ERASMUS+ INCOMING STUDENTS  
2018/2019 APPLICATION PROCEDURES

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 (only relative to 2017/2018).

**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** (only after the 2018/2019 timetables are posted).

d) If students make changes to the Learning Agreement during the exchange period, these will be dealt with accordingly.

**STUDENT APLICATION DATES and DEADLINES**
All documents must be received by IGOT’s Erasmus Services by:

- **May 2nd to June 29th**: Full Year / Winter semester
- **October 15th to December 14th**: 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/](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 **application procedures** 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. Maria Helena Esteves: **me@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 €1,43) 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. 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
- ErasmusLisboa: http://www.erasmuslisboa.com
- 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. Maria Helena Esteves
- IGOT Erasmus Officer: Elisabete Nunes
- Erasmus Office hours: Tuesdays and Thursdays from 15h00-17h00
- Email: erasmus@igot.ulisboa.pt
- Postal Address:
  Instituto de Geografa e Ordenamento do Território
  Edificio IGOT - Rua Branca Edmée Marques
  1600-276 LISBON
  PORTUGAL
- Phone: + 351 210 443 000