

## 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](mailto: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 (for 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 (1<sup>st</sup> cycle) / Master (2<sup>nd</sup> cycle) / PhD (3<sup>rd</sup> cycle)

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

- **June 13<sup>st</sup>**: Academic Year or Autumn/Winter semester:
- **October 29<sup>th</sup>**: Spring/Summer 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: [1<sup>st</sup> Cycle \(Undergraduate\)](#), [2<sup>nd</sup> Cycle \(Master's\)](#) and [3<sup>rd</sup> Cycle \(PhD's\)](#).

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

**Please note:**

- Students coming for the **autumn/winter semester or full year** must only choose subjects related to the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semesters (**Please note:** information available for the 1<sup>st</sup> semester will only be relative to 2019/2020);
- Students coming for the **spring/summer semester** must choose from the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters.
  - [Timetables](#), can be found on IGOT's website (only relative to 2020/2021).
- To help students choose the subjects while studying at IGOT, the study plans and syllabus (only available for 2020/2021, at the moment) are on IGOT's website (<http://www.igot.ulisboa.pt/ensino/>): 1<sup>st</sup> Cycle (Undergraduate/Bachelor Degrees) [[Licenciatura em Geografia](#) and [Licenciatura em Planeamento e Gestão do Território](#)], and 2<sup>nd</sup> Cycle (Master) [[Geografia Física e Ordenamento do Território; SIG e Modelação Territorial Aplicados ao Ordenamento](#) and [Geografia Humana: Globalização, Sociedade e Território](#)].
  - Students **can only** choose courses/subjects from the degrees mentioned above, but some courses **may not** be available for Erasmus+ students.
  - Other degrees not mentioned above **are not** available for Erasmus+ students.

**IMPORTANT NOTES:**

- a) Students **must** bring the original documents and present them to the Erasmus officer on arrival, if requested by the home university.
- 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 2021/2022 timetables are online).
- d) Changes to the Learning Agreements during the exchange period, will be dealt with accordingly and can only be made during the first **two** weeks following the beginning of the semester.

**STUDENT ONLINE APPLICATION DATES and DEADLINES**

- **June 1<sup>st</sup> to July 2<sup>nd</sup>**: Full Year or Autumn/Winter semester
- **October 12<sup>th</sup> to December 11<sup>th</sup>**: 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 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;
- 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:** traineeship students **must** contact the Erasmus Coordinator (Maria Helena Esteves) beforehand so that they are duly informed of the teacher responsible for their supervision.

### 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@letras.ulisboa.pt](mailto:iclp@letras.ulisboa.pt)).

### Student insurance

All students/researchers **have to pay for** student insurance (currently €2) at IGOT, upon arrival.

### Accommodation

There are a very 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 **should** try to rent a room or apartment.

Students Residences outside of ULisboa: See Accommodation list

### IGOT-ULISBOA ERASMUS+ CONTACTS

**Erasmus Coordinator:** Prof. Maria Helena Esteves

**IGOT Erasmus Officer:** Elisabete Nunes

**Erasmus email:** [erasmus@igot.ulisboa.pt](mailto:erasmus@igot.ulisboa.pt)

**Erasmus Office hours:** normally on Tuesdays and Thursdays from 11h00-14h00

#### Postal Address:

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The Mobility Coordinator



Prof. Maria Helena Esteves