ERASMUS+ INCOMING STUDENTS
2019/2020 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 (e.g. 0532: Earth sciences (07.0, 07.1, 07.2, 07.3 - 443)
- Student’s full name, Gender and email
- Study period (Academic year or Autumn/Winter semester or Spring/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 or Autumn/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+ online application.

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

- Erasmus+ Learning Agreement (LA), completed according to the course units (subjects) during the period of study, signed and stamped by the home university (Please note: the LA does not have to be signed by IGOT when you upload it);
- Personal 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;

IGOT, 22nd January 2019
• Transcript of Records, issued and signed by the home university;
• 1 passport-style colour photo;
• A letter of motivation explaining why you chose IGOT-ULisboa and its courses (maximum 300 words);
• 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 **autumn/winter semester or full year** must only choose subjects related to the 1st, 3rd and 5th semesters (**Please note**: information available for the 1st semester will only be relative to 2018/2019);
- Students coming for the **spring/summer semester** must choose from the 2nd, 4th and 6th semesters.

**Timetables**, can be found on IGOT’s website (only relative to 2018/2019).

**IMPORTANT NOTES:**
a) **Students must** bring the original documents and give them to the Erasmus officer on arrival.
b) Optional subjects 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 2019/2020 timetables are online).
d) Changes to the Learning Agreements during the exchange period, will be dealt with accordingly. Changes to the LA **can only be made** during the **two** weeks following the beginning of the semester.

**STUDENT APLICATION DATES and DEADLINES**
All documents must be received by IGOT’s Erasmus Services by:
- **May 2nd to June 28th**: Full Year or Autumn/Winter semester
- **October 14th to December 13th**: Spring/Summer semester

**ERASMUS+ TRAINEESHIPS**
The Erasmus+ **Traineeship Placements** allow students to do research in our research unit (**CEG/IGOT-ULisboa**), 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 can last from 2 to 10 months, according to the Bilateral Agreement;
- students must apply online, upload the documents mentioned in “IGOT application procedures”, as well as the **confirmation of acceptance** by the teacher responsible for supervising the research work at IGOT.

**NOTE:** students **must** contact the Erasmus Coordinators (Maria Helena Esteves – me@campus.ul.pt - or Jennifer McGarrigle - jcarvalho@campus.ul.pt) beforehand so that they can get information on the teacher/colleague 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 Humanities 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@lettras.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 (this request is made during the online application at IGOT). Only after IGOT has confirmed the allocation of accommodation, will students be able to apply online at the SAS-ULisboa website (https://www.sas.ulisboa.pt/index.php?opt=5;02&lg=EN). Students who are not allocated accommodation must try to rent a room or apartment.

List of contacts to other Residences in Lisbon:
- ErasmusLisboa: http://www.erasmuslisboa.com/#get-a-room
- Erasmus Student Network Lisboa (ESN Lisboa): http://esnlisboa.org/housing
- ErasmusLifeLisboa: https://erasmuslifelisboa.com/#ell-housing
- Uniplaces: https://www.uniplaces.com/accommodation/lisbon (special conditions for IGOT Erasmus students who have 25% discount on service fee, by using the Promotional code IGOT)
- Inlife Portugal: https://inlifeportugal.com/ (if you use the Promotional code EXCHANGELISBON in the registration form - http://inlifeportugal.com/site/registration.html - you will get a direct discount of 30% in the additional services offered)
- Collegiate Marquês do Pombal: https://www.collegiate-ac.pt/en/ (quite expensive)
- Alfama Patio Hostel: www.alfamapatio.com
- LISBON FLAT LOVERS: https://www.facebook.com/lisbonflatslovers/
- Residência Álamos: http://www.alamoslisboa.org/university-residence/
- Students Residences outside of ULisboa: https://www.ulisboa.pt/en/info/students-residences-outside-ulisboa-0

NOTES:
1 - IGOT-ULisboa and ULisboa are not held responsible for the conditions of these accommodations as they are only indicative.
2 - When you have found accommodation, please do not make any payments until you are absolutely sure it is real and exists. There are many offers in Facebook and other websites that do not exist and after receiving the payments they completely disappear.

3 - 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 Coordinators: Prof. Maria Helena Esteves (students only) and Prof. Jennifer McGarrigle (staff only)
IGOT Erasmus Officer: Elisabete Nunes
Erasmus email: erasmus@igot.ulisboa.pt
Erasmus Office hours: Tuesdays and Thursdays from 15h00-17h00

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