ERASMUS+ INCOMING STUDENTS
2020/2021 APPLICATION PROCEDURES

Introduction
The Institute of Geography and Spatial Planning at the University of Lisbon (IGOT-ULisboa) is a teaching and research unit, and in conjunction with the Centre for Geographical Studies (CEG) is increasingly 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, it is mandatory for students to be nominated by their university’s International Office. Please note that for the Erasmus exchange there must be a signed bilateral agreement between institutions.

Official nomination by the home university
The office responsible for the Erasmus+ programme at the home university is required to 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 must be made by the home university by, no later than:
- May 31st: Academic Year or Autumn/Winter semester:
- October 30th: Spring semester

IGOT application procedures
After the official nomination, each student will be contacted electronically by IGOT’s Erasmus Office with all the information necessary 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;
- 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 courses while studying at IGOT, 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 2019/2020);
- 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 2019/2020).
- To help students choose the subjects while studying at IGOT, the study plans and syllabus (only available for 2019/2020, at the moment) are on IGOT’s website (http://www.igot.ulisboa.pt/ensino/): 1st Cycle (Undergraduate/Bachelor Degrees) (Licenciatura em Geografia and Licenciatura em Planeamento e Gestão do Territorial), and 2nd Cycle (Master) (Geografia Física e Ordenamento do Territorial; SIG e Modelação Territorial Aplicados ao Ordenamento; Geografia Humana; Globalização, Sociedade e Território; and Turismo e Comunicação).
  • Students can only choose courses/subjects from the degrees mentioned above.
  • The Master in Turismo e Comunicação (Tourism and Communication) may not be available for Erasmus+ students during the academic year 2020/2021, so try not to choose any subjects from this master’s.
  • The Master in Ordenamento do Território e Urbanismo (Territorial Management and Urban Studies) is not available for Erasmus+ students.

IMPORTANT NOTES:
a) Students must bring the original documents and present 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 2020/2021 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 APPLICATION DATES and DEADLINES
All documents must be received by IGOT’s Erasmus Services by:
• May 4th to June 28th: Full Year or Autumn/Winter semester
• October 12th to December 11th: Spring/Summer semester

ERASMUS+ TRAINEE SHIPS
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 University of Lisbon 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 application procedures must be respected;

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• 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 or Jennifer McGarrigle) beforehand so that they are duly informed of the teacher 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](http://iclpl@letras.ulisboa.pt) or contact them directly [iclp@letras.ulisboa.pt](mailto:iclp@letras.ulisboa.pt).

**Student insurance**
All students/researchers **have to pay for** 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](https://www.sas.ulisboa.pt/index.php?opt=5:02&lg=EN)). Students who are not allocated accommodation should try to rent a room or apartment.

**Students Residences outside of ULisboa:** See Accommodation list

**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

**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 Mobility Coordinators

Prof. Maria Helena Esteves
Prof. Jennifer McGarrigle

IGOT, 13th January 2020