Full Year / Winter semester
• November 30th: Spring semester

ERASMUS+ TRAINEESHIPS

The Erasmus+ Traineeship Placements allow students to do research in our research unit (CEG), with all its benefits, including the right to apply for Lisbon University Residences. To see our areas of research, visit the CEG webpage: http://www.ceg.ulisboa.pt/.

To complete a traineeship period at IGOT students must fulfil the following criteria:

• the purpose of the research must respect the conditions of the bilateral agreement that allows the exchange;
• the Erasmus+ Studies programme’s application procedure must be respected;
• the research period must last from 2 to 10 months;
• students must send, along with the application documents, the confirmation of acceptance by the teacher responsible for supervising the research work at IGOT.

NOTE: students must contact the Erasmus Coordinator (Prof. Paulo Morgado: paulo@campus.ul.pt) beforehand so that they can get information on the teacher that will be responsible for the traineeship.
Portuguese Language Courses
All the course classes are in Portuguese therefore, it is in the student's best interest to take Portuguese language classes. The Faculty of Arts of the University of Lisbon (FLUL) offers Portuguese Courses for Exchange Students (beginner and elementary levels) through the Instituto de Cultura e Língua Portuguesa (ICLP). Please visit their web page ICLP or contact them directly (iclp@letras.ulisboa.pt).

Student insurance
All students/researchers have to pay a student insurance (currently €1,25) at IGOT, upon arrival.

Accommodation
There are a limited number of places in the University of Lisbon Residences. The majority of places are in double rooms with a shared bathroom and kitchen and the prices are approximately 160€ - 250€/month. Students can apply for an accommodation reservation by uploading the Accommodation form. The places are assigned on a “first come first served” basis, therefore it is important to apply as early as possible. Students who are applying for university accommodation must apply online on the SAS-ULisboa website (https://www.sas.ulisboa.pt/index.php?opt=5;02&lg=EN), only after IGOT has confirmed allocation of accommodation. Students who are not allocated accommodation must try to rent a room or apartment.

List of contacts to other Residences in Lisbon:
- Uniplaces: https://www.uniplaces.com/accommodation/lisbon
- ULISBOA: http://internacional.ulisboa.pt/alojamento/
- ErasmusLisboa: http://www.erasmuslisboa.com/alojamento/en
- Erasmus Student Network Lisboa: http://www.esn-lisboa.org/
- ErasmusLifeLisboa: http://www.erasmuslifelisboa.com/
- LisbonLx: http://www.lisbonlx.com/
- Fundação Cidade de Lisboa: http://www.fundacaocidadedelisboa.pt/

On arrival and until students get their permanent accommodation we advise them to stay in a Youth Hostel. They should book in advance to ensure a reservation.

IGOT-ULISBOA ERASMUS+ CONTACTS
Erasmus Coordinator: Prof. Paulo Morgado
IGOT Erasmus Officer: Elisabete Nunes
Erasmus Office hours: Tuesdays and Thursdays from 15h00-17h00
Email: erasmus@igot.ulisboa.pt
Postal Address:
   Instituto de Geografia e Ordenamento do Território
   Edifício IGOT - Rua Branca Edmée Marques
   1600-276 LISBON
   PORTUGAL
Phone: + 351 210 443 000

The Coordinator